Health and Safety Policy Statement

Health and Safety at Work Act 1974

This is the Health and Safety Policy Statement of

St Pauls, CE, Heathside Grove, M28 3NZ

Equal Opportunities – Equality Statement:

As a school we welcome our duties under the Equality Act 2010. The general duties are to:

- eliminate discrimination, harassment and victimisation
- advance equality of opportunity
- foster good relations

We review all policies and procedures we operate to ensure there are no negative equality impacts based on age, disability, gender, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief and sexual orientation as outlined in the Equality Act 2010. If you feel, on reading this policy, that there may be a negative equality impact, please tell us about this. Please also let us know if you need to access this policy in a different format. You can do this by contacting the school office.

Our statement of general policy is:-

- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to provide adequate resources for health and safety;
- to ensure the standards required by health and safety legislation are met as a minimum and where possible, exceeded;
- to provide and maintain plant, machinery and equipment which is safe, has been manufactured to a British, European or International standard, is regularly inspected, tested and maintained as

appropriate; and that offers protection from danger by being suitably guarded (where appropriate). This would include such items as heating and hot water plant, kitchen equipment and appliances e.g. meat-slicer, powered cleaning equipment and portable electrical appliances;

- to ensure safe handling, use, storage and transport of articles and substances;
- to provide adequate information, instruction and training to enable staff and pupils to carry out their work activities in a healthy and safe manner, and to enable then to contribute positively to their own health and safety and that of others;
- to ensure all employees are competent to do their tasks;
- to prevent accidents and cases of work-related ill health;
- to make arrangements within the school for the reporting of all accidents/incidents to the LA;
- to make positive arrangements for fire evacuation , first-aid and other emergency situations;
- to provide and maintain a safe and healthy school building with safe access and egress, paying particular attention to the structure of the buildings, the electrical installation, draining, glazing, maintenance of floors / corridors / playgrounds / steps / doorways / fire escape routes and security arrangements which would minimise the risk of acts of violence;
- to provide and maintain a safe and healthy working environment with effective management of illumination, temperature, ventilation, dust, smoke, fumes, noise, cleanliness and food hygiene and adequate protection against occupational disease and infestation;
- to provide and maintain adequate welfare arrangements such as eating, washing and toilet facilities and accommodation for clothing and personal belongings;
- to provide and maintain an effective road safety provision which includes Road Crossing Patrol Staff and regular liaison with parents to minimise the risks to pupils arriving at and leaving school particularly in Primary Schools;
- to include aspects of child/personal safety within the curriculum which includes safety at home, on the road, around water areas and railway lines, fire / matches / fireworks, no talking to strangers, bullying, smoking and drug abuse and healthy eating;
- to ensure so far as is reasonably practicable, the health and safety of visitors to the school (see section 10 for example of identifiable visitors) and any other persons who may be affected by the acts or omissions of members of staff or pupils whilst taking part in school activities; and
- To review and revise this policy as necessary at regular intervals.
- To regularly review this policy to ensure health and safety arrangements are still adequate.

Signed
(Chair of Governing Body

Signed Date:
(Headteacher)

Review Date: November **2025**

Next Review Date: October 2027

Organisation

(Voluntary Controlled)

Overall and ultimate responsibility for health and safety in schools is that of the employer i.e. the Strategic Director of Children's Services. However, some legislation e.g. the Control of Asbestos regulations and Fire legislation deem the Headteacher to have overall responsibility as the 'Responsible Person'.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to School Governing Bodies and Headteachers and other specified competent person(s).

To ensure health and safety standards are maintained / improved, the following people have responsibility in the following areas.

The Local Authority (Strategic Director of Children's Services) and the Governing Body shall:

- ensure so far as is reasonably practicable the health, safety and welfare of teachers and other education employees;
- shall ensure so far as is reasonably practicable the health and safety of pupils in-school and on off-site visits;
- shall ensure so far as is reasonably practicable the health and safety of visitors to schools and volunteers involved in any school activity;
- shall guide and monitor the Headteacher to ensure that he/she keeps health and safety as a high priority in the day-to-day management of the school;
- shall appoint one of the Governors to be the Governor for Health and Safety;
- shall consider the health and safety implications of policies and guidance issued by Salford Children's Services and the Diocese;
- shall draw up and issue its own policies and guidance on curricular and non-curricular topics where necessary paying particular attention to health and safety aspects;
- shall discuss and resolve so far as is reasonably practicable health and safety issues at meetings of the Governing Body; and
- Shall carry out an annual appraisal of the safety performance of the school and include this in its annual report to parents.

Headteacher

- The Headteacher is responsible for the day-to-day management of the school and shall so far as is reasonably practicable:-
-
- ensure that the Council's, the Local Education Authority's and the school's Health and Safety Policy are implemented and adhered to at all times;
- ensure that all members of staff know, understand and accept their health and safety duties and responsibilities;
- ensure that adequate resources are allocated to facilitate healthy and safe working and teaching practices;
- ensure that the Governing Body is advised of health and safety implications when undertaking the management of the school budget;
- ensure that all employees, pupils and visitors receive adequate information, instruction, training and supervision, both within school and on school trips as appropriate;

- ensure that all machinery, appliances and equipment purchased by or used within school, conforms to a British, European or International Standard, is used in the manner that it was designed for and is periodically examined, tested and maintained as appropriate;
- ensure the use of safe working practices and where necessary draw up and communicate written codes of practice for safe working and teaching;
- ensure that only approved chemicals and substances are used at school and ensure that the appropriate safety information and risk assessment is available to the user;
- ensure that suitable and appropriate protective clothing is provided for staff and pupils who require it, and ensure that it is worn when necessary;
- ensure that adequate first aid treatment is available by the provision of a First-Aider or appointed person and ensure that first aid boxes are kept adequately stocked;
- Ensure that accidents are recorded and where necessary, investigated and reported to the Council's Health and Safety Officer as soon as possible and also reported to the Governing Body in the Head teacher's Termly Report. In the event of a major injury, the Chairman of the Governing Body shall be informed;
- ensure that a record is kept of any contagious disease that is contracted, all acts of violence and bullying and that they are reported to the Governing Body as appropriate;
- ensure that fire procedures are planned and are rehearsed at least once per term;
- ensure that fire equipment, fixtures and exits are checked periodically and maintained to ensure that they are in working order;
- ensure that adequate welfare facilities are provided and maintained for staff and pupils;
- ensure that periodic safety inspections of the school are carried out;
- ensure that there is consultation with the staff Safety Representative on matters of health, safety and welfare;
- ensure that contractors working in the school, report to him/her before work commences in order to ascertain work details and agree safety procedures;
- ensure that in his/her absence, health and safety duties are delegated as appropriate;
- ensure that there is an annual appraisal of the school's health and safety performance;
- ensure that risk assessments are undertaken and reviewed as appropriate; and
- Review and up-date policy as appropriate.

Teaching and Non-Teaching Staff

- All Teaching and Non-Teaching Staff shall, where appropriate and so far as is reasonably practicable:-
-
- ensure that the Council's Children's Services Directorate policies and those of the School are implemented at all times;
- be responsible for the health and safety of the pupils they supervise;
- ensure that equipment used at school is safe and presents no risk to health and ensure that any defects are reported immediately to the Headteacher so that the equipment can either be repaired or disposed of;
- in the event of a fire, ensure that all pupils know the fire procedure and are evacuated safely;
- in the case of an injury, arrange for suitable first aid treatment, investigate the accident that caused the injury and record the details in the accident book;
- ensure that all classroom-based activities are carried out in a safe and healthy manner;
- ensure that playground activities are supervised as appropriate and ensure that any violent behaviour is stopped;
- ensure that pupils are adequately supervised whilst on midday dinner;
- ensure that, whilst pupils are playing for a sports team, provision has been made for dealing with injuries and other emergencies;

- ensure that whilst transporting pupils be car, safety seatbelts are worn and the Council's guidelines are followed;
- Ensure that when undertaking school trips and holidays, sufficient research, planning, precautions and supervision are undertaken as laid down in the Council's guidelines and Code of Practice. Where specialist instructors are engaged to lead pupils, the role of supervision must be discussed and agreed with the instructor;
- ensure that they do not bring into school any potentially dangerous article or hazardous substance without the expressed permission of the Head of School;
- take appropriate action to make safe any dangerous condition caused by wet or icy weather;
- ensure that any agreed security provisions are carried out;
- co-operate with the Executive Headteacher / Head of School on all aspects of health, safety and welfare; and
- Co-operate with the Head of School in undertaking risk assessments for all activities with significant risks, to identify hazards and control measures and to communicate this information to all people who need to know.

Site Officer / Site Manager

- The site manager also carries responsibilities. These are recognised in the job description and are decided by the Head teacher.

- e.g.
- ensure the maintenance of all plant and equipment and report any concerns to the Headteacher
- daily inspection of premises prior to the start of the school day
- weekly testing of fire alarms, weekly visual check of extinguishers
- ladder checks as appropriate
- complete any minor repairs either visible , or reported to him/her
- monitor cleanliness, waste disposal, storage of materials
- take water temperatures in line with the control of legionella
- maintenance
- use of tools
- monitoring communal areas
- Security of the premises and its contents. This will include locking and unlocking doors, fire escapes and gates, and emergency call-out as appropriate;
- some degree of maintenance, repairs and emergency remedial action as necessary, and arranging for any necessary repairs that he/she is not competent to carry out
  This includes:-
- keeping the Site Officer's maintenance log book up to date;
- Lighting, heating and the cleanliness of the school. This will include replacing light bulbs/tubes, boiler monitoring, overseeing school cleaners, aspects of cleaning during school hours, and minor grounds maintenance;
- Being responsible for aspects of health and safety, and fire safety. For example identifying hazards and taking remedial action; and undertaking routine checks on fire alarm systems, fire doors and fire extinguishers;
- Security of the premises and its contents. This will include locking and unlocking doors, fire escapes and gates, and emergency call-out as appropriate;
- some degree of maintenance, repairs and emergency remedial action as necessary, and
- Lifting and moving equipment and supplies. This would include assisting teachers with
- moving furniture and equipment, carrying stationery supplies and deliveries, moving milk
- crates, etc. and where possible this should be done with the aid of handling devices;

- Relief Site Officers cover in the event of a resident Site Officer being sick or on annual leave.
- The responsibilities are:

- lighting, heating and Site Officer cleaning duties;
- pottering and Handy-person duties;
- supervision of staff;
- Any other reasonable duty, e.g. evening lettings, bank duties, etc.

Pupils

All pupils must:-

Co-operate with Teachers and school staff on health and safety matters;
Not interfere with anything provided to safeguard their own health and safety;
Take reasonable care of their own health and safety; and
Report all health and safety concerns to a Teacher.

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- In addition, union appointed safety representatives are entitled to investigate any
- Accident / incident occurring, any potential hazard reported and to carry out safety inspections at a rate of one inspection per quarter.

Arrangements

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1.0 Health and Safety Risks Arising From our Work Activity

Risk assessments are undertaken by the Headteacher, Class Teachers, Deputy Head & Site Officer

The findings of the risk assessments are reported to Headteacher

Action required to remove / control risks are approved by the Headteacher

The Headteacher is responsible for ensuring the action required is implemented.

The Headteacher will check that the implemented actions have removed / reduced the risks.

Assessments are reviewed annually or when the work activity changes, whichever is soonest.

Risk assessments are kept In the Risk Assessment file.

2.0 Consultation with employees

Employee representative(s):-

Consultation with employee is provided by:-

Regular staff meetings
One to one's with Line Managers
Discussion with staff governors

3.0 Safe Plant and Equipment

The Business Manager and Site Manager are responsible for identifying all equipment that require regular inspection, servicing and maintenance, both by school staff and by third parties e.g. play equipment, electrical equipment (floor buffers etc.), hand tools.

Site Officer are responsible for ensuring effective maintenance procedures are drawn up.

The Site Officer is responsible for ensuring that all identified maintenance is carried out.

Any problems found with equipment are reported to the Headteacher and the Site Officer.

The Headteacher or the Business Manager will check that new plant and equipment meets health and safety standards before it is purchased.

No unauthorised electrical equipment will be used on school premises.

Portable electrical appliances are tested by a competent person regularly.

Where appropriate, residual current devices are used with all electrical equipment.

No equipment will be lent to anyone who is not employed by the school or has not been trained to use the equipment

4.0 Safe Handling and Use of Substances

The **Headteacher, Site Officer** and **Citywide staff** will be responsible for identifying all substances that require COSHH (Control of Substances Hazardous to Health) assessments.

The **Headteacher** and **Citywide staff** will be responsible for obtaining product health and safety data sheets and for undertaking COSHH assessments. Citywide staff will be responsible for obtaining health and safety data sheets and for undertaking COSHH assessments. Further advice and information can be obtained from the school's Health and Safety Advisor (see section 5.0).

The **Headteacher** and **Citywide staff** will be responsible for ensuring that all actions identified in the assessments are implemented.

Use of chemicals for teaching as set out in the national curriculum, will be done so in accordance with guidance and hazard cards produced by CLEAPSS Schools Science Service.

The **Headteacher** and **Citywide staff** will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.

The **Headteacher** and **Citywide staff** will check that new substances can be used safely before they are purchased by providing the school's Health and Safety Advisor, with details of the proposed product (see section 5.0 for contact details).

Assessments will be reviewed every 2 years, or when the work activity changes or the constituents of the product change, whichever is the sooner.

5.0 Information, Instruction and Supervision

The Health and Safety Law poster is displayed at the Entrance and in the Children's Centre.

Health and safety advice is available from:-

Salford City Council

*Isaac Yusuf Health and Safety Officer 0161 603 4079 Salford Council
*Netsai Piki, Health and Safety Officer 0161 778 0338 Salford Council

*(for Council retained services only, see SLA) i.e. for major emergencies, intranet problems, audit arrangements and accident queries only

The Headteacher or the appropriate Line Manager is responsible for ensuring that employees working at locations under the control of other employers are given relevant health and safety information. This information may need to come from the employers of the 'other' locations. There will be joint dialogue and joint responsibility.

6.0 Competency for Tasks and Training

Induction training will be provided for all employees by the Headteacher.

Job specific training will be provided by the relevant trained person for the specific job**.**

Specific jobs requiring special training are:-

- Site Manager e.g. water temperature testing, ladder inspections, manual handling etc.
- Welfare
- Cleaning – COSHH awareness (Citywide & Site Officer)
- Administration of medicines,
- Fire Marshalls,
- EVC
- SENCO
- Managing asbestos
- Preparing and/or handling of food on or off site

Training records are kept by the Headteacher**.**

Training records are kept by the Headteacher and individual staff keep their own CPD files.

Training will be identified, arranged and monitored by the Headteacher**,** sometimes with the assistance of the school's Health and Safety Advisor.

7.0 Accident, First Aid and Work Related Ill Health

The first aiders are:-

Lynda Hattersley
Evonne Reed
Gemma Greaves
Victoria Hattersley
Elliot Burke
Mary Newell
Eleanor White
Paul Shields
Roxane Burns
Lyndsey Foster

Claire Harrison
Rebecca Dickson
Colleen Smith
Claudia McDonald
Kelsey Parkinson
Melissa Cooper
Nicola Jones
Teresa Gamana
Katie Matts

The first aid boxes are kept at:
Red Table Area Main Builsing
Upper Key Stage 2 (UPK2)
Lower Key Stage 2 (LKS2)
Nursery

Table Area (Main Building)

All accidents are recorded on the Medical tracker platform. – There are three Ipad stations and these are located around school.
Ipad- 1&2 – Outside Year 2 area
Ipad- 3 – KS2 building

Head injuries are communicated to parents as soon as possible by telephone and.
Parent is notified by telephone or verbally and a head bump slip is sent home with the child.

All serious accidents/incidents will also be recorded using the Authority's intranet based accident report form or by entering the data directly into the SAP system or by contacting the call-centre on 0161 909 6550. **NOTE: Most pupil accidents are no longer reported (refer to H&S Bulletin 4)**

The Health and Safety Team at Innovation House are responsible for reporting accidents, diseases and dangerous occurrences to the Health and Safety Executive as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). These accidents/incidents/diseases must be reported to the HSE within 15 days.

Accidents that result in an employee being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury are reported to the Central H&S Team within 15 days of the accident. This seven day period does not include the day of the accident, but does include weekends and rest days.

Accidents that result in a worker being incapacitated for more than three consecutive days but no more than seven (whether absent or not), are recorded in an accident book compliant Social Security (Claims and Payments) Regulations 1979 (BL 510).

All serious accidents/incidents will be investigated in accordance with guidance set out within the Children's Services Health and Safety Policy, in order to prevent a recurrence of the accident/incident.

Although major accidents/incidents e.g. asbestos fibre release, fatality, fire etc., are still investigated by the Authority's Health and Safety team, the school's Health and Safety Advisor can also undertake this task and pass the report onto the Authority.

The Headteacher is responsible for investigating accidents. The school's Health and Safety Advisor will assist if required and produce and investigation report.

The Headteacher is responsible for acting on investigation findings to prevent a recurrence.

The Headteacher is responsible for investigating work-related causes of sickness absences.

8.0 Monitoring

To check our working conditions, and ensure our safe working practices and policies are being followed we will:-

Carry out classroom inspections, external inspections and inspections of communal areas termly.

Conduct a full workplace inspection annually (or a partial inspection Termly).

Conduct health and safety audits annually (carried out by LA Health and Safety Officers).

Termly classroom inspections are carried out by the Teacher responsible for that classroom using the Classroom Inspection Sheet (attached). The Site Officer is responsible for carrying out these housekeeping inspections in all communal areas e.g. corridors, hall, dining room etc. Any problems identified are reported to the Headteacher immediately.

9.0 Emergency Procedures – Fire and Evacuation

Headteacher and the Governing Body are responsible for ensuring the fire risk assessment is undertaken and implemented.

Appointed as fire warden/ search officers are:

Fire Control Officer- Joanne Rowley
Deputy Fire Control Officer- Emma Hick
Search Officer-Emma Hick
Search Officer- Rachel Booth

Escape routes and exits are checked daily by the Site Officer.

Fire extinguishers are maintained and checked annually by Firemark and monthly by the Site Officer.

The fire alarm is tested weekly by the Site Officer using different call points in rotation and is tested/inspected and maintained quarterly by Churches Fire.

Emergency evacuation / fire drills are carried out termly.

Records are kept by Site Officer in the Site Officer's room.

10.0 Visitors to School Premises

Any person visiting the premises is requested to make an appointment prior to the visit.

Identifiable visitors and other persons who may be affected include:-

- invited guests and visitors to the school;
- volunteers and students who may assist with teaching;
- parents and customers to events such as jumble sales / Christmas Fayres;
- users of school property out of school hours such as an aerobics class or a football club;
- bus drivers or other persons encountered on an external trip or holiday;
- contractors at the school (other than their own work activity, which they themselves are responsible for);
- Council employees such as peripatetic teachers, grounds maintenance staff, advisers, refuse collection operatives;
- deliverers of goods, meter readers;
- Trespassers.

On entering the premises, visitors must go to the reception / main office and sign-in the visitor's book unless alternative arrangements have previously been arranged with the Headteacher e.g. contractors may wear ID badges.

Any contractor arriving on-site for the purpose of undertaking work, must consider the asbestos register and the site plan. They must then sign the 'Authorisation to Commence Work' form whether they will be working near any asbestos or not.

All visitors will be issued with a visitor's badge which is to be worn for the duration of the visit.

On departure, visitors must sign-out the visitors book.

Visitors who are to stay in the school and who will come into contact with children will be asked to provide details of their DBS check and proof of their identity. Visitors to the Headteacher, or other member of staff who will NOT be in contact with children and will NOT be left alone will not be asked to provide this information. ALL visitors to the school will be escorted around the building. DBS details will be kept on-file as part of the school's single central record.

11.0 Contractors and Safety

In the event of 'refurbishment and/or construction' work being undertaken on the premises, contractors will meet with the Head of School and any other relevant personnel e.g. School Health and Safety Advisor, Site Officer, in order for health and safety rules / information to be communicated prior to the work commencing. Contractors will be provided with details about any hazard/risk that may affect them and school rules, evacuation will be explained.

Risk assessment(s) and method statements should be carried out by the contractor, prior to the commencement of the work and they must notify the **Headteacher** of any additional hazards they may create during the course of their work. Activities carried out by a contractor must not present additional risk to others in the vicinity of the work.

Contractors are referred to the School Asbestos Register, which highlights the known and suspected areas that may contain asbestos before any work commences (refer to section 24.0 – Asbestos). This includes IT work involving cable installation. They must sign the Authorisation to Commence Work form on the day of arrival on site, prior to any works starting, even if it is not working with or near any known asbestos. If any additional asbestos is discovered, that the school were previously unaware of and/or any identified asbestos is accidentally disturbed during the works, the Asbestos Emergency Evacuation Plan must be followed.

If the work being carried out has a dangerous element e.g. roof work, plant and machinery on site, all efforts will be made to ensure it is carried out at time when the children are in away from the vicinity and so cannot be affected.

Minor works are carried out by competent contractors. The **Headteacher** is responsible for checking (to the best of his/her ability,) the competence and safety awareness of any contractors that are not employed using the Local Authority. The school's Health and Safety Adviser will an assist with this if required.

This is done by following these general guidelines:-

- Past performance, reputation and satisfactory work in School or other school location;

- Proof of competence e.g. qualification certificates;
- Accredited health and safety schemes (e.g. CHAS, RoSPA, Constructionline);
- Membership / Accreditation by trade bodies (e.g. Gas Safety registered, IEE etc);
- Production of an adequate company Health and Safety Policy;
- Submission of suitable and sufficient risk assessments/method statements;
- Cost.

All contractors are required to sign in and wear a visitor's badge.

Contractors must not leave their equipment unattended.

The Headteacher and Site Officer are responsible for monitoring contractor's activities whilst on site. Under no circumstances will contractors be allowed to use equipment belonging to the school.

12.0 Educational Visits / Extra Curricular Activities (in schools)

The Headteacher is responsible for ensuring that the Education Trips and Visits Code of Practice is followed. This policy adopts the guidance set out in the Department for Education and Skills (DfES) document entitled 'Health and Safety of Pupils on Educational Visits'.

The Educational Visits Co-ordinator(s) for the school is:
Emma Hick – Deputy Head

Educational visits must be authorised by the Headteacher in advance.

The Headteacher will ensure that all appropriate information relating to the trip e.g. arrival/departure times, clothing requirements, contact numbers etc. is communicated to the parents of the children and that parental consent is obtained.

Adult supervision will be:-

Nursery: 1:2,
Reception: 1:4
Year 1 to 2: 1:6
Year 3 to 4: 1:8
Year 5 to 6: 1:10 / 1:15

Advice relating to educational visits can be obtained from:-

Mr Simon Willis
LEA Trips and Visits Co-ordinator
Tel: 07739 246012

Refer to the Educational Trips and Visits Code of Practice for detailed procedures and guidelines.

If parental helpers are used, parental consent is given to the school in writing. Parental and other non-employed helpers must be DBS checked if they are likely to be supervising children in the absence of a member of staff. Otherwise, parents and non-employed helpers will always be will a member of staff from school.

The **Headteacher** is responsible for ensuring that all vehicles used for the purpose of transporting children to and from specified destinations, are properly taxed, insured and have valid M.O.T. certificates.

13.0 Movement of Vehicles

Staff and visitors should park their vehicles in the designated car park.

Vehicular access will not be permitted when children are entering or leaving school.
Gates will be opened 7.30am and closed at 8.30am They re-open at 3.10pm and are closed again at 6.00pm
A speed restriction of 5mph is in place within the school grounds.

14.0 School Security and Personal Security

Refer also to 'Section – 10.0 Visitors'.

- Security of the school is maintained by:-

	Y	N
Perimeter fencing	☑	☐
Duty Officers stationed within individual buildings	☐	☑
External Doors being locked during school hours	☑	☐
CCTV	☑	☐
Signposting	☑	☐
Security lighting	☑	☐

The School is fenced off and gates are locked during lesson time.

The main entrance door and all side doors are locked during the School day.

All visitors to School are issued with a badge and are required to sign in and out to confirm whether or not they have had a DBS check.

Children are encouraged to be vigilant and report any unknown adult in School who is not wearing a badge to a member of staff. Children are not permitted to allow anyone into the School whether the person is known or not known.

The Site Officer or last key holder out is responsible for checking the locking of all doors and windows. The School buildings must be checked by the last person leaving, ensuring all windows and outside doors are secure. This is the Site Officer's responsibility for the School and he has access to a mobile telephone for use in an emergency.

- Staff working late, should ensure doors are locked, and notify someone responsible (i.e. a family member or a colleague) of their presence in School and give an indication of the time they will be leaving and the time they are expected home.

- The **Site Officer** is responsible for regularly checking external lighting and burglar alarms within School. Any faults will be reported to the **Headteacher** or the school office and recorded in the Defects book for action.

- All money collected in School is promptly dispatched to the School's safe until it can be banked.

- Home visits are usually carried out at the start of each School year. Lone working is not permitted and staff attend home visits in pairs and have access to a mobile telephone. A list of the proposed visits is lodged in the School office, so School based staff always know the location of peripatetic workers. Regular contact is maintained between School and staff conducting home visits.

- The Nursery teachers carry out Home visits with at least one other member of staff. Other staff are informed of their whereabouts and regular contact is maintained with School.

- If any adult working in the School has suspicions that a person may be trespassing on the School site, they must inform the **Headteacher** immediately. The **Headteacher** will warn any intruder that they must leave the School site straight away. If the **Headteacher** has any concerns that an intruder may cause harm to anyone on the School site, he/she will contact the police.

Other security measures:

- Burglar alarm
- Camera at front entrance
- Visitors sign in at the main reception. Only one entrance to the school, other doors are locked.
- Joanne Rowley, Paul Shields are the only school staff to have keys to all areas of the building.

15.0 Occupational Health Services and Stress

Occupational health services are provided by the Occupational Health Unit who are based at 196 Station Road, Swinton, Manchester, M27 6BY; Tel: 0161 603 4070.

If a Manager feels it is necessary to refer a member of staff to the Occupational Health Unit, he/she should contact a Human Resources Officer based within the Human Resources Department at Civic Centre in the first instance.

The health and wellbeing service can provide support for employees by offering a confidential stress counselling service, for both personal and occupational stress. Employees wishing to access the counselling service may do so by contacting 0161 603 4070.

16.0 External Groups / Activities

External groups currently using school premise are

N/A

The Governors and Headteacher must ensure that:-

- The means of access and egress are safe for the use of external group representatives, and that all plant and equipment made available to and used by the external group representatives, is safe. If the **Headteacher** knows of any hazard associated with the above, equipment, it will not be available for use.
- Fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness;
- Users of the building are briefed about the location of the telephone, fire escape routes, fire alarms and fire-fighting equipment etc., by the **Headteacher**
- Groups using any equipment or facility provided by the School are familiar with its safe use and, if necessary, briefed accordingly;
- Arrangements are made for checking the security and condition of the premises and equipment used, before and after vacation by the hirer or his staff.
- All extra curricula groups using school premises must abide by school health and safety rules.
- Groups that use school premises to hold functions, will be asked to produce evidence of having carried out the necessary risk assessments and of implementing appropriate control measures to reduce any risks identified.
- Should an event be organised between the school and any other external group, the school's Health and Safety Advisor will be notified to enable the necessary guidance to be issued.
- Breakfast and after school club staff, preparing and/or handling food of any type will have as a minimum, a Food Hygiene Level Two Certificate. This will also apply to any staff or non-employees bringing in food from outside for the children e.g. toast. This does not include delivery Drivers delivering fruit, veg or pre-packed goods for snacks or food that is going to be

prepared in the school kitchen. Any users of the building / equipment will be asked to provide evidence of adequate public liability insurance cover.

17.0 Safety in the Community

Safety in the community is addressed by working with multi agency teams to support children and families. For example, police talks, fire-service seminars, topics in assembly etc.

Talks/seminars are planed across the year as and are targeted as needed and/or as part of the broader curriculum.

18.0 Violence, Behaviour, Bullying and Harassment

Efforts will be made to train staff how to handle violent and aggressive situations.

If faced with a violent aggressor, eye contact should be avoided, voices should not be raised and aggressive stances should not be taken. Nothing should be done or said to antagonise the situation.

If staff are taking pupils out of the building to a point where a telephone would not be easily accessible e.g. onto playing fields, then a mobile phone will be taken to ensure assistance could be summoned quickly in an emergency. Before pupils are taken to such areas, ensure a mobile phone signal is available (if reasonably practicable to do so).

If staff are entering an area where there have been previous incidences of violence and/or aggressive behaviour from third parties, the possibility of providing additional staff i.e. 'doubling-up, will be considered.

The school will address bad behaviour, bullying and harassment involving pupils, in accordance with the schools behaviour management policy, by

- Consulting with pupil/parents
- Pupil Discipline Sub-Committee

The school will address good pupil behaviour in accordance with the schools behaviour management policy, by

- In class/school reward systems
- Communications with parents

The school will address bullying and harassment involving staff behaviour in accordance with the schools behaviour management policy/ disciplinary procedure, by

- Intervention by the Head teacher
- Staff Discipline Procedure
- LA Policy

The school will address bullying, aggression and harassment involving parents by

- Zero tolerance
- Using the DfES framework 'A Legal Toolkit for Schools'

19.0 Health and Safety in the Curriculum

The curriculum will be delivered in a safe and healthy manner and every effort will be taken to identify risks associated with a curriculum subject/activity e.g. field trips, sports/P.E. activities, science etc., and the appropriate control measures will be implemented. Refer to section 1.0 'Health and Safety Risks Arising from Our Work Activity' and section 12.0 'Educational Visits/Extra Curricular Activities'. Also refer to the Generic School Risk Assessment document.

20.0 Health and Safety in the Classroom

A monitoring system has been set up to ensure that any hazards in the classroom are identified and that regular inspections of the area are carried out. A staff member is made responsible for each classroom (usually the Teacher in that Classroom). See section 8.0 'Monitoring'.

Pupils are encouraged to report any hazards to a Teacher e.g. a loose wire on a piece of electrical equipment, spilt liquid on the floor. Their ability to do this will obviously be dependent upon their age and their understanding of a hazard.

Anything of concern will be reported to the **Headteacher** and/or **Site Officer** either verbally or by creating a job sheet / writing the request in the Site Officers repairs log book board (just put here whatever system you use) so that it can be dealt with as soon as possible. Pupils will be kept away from the hazard until it has been removed.

21.0 Site Officers and Site Officers

The role of the Site Officer is to ensure the smooth running and security of the school premises, including maintaining it in a clean and hygienic condition. Not only has the Site Officer got to look after his/her own safety, but has a major role in the safety of all the school population.

The Site Officer will be trained for all tasks that require specific training e.g. water testing for control of legionella, handling chemicals, manual handling.

Appropriate equipment and tools will be provided to ensure tasks can be undertaken safely.

The Site Officer will maintain the defects log book.

Adequate external lighting will be provided to enable the Site Officer to safely enter and exit the school during hours of darkness.

Any dangers associated with Lone Working have been identified and assessed

22.0 Health and Safety in the Office

Offices will be safe to work in and any risk to health and safety will be reduced as far as is reasonable practicable and the managed accordingly. See section 1.0 'Health and Safety Risks Arising from Our Work Activity', and the appropriate control measures will be implemented. Also refer to the Generic Office Risk Assessment document. (Currently under review)

A monitoring system has been set up to ensure that any hazards in the office are identified and regular inspections of the area are carried out. An individual will be made responsible for the office.

Office personnel are expected to report any hazards e.g. a loose wire on a piece of electrical equipment. Where it is safe to do so, staff are expected to isolate the hazard and/or remove it e.g. spilt liquid on the floor (slipping hazard).

A Display Screen Equipment (DSE) assessment will be undertaken for all personnel who habitually use a computer for more than an hour a day, every day (referred to as a 'user').

Office personnel will be encouraged to undertake the Salford City Council e-learning course VDU (Visual Display Unit) and workstation health and safety.

Any member of staff classed as a 'user' of Display Screen Equipment is entitled by law, to have a free eyesight test and if the Optician concludes that VDU glasses are needed, these will be provided free of charge. A specific pair of VDU glasses will be selected by the Headteacher and Governing Body for this purpose. Any member of staff who needs VDU glasses may choose a different pair, but they must make up any difference in cost themselves.

23.0 Medicines

Children who require support for medical conditions have the same rights of admission as other children. Children who have a disability which requires medical support are protected from discrimination by equalities legislation. Children with medical needs must be supported in school and can only be required to leave school for medical reasons if this is to receive emergency treatment or if their presence represents a serious risk to the health or safety of other children or school employees, for example if they are infectious. In these circumstances a head teacher/teacher in charge may send the

pupil home after consultation with the pupil's parents. This would be an authorised absence not an exclusion. Detailed guidance is in DCSF Guidance 'Improving behaviour and attendance: guidance on exclusion from schools and PRU's, September 2008.

Children may require support for acute, short term and long term medical conditions. Short term conditions are for example finishing a course of antibiotics. Long term conditions (chronic conditions) are for example epilepsy, diabetes, asthma or allergy leading to anaphylactic shock.

The **Headteacher** will establish an effective management system which provides support to children with medical conditions.

The **Headteacher** will ensure that the school will communicate with parents, pupils and health professionals where necessary, for example in making an agreement to administer medicines or making a health care plan.

The **Headteache**r will ensure that the school will store medicines safely and where necessary provide training for personnel who administer or supervise administration of medicine e.g. Epi-pen, insulin.

24.0 Asbestos

The school has had a full Management Survey (previously named Type 2) carried out.

Any asbestos that was classed as high risk has been removed and any remaining asbestos has been encapsulated and is monitored annually for signs of deterioration.

An asbestos management plan is implemented in school.

All contractors coming into school to do work, are required to look through the asbestos management plan and sign the 'Authorisation to Commence Work' form.

If asbestos is suspected, stop work immediately and follow the emergency procedure. If asbestos is accidentally disturbed, follow the emergency procedure.

If non-intrusive, minor works are to be carried out, an asbestos Management Survey (previously referred to as a Type 2 survey) will be carried out in the area of the planned works, prior to the works commencing.

Whenever any refurbishment or demolition work is due to be carried out, an asbestos Refurbishment and Demolition survey of that area will be carried out (previously referred to as a Type 3 survey), prior to any works commencing.

The Asbestos Management Plan shall be reviewed annually.

Asbestos in the building will be monitored annually.

25. Control of Legionella

The School recognises the need to carry out a risk assessment for Legionella. The Control of Legionella Approved Code of Practice (ACoP) and associated guidance (HSG274) has deemed the **Headteacher** (The Dutyholder), responsible for ensuring that this risk assessment has been made. In conducting the assessment, the Dutyholder has appointed an external party, IWS, via an SLA with Urban Vision. IWS are also known as the responsible person(s) and help the **Headteacher** to meet her health and safety duties, i.e. take responsibility for managing the control scheme.

The risk assessment considers and evaluates:-

- clear allocation of management responsibilities;
- competence and training of key personnel;
- a description of the water system, including an up-to-date schematic diagram;
- an evaluation of the risk;
- safe operating procedures for the water system, including controls in place to control risks;
- monitoring, inspection and maintenance procedures;
- results of monitoring, inspection and any checks carried out;
- limitations of the legionella risk assessment;
- Arrangements to review the risk assessment regularly and particularly when there is reason to suspect it is no longer valid.

The risk assessment produced by the water monitoring contractor records is kept on site at the school and water temperature monitoring is carried out by the Site Officer. These results are recorded and are kept for five years.

The risk assessment is renewed every two years.

END OF POLICY