

# St. Sebastian's R.C. Primary School



## Health and Safety Policy



### St. Sebastian's Mission Statement

*As we walk in the ways of the Lord, we will:*

- *Keep Christ at the heart of all we do*
- *Love learning and grow our gifts and talents*
- *Make lasting memories full of joy*
- *Understand our special place in the family of God*
- *Open our arms in love to all*
- *Live life to the full*

## Health and Safety Policy Statement

Health and Safety at Work Act 1974

This is the Health and Safety Policy Statement of

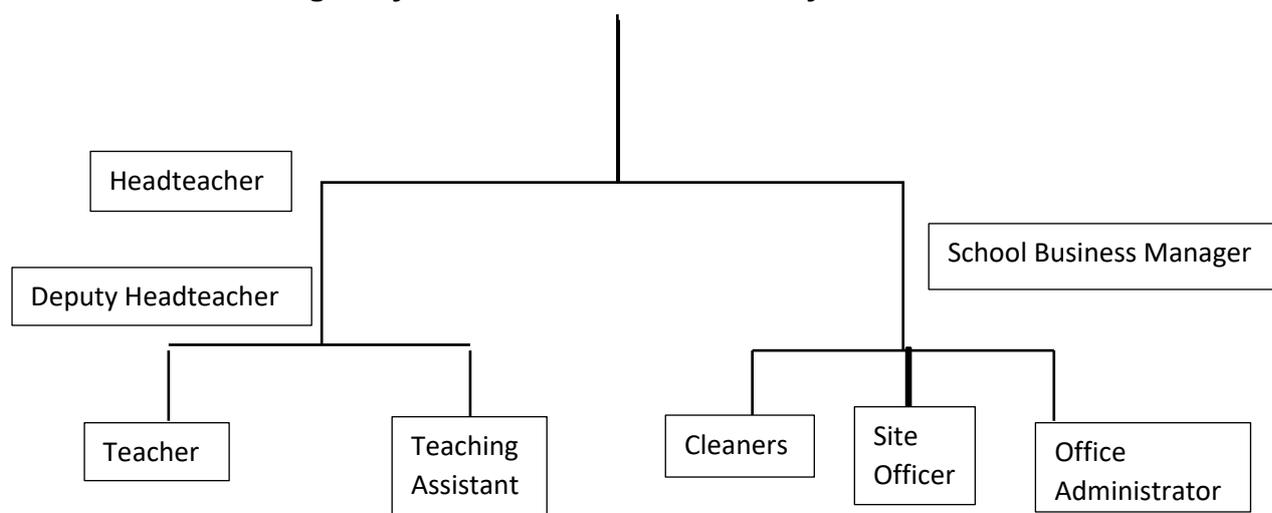
**St Sebastian's RC Primary School**

### **Our statement of general policy is:**

1. to provide adequate control of the health and safety risks arising from our work activities;
2. to consult with our employees on matters affecting their health and safety;
3. 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;
4. to ensure safe handling, use, storage and transport of articles and substances;
5. 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;
6. to ensure all employees are competent to do their tasks;
7. to prevent accidents and cases of work-related ill health;
8. to make arrangements within the school for the reporting of all accidents/incidents to the LEA;
9. to make positive arrangements for fire evacuation, first-aid, supporting pupils with medical needs and other emergency situations;
10. 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;
11. 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;
12. to provide and maintain adequate welfare arrangements such as eating, washing and toilet facilities and accommodation for clothing and personal belongings;
13. to provide and maintain an effective road safety provision which includes Road Crossing Patrol Staff and regular liaison with parents to minimise the risks to pupils arriving at and leaving school;
14. to include aspects of child/personal safety within the curriculum which includes safety at home, on the road, around water areas and railway lines, fire / matches / fireworks, no talking to strangers, bullying, smoking and drug abuse and healthy eating;
15. to ensure so far as is reasonably practicable, the health and safety of visitors to the school (see section 10 for example of identifiable visitors) and any other persons who may be affected by the acts or omissions of members of staff or pupils whilst taking part in school activities; and  to review and revise this policy as necessary at regular intervals.

## *Illustration of employee responsibilities*

### THE EMPLOYER Governing Body of St Sebastian's RC Primary School



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

#### **Governing Body**

- in Voluntary Aided schools the Governing Body is responsible for health and safety;
- day-to-day responsibility for implementation is delegated by the Headteacher to the School Business Manager.

#### **The Governing Body shall:**

##### **The Governing Body shall ensure, so far as is reasonably practicable, that it:**

1. Carries out its responsibility and duties under the Education and Reform Act 1988, the Health and Safety at Work Act 1974, and the Council's Safety Policy.
2. Allocates sufficient financial resources to the areas of the school that it is responsible for maintaining;
3. Guides and monitors the Headteacher to ensure that he/she keeps Health and Safety as a priority in the day- to- day management of the school;
4. Appoints one of the governors as health and safety advisor;
5. Considers the health and safety implications of policies and guidance issued by Salford Education Department.
6. Discusses and resolves Health and Safety issues at meetings of the governing body;

## **The Headteacher**

### **The Headteacher will, so far as is reasonably practicable:-**

1. ensure that the school's Health and Safety Policy are implemented and adhered to at all times;
2. ensure that all members of staff know, understand and accept their health and safety duties and responsibilities;
3. ensure that adequate resources are allocated to facilitate healthy and safe working and teaching practices;
4. ensure that the Governing Body is advised of health and safety implications when undertaking the management of the school budget;
5. ensure the use of safe working practices and where necessary draw up and communicate written codes of practice for safe working and teaching;
6. ensure that suitable and appropriate protective clothing is provided for staff and pupils who require it, and ensure that it is worn when necessary;
7. ensure if any contagious disease is contracted a record is kept and appropriate containment action is taken;
8. ensure that all acts of violence and bullying are recorded and that they are reported to the Governing Body as appropriate;
9. ensure that adequate welfare facilities are provided and maintained for staff and pupils;

## **Deputy Headteacher**

1. The Deputy Headteacher shall in the absence of the Headteacher, undertake the duties of the Headteacher, so far as is reasonably practicable, bearing in mind that the responsibility for these duties still lie with the Headteacher.

## **Assistant Headteacher**

1. The Assistant headteacher will ensure that an Evolve form is completed for all school trips or visits off site.

## **School Business Manager**

### **The Business Manager will, so far as is reasonably practicable:-**

1. ensure that the school's Health and Safety Policy are implemented and adhered to at all times;
2. ensure that all employees, pupils and visitors receive adequate information, instruction, training and supervision, both within school and on school trips as appropriate;
3. ensure that all machinery, appliances and equipment purchased by or used within school, conforms to a British, European or International Standard, is used in the manner that it was designed for and is periodically examined, tested and maintained as appropriate;
4. ensure that only approved chemicals and substances are used at school and ensure that the appropriate safety information and risk assessment is available to the user;
5. ensure that adequate first aid treatment is available by the provision of a First-Aider or appointed person and ensure that first aid boxes are kept adequately stocked;
6. Ensure that first aid training is completed by all staff and kept up to date. Arrange for specific training from medical practitioners for pupils with life threatening medical conditions;
7. establish and maintain an effective management system for supporting pupils with medical needs;

8. ensure that accidents are recorded and where necessary investigated and reported to the Council's Health and Safety Officer as soon as possible and also reported to the Governing Body. In the event of a major injury the Chairman of the Governing Body shall be informed;
9. ensure that fire procedures are planned and are rehearsed at least once per term;
10. ensure that fire equipment, fixtures and exits are checked periodically and maintained to ensure that they are in working order;
11. ensure that periodic safety inspections of the school are carried out;
12. ensure that there is consultation with the Headteacher on all matters of health, safety and welfare;
13. ensure that contractors working in the school are properly appointed and managed and that they report before work commences in order to ascertain work details and agree safety procedures;
14. ensure that in his/her absence health and safety duties are delegated as appropriate;
15. arrange for an annual audit of the school's health and safety with the council's health and safety officers and ensure that any actions are completed in a timely manner;
16. ensure that risk assessments are undertaken and reviewed as appropriate; and review and update policies as appropriate.

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

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

1. ensure that the Council's Children's Services Directorate policies and those of the School are implemented at all times;
2. be constantly aware of any safety hazards and be alert to the possible causes of accidents;
3. report to the Headteacher, Business Manager or Site Officer, any situations, which may cause a health and safety risk;
4. be responsible for the health and safety of the pupils they supervise;
5. ensure that equipment used at school is safe and presents no risk to health and ensure that any defects are reported immediately to the Business Manager so that the equipment can either be repaired or disposed of;
6. keep corridors and doorways clear of obstructions;
7. ensure that children walk along corridors and take extra care when surfaces are wet
8. in the event of a fire, ensure that all pupils know the fire procedure and are evacuated safely;
9. impress on the children the need to be careful with fire doors;
10. ensure that corridors are lit at all times;
11. handle all office equipment with care;
12. ensure that children are not allowed to use paper cutters;
13. ensure that children do not use the photocopier;
14. never attempt to lift anything which is beyond your physical capability;
15. never leave open drawers of a desk or a cupboard door;
16. not allow children to use staple guns;
17. ensure that they aware of the location of fire extinguishers, first aid equipment, fire bells and fire evacuation procedures;
18. never climb on furniture to open windows or reach high shelves, or to put displays on walls;
19. 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;
20. ensure that all parents are informed about head injuries;
21. ensure that all accidents of a serious nature are reported to the Business Manager to report to the Local Authority;
22. display fire regulations in all classes;

23. report to the Business Manager any part of the schoolyard or perimeter walls or fences that you consider unsafe;
24. ensure that the school gates are closed when children are playing;
25. ensure that no child is allowed to climb a fence or onto the school roof to retrieve a ball;
26. ensure that no child is allowed to leave the premises to retrieve a ball, it must only be an adult;
27. not allow children to sit on school walls or windowsills;
28. not allow children to enter or depart from the school via the car park;
29. ensure that entry to Douglas Green playing fields is with a teacher, entry must be via the gate and not through the railings;
30. ensure that children walk along paths and stop at roads before crossing with a teacher when taking part in out of school events;
31. ensure that all classroom-based activities are carried out in a safe and healthy manner;
32. ensure that playground activities are supervised as appropriate and ensure that any violent behaviour is stopped;
33. ensure that pupils are adequately supervised whilst on midday dinner;
34. ensure that, whilst pupils are playing for a sports team, provision has been made for dealing with injuries and other emergencies;
35. ensure that whilst transporting pupils by car, safety seatbelts are worn and the Council's guidelines are followed;
36. ensure that when undertaking school trips and holidays, sufficient research, planning, precautions and supervision are undertaken as laid down in the Council's guidelines and Code of Practice. Where specialist instructors are engaged to lead pupils, the role of supervision must be discussed and agreed with the instructor;
37. ensure that they do not bring into school any potentially dangerous article or hazardous substance without the expressed permission of the Headteacher;
38. take appropriate action to make safe any dangerous condition caused by wet or icy weather;
39. ensure that any agreed security provisions are carried out;
40. co-operate with the Headteacher and Business Manager on all aspects of health, safety and welfare; and
41. co-operate with the Headteacher and Business Manager 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;
42. As Trip Leader, ensure that an Evolve form is completed for all school trips and visits off site
43. Make sure that all children are aware of this statement;
44. Be aware of COSHH (control of substances hazardous to health) regulations and of where COSHH data sheets and this policy are kept (School Office)

## **Site Officer**

### **The Site Officer will, so far as is reasonably practicable:-**

1. ensure that the school's Health and Safety Policy are implemented and adhered to at all times;
2. ensure that daily site checks are conducted for any hazards to Health and Safety. Ensure that grounds are swept regularly;
3. ensure that gates are locked throughout the day;
4. ensure that in periods of icy weather, paths are cleared of snow and ice and rock salt spread to slippery ground;
5. ensure that weekly fire alarm tests are conducted at different call points throughout the school;
6. ensure that weekly water checks – flushing through of all taps and shower unit take place;
7. ensure that ladder inspections take place termly ;
8. ensure that maintenance and minor repair work is completed in a timely manner;
9. be constantly aware of any safety hazards and be alert to the possible causes of accidents;
10. report to the Business Manager or Headteacher, any situations, which may cause a health and safety risk.

## **Pupils**

### **All pupils must:-**

co-operate with Teachers and school staff on health and safety matters;

1. not interfere with anything provided to safeguard their own health and safety;
2. take reasonable care of their own health and safety; and
3. 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 to carry out safety inspections at a rate of one inspection per quarter.

## Arrangements

1. Health and Safety Risks Arising From our Work Activity
2. Consultation with employees
3. Safe Plant and Equipment
4. Safe Handling and Use of Substances
5. Information, Instruction and Supervision
6. Competency for Tasks and Training
7. Accident, First Aid and Work Related Ill Health
8. Monitoring
9. Emergency Procedures – Fire and Evacuation
10. Visitors to School Premises
11. Contractors and Safety
12. Educational Visits / Extra Curricular Activities
13. Movement of Vehicles
14. School Security
15. Occupational Health Services and Stress
16. External Groups/Activities
17. Safety in the Community
18. Violence, Behaviour, Bullying and Harassment
19. Health and Safety in the Curriculum
20. Health and Safety in the Classroom
21. Site Officers and Site Officers
22. Health and Safety in the Office
23. Medicines

## ***1. Health and Safety Risks Arising From our Work Activity***

Risk assessments will be undertaken by Class Teachers

The findings of the risk assessments will be reported to the School Business Manager.

Action required to remove / control risks will be approved by the Headteacher

The School Business Manager will be responsible for ensuring the action required is implemented.

Class Teachers will check that the implemented actions have removed / reduced the risks.

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

## ***2. Consultation with employees***

Employee representative(s) are:

The Headteacher

The school Business Manager

Consultation with employee is provided by:-

Meetings, emails

## ***3. Safe Plant and Equipment***

The Site Officer) will be responsible for identifying all equipment / plant needing maintenance.

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

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

Any problems found with plant / equipment should be reported to the Site Officer.

The School Business 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/library premises.

A system of testing portable electrical appliances will be implemented.

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

## ***4. Safe Handling and Use of Substances***

The Site Officer and Citywide staff will be responsible for identifying all substances used in maintenance and cleaning that require COSHH (Control of Substances Hazardous to Health) assessments.

Site Officers and Caretakers and Citywide as appropriate will be responsible for obtaining product health and safety data sheets and for undertaking COSHH assessments for cleaning and maintenance activities. Further advice and information can be obtained from the Health and Safety Team (see section 5.0).

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

Use of chemicals for teaching will be COSHH assessed by the Head of Year or Subject Leader and will be done so in accordance with guidance and hazard cards produced by CLEAPSS Schools Science Service and advice from the Design and Technology Association where appropriate.

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

The Site Officer will check that new substances can be used safely before they are purchased. Further advice and information can be obtained from the Health and Safety Team (see section 5.0).

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

### **5. Information, Instruction and Supervision**

The Health and Safety Law poster is displayed at the main staff entrance.

Health and safety advice is available from:

The Health and Safety Section, Salford Civic Centre Campus , Chorley Road, Swinton M27 5FG

[John Snow](#): Corporate Health and Safety Manager 0161 925 1315

Isaac Yusuf – Safety Officer 0161 920 1019

Mr Masum Majumder Environmental Health Officer 0161 925 1150

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

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

### **6. Competency for Tasks and Training**

Induction training will be provided for all employees by Class Teachers/Mentor.)

Job specific training will be provided by Department Head/ Class Teachers.

Specific jobs requiring special training are by authorised by the Headteacher.

Training records are kept by The Shool Business Manager.

Training records are located in Personnel files in the SBM Office and online in the SBM folder.

Training will be identified, arranged and monitored by The Headteacher.

### **7. Accident, First Aid and Work-Related Ill Health**

The First Aiders and/or Appointed persons are:

Helen Cooper	First Aid at Work	09/11/2024
Gemma O'Neill	First Aid at Work	20/05/2023
Camella Skeffington	First Aid at Work	09/11/2024

The first aid boxes are kept at:

Admin Office

Early Years kitchen

All accidents and cases of work-related ill health are to be recorded in the accident book which is located at (the Admin Office and every classroom).

All serious accidents/incidents will also be recorded using the Local Authority's intranet-based accident report form or by entering the data directly into the SAP system or by contacting the call-centre on 0161 793 2500.

The Health and Safety Team are responsible for reporting accidents, diseases and dangerous occurrences to the Health and Safety Executive as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations. These accidents/incidents/diseases must be reported to the HSE forthwith and followed up in writing within 10 days.

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

## **8. Monitoring**

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

- carry out spot check visits Termly
- conduct a full workplace inspection 6-monthly
- ensure classroom risk assessments are completed by the Site Officer termly
- conduct health and safety audits Annually

Termly classroom inspections are carried out by the Teacher responsible for that classroom using the Local Authority Inspection Checklist or equivalent. Caretakers or Site Officers are responsible for carrying out these housekeeping inspections in all communal areas e.g. corridors, hall, dining room, outside areas including gates and of equipment that they control e.g. ladders. Any problems identified are reported to the Head teacher immediately.

The Headteacher is responsible for investigating accidents.

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

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

## **9. Emergency Procedures – Fire and Evacuation**

The School Business Manager is responsible for ensuring the fire risk assessment is undertaken and implemented.

The Headteacher/ Teachers/ Site Officer/ Office Staff have been appointed as fire wardens / search officers.

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

Fire extinguishers are maintained and checked by: Firemark Ltd annually.

Alarms are tested by Churches Fire annually.

Emergency evacuation / fire drills will be carried out termly.

Records will be kept in the SBM Office.

## **Fire Regulations for all School Ancillary Staff**

In the event of a fire or emergency during dinner-break, the children will be led out into the yard by the staff and lined up accordingly. Exit will be through the fire exit doors in the hall.

### **Fire Fighting Arrangements**

Nobody is to attempt to tackle a fire unaided.

### **Locations of Fire Extinguishers**

1. In Reception area
2. Inside Nursery
3. Outside Nursery Door
4. Inside Year 1
5. Top of Junior Stairs
6. Outside Staffroom (upper corridor)
7. In Hall (kitchen)

### **Fire Blanket**

1. In Staffroom
2. In Hall (kitchen)
3. In Nursery kitchen

### **Location of Fire Alarms**

1. Outside staffroom (upper corridor)
2. Outside library
3. FSU hallway
4. School Reception area
5. Outside admin office
6. Lower corridor door
7. Infant yard door
8. Junior yard door
9. Nursery yard door
10. Boiler room
11. Fire exit doors bottom of back staircase

### **Location of Fire Exits**

1. Pupil entrances Junior and Infant yards
2. School hall
3. Infant corridor
4. Nursery entrance
5. Nursery yard
6. Back staircase leading from upper corridor
7. School Reception entrance

## **10. Visitors to School Premises**

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

Identifiable visitors and other persons who may be affected include:

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

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

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

All visitors working with children will need to show DBS (CRB) check number as appropriate.

On departure, visitors must sign-out the visitors' book/InVentry.

## **11. Contractors and Safety**

Contractors are selected on the following basis:

Cost ✓

Production of company safety policy ✓

Proof of Competence (e.g. production of qualification certificates) ✓

References ✓

Via Property Services ✓

All contractors are required to attend a pre-start meeting with the Head teacher and any other relevant personnel e.g. Health and Safety Officer, 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 must not leave their equipment unattended.

Activities carried out by a contractor must not present a hazard to others in the vicinity of the work.

The Site Officer is responsible for monitoring contractor activities whilst on site.

Under no circumstances will contractors be allowed to use equipment belonging to the school.

- Contractors must not leave their equipment unattended.  
Activities carried out by a contractor must not present a hazard to others in the vicinity of the work.

## **12. Educational Visits / Extra Curricular Activities**

The Head Teacher is responsible for ensuring that the Local Authority Trips and Visits guidance and the advice on trips and visits in the DfE document Health and safety: advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies, February 2014 is followed.

The Educational Visits Co-ordinator for the school is Natalie Lomax, Assistant Headteacher

All educational visits must be authorised by the Head Teacher in advance.

The Trip 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 and that parental consent is obtained.

Adult supervision will be at least at the statutory minimum and as specified in the risk assessment.

Advice relating to educational visits can be obtained from:

Mr Simon Willis

Educational Visits Adviser

Email: [simon.willis@northyorks.gov.uk](mailto:simon.willis@northyorks.gov.uk)

Telephone: 01609 535951 or 07970 679517

Refer to the Educational Trips and Visits guidance for detailed procedures and guidelines.

Parental consent is to be sought and given in writing, where parental helpers are used. Parental and other non-employed helpers should undergo a police check if they are likely to be supervising children in the absence of a member of staff.

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

Persons who volunteer to drive minibuses:

Should be trained to at least the MIDAS standard or equivalent.

Must be over 21 and have held a class B licence for 2 years.

If passengers pay for transport then a Section 19 bus permit is required.

A D1 PCV is required if employees or volunteers are remunerated via their contract of employment or otherwise, for example when a teacher is being remunerated under the Teachers' Pay and Conditions Document for driving the minibus on an out-of-school-hours learning activity. (i.e. voluntary drivers only). Out of pocket expenses may be reimbursed.

A D1 PCV is required for outdoor education personnel e.g. Lledr Hall.

A D1 PCV is required for vehicles weighing more than 3.5 tonnes and trailer towing.

A D1 PCV and a tachograph are required for driving in other EU member states.

## **DFE Minibus Guidance from November 2014 on what is On a Voluntary Basis**

In our view, if the terms and conditions of a teacher's contract of employment state that driving minibuses is a part of their duties, or if a teacher is paid an additional sum specifically for driving the minibus (other than a sum to reimburse the teacher for out of pocket expenses on a cost recovery basis), such staff would be deemed as receiving payment for driving a minibus and would not be driving the minibus 'on a voluntary basis'. In these cases, a full D1 licence (or a full D licence) would be needed.

However, in our view, if a teacher's contract of employment does not state that driving minibuses is part of their duties and they receive no additional payment for driving a minibus to take pupils on trips or to social sporting events (except for reimbursement for out of pocket expenses), they will be driving on an extra-contractual, voluntary basis. In this case, the category B licence would suffice (assuming the conditions are met) even if the school reimburses the teacher for fuel, parking and tolls.

### **13. Movement of Vehicles**

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

The school car park has electronic gates which are kept in the closed position throughout the school day. Staff can enter via an electronic fob and gates open automatically with a sensor upon exit. Parking is only allowed in marked bays on a first come first serve basis and thereafter staff must park on the roadside so that there is always room for emergency vehicular access.

Pupils and visitors must enter via the walk through gates and NOT the car park gate. Latecomers and visitors are reminded to take extreme care if walking through the car park.

Vehicular access will not be permitted when children are entering or leaving school.

### **14. School Security**

Refer also to arrangements for 'Visitors' .

Security of the school is maintained by Citywatch (6pm- 7am)

- Perimeter fencing Yes
- Duty Officers stationed within individual buildings Yes (7am-6pm)
- External Doors are secured during school hours Yes
- CCTV Yes
- Signposting Yes
- Security lighting Yes

### **15. Occupational Health Services and Stress**

Occupational Health services are provided by the Occupational Health Unit, Tel: 0161 603 4070.

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

Occupational Health (Health and Wellbeing Service) can provide support for employees by offering a confidential stress counselling service, for both personal and occupational stress. Employees wishing to access the counselling service may do so by contacting 0161 603 4081.

## **16. External Groups / Activities**

There are NO external groups currently using school premises.

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 school Business Manager.

All extra curricula groups using school premises must abide by school health and safety rules.

Groups that use school premises to hold functions will be asked to produce evidence of having carried out the necessary risk assessments and of implementing appropriate control measures to reduce any risks identified.

All events organised by the PTA or as a joint venture between the school and any other external group, should be notified to the Health and Safety Team to enable the necessary health and safety guidance to be provided.

## **17. Safety in the Community**

Safety in the community is addressed by:

Police Community Support Officer

Fire Service

Assemblies (For example, police talks, fire-service seminars, topics in assembly etc.)

Talks/seminars are conducted Termly.

## **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 meeting with parents/carers following the behaviour policy.

The school will address good pupil behaviour by system of rewards.

The school will address bullying and harassment involving staff by one-to-one meetings.

## **19. Health and Safety in the Curriculum**

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

Efforts will be taken to educate pupils about health and safety issues as and when the opportunity arises throughout the course of normal teaching. For example, the opportunity to educate pupils about occupational diseases may arise during a history lesson when learning about the role of chimney sweeps, or during a Science lesson when learning about the discovery and use of asbestos.

## **20. Health and Safety in the Classroom**

The curriculum will be delivered in a safe and healthy manner and every effort will be taken to identify risks associated with classroom activities see section 1. 'Health and Safety Risks Arising From Our Work Activity', and the appropriate control measures will be implemented. Also refer to the Model Risk Assessment document.

A monitoring system will be set up to ensure that any hazards in the classroom are identified and that regular inspections of the area are carried out. An individual will be made responsible for each classroom. See section 8. 'Monitoring'.

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

## **21. Caretakers and Site Officers**

School Site Officers work tasks vary depending on their job title and job description. The role of the Site Officer is to ensure the smooth running and security of the school premises, including maintaining it in a clean and hygienic condition. Not only has the postholder got to look after his/her own safety, but has a major role in the safety of all the school population.

The essential duties are:

- security of the premises and its contents. This will include locking and unlocking doors, fire escapes and gates, and emergency call-out as appropriate;
- some degree of maintenance, repairs and emergency remedial action as necessary, and arranging for any necessary repairs that he/she is not competent to carry out this includes keeping the Caretaker's maintenance logbook up to date;
- lighting, heating and the cleanliness of the school. This will include replacing lightbulbs/tubes, boiler monitoring, overseeing school cleaners, aspects of cleaning during school hours, and minor grounds maintenance;
- being responsible for aspects of health and safety, and fire safety. For example identifying hazards and taking remedial action in accordance with Section 8.0 Monitoring; and undertaking routine checks on fire alarm systems, fire doors and fire extinguishers;
- lifting and moving equipment and supplies. This would include assisting teachers with moving furniture and equipment, carrying stationery supplies and deliveries, moving milk crates, etc and where possible this should be done with the aid of handling devices.

Relief Caretakers cover in the event of a resident Caretaker or Site Officer being sick or on annual leave.

The essential duties are:

- security of the premises and its contents;
- lighting, heating and Caretaker cleaning duties;
- portering and handy-person duties;
- supervision of staff;

any other reasonable duty, e.g. evening lettings, bank duties, etc.

## **22. Health and Safety in the Office**

Offices will be safe and health, hazards will be identified and risks will be properly controlled see section 1.0 'Health and Safety Risks Arising From Our Work Activity'. Also refer to the Generic Risk Assessment document.

A monitoring system will be set up to ensure that any hazards in the office are identified and that regular inspections of the area are carried out. An individual will be made responsible for each office. See section 8.0 'Monitoring'.

A DSE assessment will be undertaken for all office personnel.

Office personnel will be encouraged to undertake the Salford City Council e-learning course DSE and workstation health and safety

Office personnel will be encouraged to report any hazards e.g. a loose wire on a piece of electrical equipment, spilt liquid on the floor.

## **23. Medicines**

Children who require support for medical conditions have the same rights of admission as other children. Children who have a disability which requires medical support are protected from discrimination by equalities legislation. Children with medical needs must be supported in school and can only be required to leave school for medical reasons if this is to receive emergency treatment or if their presence represents a serious risk to the health or safety of other children or school employees, for example if they are infectious. In these circumstances a Head teacher/teacher in charge may send the pupil home after consultation with the pupil's parents. For the purposes of attendance this would be recorded as an authorised absence not an exclusion.

Children may require support for acute, short term and long term medical conditions. Acute conditions are for example severe asthma attacks or allergic reactions. Short term conditions are for example finishing a course of antibiotics. Long term conditions are for example controlled epilepsy, diabetes or asthma requiring daily use of an inhaler.

The School Business Manager will establish an effective management system which provides support to children with medical conditions.

The School Business Manager will communicate with parents, pupils and health professionals where necessary, for example in making an agreement to administer medicines or making a health care plan.

The School Business Manager will store medicines safely and where necessary provide training for personnel who administer or supervise administration of medicine.

Also refer to the "Model Management System for Supporting Children with Medical Needs" on the Local Authority intranet.

See Administration of Medicines Policy

See Medical Needs Policy

<b>Ratification by Governors</b>			
<b>Committee:</b>	Full Governing Body		
<b>Date :</b>	December 2022	<b>Review Date:</b>	November 2023
<b>Ratified by:</b>	Full Governing Board		
<b>Signature:</b>			