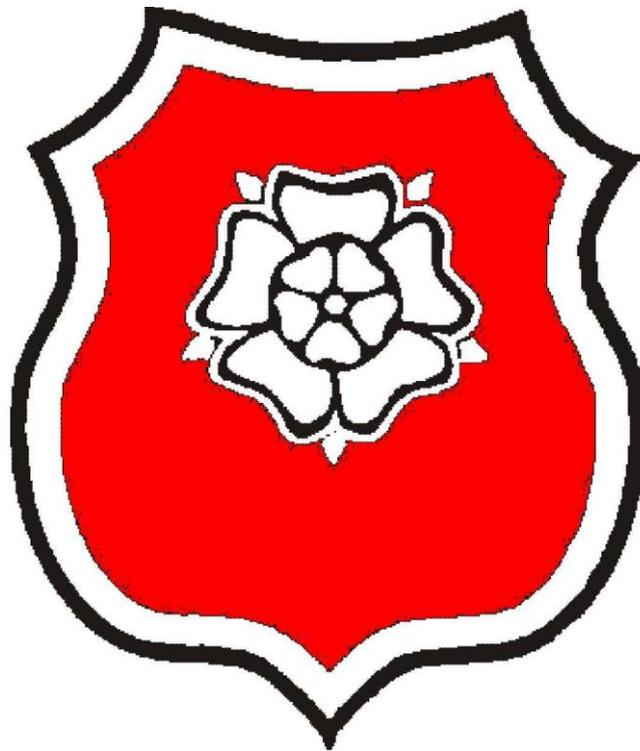


# Health and Safety Policy

## St Agnes C of E Primary School



<b>Approved by:</b>	Mr Chris Cartwright	<b>Date:</b>
<b>Last reviewed on:</b>	September 2022	
<b>Next review due by:</b>	September 2023	

## HEALTH AND SAFETY POLICY

### Our Vision and Mission Statement

*'Learning together in God's Love'*

We are an inclusive Christian family, who **'Learn Together In God's Love'** with mutual respect, tolerance and kindness. ***We treat each other as we would like to be treated (Matthew 7v12)*** this allows us to thrive in our education, friendships and journey through life. We are proud to say we are all equal.

Through the range of experiences we offer to all our pupils we encourage an understanding of the meaning and importance of faith and promote all the Christian Values. We particularly focus on Responsibility, Creativity, Forgiveness, Perseverance, Hope, Thankfulness and Friendship. These Christian values form the basis of our vision and are embedded throughout our school life and underpin all our teaching.

St Agnes is a small school that supports our community by providing an education of the highest quality within the context of Christian belief and practice. We work closely with our families to ensure they are fully supported and cared for

We expect everyone at St Agnes C of E Voluntary Aided Primary School to follow 'The Great Expectations' –

Be Safe

Be in the right place at the right time

Do your best

Handle your emotions

Use appropriate language

Cooperate

Respect everyone and everything

### 1. Introduction

It is a legal requirement of the Health and Safety at Work Act 1974, that all employers employing more than five people must prepare a written health and safety policy.

The policy should contain:

- a statement of the philosophy relating to health and safety at work signed by the most senior person within the organisation. In a school this will be the Chair of the Governing Body;
- details of the organisational structure, i.e. who is responsible for what, and how they fit in with each other; and
- details of the arrangements in place for putting the policy into practice e.g. first aid arrangements.

The law also requires the employer to ensure the health and safety policy is brought to the attention of all employees.

A health and safety policy demonstrates the employer's commitment to health and safety issues and how those issues can be managed.

The policy must be reviewed on a regular basis to ensure that it is effective and adequate. Health and safety requirements may change for example, due to changes in legislation or the introduction of new technology, therefore the policy must be altered to accommodate the changes enabling them to be incorporated into the management system.

## **2 Oldham Council's Health and Safety Policy**

The Council has an overarching health and safety policy that applies to all employees. This is available on both First Class and the Council's intranet site.

The council policy statement and commitment section is overarching across the whole organisation. The responsibilities identified under the 'Organisation' section should be identified and delegated as appropriate through the tiers of management within schools.

## **3 The Role of the Governing Bodies of Schools with Formally Delegated Budgets**

In accordance with the Council's Local Management of Schools (LMS) Scheme, governing bodies of community and controlled schools with formally delegated budgets have the responsibility for interpreting the Council's Health and Safety Policy and for ensuring effective health and safety practice on their premises.

Each governing body should:

- formally adopt a school Health and Safety Policy
- ensure adequate day-to-day management systems are in place to safeguard the health and safety of employees, students, pupils and other users of the premises:
- work with the Council to monitor the arrangements made
- consider health and safety matters on a regular basis.

In organising for health and safety, governing bodies need to ensure that adequate health and safety arrangements are in place within their school.

Governing bodies must assist the Council in undertaking health and safety audits, given reasonable notice. Similarly, facilities shall be afforded to accredited Health and Safety Representatives to undertake health and safety inspections, given reasonable notice.

On 1 April 1999, under regulations laid down within the School Standards and Framework Act 1998, schools became responsible for all revenue funding for repairs and maintenance work up to the value of £10,000. The regulations exclude school meals premises. This was extended in April 2000 and gave responsibility for the repairs and maintenance of school meals premises and equipment to Secondary Schools. From June 2021 school now have full control over the Kitchen Equipment and are therefore responsible for repairs and maintenance of kitchen equipment.

## **4 Voluntary Aided, Foundation and Trust Schools**

In Voluntary Aided, Foundation and Trust schools, the governing bodies employ the teachers and, normally, all non-teaching staff (except, in some cases, school meals and cleaning staff).

They, therefore, have sole responsibility for all health and safety matters affecting staff, pupils, visitors etc., and control of premises.

## **5 The Role the Headteacher**

It is the responsibility of each Head of Establishment to ensure they are aware of and disseminates the information contained within the Health and Safety Policy and to act upon any advice and guidance provided. They are responsible for the day-to-day management systems and procedures to safeguard the health and safety of employees, pupils and other users of the premises.

The Headteacher will report on health and safety matters on an annual basis to their governing bodies.

Headteachers will facilitate health and safety inspections, including audit/inspections and accident investigations by Council Officers and/or safety inspections proposed by accredited Health and Safety Representatives.

## **6 All other Employees with Management Responsibilities**

Their main functions are:

- day-to-day management of health and safety
- drawing up and reviewing service procedures regularly
- carrying out regular inspections and making reports to the head teachers/head of establishment
- ensuring action is taken
- arranging for staff training and information
- passing on health and safety information received to appropriate people
- acting on reports from within the establishment.

## **7 Class teachers**

Class teachers are responsible for the safety of pupils/students whilst in their care i.e. in classrooms, workshops, laboratories, out-of-doors, and away from school/establishment premises.

Where class teachers have concerns regarding safety issues e.g. class sizes, condition of equipment etc, they should discuss their concerns with their Head of Department or Headteacher. Class teachers should:

- control and supervise pupils/students and ensure that safety rules are followed and protective equipment used;
- know and ensure all safety procedures applicable to their areas of work or responsibility are followed, including knowing the location of safety equipment and its proper use;
- ensure that safety instructions are clear and understood by pupils/students and check, as necessary, that they are being followed;
- ensure that before the start of any activity a risk assessment has been carried out, any necessary protective clothing, guards, screens, etc. are used and any special safety procedures are followed;

- advise the Head of Department of any hazards found; and
- ensure all classroom support staff have a clear understanding of their duties in ensuring pupil/student safety.

## **8 Role of Individual Employees**

Each employee has a responsibility to ensure his/her own safety and that of others.

Their main functions are:

- day-to-day management of health and safety
- checking classroom/work areas are safe
- checking equipment is safe before use
- ensuring safe procedures are followed
- ensuring protective equipment is used, when needed
- participating in inspections
- participating in Health and Safety Committee meetings if appropriate
- raising issues with relevant managers
- Filling in appropriate documentation – risk assessments, PEEPS, Accident forms, Classroom and work station assessments.

## **9 Caretakers' Responsibilities**

Caretakers are key members of staff in that they are often the first person to notice health and safety hazards and are, in a large number of schools/establishments, the 'contact person' for reporting faults and liaising with contractors on site.

Their role within the school/establishment's safety arrangements should be clearly defined and all staff made aware of this.

Caretakers should follow health and safety procedures and safe methods of working provided to them by their employer (Oldham Council Cleaning Services).

Guidance for school caretakers can be found on First Class and Oldham Council intranet site.

## **10 Council Responsibilities**

The main functions of the Council are:

- monitoring (including consideration of inspection reports)
- confirming or advising on priorities identified
- arranging and considering audits
- developing and reviewing the Health and Safety Policy regularly
- providing information
- analysing accident and ill-health/near miss reports
- providing training.

## **11 Provision of Advice to Governing Bodies, Heads of Establishment etc.**

The Chief Executive is responsible, overall, for health and safety in schools (except voluntary aided, foundation and trust schools) and for all other educational establishments. This responsibility is, however, shared with the governing bodies of schools with formally delegated budgets under the Council's LMS scheme. The Council will maintain a Health and Safety Information System for schools.

This system, (in the form of Health and Safety circulars) will contain advice and guidance on particular matters affecting the health and safety of employees, pupils and other users of the premises. The content of these circulars must be taken into account by the governing bodies of community and controlled schools and by all persons employed by the Council in the discharge of their duties and responsibilities.

The Council will also provide advice and support, undertake audits, inspections and investigations for all Oldham Community and Voluntary Controlled schools via the Health, and Safety Team, all other schools may access the same service via Service Level Agreement.

The Council has a team of inspectors and officers with particular expertise who are available to offer advice to governing bodies and headteachers regarding particular situations drawn to their attention.

## **12 Directorate Health and Safety Committee**

In accordance with Council policy a Health and Safety Committee for the People Communities and Society Directorate has been established. Membership of this Committee consists of up to twelve management representatives and up to twelve trade union representatives, as set out in the constitution (available on First Class and the Council intranet site). The trade union representatives are appointed by the respective trade unions.

The Committee maintains an overview of health and safety matters in the Directorate as a whole and acts as a forum for discussion for any item of concern. Where a decision within the Health and Safety Committee is reached, jointly, by management and the trades unions, then its advice will be recommended for implementation to governing bodies and headteacher. The Health and Safety Committee receives accident and violent incident statistics and can initiate investigations arising from them, if considered necessary.

Minutes of the meetings of the Committee are circulated to all of the schools and have the status of a Health and Safety Circular.

## **13 Pupils**

The on line school prospectus should set out the expectations of pupils. In relation to health and safety these could reasonably include:

- exercise personal responsibility for the safety of themselves and others
- wear the correct clothing consistent with safety and/or hygiene (this would preclude unsuitable footwear)
- follow the safety rules of the school
- only use, and not wilfully misuse, neglect or interfere with equipment provided for his/her safety.

## **14 Contractors' Responsibilities**

All contractors should report to the main office on arrival. Contractors working on school premises are required to ensure safe working practices by their employees under the provisions of the Health and Safety at Work Act, and must pay due regard to the safety of all persons using those premises in accordance with Sections 3 and 4 of the Health and Safety at Work Act.

The Headteacher as the Client must ensure that appropriate and competent adviser / consultants are appointed to oversee repairs, maintenance and construction works which fall outside general day-to-day repairs. Through the involvement of the adviser/consultant they must ensure that all foreseeable health and safety issues are considered and addressed prior to, and if necessary, during the works. A 'Method Statement' must be produced by the contractor carrying out the works in which details of how the contractor intends to carry out these works safely by addressing any health and safety issues identified as part of the works e.g. C.O.S.H.H, asbestos as well as consideration of the normal operation and particulars of the site. The contractor will meet all additional requirements if the contract falls within the remit of the Construction (Design & Management) Regulations (CDM). You, as client, must seek further advice from the Contract Consultant Planning Co-ordinator.

Procedures must be discussed at a pre-start meeting held prior to the contractor starting on site and a member of the health and safety team must be notified.

Should a contractor create hazardous conditions and refuse to eliminate them, the headteacher must take such actions as are necessary to protect persons in his/her care from risk of injury and inform the Council Asset Management service of actions taken.

## **15 Arrangements**

A copy of the Health and Safety Law poster should be displayed in a prominent position in all schools.

Health and Safety Team is where advice is available from:-

The Health and Safety Team  
Oldham Council  
Chadderton Town Hall  
Middleton Rd  
Chadderton  
Oldham  
OL9 6PP

Tel: 0161 770 3165  
Fax: 0161 770 3444

Email: [healthandsafetyteam@oldham.gov.uk](mailto:healthandsafetyteam@oldham.gov.uk)

Identification of training needs, job specific training and induction training will be the responsibility of all Headteachers. Please refer to the 'Competency Framework' and

'Training Matrix' for assistance. As schools have devolved budgets they can obtain training from a range of external sources as needs are identified. Training can also be accessed via the Council's Development Academy and/or **via the Health and Safety Team's bespoke provision.**

The model policy has been prepared by the Health and Safety Team with contributions from both Mather Street Primary School and Crompton House C.E. School. The model closely follows the Health and Safety Executive's guidance leaflet INDG324 '*Stating Your Business – Guidance on preparing a health and safety policy document for small firms*' and guidance set out in the DCSF document '*Health and Safety: Responsibility and Powers*'.

The key elements within the arrangement section of a health and safety policy should include:

- arrangements made to assess the risks arising out of work activities
- arrangements made to monitor, inspect and audit premises systems and procedures
- training of staff in health and safety including competence in risk assessment
- off-site visits including school-led adventure activities
- selecting and controlling contractors
- first-aid and supporting pupils with medical needs
- school security
- occupational health services and work-related stress
- consultation arrangements with employees
- workplace safety for teachers, pupils and visitors
- violence to staff
- on-site vehicle movements
- management of asbestos
- control of hazardous substances
- selection, use and maintenance of equipment
- accident recording and reporting
- fire safety
- emergency evacuation including 'invacuation'.

It is important to remember that this list may not be exhaustive and school arrangements may be added to, or amended, to suit the specific needs of the establishment, provided that all essential information is included in any amendments.

Detailed arrangements and further guidance for Health and Safety can be found on the Health and Safety area of First Class and/or the Council intranet site.

## HEALTH AND SAFETY POLICY

### Section 1 - Health and Safety Policy Statement

Health and Safety at Work Act 1974

This is the Health and Safety Policy Statement of

St Agnes C of E Primary School
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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 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 them 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 accident/violent incidents to the Health, Safety and Wellbeing service;
- 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 maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

## Section 2 – Responsibilities

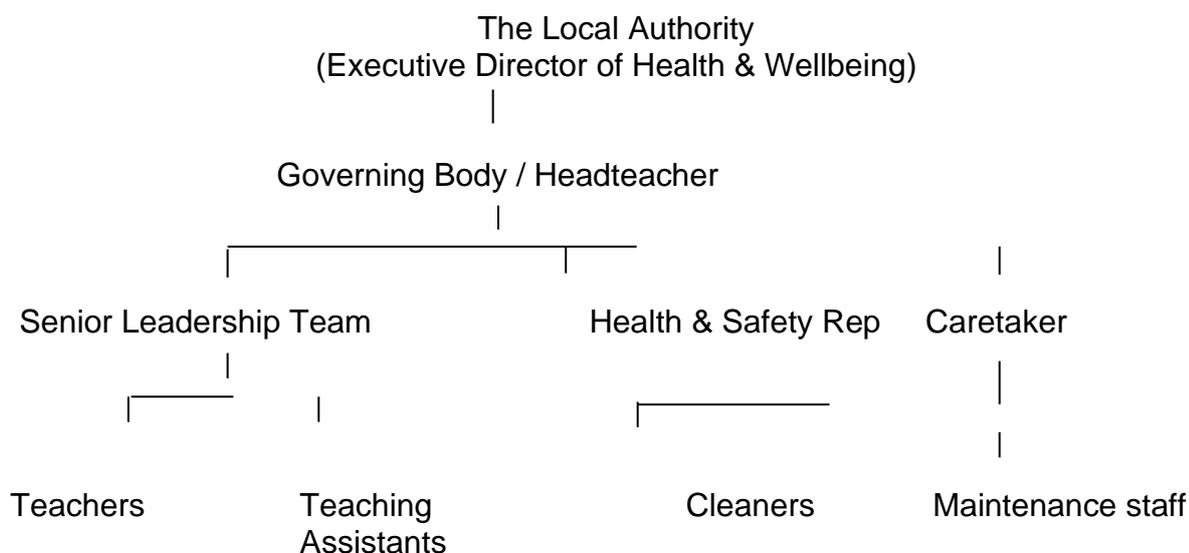
### Organisation (\*Voluntary Aided, Foundation and Trust Schools)

Overall and ultimate responsibility for Health and Safety in schools is that of the employer, i.e. usually the Governing Body.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Headteacher.

### Illustration of employee responsibilities Voluntary Aided, Foundation and Trust Schools

#### THE EMPLOYER



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

Responsibility for health and safety within the Council are outlined within the Council Health and Safety Policy. Day-to-day responsibility for ensuring this policy is put into practice is delegated to School Governing Bodies and Headteacher.

### **The Executive Director of Health & Wellbeing with the assistance of school Governors:**

- Shall ensure so far as is reasonably practicable the health, safety and welfare of teachers and other support staff;
- 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 obtain an annual appraisal of the safety performance of the school and this information should be included in the school's annual report to parents.

### **Headteacher**

The Headteacher are responsible for the day-to-day management of the school and shall so far as is reasonably practicable:

- Ensure the Health and Safety Policy is implemented and adhered to at all times;
- Ensure all members of staff know, understand and accept their health and safety duties and responsibilities;
- Ensure adequate resources are allocated to facilitate healthy and safe working and teaching practices;
- Ensure the Governing Body is advised of health and safety implications when undertaking the management of the school budget;
- Ensure all employees, pupils and visitors receive adequate information, instruction, training and supervision, both within school and on school trips as appropriate;
- Ensure 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 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 suitable and appropriate protective clothing is provided for staff and pupils who require it, and ensure that it is worn when necessary;
- Ensure 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 accidents/violent incidents are recorded and where necessary, investigated and reported to the Health, Safety and Wellbeing service as soon as possible and also reported to the Governing Body in the headteachers report. In the event of a major injury, the Chairman of the Governing Body shall be informed;
- Ensure a record is kept of any contagious disease that is contracted, and all acts of violence and bullying, and that this is reported to the Governing Body as appropriate;
- Ensure fire procedures are planned and rehearsed at least once per term;

- Ensure fire equipment, fixtures and exits are checked periodically and maintained to ensure they are in working order;
- Ensure adequate welfare facilities are provided and maintained for staff and pupils;
- Ensure 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 contractors working in the school, report to him/her before work commences in order to ascertain work details and agree safety procedures;
- Ensure in his/her absence, health and safety duties are delegated as appropriate;
- Ensure there is an annual appraisal of the school's health and safety performance;
- Ensure risk assessments are undertaken and reviewed as appropriate; and
- Review and up-date the policy as appropriate.

## **Teaching and Non-Teaching Staff**

All Teaching and Non-Teaching Staff shall, where appropriate and so far as is reasonable practicable:

- Ensure the Council and School policies are implemented at all times;
- Be responsible for the health and safety of the pupils they supervise;
- Ensure 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 all pupils know the fire procedures 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 on the appropriate documentation;
- Ensure all classroom-based activities are carried out in a safe and healthy manner;
- Ensure playground activities are supervised as appropriate and any violent behaviour is stopped;
- Ensure pupils are adequately supervised at lunchtimes;
- 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 by car, appropriate restraints are worn and the Council 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 guidance;
- Ensure that pupils do not bring into school any potentially dangerous article or hazardous substance without the expressed permission of the Headteacher;
- Take appropriate action to make safe any dangerous condition caused by wet or icy weather;
- Ensure any agreed security provisions are carried out;
- Co-operate with the Headteacher on all aspects of health, safety and welfare; and
- Co-operate with the Headteacher 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.

## **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.

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

## **ARRANGEMENTS**

2.1 Health and Safety Risks arising from our work activity

2.2 Consultation with employees

2.3 Safe Plant and Equipment

2.4 Safe Handling and use of Equipment

2.5 Information, Instruction and Supervision

2.6 Competency for Tasks and Training

2.7 Accidents, First Aid and Work Related Ill Health

2.8 Monitoring

2.9 Emergency Procedures – Fire and Evacuation

2.10 Visitors

2.11 Contractors and Safety

2.12 Educational Visits / Extra Curricular Activities

2.13 Movement of Vehicles

2.14 School Security

2.15 Occupational Health Service and Stress

2.16 Asbestos & Legionella

2.17 External Groups / Activities

2.18 Violence, Behaviour, Bullying and Harassment

### ***Section 2 – Arrangements***

#### ***2.1 Health And Safety Risks Arising From Our Work Activity***

Risk assessments will be undertaken by:

*All relevant staff e.g. Head, SLT, H&S rep, Teachers, Teaching Assistants, Admin, Caretaker.*

The findings of the risk assessments will be reported to:

*Headteacher*

Action required to remove / control risks will be approved by:

*Headteacher/Business Manager who*

Will be responsible for ensuring the action required is implemented.  
Will check that the implemented actions have removed / reduced the risks.

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

## **2.2 Consultation With Employees**

Employee representative(s) are:-

*Laura Smith*

Consultation with employee is provided by:-

*Telephone as & when required 770 3165*

## **2.3 Safe Plant And Equipment**

*The Caretaker*

Will be responsible for identifying all equipment / plant needing maintenance.

Will be responsible for ensuring effective maintenance procedures are drawn up.

Will be responsible for ensuring that all identified maintenance is carried out.

Any problems found with plant / equipment should be reported to:-

*The Caretaker*

Will check that new plant and equipment meets health and safety standards before it is purchased.

No unauthorised electrical equipment is to be used on school/library premises and where appropriate, residual current devices should be used with all electrical equipment.

## **2.4 Safe Handling and Use of Substances**

### *The Caretaker*

Will be responsible for identifying all substances that require COSHH (Control of Substances Hazardous to Health) assessments.

Will be responsible for undertaking COSHH assessments.

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.

Will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.

Will check that new substances can be used safely before they are purchased. Assessments will be reviewed on a regular basis, when the work activity changes, or the constituents of the product change, whichever is the sooner.

## **2.5 Information, Instruction and Supervision**

The Health and Safety Law poster is displayed in the *Main Office*

Health and safety advice is available from:

The Health & Safety Team  
Chadderton Town Hall  
Middleton Rd  
Oldham  
OL9 6PP

Tel: 0161 770 3165  
Fax: 0161 770 3444

Email: [healthandsafetyteam@oldham.gov.uk](mailto:healthandsafetyteam@oldham.gov.uk)

Supervision of young workers / trainees will be arranged / undertaken / monitored by

*Trainee Teachers – Headteacher & SLT*  
*Trainee NVQ – Headteacher & SLT*

### *Work Experience – Headteacher & SLT*

Is responsible for ensuring that our employees working at locations under the control of other employers are given relevant health and safety information.

### **2.6 Competency for Tasks and Training**

Induction training will be provided for all employees by:

*Headteacher and SLT*

Job specific training will be provided by:

*Appropriate person/agency/training*

Specific jobs requiring special training are:

*Positive handling – Whole staff Team Teach trained September 2017*

Training records are kept

*In Electronic Health & Safety file & on line in First Class Folder  
(Refer LW – Health & Safety Co-ordinator)*

Training records are located:

*In Health & Safety e-file*

Training will be identified, arranged and monitored by:

*Annual School Development Plan*

### **2.7 Accident, First Aid and Work Related Ill Health**

The first aiders and/or appointed persons\* are:-

*Caretaker/Teaching Assistants & Mid-day Supervisors*

The first aid box (es) is/are kept at:

*Cupboard next to the hall door, Class 1, Class 2 and Main office*

A list of the names of pupils who have specific medical requirements e.g. asthmatics, epileptics, diabetics, dietary etc. will be kept in the *asthma/medical file (office reception file shelf –)* & records in the school office/First Class.

**Children, who are asthmatic, are required to keep a spare inhaler at the school. Inhalers are kept in a place accessible to the child and each inhaler will be labelled with the child's name to ensure that the inhalers can be accessed in an emergency.**

## **2.8 Monitoring**

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

Carry out spot check visits at a frequency of: *Termly (planned spot checks) through class teachers/caretaker does daily informal spot checks.*

Conduct workplace inspections at a frequency of:

*Termly*

Ensure Service Managers submit health and safety reports (schools only) at a frequency of :

*Termly*

Conduct health and safety audits at a frequency of: *At the end of each term as & when required.*

*Health & Safety Co-ordinator/H & S Rep & Head:*

are responsible for investigating accidents.

*Headteacher (With support from HR)*

are responsible for investigating work-related causes of sickness absences.

are responsible for acting on investigation findings to prevent a recurrence.

## **2.9 Emergency Procedures – Fire and Evacuation/Invacuation**

*The Headteacher:*

is the Responsible Person for the building

is responsible for ensuring the fire risk assessment is undertaken and implemented.

is responsible for ensuring a Fire Action Plan has been completed.

is responsible for ensuring a fire evacuation procedure is in place.

*Head, SLT & Office Manager* have been appointed as fire wardens.

Escape routes and exits are checked by *Caretaker/Headteacher* at a frequency of *weekly*.

Fire extinguishers are maintained and checked by *appropriate body* at a frequency of once per year.

Alarms are tested by the *Caretaker* at a frequency of *weekly*.

Emergency evacuation / fire drills will be carried out at a frequency of *termly*.

Records will be kept on the minutes from the *Governors Meetings*.

### **2.10 Visitors**

Any person visiting the premises is requested to make an appointment prior to the visit. On entering the premises, visitors must go to the reception / main office and sign-in the visitor's sheets. They have to complete relevant paperwork (eg DBS) and wear a lanyard. On departure, visitors must sign-out the visitors sheets and hand in their lanyard.

### **2.11 Contractors and Safety**

Contractors are selected on the following basis: -

	<b>YES</b>	<b>NO</b>
Cost	Yes	
Production of company safety policy	Yes	
Proof of Competence (e.g. production of qualification certificates)	Yes	
References	Yes	
Any other criteria	LA/Architect approved Contractor	

All contractors are required to attend a pre-start meeting with the Headteacher any other relevant personnel e.g. Caretaker, Health and Safety Adviser, in order for health and safety rules / information etc. to be communicated.

All contractors are required to sign in.

Contractors' equipment must not be left unattended.

Contractors' activities must not present a hazard to others in the vicinity of the work.

*Headteacher/Caretaker/Office Staff/SLT* are responsible for monitoring contractors activities whilst on site.

## **2.12 Educational Visits / Extra Curricular Activities**

The Headteacher are responsible for ensuring that the policy is followed. This policy adopts the Council guidance set out on the Health & Safety Team website under Educational Visits (Oldham Regulations and Guidelines for Educational Visits - ORGEV).

The Educational Visits Co-Ordinators for the school are:

*Mr Kevyn Taylor*

All educational visits must be authorised by the Headteacher in advance.

**All Category C visits must receive LEA Approval.**

The Headteacher or Service Manager 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.

Adult supervision will be at least 1 per 3/ 8/ 10/ 15 pupils. (*Dependant upon visit & age of pupils/type of visit etc*)

Advice relating to educational visits can be obtained from:

Rod Steel  
Educational Visits Adviser  
Castleshaw Centre  
Waterworks Road  
Delph  
Oldham  
OL3 5LZ

Tel: 01457 874276

Refer to the Health & Safety Team intranet site for detailed procedures and guidelines.

Parental consent is to be sought and given in writing, where parental helpers are used. Non-employed helpers are to be vetted and approved via Health & Wellbeing HR Section at the LA.

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

## **2.13 Movement of Vehicles**

Staff and visitors should park their vehicles in the *local streets*.

## **2.14 School Security**

Refer also to arrangements for 'Visitors' .

Security of the school is maintained by:- *Headteacher / SLT / Caretaker / Office/All staff*

	<b>Yes</b>	<b>No</b>
Perimeter fencing	Yes	
Duty Officers stationed within individual buildings	Yes	
External Doors being locked during school hours	<b>Yes</b>	
CCTV		No
Signposting	Yes	
Security lighting	Yes	
Other security measures( please give details)	2xbodies on duty at playtime – one responsible for first aid.	

## **2.15 Occupational Health Services and Stress**

Occupational health services are provided by Health Management Ltd.

Any individual requiring their services will be referred in the first instance to Human Resources at the Civic Centre. A HR Adviser will then pass on details of the case to HML, who will contact the individual concerned directly.

Any individual suffering from work related stress should follow the guidance set out in the Stress Policy.

If a manager suspects that an individual maybe suffering from stress, he/she should follow the guidance set out in the Stress Policy.

## **2.16 Asbestos & Legionella**

Asbestos and legionella surveys have been undertaken in all schools (copies circulated to the Headteacher via the Caretaker via Unity). Copies of the reports are also available from Unity.

Once asbestos has been identified, a decision must be made as to whether the asbestos should be removed.

If the asbestos was not deemed to be a risk due to its location and/or condition, the Headteacher will become responsible for its management.

Asbestos training has been offered to all Headteachers. (New Headteachers must request training via Unity Partnership or Maintenance provider).

A monthly inspection system must be set up to monitor the condition of the asbestos (where it is accessible) and the findings will be recorded.

If any damage or flaking is noticed to an asbestos containing material, either during an inspection or otherwise, it should be reported immediately to The Asbestos Manager at Unity Partnership and the Council's Asset Management Team and Your School's maintenance provider.

Material known to contain asbestos e.g. ceiling tiles, must never be drilled or screwed into, nor must any item be affixed to it e.g. posters, mobiles, especially with pins or staples.

A 'responsible person' must be identified at each school with responsibility to monitor asbestos and carry out weekly and monthly checks of water service temperatures. Local records must be maintained on the Unity Weblog or equivalent.

This person is:

*The caretaker via Bradbury's weblog*

Other checks (bi-annual/annual) will be carried out by appointed contractors as part of the school contract payments.

### **2.17 External Groups / Activities**

External groups currently using school premises are

*Church linked groups e.g. Cubs, Brownies, Rainbows, Sunday school  
(refer to the Caretaker)*

Particulars of the health and safety policy and other health and safety information (escape routes / fire exits, alarm call points etc) will be communicated to external group representatives by:

*The Caretaker*

All extra curricular 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 implementing appropriate control measures to reduce any risks identified.

## **2.18 Violence, Behaviour, Bullying and Harassment**

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

If faced with a violent aggressor, avoid direct eye contact, do not raise your voice, do not take an aggressive stance, do not do or say anything 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 should be taken to ensure assistance could be summoned quickly in an emergency.

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', should be considered.

The school will address bad behaviour, bullying and harassment involving pupils by:

*Refer to Anti-bullying policy and behaviour management policy and having the Headteachers' involvement at an early stage.*

The school will address good pupil behaviour by:

*Following Positive Behaviour Policy.*

The school will address bullying and harassment involving staff by:

*LA Grievance Policy & Procedure.*

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### **Data Protection Statement**

The procedures and practice created by this policy have been reviewed in the light of our Data Protection Policy. All data will be handled in accordance with the school's Data Protection Policy.

<b>Data Audit For The Health &amp; Safety Policy</b>					
<b>What ?</b>	<b>Probable Content</b>	<b>Why ?</b>	<b>Who ?</b>	<b>Where ?</b>	<b>When ?</b>
Pupil accident details.	Name D.O.B.	Information provided for health & safety of our pupils and staff.	All Staff (as necessary)	Pupil electronic records in SIMS.	Held on File throughout a child's time at school & kept in line with data records management guidelines. Key data is also passed onto a new School when moving on.
Pupil Medical details.	Medical condition.			Accident books and forms with pupil. Stored in locked cupboard in office.	
Staff details	Staff names			Data is deleted / shredded as necessary.	

As such, our assessment is that this policy:

<b>Has Few / No Data Compliance Requirements</b>	<b>Has A Moderate Level of Data Compliance Requirements</b>	<b>Has a High Level Of Data Compliance Requirements</b>
	✓	

This policy will be reviewed every year or sooner if legislation / school/LA Health & Safety systems change.