

St Anne's CE (Aided) Primary School



HEALTH AND SAFETY POLICY

Updated October 2019

Signed:
(Chair of Governors)

Health and Safety Policy Statement

Health and Safety at Work Act 1974

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 Directorate;
- 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.

Responsibilities in a Voluntary Aided School

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

**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.*

The Executive Management Team at Oldham Council 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 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 Oldham Children, Young People and Families Directorate 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 the Council's and the school's Health and Safety Policies are 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 and Safety Team (Oldham Council) 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's, together with the school's 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 in the accident book;
- 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'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 Health and Safety Manual;
- 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.

Our Premises Manager completes the following tasks:

- playground and external checks;
- emergency light tests (monthly);
- ladder checks (monthly);
- fire extinguisher checks (weekly);
- fire alarm tests (weekly);
- legionella checks-(Monthly)

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.

HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITY

Risk assessments will be undertaken by all staff.

The findings of the risk assessments will be reported to Headteacher and Governors.

Action required to remove / control risks will be approved by Headteacher and Governors.

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

The Premises Manager 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.

CONSULTATION WITH EMPLOYEES

Employee representative(s) are Diane Helliwell and Alan Acton.

Consultation with employees is provided through staff meetings.

Safe Plant And Equipment

All staff will be responsible for identifying all equipment / plant needing maintenance.

The Premises Manager will be responsible for ensuring effective maintenance procedures are drawn up.

The Premises Manager will be responsible for ensuring that all identified maintenance is carried out.

Any problems found with plant / equipment should be reported to the Premises Manager.

The Premises Manager 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 premises and where appropriate, residual current devices should be used with all electrical equipment. Power sockets are RCD protected.

Safe Handling and Use of Substances

The Premises Manager will be responsible for identifying all substances that require COSHH (Control of Substances Hazardous to Health) assessments.

The Premises Manager will be responsible for undertaking COSHH assessments when not provided by supplier.

The Premises Manager 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 CLEAPS Schools Science Service.

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

All staff 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.

Information, Instruction and Supervision

The Health and Safety Law poster is displayed in the staff room in the Junior building and the main entrance area of the Infant building.

Health and safety advice is available from

Environmental Health Team
environmentalhealth@oldham.gov.uk
Chadderton Town Hall
Middleton Road
Chadderton
Oldham, OL9 6PP

Tel 0161 770 2244
Fax 0161 770 3444

Supervision of young workers / trainees will be arranged / undertaken / monitored by the Headteacher, Governors and their mentor.

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

Competency for Tasks and Training

Induction training will be provided for all employees by the employee representatives.

Job specific training will be provided by identified mentors.

Training records are kept by School Business Manager and staff.

Training records are located in the School Office.

Training will be identified, arranged and monitored by the Headteacher and Deputy Headteacher.

Accident, First Aid and Work Related Ill Health

The first aiders and/or appointed persons are:

	From	To	Type
Debbie Bardsley	8/7/2016	08/07/2019	First Aid at Work
Angela Mitchell	28/06/2018	28/06/2021	Paediatric First Aid
Laura Williams	25/03/2019	25/03/2022	Paediatric First Aid
Sue Ashton	23/06/2017	23/06/2020	Paediatric First Aid
Andrea Brierley	25/10/2017	25/10/2020	Paediatric First Aid
Sonia Eastmond	23/06/2017	23/08/2020	Paediatric First Aid
Gill Corrigan	22/09/2017	23/09/2020	Paediatric First Aid
Mel Gough	22/03/2018	22/03/2021	Paediatric First Aid
Tina Yaw	25/10/2017	25/10/2020	Paediatric First Aid
Karen Sutcliffe	16/01/2018	16/01/2021	Paediatric First Aid
Julie Slattery	22/03/2018	22/03/2021	Paediatric First Aid
Debbie Russell	22/09/2017	22/09/2020	Paediatric First Aid
Jade Simpson	23/06/2017	23/06/2020	Paediatric First Aid
Angela Wilkinson	10/01/2017	10/01/2020	Paediatric First Aid
Debbie Warren	15/07/2019	15/07/2022	Paediatric First Aid
Kelly Dunn	11/01/2017	11/01/2020	Emergency First Aid
Michelle Dymond	12/03/2019	12/03/2022	Emergency First Aid

Jakira Jhouira	11/01/2017	11/01/2020	Emergency First Aid
Kelly Travis	12/03/2019	12/03/2022	Emergency First Aid
Sue Okun	11/01/2017	11/01/2020	Emergency First Aid

The first aid units are kept in each building.

A list of the names of pupils who have specific medical requirements e.g. asthma, epilepsy, will be kept in the school's general office and class registers. Children, who are asthmatic, are required to keep a spare inhaler at the school. The school must have written parental consent before any form of medication can be administered.

Medication will be administered in an emergency situation, if it is critical to life and the Head has prior knowledge about the child's medical condition and Care Plan is in place. Staff administering medication in an emergency **must** be fully trained to do so.

Non-prescribed medication will be administered with written parental permission in line with our Medical Needs Policy.

All accidents and cases of work-related ill health are to be recorded on an accident form (AIRS), which is located in the School Office and on First Class.

Completed report forms will be sent to the Health, Safety and Wellbeing Service within three working days.

Violent incidents will also be recorded on the AIRs, which are located in the School Office and First Class. Completed report forms will be sent to the Health and Safety Service.

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 daily;
- conduct workplace inspections at a frequency of termly;
- conduct health and safety audits at a frequency of annually;

Governors and Headteacher are responsible for investigating accidents.

Headteacher is responsible for investigating work-related causes of sickness absences, with the support of HR if required.

Headteacher and Premises Manager are responsible for acting on investigation findings to prevent a recurrence.

Emergency Procedures – Fire and Evacuation

The Headteacher is the Responsible Person for the building.

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

The Headteacher and Premises Manager are responsible for ensuring a Fire Action Plan has been completed.

The Headteacher and Premises Manager are responsible for ensuring a Fire Evacuation procedure is in place.

Lee Bennett, Vicki Snape, Diane Helliwell and Debbie Bardsley have been appointed as fire wardens.

Escape routes and exits are checked by the Premises Manager at a frequency of weekly.

Fire extinguishers are maintained and checked by an external company (via DBE) at a frequency of once per year.

Alarms are tested by an external company (via DBE) at a frequency of quarterly.

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

Records will be kept in Premises Manager's office and reported to Governors by the Headteacher.

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 book.

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.

Contractors and Safety

Contractors are selected on the following basis: -

	YES	NO
Cost	Y	
Production of company safety policy	Y	
Proof of Competence (eg production of qualification certificates)	Y	
References	Y	
Any other criteria	Y	

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

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

Contractors' equipment must not be left unattended.

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

The Premises Manager is responsible for monitoring contractors activities whilst on site.

Educational Visits / Extra Curricular Activities

The Headteacher is responsible for ensuring that the policy is followed. This policy adopts the guidance set out in the Health and Safety Manual under Section 21 Oldham Regulations and Guidelines for Educational Visits (ORGEV) .

The Educational Visits Co-Ordinator for the school is the **Headteacher**.

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

Parental consent

We ask Parents/Guardians to complete annual consent forms covering the majority of visits (see Appendix 1 – St Anne's CE (Aided) Primary School Annual Consent Form for school visits and other off-site activities in **Educational Visits Policy**).

LA Approval is required for the following types of visit

- Residentials
- Overseas visits
- Adventure activities

The Visit Leader 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.

Advice relating to educational visits can be obtained from:

Dave Faulconbridge
Educational Visits Adviser
Castleshaw Centre
Waterworks Road
Delph
Oldham
OL3 5LZ

Tel: 01457 874276

The Headteacher is 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.

Movement of Vehicles

Vehicular access will not be permitted when children are entering or leaving school, other than emergency services.

Gates will be closed at the beginning, end and during the school day.

School Security

Refer also to arrangements for 'Visitors'.

Security of the school is maintained by the Governing Body and the Premises Manager.

	Yes	No
Perimeter fencing	Y	
Duty Officers stationed within individual buildings		N
External Doors being locked during school hours	Y	
CCTV	Y	
Signposting		N
Security lighting	Y	
Other security measures: key pad entry	Y	

Occupational Health Services and Stress

Occupational health services are provided by Health Management, who provide this services for Oldham Council.

Any individual requiring their services will be referred in the first instance to Human Resources at Unity Partnership in Oldham. A HR Officer will then pass on details of the case to Health Management, who will contact the individual concerned directly.

Any individual suffering from work related stress should follow the guidance set out in the school's 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.

The Employee Assistance Programme (EAP) is bought in for all staff to access and details can be found on the First Class Conference or obtained from the school office.

Asbestos & Legionella

Asbestos and legionella surveys are undertaken. Copies of the reports are available from the school and DBE. The reports are made available to all contractors.

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. A monthly inspection system monitors the condition of the asbestos (where it is accessible) and the findings 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 DBE.

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.

The Maxigiene carry out monthly checks of water service temperatures and to maintain local records in the log book supplied.

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

External Groups / Activities

External groups currently using school premises are uniformed church organisations and PCC lettings.

Particulars of the school's 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 Governing Body.

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.

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 behaviour, bullying and harassment involving pupils through the Behaviour Policy. The school will address bullying and harassment involving staff by LA policy and procedure.

Date approved:

Chair of Governors:

Date of next review: October 2020