Health and Safety Policy

"Children need opportunities to take acceptable risks in an environment that encourages them to push against the boundaries of their current abilities, to stretch their skills and confidence. With this perspective, the existence of a level of acceptable risk in a setting is a positive feature and not a matter of regret or apology. Acceptable levels of risk, with supportive adult behaviour, can enable children to learn."

Any adults involved with children or young people should, of course, be concerned for their safety and wellbeing. However the management of safety should never be allowed to overrun a setting's primary goals that focus on offering children many different opportunities to learn"

Jennie Lindon 'Too Safe for Their Own Good'

Date of issue	September 2024
Date of review	July 2025

General Arrangements

Safety Policy

This safety policy is part of Millennium School's Health and Safety Manual which has been compiled in the interests of maintaining safety within the school.

The policy supplements the policy of The Maritime Academy Trust and states the local arrangements for ensuring the health, safety and welfare of all staff, pupils and others visiting or using the school and its facilities.

The policy consists of four distinct sections:

Section 1 - Policy Statement
Section 2 - Safety Organisation and Responsibilities
Section 3 - Emergency Procedures
Section 4 - Codes of Practice and Safe Systems of Work

Section 1 - Policy Statement

The Governing Body regards the promotion of health and safety at work to be of the utmost importance for all school members, children and their families and visitors at Millennium.

It is the school's policy to ensure that every reasonable step be taken to prevent injury and ill health to its members by protecting individuals from hazards at work. This also includes children and their families and visitors to Millennium whether it is as part of their job or involvement in other activities.

Section 2 - Safety Organisation and Responsibilities

Safety Organisation and Responsibilities sets out the responsibilities of all of us in ensuring that we work with due regard to our safety and the safety of others;

This section also indicates the management organisation and the Governors commitment to the implementation of the policy by the apportionment of funds for ensuring that the school is a healthy environment.

The management and Governors will ensure, so far as is reasonably practicable that staff receive adequate health and safety training.

The management and Governors will ensure, so far as is reasonably practicable, the provision of the safety equipment necessary for staff to undertake their duties in a safe manner.

1. Section 3 - Emergency Procedures

- This section indicates the action necessary in case of emergency in the school.
- The procedure for the investigation, and reporting of accidents.
- The steps necessary to help prevent accidents taking place.

2. Section 4 - Codes of Practice and Safety Systems of Work

In order that we are all meeting our responsibilities under the Health and Safety at Work, Action 1974 and the Management of Health and Safety at Work Regulations HSG65 and Safe Systems of Work will be implemented within the school.

The hazards associated with a work operation will be investigated and a Safe System of Work developed, after a risk assessment, as the methods of operation that will be used when undertaking a specific task.

3. Training

The need for Health and Safety training is recognised and it is the responsibility of the Headteacher to ensure that all staff have the information, instruction and training necessary to undertake their duties in a safe manner.

All staff will have been trained and instructed to perform all the tasks required of them and that they will be aware of all the known hazards that may exist within those tasks.

Staff should be aware of the safe operation of plant, tools or equipment used whilst undertaking their duties.

4. Risk Assessments

Before any hazardous operation is undertaken or organised an assessment of the risks to health and safety must be undertaken to allow safe systems of work to be devised and implemented.

It is essential that the only methods of work used are the safe systems, devised after careful consideration by everyone involved in health, safety and the technical requirements of the operation.

To ensure all employees are aware of the Safe systems of Work, Codes of Practice will be issued describing the preferred safe methods of work process.

Management of Health and Safety at Work Regulations HSG65 Part 3: Delivering effective arrangements will form Section C of this policy document.

5. Forward Planning

Health and safety shall be of a prime importance to any school undertaking;

Staff will have all the equipment necessary to undertake the work safely.

Staff will have all the information, instruction and training necessary to undertake the work with due regard to the health and safety of themselves and any other person who may be affected by their activities.

GREENWICH, SE10 0BG

THIS POLICY AND STATEMENT SUPPLEMENTS THE POLICY OF GREENWICH COUNCIL AND DESCRIBES THE DUTIES OF STAFF AND THE ARRANGEMENTS FOR HEALTH, SAFETY AND WELFARE IN THE SCHOOL.

1. POLICY STATEMENT

a) The policy of Millennium School is to provide and maintain a safe and healthy teaching and learning environment.

b) Millennium School will ensure that conditions, equipment and systems of learning are of a satisfactory standard and provide such information, training and support as the staff require to undertake their teaching activities safely.

c) Millennium School also accepts responsibility for the health and safety of other people who may be affected by our activities.

d) The allocation of duties for safety matters and the particular arrangements which we will take to implement the policy are set out below.

e) Safety and accident prevention shall be treated as an integral part of every activity and will have parity with any other aspect of the school activities. It shall be achieved by all staff diligently discharging their duties.

f) The policy will take into account changes in working practices and legislation.

g) To ensure this, the policy and implementation will be reviewed annually

2. ARRANGEMENTS FOR IMPLEMENTATION

a) Organisation

i. The Governors and Headteacher has overall responsibility for the health and safety of all persons on Millennium School premises and persons on school arranged activities. This responsibility extends to any person who may be adversely affected by Timbercroft School activities.

ii. Premises Manager, Headteacher and one other member of staff to be responsible for regular inspections.

iii. The Millennium School Health and Safety Steering Committee will review safety systems and develop strategies for the improvement of safe practices within the company.

iv. Health and Safety Steering Committee meetings will be held not less than every four months (termly).

v. All staff will receive training in the safety aspect of their work. This long term programme is designed to equip each person with the skills necessary to enable them to undertake their work with due regard to health and safety provisions.

vi. Safety in Millennium School will be maintained by teachers and ancillary staff.

vii. Staff will act immediately to rectify any breach of statutory obligations or school safety requirements, and will actively pursue proposals which further accident prevention, as far as it is reasonably practical.

viii. All staff review and sign the Health and Safety Policy on appointment and beginning of each school year/Policy review.

ix. The current Council Policy for Education Establishments and copies of Safety Codes of Practice are kept in the admin office and are available for reference during normal office hours.

x. Health and Safety advice can be obtained from:

b) The Health and Safety Committee

i. The committee will consist of school management and other co-opted members.

ii. The committee will be chaired by the Headteacher or Deputy Headteacher.

iii. The committee will meet periodically but not less than termly.

iv. Functions of the Committee shall be:

a) To receive notice of and consider major incidents, accidents, and other information affecting the health and safety at Millennium School.

b) To consider the findings of accident investigation and, where it is thought appropriate, act on the recommendations.

c) To review health and safety arrangement within Millennium School and make recommendations for improvement.

d) To review risk assessments for each area.

e) To review new legislation and consider the likely affect on health and safety within Millennium School and consider the changes necessary to meet the needs of new regulations.

f) To take suggestions from staff on health and safety matters.

g) To assist the Headteacher implement the health and safety recommendations contained in circulars received from Education Funding Agency.

h) To make representations on all safety matters to the Board of Governors.

Refer to Separate Policies for:

- Educational visits.
- Section for Health and Safety on each Curriculum Policy.
- Fire Drill procedures and banking
- Sex and drugs education Work experience
- Induction.

3. RESPONSIBILITIES

a) Governors

The main functions of Governors are:

i. Monitoring of health and safety (including consideration of inspection reports).

ii. Ensuring that actions and improvements necessary in the interests of health and safety are taken.

iii. Prioritising actions where resources are required.

iv. To take reports on health and safety at all appropriate governors' meetings.

v. Issue an annual report on health and safety within the school

vi. Ratify the local safety policy.

vii. Allocate the resources necessary.

b) Headteacher

The Headteacher will:

i. Establish the Health and Safety policy of Millennium School and ensure it implements the Maritime Academy Trust policy and is revised as often as is necessary;

ii. Monitor the effectiveness of the policy.

iii. Allocate the resources necessary to ensure the requirements of the policy and be fulfilled.

iv. Support the intent of the Safety Policy to secure the health and safety of staff, students/pupils, visitors and members of the public.

v. Ensure that all staff in the school receives the training necessary for them to carry out their work without undue risks to their own health and safety or the health and safety of others.

vi. Refrain from condoning any activity which breaches Statutory Regulations, or Education Codes of practice.

vii. Ensure that all new and existing staff are trained in the fire, accident and bomb alert procedures and are given every assistance to perform their duties in a safe manner.

viii. Ensure that there is good liaison with the Inspectorate on all matters of curriculum health and safety.

ix. Instigate safety surveys within the school, receive and review all accident reports and implement remedial measures.

x. Formulate the school policy on the medicines in the school.

xi. Undertake annual review of each section of the school.

xii. Ensure that the special risks generated by the presence of contactors on site are considered in the terms of all contracts.

xiii. Draw up arrangements for any joint use of the premises and other facilities.

xiv. Ensure there is liaison between the school and the providers of catering and cleaning services.

xv. Co-operate with accredited safety representatives in their efforts to carry out their functions including inspections and investigations as the needs arise.

xvi. Risk assessments carried out and updated.

xvii. Receive written reports from the safety representatives and respond in writing within a reasonable period.

xviii. Meet their responsibilities as members of staff.

xix. Set a personal example.

c) Premises Manager

The Premises Manager will:

i. Be familiar with the school Safety Policy and his/her responsibilities under the policy as Premises Manager and a member of staff.

ii. Understand his/her responsibilities under the Health and Safety at Work etc. Act 1974.

iii. Have knowledge of his/her responsibilities under other relevant Health and Safety legislation having an effect on Millennium School's activities.

iv. Be familiar with the agreed Education Health and Safety Codes of Practice relating to premises activities.

v. Carry out safety inspections and Risk Assessments on all the activities within his/her sphere of operation.

vi. The Premises Manager will have a major role to play in the prevention of fires in the school and in the safe evacuation of the building he/she should:

a) Ensure that all emergency exits are unlocked while the building is occupied;

b) Ensure that the premises are checked after evening use.

c) Ensure that rubbish and combustible materials are not stored under stages, in boiler rooms or in escape routes.

d) Ensure that any combustible material is placed in non-combustible containers and properly disposed of as soon as possible.

vii. Ensure safety in the use of temporary heaters.

viii. Inform the Headteacher of instances where their executive authority does not allow them to deal effectively with a hazard.

ix. Identify any training needs within their normal areas.

x. Keep a register of all portable electrical equipment.

xi. Undertake or arrange the testing of portable electrical equipment.

xii. Ensure that assessments have been undertaken on all substances considered hazardous to health as required by the Control of Substance Hazardous to Health Regulations 1995 (COSHH) and that the safety requirements, deemed necessary by the assessments, are complied with by all users of the substances.

xiii. Ensure that any new substances added to the school inventory are assessed for COSHH.

xiv. Ensure that all visitors to the site, including contractors, are made aware of any hazards on site.

xv. Advise the Headteacher on the Health and Safety implications of contractors and other visitors.

xvi. Ensure that contractors employed meet the same standard of health and safety criteria as Millennium School activities.

xvii. Maintain the records of testing and other registers as required by regulations and school Codes of Practice.

d) Staff

Staff will be aware of their responsibilities under and comply with:

i. The Health and Safety at Work etc. Act 1974 and safe working practices.

ii. School safety requirements when undertaking any work.

iii. Co-operate with Departmental heads/managers and other colleagues to achieve a healthy and safe workplace.

iv. Take reasonable care of the Health and Safety of others who may be affected by their work.

v. Not intentionally or recklessly interfere with or misuse anything provided in the interest of health and safety.

vi. Bring to the notice of the Headteacher or other nominated person any health or safety problem which they are not able to put right. They may also inform their safety representative.

vii. If any employee has any suggestions for the improvement of health and safety they should contact the Headteacher or the persons delegated as Health and Safety Officer.

viii. **First Aid (We have a separate First Aid Policy)**

The Governors and Head teachers of Millennium accept their responsibility under the Health and Safety (First Aid) regulations 1981 and acknowledge the importance of providing First Aid for employees, children and visitors within the school. Details are provided in the First Aid Policy (Review Spring 2018). The appointed person (the Headteacher in this instance) is responsible for the arrangement of adequate First Aid training for staff. Our Nursery Nurses are paediatric first aid trained and adequate staff are trained in First Aid at Work or Emergency First Aid: Paediatric.

e) Safety Advisers/Consultants

The main features of health and safety advisers, if required, are:

i. Establishing timetables and methodology for audit.

ii. Carrying out health and safety audits.

iii. Advising on health and safety policy revisions.

iv. Assisting in the implementation of safety policy.

v. Helping in investigations.

vi. Advising on monitoring procedures.

Section 3 - Fire and Emergency Procedures.

1. FIRE

a) General Information

1. It is essential that all members of staff, permanent and temporary, casual or contracted users of the school, know the fire and evacuation procedure in case of emergency and are fully conversant with the instructions contained in circular H&S/95/14 and school specific instructions.

2. The fire alarm will be the sounding of the alarms situated at various points in the school and offices. The alarms will continue to sound until all staff students/pupils and visitors have left the building.

3. To ensure staff are familiar with the sound of the fire alarm and to test the equipment the alarm will be sounded regularly, this will be done weekly from a different call point each week the tests will be recorded.

4. In each room of the school a diagram of the preferred emergency evacuation route will be displayed with the muster point for that room.

5. The method of raising the alarm will be displayed in all classrooms and offices.

Staff will be informed prior to any testing:

a) Unless previously informed by the premises staff that the fire alarm is about to be tested, all staff not having a specific fire duty, on hearing the alarm must leave the building immediately, not stopping to collect personal effects.

b) They should ensure that all children in their charge are evacuated in an orderly fashion.

c) They should, if it is safe to do so, take the class register with them.

d) If class registers are kept in a central location the nominated member of staff should take the registers to allow roles to be called after evacuation, this should only be done if it is safe to do this duty.

e) Staff should familiarise themselves with the escape routes from their classes and work areas, the muster areas, and the fire alarm Call Points from where they may sound the fire or other alarm.

1. The location of any gas cylinders or other potentially dangerous equipment or substances should be known and the Senior Fire Officer informed on his arrival.

2. Staff should not assume that the entrance they use to enter the building is the most appropriate exit.

3. Staff should only fight a fire if they know the appropriate extinguisher to use on a small containable fire and understand their use.

4. Before any fire-fighting is undertaken all children and other staff must have been evacuated.

5. Visitors must be escorted to the muster points by the host staff.

6. Staff must not return to the building until informed that the building is safe by the Fire Controller.

b) <u>Specific Staff Duties</u>

i. The ***Headteacher/Premises Manager*** will go to the office and ascertain if there is a fire, its location and seriousness.

ii. The ***Premises Manager*** will take charge as **Fire Controller** in the office to liaise with the emergency services.

iii. ***Fire Wardens*** will liaise with the **Fire Controller** to report when all the staff, children and visitors have been evacuated.

iv. A ***Fire Warden/Catering nominee*** will liaise with the **Fire Controller** to report when all catering areas have been evacuated.

v. The ***Senior Administration Officer*** will, if it is safe to do so, stay by the switchboard to keep open lines of communication, if this is unsafe it is essential that they evacuate.

vi. To enable rescue to be implemented Fire Wardens should report any missing person to the Fire controller/Headteacher.

vii. It is essential that all other staff not involved in safety measurers leave the building as quickly as possible.

c) <u>Action by Staff on Discovering a Fire.</u>

i. On discovering a fire staff should give warning to those in the immediate area by shouting **FIRE.**

ii. The member of staff should immediately activate the fire alarms by *breaking the glass on any one of the **CALL POINTS** shown on the drawing of the Call Points and Extinguisher Positions.*

iii. *If it is safe to do so, they should then telephone reception to inform the operator of the location and extent of the fire and any injured persons and ensure that the reception/telephonist has contacted the appropriate emergency services.*

iv. *If it is safe to do so, trained staff may attempt to fight the fire but only if it is limited in size using the fire fighting equipment but only after calling for assistance and warning those in the area.*

v. *They should only use the extinguishers if confident and instructed on the safe use of fire extinguishers.*

vi. *They must not place themselves in danger and should stay between the fire and a Fire Exit.*

vii. *If they are unable to extinguish the fire they should abandon the position and evacuate to their muster point, and inform the Fire controller of the nature and extent of the fire.*

viii. *Staff must not place themselves or other at risk in fighting the fire.*

d) Action by staff on hearing the Fire Alarm

i. On hearing the fire alarm all staff, not having duties to perform during the evacuation, should immediately evacuate the children leaving the building using the nearest safe fire exit.

ii. If it is safe to do so fireproof cabinets containing confidential documents should be closed as should windows and doors as each room is cleared.

iii. Staff should report to the appropriate Fire Wardens at the must points.

iv. Staff and pupils should not leave the site until they have reported to their Fire Warden and obtained permission.

v. On hearing the fire alarm all external telephone lines should be disconnected and no calls, other than by the person reporting the fire or other authorised person, should be made to, or through, the operator.

vi. Staff away from their normal place of work should leave the building and report to their Fire Warden at their muster point.

e) Action by Telephonist

i. On being informed of a fire, or on hearing the alarm, the telephonist will immediately call the Emergency Services they will not break the connection until the emergency services have repeated the name of the school.

ii. If the person making the report has, for any reason not sounded the alarm, the telephonist should do so immediately.

iii. On hearing the alarm, it is safe to do so; the telephonist should stay by the switchboard, to keep open lines of communication.

iv. If the fire is in the vicinity of their office or could place them at risk they should leave immediately and report to the Fire Controller.

f) Action By Fire Controller

The Fire Controller will if it is safe to do so:

i. Go to and remain in or near the reception area after the fire alarm is sounded.

ii. Take reports from Fire Stewards and ensure that a role call is taken.

iii. Report any missing persons to the Senior Officer of the emergency services.

iv. Mute the alarm after a complete evacuation or on establishing it is a false alarm.

v. Authorise any return to work after consultation with the Fire Brigade.

1. Bomb Threats

a) Introduction

i. During time of heightened tension and increased terrorist activity information that a bomb has been placed on the premises may be received.

ii. In most cases the call will be a malicious or childish hoax but any call must, until proved otherwise, be taken in all seriousness.

iii. The decision on the authenticity of the call may only be taken by the appropriate authority, the Police.

b) Action by person Answering the Telephone

i. On receiving a bomb warning telephone call the person answering the telephone should try to obtain as much information as possible.

ii. This may require an act on their part to encourage the caller to continue talking.

iii. The telephonist should make notes of the information obtained and try to establish if, in their opinion, the call is genuine.

iv. Notes should be made of any background noises, i.e. is there any laughter or childish noises?

The Headteacher or Senior Person on site should be informed immediately.

c) Action by Headteacher or Others

i. The Headteacher or other Person in Charge will inform the Police.

ii. Due to the danger of explosive devices being placed outside the building in evacuation areas the evacuation procedure should not be initiated at this stage unless there is strong suspicion that a package or other object may be dangerous.

iii. After discussion with the Police a decision can be made to evacuate or initiate a search for any suspicious packages or objects.

iv. Teachers and staff may be informed by word of mouth or the public address system if available, of the emergency situation and be asked to search their area of work for any suspicious packages.

v. Teachers and staff should report the results of searches to the Headteacher of other person in charge who will have taken up station in the Control Area designated in the Fire Evacuation procedure for them to receive information.

vi. Under no circumstances should any suspicious object or package be touched or moved.

vii. Staff should not congregate in groups or stand round a suspicious package.

viii. They should move away and inform their supervisor and others in the vicinity.

d) Reactive Monitoring of Accidents and Dangerous Occurrences.

i. Reactive monitoring looks at incidents, accidents, and occupational ill health through the investigation and analysis of statistics.

ii. It includes investigating complaints.

iii. Obviously, all accidents involving injury need to be investigated. However, it has been shown that there is a relationship between events involving minor or no injury and those involving major injuries.

iv. Only a small proportion of accidents result in harm, but the personal element makes it a priority to investigate injury accidents.

v. It has been found that the severity of injury is a poor indicator of risk and it is more important to consider the potential of the incident rather than the actual outcome.

vi. It is essential that staff are encouraged to report near misses.

vii. Much information may be obtained from the investigation of near misses.

viii. A culture of "no blame" should be encouraged where staff are able to report an unsafe act or situation knowing that no blame will be attached.

ix. A positive action for improvement should be initiated.

(It may be appropriate for the Office Staff to make reports, keep records and analyse accident trends).

Section 4 - Codes of Practice and Safe Systems of Work

Introduction

This section of the policy contains the safe systems that must be followed when any teaching or work activity is undertaken.

Copies of risk assessments and procedures can be found in the health and safety file