



Muschamp Primary School Health and Safety Policy

Introduction

Muschamp Primary School is committed to ensuring a safe and healthy learning environment for pupils, employees and others affected by the school's undertaking.

We identify complying with the legislation as the minimum level of achievement, but will strive for better than minimum where reasonably practicable. We are committed, so far as reasonably practicable to ensure the health, safety and welfare of staff, pupils and others. We are committed, so far as is reasonably practicable, to ensuring the safety and health of our contractors and any visitor whether at our premises or affected by our work activities.

We believe that it is an important part of everyone's job to try to prevent injury or ill-health to employees, pupils and visitors and that managers have a key role in the prevention of accidents and ill-health occurring.

Statement of Policy

In accepting this responsibility, Muschamp Primary School will, so far as reasonably practicable:

1. provide and keep equipment and systems of work that are safe and suitable;
2. provide such information, instruction, training and supervision as is necessary to promote the health and safety of its employees, pupils and visitors;
3. provide and keep our workplace in a condition that is safe and with minimal risks to health, including means of safe access and exit from workplace, as well as adequate facilities and arrangements for employees' and pupils' welfare at work;
4. ensure that significant workplace hazards have been assessed for risk and suitable controls and safe systems of work have been put in place;
5. provide forums for active employee involvement in the continuous improvement of health and safety throughout the schools activities, as staff make an invaluable contribution to reducing risks.

Muschamp Primary School can only achieve the above with the co-operation and involvement of all employees, pupils, governors, parents and visitors in fulfilling these policies.

This policy statement and the accompanying procedures will be reviewed regularly and updated as necessary by the School's Governing body every year.

Health and Safety Organisational Arrangements

Head Teacher and Governing Body

The health and safety culture of the organisation is determined by the Head Teacher and Governing Body. They will help ensure the school remains a safe and healthy environment by carrying out the following:

1. agree the strategy to ensure health and safety remains a priority across the school that allows all to take part and all to take pride;
2. ensure senior managers have systems in place to minimise the risk to themselves, staff, pupils, contractors, members of the public and anyone else affected by the activities of the school;
3. receive and act upon information from managers, Corporate Health and Safety Unit (who act as the school's competent health and safety advisor, as noted in the requirement of regulation 7 of the Management of Health and Safety at Work regulations 1999) and Trade Unions about the continuous progress being made in creating a safer and healthier school;
4. ensure suitable child safeguarding procedures and controls are in place;
5. ensure adequate resources are made available for new and emerging risks;
6. integrate health and safety into the communications strategy so that staff can see the school takes its health and safety responsibilities seriously;
7. include health and safety performance in the Head Teacher's annual report
8. set a personal example.

Health and Safety Governor

The elected Health and Safety Governor has the responsibility to liaise with the Head Teacher and others on health and safety issues. Their duties are to:

1. monitor the action plans developed from the Corporate Health and Safety audits/inspections and ensure adequate resources are identified by the Governing Body to make improvements;
2. take an active part in school inspections and monitor the follow up actions;
3. review health and safety data including accidents and report to the Governing Body on the continuous progress being made into creating a safer and healthier school;
4. Commend staff and pupils where health and safety improvements have been made.

Health and Safety Lead (HSL)

The Head Teacher has appointed Diane Seccombe, Wayne Holland and Anna Redstone as the Health and Safety Leads. The role of the Health and Safety Lead (HSL) in improving health and safety performance is a pivotal one, through liaising with managers on health and safety performance and informing SDT of the progress being made. The duties of HSL are to:

1. ensure the effective implementation and compliance with school policy and relevant legislation impacting school; create a positive health and safety culture so all can take part and can take pride;

2. receive regular reports from line managers on how risks have been assessed, what management action has been taken and any outstanding issues;
3. ensure all inspections, maintenance of plant and equipment is carried out in line with statutory requirements and guidance and that adequate records are kept;
4. work with managers to identify suitable health and safety training that is available for all managers, staff and pupils;
5. ensure the use of the Corporate Warning System (or similar systems) is embedded into all operational and emergency procedures where needed;
6. ensure there are adequate arrangements for the selection, supervision and monitoring of contractors for work carried out on the behalf of the school;
7. liaise with the Corporate Health and Safety Unit as the school's competent advisor on relevant matters and share good practice with other schools;
8. actively monitor health and safety performance to improve the culture by carrying out periodic health and safety tours of the workplace;
9. ensure adequate investigation of accidents and incidents and report to the Corporate Health and Safety Unit within seven days;
10. set a personal example.

Site Manager

The role of the Site Manager is important for ensuring the building, plant and fabric is in good condition and safe for use. The duties of Site Manager are to:

1. ensure all maintenance and minor work arrangements are suitable and minimise the risk of accidents or ill-health;
2. ensure the school is kept clean and tidy to reduce the risk of slip and trip accidents;
3. maintain adequate records for works carried out by the Site Manager such as the inspection of play equipment etc. and weekly fire alarm tests;
4. ensure contractors are suitably monitored and have access to relevant information, such as the school's Asbestos Register.

Staff

The staff's actions are the foundation of our health and safety culture. The duties of staff are to:

1. work safely for themselves, pupils and others, helping to create a positive health and safety culture in their work area / activities;
2. follow safe working practices identified from risk assessments and keep their line manager up to date with any problems arising from the work;
3. take an active part in carrying out risk assessments and giving practicable suggestions to improve safety and health. Staff experience is an important resource for developing suitable health and safety controls;
4. attend health and safety training as identified and agreed with their line manager and Health and Safety Lead, including induction training;
5. give all necessary help to pupils, contractors and members of the public to ensure their safety;
6. make themselves familiar with all emergency procedures and safety equipment on the premises and not intentionally or recklessly interfere or misuse anything provided for health and safety;
7. use equipment and materials in the way they are designed to be used;

8. immediately report to line manager all illnesses, accidents, unsafe conditions, acts of violence, hazards and any situation that may compromise health and safety;
9. immediately, if safe to do so and within their level of competence, remove serious hazards where there is imminent danger. Where they are not able to remove serious hazards then they must immediately inform a manager as to the existence of the hazards so that the necessary action can be taken;
10. where required, contact Corporate Health and Safety directly if they have serious H&S concerns;
11. set a personal example for colleagues and pupils.

Pupils

Muschamp Primary School provides an excellent learning environment. To help maintain this, pupils are actively encouraged to improve their risk awareness and are supported by the school to learn key life skills on managing risks to themselves. The duties of pupils are to:

1. follow the guidance and procedures, such as fire evacuation procedures, explained to them by staff;
2. encouraged to raise any health and safety concern with staff and to report all accidents;

Volunteers

Volunteers are a valued and key part of the School. They will be given the same protection as staff identified in the risk assessment and school procedures. Their duties are to:

1. follow the guidance and procedures, such as fire evacuation procedures, explained to them by staff;
2. encouraged to raise any health and safety concern with staff and to report all accidents;

Visitors

The school welcomes visitors and they are provided with Safeguarding and Fire Procedures guidance when signing in at reception. Visitors will not be left unsupervised, especially when pupils are on site, without suitable safeguards in place.

Accident, Incident, Violence, Near Miss Reporting

The school will investigate and record all accidents, incidents and near misses as appropriate, following Corporate Health and Safety guidance.

Where a serious accident or incident happens, the Corporate Health and Safety Unit must be informed immediately by telephone on **020 8770 5023 or 5026 and using the accident reporting portal Workrite. Diane Seccombe, Anna Redstone, Kirsty Hobbs and Lucy Barnes have access to this portal.**

The Head Teacher and HSL will ensure the Corporate Health and Safety Unit receive the report within seven days of the incident.

All accidents are recorded on the Work Rite portal.

Accidents/incidents involving pupils must be kept until the young person reaches the age of 21. Records may be kept for longer in line with other legislation (e.g. child protection and SEN pupils). The Work Rite portal keeps records indefinitely and only deleted at the request of the school. The HSL will review each year and delete when appropriate.

Asbestos

Wayne Holland, Site Manager has been trained as the Asbestos Duty Holder (3/10/2024) and is responsible for ensuring the School's Asbestos Register is read and signed by all contractors and staff prior to starting any work on the premises that may damage or disturb asbestos and suspected asbestos conditioning materials. Diane Seccombe, Business Manager has received Asbestos Management Training (9/09/2025).

Staff must not affix anything to walls, ceilings etc. without first obtaining approval from the Site Manager.

Staff must report any damage to asbestos materials immediately to the Site Manager or HSL.

Where damage to asbestos (or suspected asbestos) material has occurred the area must be evacuated and secured. The Head Teacher will immediately notify the Corporate Health and Safety Unit telephone (0208 770 5023//5026).

The school will carry out annual Asbestos Duty Holder checks of asbestos containing materials that are safely accessible. The school will also ensure the Asbestos register is kept up to date and Asbestos Surveys carried out where required, such as before major renovations.

Contractors

The school is aware that it can delegate its' responsibilities to contractors but cannot remove their accountability' therefore, only competent contractors will be used in line with the school's policy. Guidance on the selection and monitoring of contractors can be obtained through LB of Sutton.

Where required the Construction (Design and Management) Regulations 2015 will be followed.

A pre-task meeting will be held to confirm how contractors will ensure their safety and that of staff, pupils and others. This may include the need for segregating parts of the school. In the event of this, the fire procedures will be reviewed.

All contractors who work on the premises are required to identify and control any risk arising from their activities and inform the HSL and/or Site Manager of any risks that may affect the school staff, pupils and visitors.

Contractors who are carrying out invasive work will read the Asbestos Register before starting.

All contractors must be aware of the school health and safety policy and emergency procedures and comply with these at all times.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Head Teacher, or their representative, will take such actions as are necessary to protect the safety of school staff, pupils and visitors.

There will be regular meetings held between contractors and the HSL and/or Site Manager to review the standard of health and safety onsite.

Electrical Hazards

A competent contractor is employed to carry out Portable Appliance Testing (PAT). Plugs of all appliances, except computers are checked, labelled and signed.

PAT testing is carried out as appropriate for the equipment and its usage.

Electrical appliances from staff homes should not be used in school unless they have been PAT tested and approved by the site manager.

The school's Electrical Installations are tested every five years or 20% of the school's Electrical Installation is tested every year.

First Aid - General

The School will ensure there is a sufficient level of first aid coverage for the activities being carried out by staff and pupils. This will include suitably trained first aiders.

A list of trained First Aiders can be found in Appendix 1 of the policy.

For first aid help staff will contact the School Office.

For pre/post school sessions/events onsite, a first aider will be present. For trips and sporting activities off site medical assistance will be requested by staff by phone.

First Aid – Automated External Defibrillators (AED)

Cardiac Arrest is a condition that occurs when the electrical impulses of the human heart malfunction causing a disturbance in the heart's electrical rhythm. This can be fatal. To help ensure the safety of staff, pupils and others, the school has AED.

These have been located at the following location(s):

- School Office
- Sports hall

For every minute that a person in cardiac arrest is not successfully treated, the chance of survival decreases by 7% per minute in the first 3 minutes, and decreases by 10% per minute as time advances beyond that time.

Office staff will carry out weekly visual checks (and after use) to ensure the AED is in place and usable.

Although AED are designed to be used by someone without any specific training by following audible, step-by-step instructions on the AED, the school also has trained staff. Their names are noted by the AED and staff are informed.

They are:

- Kirsty Hobbs
- Lucy Barnes

British Heart Foundation: <https://www.bhf.org.uk/research/heart-research-history/sads>

LifeVac

The School have an anti choking device located in the dinning hall. All staff are shown a short video on how to use during Safeguard training. The video will be available through Dojo at any time.

The video used for staff is: <https://lifevac.net/training/>

Bleed Control Kit

The School have purchased a Bleed Control Kit device located in the dining hall. All staff are shown a short video on how to use during Safeguard training. The video will be available through Dojo at any time.

The video used for staff is: <https://controlthebleed.org.uk/control-the-bleed-resources.html>

Medication

The school follows the guidance provided by the Department for Education on “Supporting pupils at school with medical conditions”.

The full guidance can be downloaded from:

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

Fire Safety & Evacuation of Premises

An up-to-date fire risk assessment will be kept in the Site Managers office. The fire risk assessment will be reviewed annually and action plans for improvement will be completed in a timely fashion.

All alarm tests, maintenance and fire drills are carried out and recorded.

The Head Teacher is responsible for ensuring as part of staff training that everyone knows what to do if there should be a fire threat or other need to evacuate the premises.

Fire drills are carried out termly.

Fire Wardens are trained to sweep the building when the fire alarm goes off to ensure everyone has left the building, can be found in **Appendix 1** of this policy. Year group leads collect information from class teachers to ensure all pupils are accounted for.

The Head Teacher or Deputy will act as the Fire Marshal to collect information from the Fire Wardens and keep the Fire Brigade up to date with the evacuation of the buildings.

Corporate Health and Safety carry out regular inspections of the site.

Competent contractors are used to inspect and maintain fire related equipment and systems.

Risk Assessment

Risk assessments are undertaken for three purposes:

1. To assess the risks to individuals' health, safety and wellbeing.
2. To comply with current legislation.
3. To assess the risks of a particular event or outing e.g. a theatre visit.

Risk assessments are undertaken by the appropriate manager and discussed with relevant staff. These are reviewed annually, when there is a change in activity or a major incident relating to the risk assessment. The Head Teacher is responsible for approving control measures and is ensuring the action required is implemented.

Staff who may need to complete a Risk Assessment can discuss it with the HSL or Head Teacher.

Where required, staff will receive risk assessment training from Corporate Health and Safety.

Chemicals and Harmful Substances

All chemicals and harmful substances will be suitably risk assessed and stored to minimise the risk.

Contractors bringing harmful substances onsite will be reminded of the need for suitable controls.

Where required the school will follow CLEAPSS guidance in relation to the use and storage of chemicals.

CLEAPSS is an organisation that provides guidance and advice relating to science, art and D&T.

Safety Rules

The Head Teacher will be responsible to ensure that all staff are aware of their responsibilities with regards to the supervision and behaviour of the pupils.

Staff have a responsibility to ensure they work in a safe and responsible manner and ensure their own and others safety.

Staff should report all health and safety related concerns they have.

Equipment

All equipment and apparatus will be suitably installed, inspected and maintained. Staff members will check equipment before use, and any faults will be reported to the Head teacher.

Pupils will be instructed on the safe use of equipment and suitably supervised dependent on the task and the equipment being used.

Known faulty equipment will **NOT** be used, even for short durations.

Miscellaneous

- Parents/Carers will be given a list of suitable clothes for pupils to wear during PE and rules regarding earrings. Staff will also be aware of wearing appropriate clothing with regarding health and safety e.g. outdoor shoes
- Pupils will be escorted into and out of school, following a specific procedure for their age group.
- Muschamp Primary School employs a contract cleaning company. The Site Manager will ensure that the site is kept clean, reporting any faults to the cleaning supervisor.
- Muschamp Primary School is aware of the importance of staff/student hygiene and will provide suitable cleaning materials.
- A Care Plan is complete for pupils with a health issue, and any medication administered to pupils is covered in that policy and procedure.

School Visits

The school has an Educational Visit Coordinator who will provide guidance on school visits and trips.

The school has access to a trained, independent Education Visit Officer – Mick Bradshaw and uses EVOLVE to manage visits.

Critical Incidents

- The school has a set of procedures for Critical Incidents; a copy is kept in the 'grab bag' in the reception corridor entrance.

Security Policy

We try to achieve a balance between making our school welcoming and accessible and keeping pupils and equipment safe. The site supervisor is responsible for the opening and closing of the site. Visitors are to sign in, read the Safeguarding/Health and Safety notes, and wear a badge.

Pupils are made aware of the dangers of talking to strangers and are asked to report any strangers onsite, not suitably 'tagged.'

Violence Against Staff

The school will not tolerate violence towards staff.

The school also has a legal duty to protect their staff from violence and aggression, as they have the right to have a safe workplace and be free from the aggression of others.

Violence is behaviour, which produces damaging or hurtful effects, physically or emotionally, on people. This definition specifically includes:

- Verbal abuse
- Threatening behaviour
- Anti-social behaviour
- Damage to property
- Physical violence
- Online or social media bullying

The above incidents will be reported.

Along with the school's security procedures, there are Lone Working and Home Visits risk assessments that will be followed by staff, to reduce the risk of aggression.

Staff making home visits to pupils' homes will check the Corporate Warning System before going or have it checked on their behalf.

The School will follow the guidance on dealing with aggression including that relating to banning parents from site.

Staff affected by violence will be supported by the School Senior Management Team.

Lone Working & Home Visits

Please refer to the School's Lone working and home visit policies.

Smoking & E- Cigarettes

Smoking anywhere on the school premises and grounds is not allowed.

The school's Governing Body has banned the use of E-cigarettes onsite. There is not enough medical evidence that confirms the use of E-cigarettes are safe or not.

Also, as they are designed to look like real smoking, it makes it difficult to enforce a normal smoking ban.

Stress

The school is aware that stress can be an issue in all professions.

There is a school wide stress risk assessment that is reviewed annually at a staff meeting. The assessment gives details of the controls put in place to help all staff manage stressful situations and where further help and guidance can be obtained.

Where an individual member of staff has been identified as suffering from stress, an individual stress risk assessment will be carried out with them.

The school offers all staff access to the Wisdom app which is a support service for staff who may need to speak with someone over the phone or in person.

The details for this are made available on Dojo.

Working at Height

The Site Manager is responsible for the purchase and maintenance of all ladders in the school. 10 step ladders have been supplied and are hooked to the wall around the school so staff have quick and easy access to a ladder if needed.

All ladders conform to BS/EN standards as appropriate.

Suitable working at height procedures are in place.

Staff are reminded that 'working at height' applies to all activities that cannot be undertaken whilst standing on the floor.

If you need to hang decorations or displays then a step stool or small step ladder must be used. Standing on desks, chairs or other furniture is **not** permitted.

Work at height when you are alone is **not** allowed.

Disability Access

The school has an Accessibility Policy, this can be found on the school website.

The school will comply with the Equalities Act, so far as reasonably practicable.

Reviewed: September 2025
Review Date: September 2026

Health and Safety at Work : Key Staff

Head Teacher	Heidi Westley	
Health & Safety Lead	Diane Seccombe, Wayne Holland, Anna Redstone	
Governor responsible for Health & Safety	Carole Parnell	
School Business Manager	Diane Seccombe	
Primary Health and Safety Advisor	David Charles	0208 770 5023

Fire Wardens:

- Wayne Holland
- Debbie Nicol
- Heidi Westley
- Anna Redstone

Training Record

Diane Seccombe to keep training records.

First Aid trained staff

NAME	YEAR
Doku, Arta	Canberra
Smith, Nicki	Canberra
Sweetman, Audrey	Canberra
Bennett, Aimee	ELSA
Allen, Jessica	London
Glenister, Emma	London
Howard, Julie	London
Carson-Browne, Teresa	MDS
Clarke, Sam	MDS
Boyle, Natalie	Nursery
Barnes, Lucy	Office
Hobbs, Kelly	Office
Hobbs, Kirsty	Office
Watts, Rebecca	Reception
Whitehead, Chelsea	Reception
Coomber, Jo	Year 1
Coombes, Leanne	Year 1
Walter, Nichola	Year 2
Gavin, Lindsey	Year 2
Cenalia, Besa	Year 2
Alexander, Libby	Year 3

Wynne, Margaret	Year 3
Pearce, Laura	Year 4
Campbell, Julie	Year 4
Prekduca, Lena	Year 4
Brimson, Sharon	Year 5
Clemo, Steve	Year 5
Edwards, Elaine	Year 5
Bradley, Katie	Year 6
Procter, Paula	Year 6
Ridley, Michelle	Year 6

Health & Safety Policy updates – Sep 25

- 1) Admin staff added to Workrite access – Page 4
- 2) Training dates update for Site Manager and Business Manager under Asbestos on page 5
- 3) First Aid trained staff list updated