

Health and Safety Policy

Last Reviewed Nov 15	To be reviewed next Feb 18

PART 1.

GENERAL STATEMENT OF POLICY

It is our Policy to, so far as reasonably practical, provide and maintain safe and healthy working conditions, equipment and systems of work for all employees and pupils and to provide such information, training and supervision as may be necessary for this to be achieved.

Responsibility is also accepted for all others who may be affected by our activities - actions or omissions.

The allocation of duties in respect of Health and Safety matters and the particular arrangements made to implement the requirements of this policy are as detailed in Part 2 of this document.

The Policy will be reviewed periodically so as to ensure as far as reasonably practical that all legislative changes, which may affect our activities, have been incorporated and are being observed throughout the establishment.

Further to the above the Health and Safety Policies of both Manchester City Council and the Manchester City Council Education Committee are acknowledged and observed.

Signed..... Date.....
Chair of Governors

Signed..... Date.....
Headteacher

HEALTH AND SAFETY ORGANISATION CHART

MANCHESTER CITY COUNCIL

MANCHESTER CITY COUNCIL EDUCATION COMMITTEE

CHIEF EDUCATION OFFICER

CHAIR OF GOVERNORS

BOARD OF GOVERNORS

HEADTEACHER

DEPUTY HEADTEACHER

TEACHERS

SUPPORT STAFF

- (a) Clerical (Office)
- (b) Caretaking/Cleaning
- (c) Catering
- (d) Lunchtime Supervisor

SCHOOLS HEALTH AND SAFETY

CO-ORDINATOR (STAFF MEMBER) Nuala Forkan

WORKPLACE HEALTH AND SAFETY REPRESENTATIVE

(STAFF MEMBER - UNION APPROVED)

_____David Glynn_____

ADVICE AND GUIDANCE

- | | |
|---|-------------------------|
| 1. Senior School Improvement Officers Executive | 4. Health and Safety |
| 2. School Improvement Officers Department | 5. Environmental Health |
| 3. L.A. Health and Safety Officer | 6. Occupational Health |

RESPONSIBILITIES

- 2.1 The overall and final responsibility for Health and Safety within the establishment is of The Governors.....
- 2.2 The responsibility for ensuring that the requirements detailed in this policy are being carried out throughout the establishment is the The Headteacher...

And in the event of his/her absence the responsibility will be that of

The Deputy Headteacher

- 2.3 All employees have a responsibility to co-operate with the establishments' management team so as to achieve a healthy and safe workplace and to take reasonable care for themselves and others who may be affected by their actions or omissions.
- 2.4 Any employee observing Health and Safety situations, which require attention, **shall as soon as possible** notify the situation to the person designated as having responsibility for that particular area as detailed in 2.2 above.
- 2.5 Consultation between management and employees is provided for by regular staff meeting or for specific concerns on a one to one basis, Headteacher or relevant staff.

2.6 Other areas of responsibility:

- a) Safety Training Headteacher...
- b) Safety Inspections Named Governor / Teacher
Representative Mrs Ros Brett
- c) Accident Investigations Headteacher &
Business manager.....
- d) Accident Investigations (Major Incidents) LA Health and
Safety Officers
- e) Maintenance of plant and equipment Headteacher in liaison with
Caretaker.....

PART 3

GENERAL ARRANGEMENTS

3.1 First Aid

First Aid boxes are located at

- a) Main office
- b) Staff Room
- c) The Foundation Centre
- d) Main playground at lunchtime

The following listed members of staff are holders of current First Aid Certificates as per the requirements of the Health and Safety (First Aid) Regulations 1981 and as such are Designated First Aiders.

- 1) C. Maddocks
- 2) L Brunt
- 3) A Cope
- 4) L. Wallace
- 5) Deb Friggens
- 6) Alison Wallace

The following listed members of staff are "Appointed Persons" as per the above regulations and as such are responsible for the upkeep of First Aid Box contents.

- 1) C Maddocks 2) L Brunt 3) Louise Wallace

The reporting of accidents/injuries as per the requirements of the reporting of injuries, diseases and dangerous occurrences regulations 1985 and as detailed in Handbook for Heads Guidance Note RO11 is that of the Headteacher.

3.2 General Fire Safety

Evacuation of the establishment should be carried out at least once per term as detailed in the Handbook for heads Guidance RO30 - 10 Test Fire Drills, so as to ensure that all persons (employees and pupils) are fully aware of the procedures to observe in the event of emergency evacuation of the premises being required.

The testing and checking of Fire Safety procedures and Equipment is as listed.

- a) Escape Routes Caretaker Daily Check
- b) Fire Extinguishers / Hose Reels Caretaker.....Monthly/Visual
- c) Fire Alarms Caretaker.....Weekly Test
- d) Annual maintenance of **b and c** e.g. by City Works or Specialist Contractor.

3.3 Advice and Consultancy

Health and Safety Executive	0161 952
8200	
Environmental Health Department	0161 234
4867	
 Greater Manchester Fire Brigade	
Wythenshawe Branch	0161 608
1103	
Safety Officer	0161 608
1110	
 Greater Manchester Police	
Community	0161 856 6098
City Works Department	0161 957 5986
Education Department (Reception)	0161 234
7125	
Education Department Health and Safety Officer	0161 234
7052	

PART 4

HAZARDS

- 4.1 The control of Substances Hazardous to Health Regulation 1994 (C.O.S.H.H.) require that all hazardous substances be identified and procedures for the storage - handling - use - control and disposal be fully documented.

C.O.S.H.H. files have been produced for the following areas in the establishment

- | | |
|------------------------|------------------------------|
| a) Caretaking/Cleaning | d) Home Economics Substances |
| b) Workshop | e) Science Substances |
| c) Art Substances | f) Office/General Substances |

These files contain manufactures/suppliers data sheets. Working practices/precautions to be taken.

4.2 Housekeeping Responsibilities

- | | |
|-------------------------------------|------------------|
| a) Cleanliness | <u>Caretaker</u> |
| b) Waste Disposal | <u>Caretaker</u> |
| c) Storage of materials (General) | <u>Caretaker</u> |
| d) Storage of materials (Hazardous) | <u>Caretaker</u> |

4.3 Electrical Equipment

- a) The testing of portable electrical and electronic equipment is carried out annually by Property Services as per Handbook for Heads Guidance Note RO51 and LMS Note19.
- b) All portable electrical and electronic equipment should be visually checked by users on a daily basis so as to ensure that

cables are in good condition and secured in the cord grip and that the plug is not damaged.

- c) The testing and checking of the electrical installation throughout the establishment is carried out by Property Services on a 5 yearly basis as per the requirements of the electrical at work regulations 1989 and to the standards of the Institute of Electrical Engineers.
- d) The testing and checking of fixed electrical equipment in the establishment is carried out by Property Services on a regular yearly basis.

4.4 Outdoor Play Equipment - Fixed

The checking - testing and maintenance of fixed outdoor play equipment is carried out by
Continental Sports

4.5 Outdoor Play Equipment - Portable

The checking - testing and maintenance of portable outdoor play equipment is carried out by
Head of Foundation Centre and PE Coordinator

4.5 Indoor Play Equipment - Fixed

The checking - testing and maintenance of fixed indoor play equipment is carried out by
Continental Sports

4.6 Indoor Play Equipment - Portable

The checking - testing and maintenance of portable indoor play equipment is carried out by
Head of Foundation Centre and PE Coordinator

PART 5

Training

The responsibility for the arranging of training for teaching and non-teaching staff is that of
Headteacher

The Education Departments Training Officer is available on 0161 234 7144

PART 6

Staff Responsibilities & Record Keeping

- **Record keeping is an essential part of good Health & Safety management**
- Staff should alert the Headteacher / Deputy Headteacher or Health & safety rep to any H&S issues.
- There is a caretaker's log book where any issues can be recorded - but if H&S is an issue alert a named member of staff immediately.
- Children who have accidents at play or in the classroom should be taken to the office where their injury is recorded.
- See Behaviour policy - re logging pupil behaviour in class Behaviour records/ fill out an incident sheet separately for major incidents.
- You need to fill out Restraint sheet if physical restraint was used.
- Copies of both of these are stored centrally in the office

PART 7

Contractors and Visitors

The control of contractors and visitors on site is of paramount importance in ensuring that good safety practices are observed at all times and this is carried out by

- a) Contractors
- 1- PRE Contract meetings when method and safety precautions to be observed whilst on site are fully discussed and agreed upon.
 - 2 - The responsibility for ensuring that contractors are in fact complying too agreed practices is that of the Headteacher

- b) Visitors - All visitors entering the premises shall report to the general office, sign the visitor's book and await collection/guidance to persons being visited.

APPENDIX 1.

Index to Health and Safety Manual
(Health and Safety Guidance Notes)

DESIGNATED MEMBERS OF STAFF

HEADTEACHER N Forkan.....

DEPUTY HEADTEACHER D Glynn.....

HEALTH & SAFETY CO-ORDINATOR N Forkan

UNION HEALTH & SAFETY REPRESENTATIVE

CARETAKER/SITE MANAGER M McVeigh.....

DESIGNATED FIRST AIDERS L Brunt A Cope C Maddocks
D Friggens L Wallace A Wallace

SENIOR LUNCHTIME ORGANISERS J Gent / Kerry Savio/.....Georgina
Robinson.....

NON TEACHING ASSISTANT P Thompson.....

. Organisation and General Responsibilities

The Governors.

It is the School's *Governors* policy to take steps within their power to prevent personal injury, health hazards, damage to property and security issues. It is also their policy to extend this protection to pupils, contractors and members of the public from foreseeable risks as far as are practicable

The School *Governors* recognize and accept their responsibilities and duties under the Health and Safety Acts and regulations and other relevant statutory provisions.

The *Governors* are committed to the provision of safe and healthy working conditions for all staff and Pupils and to the safeguarding of persons entering the premises.

The *Governors* regard health and safety as a core management function and will work to ensure the commitment of all members of staff to the full implementation of School's health and safety policy.

The School Management Team and the *Governors* recognise the need to consult staff on Health and Safety matters and the need to consult individuals before allocating particular Health and Safety functions. The School Health & Safety Committee is established for this purpose.

The *Governors* are to assume responsibility for:

- 3.1 keeping under review the School's Health and Safety Policy and the obligations entered in the general statements and points 1.1 to 1.17.
- 3.2 ensuring that sufficient funds are available to provide as necessary, protective clothing/equipment to all staff employed in the school for the safe use of machinery, equipment, and substances.
- 3.3 ensuring that the school budgets reflect the finance necessary to implement any other Health and Safety matters and allocating resources for health and safety measures.
- 3.4 maintaining a close interest in all Health and Safety matters insofar as they affect activities in the premises under the control of the school.
- 3.5 maintaining the organisation for the successful implementation and monitoring of the School Health and Safety Policy.
- 3.6 identifying and allocating the health and safety responsibilities of individual members of the School.
- 3.7 identifying organisational arrangements and policies at the school for implementing, monitoring, and controlling Health and Safety matters.
- 3.8 reviewing the Headteacher's periodic reports on Health and Safety matters in order to determine the strengths and weaknesses and to determine the way forward.

- 3.9** ensuring that the school safety policy and any other policies are effectively implemented and understood at all levels.
- 3.10** satisfying themselves in consultation with the Headteacher that the provisions of Health and Safety legislation relating to buildings, equipment, and staff are being met.
- 3.11** recognising that there will be occasions when the school will require specialist advice on: air monitoring; ventilation systems; specific inspections; lift Service; etc. The procedures to be adopted and recommendation for outside advice is to be decided and clarified at the Governors Health and safety Sub-committee level.

The Headteacher.

The planning and implementation of the policy is the direct responsibility of the Headteacher, ensuring that Managers; Key stage leaders & Teachers; and all other employees are co-operating with it. Arrangements are also made to bring it to the notice of all staff, including new employees and supply teachers but also visitors and volunteers.

The Headteacher is responsible and accountable to the Governors for implementing this school safety policy and for all matters relating to Health, Safety, and Welfare within the establishment.

The Headteacher is to ensure that the management of certain day-to-day Health and Safety duties is delegated to appropriate staff such as the Caretaker; Site ; Deputy Head; Key stage leaders; Teaching; Clerical; Technical or other members of staff.

The Headteacher is responsible for ensuring that all new, amended, or dated material regarding Health and Safety matters is brought to the attention of the relevant personnel.

The Headteacher is to assume responsibility for:

- 3.12** keeping under review the School's Health and Safety Policy and the obligations entered in the general statements and points 1.1 to 1.17 and support the Governors points 3.1 to 3.11.
- 3.13** monitoring, ensuring and informing the Governing Body that appropriate training has been or will be given to staff to enable them to fulfil their responsibilities. This must include new appointments and transfer of staff within the premises to other functions.
- 3.14** arranging meetings as necessary to resolve uncertain areas of responsibility, considering problems or recommendations and referrals to the Governing Body.
- 3.15** bringing to the notice of the LA any matter affecting health and/or safety of staff or pupils, which is beyond the scope of own authority to deal with.
- 3.16** ensuring that the school consult where necessary with the LA Safety Officer to ensure that equipment and methods of working are safe and without risk to health and comply with the relevant statutory requirements.
- 3.17** liaising as appropriate with departments of the Council and/or other contractors in order to ensure that work is carried out on the premises is done without risk to themselves, staff, pupils and visitors.
- 3.18** seeking advice, when appropriate, from outside agencies that are able to offer expert opinions.
- 3.19** consulting with approved trade union representatives (if applicable) on all health, safety and welfare matters and co-operate with them in the execution of their duties if appropriate.
- 3.20** arranging for the Safety Officer and/or workplace Safety Representatives to be accompanied on inspections if required and co-operate with them on matters of Health and Safety.

- 3.21 arranging for the review as appropriate of methods of work with particular regard to the introduction of new equipment, materials or substances.
- 3.22 reviewing from time to time activities such as: necessary repairs and maintenance; provision of First Aid in school; Fire and evacuation procedures; Maintenance contracts and records; Other emergency and security procedures; etc.
- 3.23 arranging for the establishment of emergency procedures as appropriate (e.g. fire procedures) and for periodic testing e.g. by means of fire drills and testing and maintenance of fire alarms.
- 3.24 ensuring that a record of such tests is kept e.g. record of fire drills, alarm checks and back-up battery, Fire routes & exits, etc.
- 3.25 arranging for the frequent and regular inspection of the premises and of equipment in order to identify any defects, which may be present.
- 3.26 arranging for improvement to premises; equipment; etc.
- 3.27 creating a procedure for reporting as appropriate, the repairing of any defects in the workplace or equipment and the withdrawal from service of any equipment, which is made unsafe because of such defects.
- 3.28 stopping what are considered unsafe practices, or the use of any tools, equipment, machinery etc., which is equally considered to be unsafe.
- 3.29 ensuring that all schemes of work for pupils, including work experience arrangements (if applicable) provide adequate information, instruction and supervision for Health and Safety matters & risk assessments are carried out for all aspects of school life.
- 3.30 ensuring that all members of staff maintain adequate supervision in respect of any person over whom they exercise control i.e. staff and/or pupils particularly when they are concerned with potentially dangerous machines, substances or activities.
- 3.31 ensuring that all members of staff are made familiar with the procedures to be followed in case of fire or other emergency and know the location of and how to use fire equipment. Furthermore, ensuring that safety manuals, codes or practice; guidance notes, policies, etc. are readily available for staff reference.
- 3.32 arranging that all accidents are investigated immediately following their occurrence and that accidents are reported in accordance with regulations and procedures. Furthermore, the accident book is to be reviewed for identification of trends including near miss. **Accident books are kept in the office - Foundation Centre keep their own.**
- 3.33 other policies e.g. , Stress, Violence & Restraint, Safeguarding are all interlinked etc.
- 3.34 **Risk assessment forms are filled out for all school trips**
- 3.35 **A Risk assessment is carried out on pregnant members of staff to adjust tasks accordingly.**

The Headteacher (or delegated representative) must be aware of all the contracts and/or third parties entering the school to undertake maintenance, service or work contracts. Furthermore, the Headteacher is to ensure that competent contractors are employed in order to oversee the planning and safe execution of the work when contractors carry out building or plant maintenance work.

Violence / restraint incident forms are located in the office & must be filled out - see policy - only trained staff are to restrain

Although the overall and final responsibility for Health and Safety within the School is that of the Headteacher, everyday functions can be delegated to designated member of staff e.g. Deputy Head; Site Manager/Caretaker; etc. This means that the Headteacher or Delegated Representative(s) is to be:

- 3.36 responsible for the display of appropriate safety signs, notices, placards etc.,
- 3.37 warranting good communication relating to Health and Safety matters within the school.

3.38 ensuring that all relevant regulations, codes of practice and guidance notes appropriate to specialist area are communicated.

3.39 liaising with all responsible members of staff and ensuring safety procedures and policy agreements are adhered to and are reflected in the different areas of Health & Safety.

3.40 co-ordinating all contractual work and maintenance carried out on school premises.

3.41 ensuring insofar as is practicable that strict procedures are laid down for building work such as: Gas & Oil work; roofing; excavation and drainage; alterations to building structures; refurbishment and renovations and /or remodelling schemes.

3.42 liaising with Contractors over Health and Safety matters regarding e.g. Grounds maintenance, etc. and day-to-day oversight with the Site Manager/Caretaker. **Logs kept in H&S log book centrally stored in office**

3.43 identifying the location of known hazardous substances and materials (e.g.: asbestos; lead; radioactive materials; flammable materials; etc.). **asbestos management plan kept centrally in H&S cabinet. 2 COSHH files kept in cabinet & by caretaker**

3.44 providing a procedure to ensure that work and assessments are carried out in accordance with the control of Legionellosis. - **records kept centrally in the office**

3.45 ensuring competent person(s) or specialists are consulted as necessary to advise on Health and safety matters such as: technical issues; sampling; monitoring & auditing requirements; etc. - **records stored in H&S log**

3.46 ensuring that property surveys of the school building are carried out and those regular inspections are completed with defects reported accordingly.

3.47 organising the yearly check of all portable electrical equipment and of ensuring that a central register of this equipment is kept and all staff are aware of the need for electrical safety checks. - **Record of inspection kept in H&S cabinet**

3.48 organising / monitoring all other yearly checks required by the school. - **H&S log book is kept centrally in the office**

3.49 **H&S file contains annual risk assessments in H&S cabinet**

Employees (general information)

The promotion of Health & Safety at work must be a mutual objective for staff at all levels. We all have a duty to take proper precautions and care in our work not only to safeguard ourselves but also pupils, colleagues, visitors and contractors, etc.

All employees have a responsibility to co-operate with the School's Management Team (Headteacher; Heads of departments; Governors; etc.) to achieve a healthy and safe workplace and to take reasonable care for themselves and others who may be affected by their actions and/or omissions.

Any employee observing Health and Safety situations which require attention, shall as soon as possible notify the situation to the appropriate person designated in page 5/6 and 18.

Consultation between management and employees is to be provided for by the school's Health &

Safety Committee.

Teachers

Teachers have a duty to develop safety awareness within their respective classroom and initiate and participate in accident investigations where necessary. Good housekeeping in their classroom is to be kept at all times.

Teachers have the duty to take immediate action to stop unsafe practices and the use of unsafe equipment and inform the Head/Senior Manager as soon as possible while enforcing all rules and regulations concerning the use of guards and/or protective clothing/equipment (if applicable). **Caretaker Communication Book kept in the office to report issues**

It important also to remind teachers that they have a duty of care towards their pupils and are responsible and accountable to the Head Teacher for all matters relating to health, safety and welfare within their own individual classroom as well as a responsibility to ensure that:

3.50 all staff under their control receives instruction in their duties, regarding Health and Safety matters and that all staff under their control is adequately trained to carry out their duties efficiently and effectively. **Annual H&S training takes place & is recorded**

3.51 specific curricular areas (e.g. PE, Science, etc.) are only undertaken when made aware of regulations, codes of practice and guidance notes appropriate to specialist areas. **A copy of all risk assessments are kept in the staffroom in a yellow folder**

3.52 all statutory notices placards; regulations; etc. are displayed appropriately and in accordance for example with the Fire Department, etc.

3.53 all problems, defects and hazards in their classroom are reported to the Headteacher, or Senior Manager/Site Manager.

3.54 themselves and people under their supervision are well aware of Fire procedures.

3.55 a copy of the Fire Drill regulations and assembly point(s) are prominently displayed in all rooms and/or areas for which they are responsible.

3.56 they carry out regular safety inspections of their classroom including checks on equipment (e.g. Electrical items, furniture; etc).

3.57 they report, and if appropriate make recommendations, to the Headteacher, Senior Manager or representatives on any practices, premises, equipment etc. which give rise to Health & Safety concerns.

3.58 they complete any forms given by the school on internal surveys and inspections.

3.59 they do not leave computers and other electrical equipment switch on at night and especially during weekends and holidays.

3.60 they are familiar with the school's Health & Safety policy, its implementation and any procedures, arrangements and practices relating to their classroom and take responsibility and accountability for the implementation of the school safety policy in the performance of their duties. **A Copy of this policy is on Teacher Area only and in the staffroom.**

3.61 they conform to responsibilities as laid down in the School Policy and its safe working arrangements including any other policies provided by the School.

3.62 they ensure that where conditions apply, all pupils or persons under their control receive instruction to operate in a safe and efficient manner. e.g. safe working cards, etc.

3.63 they report to the Headteacher or Manager, all problems, defects and hazards that are brought to their notice.

3.64 they make sure that Supply Teachers, Classroom Assistants, etc. are made aware of the school Health and Safety Policy and of any special arrangements and procedures, relating to their work area before commencing work.

Caretaker

The Caretaker is responsible and accountable to the Headteacher/Senior Manager for all matters relating to health, safety and welfare within the sphere of her/his activity.

She or he must be familiar with the schools Safety Policy and that cleaning staff are equally aware of any implications of the policy as it affects their work activities (e.g. storage arrangements for materials, equipment, substances etc.).

The Site Manager must report to the Headteacher/Senior Manager using the school's procedure when reporting defects, hazards that are brought to her/his notice. Furthermore, the Site Manager is responsible for ensuring that:

3.65 everything received from suppliers such as: machinery; equipment; substances; etc. is accompanied by adequate information and instruction prior to use. For example Manufacturers Data Sheets.

3.66 in the case of cleaning equipment staff under her/his, controls are adequately informed, instructed and trained in using all such items before actual use.

3.67 the Headteacher/Senior Manager is informed whenever contractors are due to enter the school to undertake maintenance, service or works contracts.

3.68 weekly inspections of both the interior and exterior fabric of the building are carried out and either takes appropriate remedial action or report matters of a Health and Safety nature to the Head/Senior manager.

3.69 the School Management is informed when new products or chemicals are introduced.

3.70 all statutory weekly and monthly tests on all relevant areas such as Fire break points; Emergency lights; Grounds; etc. are carried out and recorded.

Trade Union Appointed Workplace Safety representative(s).

These Representatives are to be helped and supported by the school management but are to conduct themselves first as an employee of the school.

Any problem to be undertaken under they duty are to be reported first to the Headteacher or her/his Manager.

3.71 safety representatives are to be encouraged by the Headteacher and Managers to fulfil

their duties as well as being released for appropriate training.

3.72 The Headteacher (or designated Senior Manager) will also consult (if required) with the Safety representatives on Health and Safety matters, normally via the School Safety Committee.

3.73 she/he will be entitled to inspect the school in accordance with agreed Trade Union procedures.

3.74 time scales for such inspections, monitoring and auditing procedures is to be arranged in consultation with the Headteacher.

3.75 the Safety Representative has the right to receive any subsequent reports regarding accidents, injuries and any inspections carried out by HSE or other authoritative bodies.

Other School Staff/Employees.

All other members of staff (e.g. Administration personnel, etc.) are to be aware of their individual responsibility to exercise care in relation to themselves and those who work with them.

They must familiarise themselves with the health & safety Policy and take reasonable care that all procedures used are safely carried out, and seek expert advice in any case of doubt.

They must warn others of any special or newly identified hazards in existing procedures or risks in new procedures about to be introduced.

Like any other member of staff they must report accidents or incidents promptly and familiarise themselves with fire and emergency drills (including the location of emergency telephones) and escape route.

Furthermore, all staff and employees must:

3.76 be made aware of what is expected of them and in particular in relation to the department in which they work. 'Departmental' procedures and practices must be clearly defined with adequate instruction and training provided as necessary.

3.77 take responsibilities under the Health and Safety at Work Act requiring them to report any possible hazards and defects to the Headteacher, Senior Manager and Site Manager/Caretaker using appropriate forms where possible.

3.78 make themselves familiar with the school's Health and Safety policy and all documents relating to Health and Safety in the school paying particular attention to their specific work activities.

4. General Arrangements & Statutory Requirements

Accident reporting/Investigation.

The School Management Team must ensure that the school's system for reporting accidents, injuries, reportable occupational diseases and dangerous occurrences are known by all staff concerned and that proper procedures are in place for the investigation of all accidents and dangerous occurrences.

4.1 the School management is responsible for notifying the Health and Safety Executive/Local Authority / Environment Agency following certain reportable events e.g.; death, major injuries, occupational disease and dangerous occurrences.

4.2 whenever a reportable event has occurred, an accident form is to be completed and an investigation is to take place.

4.3 the reporting procedures are for any member of staff (teaching or support staff), pupils, parents, visitors, contractors, etc, involved in an accident in school.- **accident book is kept centrally in the office**

4.4 any major occurrence is to be reported to the Headteacher or other member of the senior management team who will then complete an Accident Form in the presence of the person involved (if possible) and record the incident in the School Accident Book(s).

4.5 arrangements are to be made for report form to be forwarded to relevant parties bearing in mind that fatal or major injuries are to be first directly reported by telephone.

4.6 according to School procedures, in the event of a fatal or major injury or a "reportable dangerous occurrence", nothing at the site of the accident is to be moved except for the purpose of helping the injured until an investigation has been carried out.

4.7 trade Union Safety Representatives are to be informed of major injuries and dangerous occurrences in order to carry out or participate in an accident investigation. Where appropriate, witness statements should be obtained.

4.8 all records are to be retained for at least three years for adults and up to seven years after their twenty first birthday for children.

4.9 discretion is allowed to the Headteacher in relation to minor pupil injuries to avoid unreasonable burdens on establishments. However, the Headteacher is to be satisfied that the cause of the accident was not attributable in some way to supervision or organisation (e.g. by a teacher), to plant, substances or the condition of the premises.

For emergency procedure for accidents involving a pupil the following to be applied.

4.10 first Aid is only to be provided by trained designated first aider. Non first aiders are to locate the nearest or duty first aider in case of accident. **Our first aiders are Lynsey Brunt, Jeanette Phillips, Amy Phillips. These are the people who administer medicines with a witness and record this in the Medical Book.**

4.11 if a child is to receive a significant or worrying bump on head, or is to suffer from a slight or a more considerable head injury, the school will ensure that parents or guardians are contacted and made aware of the situation as soon as possible. **A special letter is sent home & parents phoned.**

4.12 if a child is taken seriously ill and on advice of a qualified first aider requires an ambulance then the usual procedure is to take place such as calling for an ambulance and then carry out procedures; such as recording events, transport, support, information, etc.

4.13 under no circumstances a child suspected of back or neck injury should be moved and in case of emergency an ambulance should be called as member of staff should not use their own vehicle to take an injured person to hospital.

Asbestos.

If applicable an asbestos survey (Type 2 minimum) should be undertaken indicating clearly area where there is, there might be and there isn't asbestos.

The work permit with its asbestos management plan is to be used for any work undertaken at the school.

A map of the school and all other relevant information are to be provided to contractors, surveyors, etc. and/or any other people having to work at the school.

The small areas are clearly marked on the school map in the asbestos plan stored centrally in the H&S cabinet.

COSHH (Control of Substance Hazardous to Health).

The Headteacher, members of the management Team and Governors recognise the need for the school to carry out risk assessment of all areas in accordance with the regulations.

Assurance that the implementation of COSHH Regulations and of ensuring that the Site Manager, Caretaker, Cleaners, Teaching & support staff and other relevant staff take appropriate action under these regulations is imperative.

The COSHH folder is kept in the H&S cabinet and a another copy is also kept by the caretaker

4.14 as it is a legal requirement to carry out risk assessments for operations involving chemicals; mechanical and electrical hazards the school's Management is to make provision for this in accordance with their departmental/area safety policy (e.g. Caretaking, etc.).

4.15 in conjunction with the school chemical register Managers responsible for COSHH, procedures will ensure that assessments are carried out and that further monitoring is in place as required.

4.16 all risk assessment forms including data sheets and substance listing are to be regularly updated and produced when required or requested.

4.17 A COSHH file containing assessments of chemical risk and Data Sheets, as well as control measures to be taken by other appropriate staff including inventory and location is to be made available for any inspections.

Contractors & Visitors

Self-employed persons or contractors and their employees carry out work on School premises must comply with standards of safe working contained in any regulations or codes of practice applicable to their operations, and in the School Policy regarding safety rules. The same applies for any visitors including parents and any other member of the community. Contractors are CRB clear or work outside school hours.

The school management is to ensure that Office Staff enter details of all visitors in the School Visitors book and the appropriate collection of or guidance to the person being visited is given. All Contractors are to have their attention drawn to fire/emergency procedures.

4.18 contractors entering or working on school premises are to be the responsibility of the Headteacher or delegated person usually the Site Manager / caretaker.

4.19 appropriate details of the Health and Safety Policy are to be conveyed to all known contractors by the Caretaker/Site Manager, Office Staff or appropriate delegated person(s).

4.20 it may be necessary for pre-contract meetings to be held to arrange work methods and safety precautions. These should take place before any work is to be started.

4.21 contractors using naked flame or hot tar at the school are to be issued with a Hot Work permit before any work is started. Furthermore, a Work permit is to be issued for all other types of work including Asbestos information.

Emergency Procedures.

4.22 in the event of accidents, fires, explosions and spillages, the Headteacher (or delegated member of the Management Team) must be immediately informed.

4.23 the Disaster recovery plan is to be updated when necessary.

Fire precautions.

The arrangements for general fire safety are in accordance with details in the Staff Handbook.

4.24 the school's Fire forms are to be used to record tests, drills, training, etc.

4.25 visits by the Fire Officer and subsequent reports and recommendations are to be followed ASAP.

4.26 evacuation of the establishment is to be carried out at least once per term including one area notionally blocked to create a 'real' fire practice.

4.27 responsibility for checking Fire Safety Procedures and Equipment rests with the Headteacher.

First Aid Provision.

A list of available first aiders is to be conveniently posted at the school. Each room names our first aiders .

Responsibility for the stocking of first aid boxes rests with their nominees.

All members of staff are to be made aware that a number of trained first-aiders on site who have appropriately stocked first aid boxes are available. Staffs are to refer to staff handbook for up to date information.

4.28 these are to cover all high-risk areas (e.g.: lunch time activities; science; technology; PE; trips; etc.).

4.29 the reporting of accidents/injuries is as per the requirements of the Reporting of Injuries and Dangerous Occurrences Regulations and connected to points 4.1 to 4.16.

Housekeeping (Cleaning Arrangements).

Relevant members of staff are to make regular checks of their areas of responsibilities while maintaining: tidy and clean work areas and adequate storage space

Information to Employees.

The Headteacher is to be responsible for ensuring that any regulations, information, guidance notes, etc., received by the school are passed immediately to staff that have a direct interest. Staffs have to acknowledge such documents and make sure that they are understood and followed as required.

Legionella / Legionnaire's disease.

A full legionella report is to be undertaken by an external contractor and provide to the school indicating any possible issues with the current water and/or heating systems.

All weekly, monthly, termly and annually checks are to be undertaken, recorded and assessed on a regular basis.

The contractors' report/manual is to be made available to anyone dealing with checks and recording.

Records are kept in a Legionella log stored centrally and carried out by Manchester Working

Letting / Use of School Premises.

A Letting Policy is established to cover all leasing and rental aspects.

Noise and Vibration.

The School recognises that there may be problems experienced with noise and vibration. All employees should report all such cases and specialist advice sought to monitor hazards if required

Off-site Visits and Outdoor Pursuits Trips.

4.30 procedures for off-site visits and Outdoor Pursuits trips are as in the Governors Policy Statement. Information about Responsibilities; Planning; Supervision; Preparation; Communication; Insurance; Types of Visits and Emergency Procedures are to be referred to the good practice guide "Health And safety Of Pupils On Educational Visits" ref: HSPV2. The Schools EVC is to undertake responsibilities for all the above as well as making sure that:

4.31 permission is acquired from the LA for trips and visits abroad and/or when a substantial amount of risk is analysed (e.g. near Water, etc.).

4.32 all forms are signed by the Headteacher.

4.33 only staff recognised through National Qualifications (which should always be checked in advance) or who are registered under the LA Registration Scheme are to supervise Outdoor Pursuits Activities and a school register of these Outdoor Pursuits qualifications is kept.

4.34 there are enough staff for the amount of pupils on trips and visits.

4.35 when achievable, at least one first aider will be involved in any school trip, visit or sporting event in the limit of possibility.

4.36 contact details of each pupil going on any school trip or off-site activity are held by a member of staff during the trip. Furthermore, that a means of communication (e.g. mobile phone) is to be taken for each trip or visit.

4.37 where possible, premises are visited and vetted and providers' health and safety assessments and public and professional liability cover is ascertained.

4.38 a proper risk assessment is carried out before any trip takes place (EV1, EV2, etc.). Furthermore, when trips involve what could be classified as semi-dangerous activities, e.g. rock climbing, parents should be advised before the trip takes place.

4.39 each member of staff, including parents, participating in schools trip is clearly made aware of the responsibilities they are taking upon themselves.

4.40 in case of parents, external supervisors and professional personnel (e.g. a professional rock climber) all should be cleared to work with children. The school should reserve the right to request CRB Disclosure if found necessary or when adults have access alone to a child and/or children.

PAT (Portable (Electrical) Appliances Testing).

The school will ensure that all portable appliances including cleaning equipment are checked on a yearly basis and that a list of an up-to-date inventory of all equipment is kept for checking purposes. Overall, all staffs have a responsibility as users to:

The PAT folders are stored in the H&S cabinet

4.41 carry out a visual check of all electrical equipment so as to ensure that cables are in good condition, are secured in the cord grip and that plugs are not damaged.

4.42 ensure that there are no trailing leads and that if this is unavoidable then safety mats cover the leads and that after equipment use, all trailing electrical flex is safely wound up.

4.43 ensure that all electrical equipment (especially computers), which are not required to be left on (e.g. server), are switched off after use.

School Safety Committee.

The membership of the Safety Committee includes:

The Headteacher, Chair of the Governors' Health and Safety Sub-committee, a school designated representative with Health and Safety responsibility, e.g. Deputy Head; Caretaker/Site Manager; Administrator; etc. If required, or found necessary, a Trade Union Safety Representative might be included.

Work Experience.

On occasions, staff or pupils may be sent by the School to work away from the premises, for example, on secondment, work placement or fieldwork. In these circumstances, the School continues to have a legal obligation towards the health and safety of the persons involved. To discharge this obligation, reasonable steps should be taken to verify that health and safety is taken seriously by the person or company in control of any premises where the school's personnel

and/or pupils will be working and that risks to them that are liable to be exposed are being controlled.

The precise actions necessary in individual cases will depend on the nature of the work, the experience of the persons involved and many other factors and it is recommended that specific advice on this is sought from appropriate Occupational Health and Safety Bodies. In most cases, persons involved in off-site work will as a minimum, require instruction about specific risks likely to be encountered and the action that should be taken. It is also prudent to make enquiries about safety policies in effect at the proposed work site and to obtain a copy of the company's Health and Safety Policy Statement. On some occasion a site visit to check standards may be advisable.

5. Training

The School management recognises, and is committed to, the need to train staff to enable them to carry out their duties both safely and effectively. Some of this effort, particularly in technical matters, will inevitably be concentrated at Departmental level and Departments are required to consider the training needs of both new and existing staff.

Health and Safety training is required by law. The school management is to ensure that all staff, and when applicable pupils, are provided with adequate training so that they are capable of carrying out their work without risk to themselves and others. They must also keep a record of this training. In certain circumstances temporary staff and visitors may also require training. **A record is stored in the H&S file .**

The school management is responsible for identifying and budget training needs. Formal methods for identifying training needs include risk assessment and staff appraisal. Furthermore, training needs should be incorporated into annual staff development plans.

There are various categories of training requirements in school. They can be defined as induction, training informative/awareness training and specific "hands-on" training. Specific Training approach applies where it is recognised by the school that employees will require an accepted level of competence to perform their tasks or obligations. e.g.: first aid; fire extinguisher; manual handling; etc.

6. H&S Performance Monitoring & Auditing

Audits are conducted to review the health and safety performance of the School. Delegated personnel or Heads of Department are to be responsible for ensuring the health, safety and welfare of their staff and pupils at work. They must ensure that risk assessments of work/work activities are carried out to identify where health surveillance/monitoring is needed to protect them.

Annual risk assessments are stored in the Risk assessment file

The school is to be responsible for undertaking periodic audits of the management of health and safety in areas or departments. The results of these audits are to be presented to the Health and Safety Committee. Following this the Governors should be requiring:

- 6.1 in the Headteacher's report, a commitment by the Headteacher, that Curriculum Area/Cost Centre self inspection has been carried out and that monitoring to substantiate this has been undertaken by suitably qualified and experienced persons. e.g. yearly fire risk assessment, etc. **copies stored in the H&S file**
- 6.2 with the Headteacher to identify from the report, strengths and weaknesses in the conduct of Curriculum Area/Cost Centre inspections, in order to remedy situations and to plan successfully, future objectives regarding Health and Safety matters.
- 6.3 that general inspections are carried out while concentrating on a particular area or type of work, as an indicator of the general level of safety performance within the Area/Department as a whole. The purpose of this type of tour is to assess how effective the Departmental arrangements for developing and monitoring health and safety are in controlling the hazards present.

Following both safety tours and audits the outcomes (summary reports of safety audits) are to be presented to the Governors for consideration and action. From there the Governors; Headteacher and delegated Managers are to:

- 6.4 require in the report an annual audit on Health and Safety matters, providing an objective assessment. The audit should provide an examination of any records.
- 6.5 look at any other areas of concern for auditing such as: (a) Policy/Policies looking at effectiveness; Levels of implementation; Review; etc. (b) Organisation; including Function, Planning and implementation, Monitoring and control; Responsibilities; etc. (c) Inspection procedures - Responsibilities; Standards; Training; etc. and (d) any other areas - Monitoring of external providers; Documentations; etc.

7. Confirmation & Signatures

Chair of Governors

Mrs Ros Brett

Date:

Signed:

Chair of H&S Committee

David Glynn

Date:

Signed:

Headteacher

Nuala Forkan

Date:

Signed:
