



WELL GREEN PRIMARY SCHOOL

HEALTH AND SAFETY POLICY

**WELL GREEN PRIMARY SCHOOL
HEALTH AND SAFETY POLICY DOCUMENT**

REVIEWED June 2024

WELL GREEN PRIMARY SCHOOL HEALTH AND SAFETY POLICY- CONTENTS

REF	SECTION	PAGE NO
PART 1	POLICY STATEMENT	4
1.1	Statement of the Governing Body	4
1.2	Objectives	4
PART 2	HEALTH AND SAFETY ORGANISATION	6
2.1	The Governing Body (Community Schools)	6
2.2	The Governing Body	6
2.3	The Head Teacher	7
2.4	Deputy Heads	8
2.5	Heads of Department / Key Stage Co-ordinators	8
2.6	Staff	9
2.7	Caretakers/Site Managers	10
2.8	School Health and Safety Coordinators (where appointed)	10
2.9	Premises Managers	11
2.10	Business Managers	12
2.11	Visitors, Members of the Public and Volunteers	12
PART 3	ARRANGEMENTS FOR HEALTH AND SAFETY	
3.1	Accident Reporting, Recording and Investigation	12
3.2	Asbestos	13
3.3	Construction work and Contractors	13
3.4	Curriculum Safety	14
3.5	Electrical Equipment	14
3.6	Fire Safety	14
3.7	First Aid	15
3.8	Glass and Glazing	15
3.9	Hazardous Substances	15
3.10	Health and Safety Advice	16
3.11	Lifting & Handling	16
3.12	Lone Working	16
3.13	Maintenance / Inspection of Equipment	16
3.14	Medications	17
3.15	Personal Protective Equipment (PPE)	17
3.16	Reporting	17
3.17	Risk Assessments	17
3.18	School Trips/ Off-Site Activities	18
3.19	School Transport	18
3.20	Staff Consultation	18
3.21	Staff Health and Safety Training and Development	18
3.22	Staff Well-being / Stress	19
3.23	Use of VDU's / Display Screens	20
3.24	Vehicles on Site	20
3.25	Violence to Staff / School Security	20
3.26	Working at Height	20
3.27	Monitoring and Workplace Inspections	20
4.0	Contacts for more information	20
Appendix 1	Lunchtime Supervision in Nursery	
Appendix 2	Fire Emergency Plan	

WELL GREEN PRIMARY SCHOOL HEALTH AND SAFETY POLICY

PART 1:

THIS POLICY APPLIES ONLY TO THOSE COMMUNITY SCHOOLS PURCHASING A SERVICE LEVEL AGREEMENT WITH THE COUNCIL'S HEALTH AND SAFETY UNIT.

1.1 STATEMENT OF INTENT AND GENERAL POLICY

The Head Teacher and Governing Body recognise their responsibilities under the Health and Safety at Work etc Act 1974 and will take all reasonably practicable steps to provide safe and healthy working conditions, equipment and systems of work for all employees, pupils and others affected by their activities, actions or omissions.

The Head Teacher and Governors are committed to providing and maintaining a working and learning environment that is safe and to the sensible management of risks involved in its activities and this is established by the allocation of specific duties and by the arrangements detailed in parts 2 and 3 of this policy.

In relation to health, safety and welfare, the Governors will act within the policy framework advised by Trafford Council. The Health and Safety Policy of the Council will be observed and acknowledged.

The Head Teacher will provide leadership in matters of Health and Safety within the School and promote a safe and healthy working environment. The Head Teacher will make the necessary arrangements to secure compliance with all health and safety requirements, to write them down and circulate this information to all appropriate persons, to monitor the implementation of the arrangements, and keep them under review.

All those involved in providing and maintaining a safe and healthy working environment will be responsible for assisting in achieving the aims and objectives identified and will play a positive role in promoting a healthy and safe working environment.

1.2 POLICY OBJECTIVES

The Head Teacher and Governors will ensure, so far as it is reasonably practicable, the effective implementation of the school Health and Safety Policy with a view to achieving the following objectives:

- Ensuring, so far as is reasonably practicable, the provision of adequate measures to comply with health and safety requirements;
- Commitment to a planned approach to managing health and safety ensuring the framework set by the Safety Policy is implemented, monitored and reviewed;
- Ongoing consultation involving all employees in the pursuit of the aims and objectives of the Policy, achievement of health and safety standards and to ensure co-operation and competence of all those involved;
- Responsibility is properly delegated and accepted at all levels of management;
- Provision of a safe working environment for all employees, and working conditions, which do not involve any risk to health;

- Provision of a safe environment for pupils and any other persons visiting the premises (e.g. parents and contractors).
- Staff receive adequate information, instruction, training and supervision to enable them to work safely.
- Provision of formal teaching on health and safety matters in the curriculum so that the pupils are made aware of these issues and of their own rights and responsibilities;
- Equipment provided is safe, maintained and suitable for use and that adequate arrangements are in place to maintain the equipment;
- Appropriate measures are taken to remove hazards and where the hazards cannot be removed reduce risk arising from them as low as is reasonably practicable;
- Bringing to the attention of appropriate employees all known health and safety hazards;
- Ensuring that appropriate steps are taken to ensure that rules and procedures governing the School's activities, including emergencies, are formulated, observed and enforced;
- Ensuring that there are formal procedures in place for the prompt reporting of accidents, work related ill health, dangerous occurrences or incidents involving violence and aggression, to the Council's Health and Safety Unit and that any preventative measures are put in place to prevent a recurrence;
- Ensuring there is co-operation, communication and assistance with the Council's Health and Safety Unit in their audit of arrangements and investigation of accidents, work related ill health, dangerous occurrences or incidents involving violence and aggression.

Signed:.....

Chair of Governors

Signed:.....

Head Teacher

Date:.....

Date of review:

PART 2: ORGANISATION

2.0 ORGANISATION

This part describes the organisation in place for ensuring health and safety in Community schools and outlines the allocation of duties and how the management structure operates. The policies and guidance mentioned in here are available on the Trafford Learning Zone Website.

2.1 Local Authority

The LA is responsible, as employer, for:

- a) Recognising and accepting its responsibilities for the health, safety and welfare of its employees, pupils and visitors to premises.
- b) Provision of policy and guidance to all schools and advice and assistance to schools purchasing the SLA with the HSU, to ensure schools comply with health and safety obligations and attain the required health and safety standards.
- c) Ensuring effective monitoring is carried out by undertaking periodic inspections to evaluate the health and safety performance of schools in Trafford Council and to identify areas for improvement.

2.2 The Governing body

The Governing body still have a role as employers (under the LA) and under Health and Safety at Work, etc, Act (1974), Management of Health and Safety Regulations and other legislation.

The Governing body may appoint a Governor to oversee Health and Safety matters and will receive reports from this Governor, to ensure the school complies with all relevant legislation.

Governors can satisfy their employer by:

- a) Accepting their health and safety responsibilities and establishing appropriate committees/mechanisms through which to consult staff (via the Head Teacher) on health and safety matters;
- b) Ensuring the organisation and arrangements of the school operate effectively;
- c) Taking into account Health and Safety issues when deciding on priorities for the School Development Plan;
- d) Managing the allocation of sufficient funds in order to ensure, so far as reasonably practicable, the premises and systems of work are safe and without risk to health;
- e) Making themselves familiar with the Council's Corporate Safety Policy and the policy and guidance provided by the LA (and advice where the SLA is purchased);
- f) Ensuring adequate risk control measures are in place in order to minimise risk to staff, pupils and others and that there are competent people to carry out risk assessments;

- g) Ensuring effective monitoring is carried out, to evaluate the health and safety performance of the school by involvement and evaluation of inspection reports from the LA, Head Teacher and Safety Representatives;
- h) Ensuring procedures are set up for emergencies and employees are given information about these and other health and safety matters;
- i) Ensuring adequate mechanisms are in place for reporting to them on health and safety performance (e.g. accidents) and the results of any monitoring
- j) Ensuring arrangements are in place to provide staff with adequate training, information, instruction and supervision

The nominated Governor with responsibility to oversee health and safety matters is: Mr Simon Cook.

2.3 Duties delegated to Head Teachers

Head Teachers are accountable for the implementation of Council policies, this policy and associated guidance within their School, with specific responsibilities for:

- (a) Ensuring compliance with statutory obligations by ensuring adequate information, instruction and supervision is provided to staff and carrying out regular monitoring and review of health and safety performance in School;
- (b) Ensure the effective planning and implementation of the School's Safety Policy, by incorporating appropriate organisational detail and local arrangements into Part 3 of this policy
- (c) Ensuring all staff for which they are responsible know and accept their responsibilities under this policy, the Health and Safety at Work Act 1974 and other Health and Safety legislation; whilst ensuring that staff are competent to carry out any such duties;
- (d) Ensuring that risk assessments are undertaken for work activities and periodically reviewed, as required by the management of health and safety at work regulations, and at intervals identified in Part 3 of this policy;
- (e) Ensuring safe systems of work and procedures are implemented and observed;
- (f) Assessing the needs of employees in relation to health and safety training, including induction and allowing sufficient time for those employees to attend training courses;
- (g) Ensuring that all accidents, injuries, near misses and dangerous occurrences are reported in accordance with the Council's reporting procedure;
- (h) Ensuring that all employees under their control have received suitable and appropriate training, both induction and specific, including training for any equipment they may operate,
- (i) Ensuring the appropriate investigation of all accidents, incidents and newly identified hazards ensuring appropriate action is taken;
- (j) Liaising with, co-operating with and informing any Trade Union representatives and Health and Safety representatives on matters of Health, Safety and Welfare as and

when required;

- (k) Ensuring all contractors' undertakings are fully compliant with health and safety regulations and take full account of health and safety issues affecting employees, pupils and any other users of the establishment;
- (l) Ensuring that, where necessary, specialist advice is obtained from a competent person e.g. from Health and Safety, Manual Handling, Fire Safety, or Occupational Health Advisors on matters relating to health, safety and welfare;
- (m) Including health and safety performance standards in their business plans, including any statutory tests and examinations required;
- (n) Arranging and being involved in inspections of the school premises at least once per term and ensuring that findings are reported to the appropriate governing body committee in accordance with the Council's monitoring policy;
- (o) Ensuring defective and faulty equipment, machinery, tools and vehicles are removed from the working environment immediately and reported as appropriate for specialist advice;
- (p) Ensuring any equipment purchased is suitable and has all the relevant Health and Safety information to enable safe use;
- (q) Ensuring all portable electrical equipment is made available to the relevant contractor for regular inspection;
- (r) Ensuring that all Personal Protective Equipment (PPE) purchased is suitable, compatible, provided free of charge and worn by staff. Where necessary, the correct storage must be provided for the PPE and it must be inspected as necessary to ensure fit for purpose;
- (s) Ensuring that the responsibilities of the premises manager (see section 2.9) are fulfilled.

2.4 Deputy Head(s)

The Deputy Head Teacher(s) assist the Head in the day-to-day management of the school, and deputise for the Head during any period of absence. This would include ensuring that the duties delegated to the Head Teacher are carried out in their absence.

2.5 Duties delegated to Heads of Department / Key Stage Leaders

Heads of Department (HoD) and Key Stage Leaders (KSL) are accountable to the Head Teacher for the safety of persons under their control.

In addition to the general duties which all members of staff have, supervisory staff will be directly responsible to the Head Teacher, and have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility.

It is also the responsibility of the HoD and KSL to assist with the writing of health and safety risk assessments, safe systems of work and procedures for all processes and work activities in which their department is engaged.

As part of their day-to-day responsibilities they will ensure that:

- a) The employees (teaching and non-teaching) are:-
 - familiar with the requirements of the Council's and the School's Safety Policies;
 - made aware of the hazards in their areas of activity;
 - familiar with safe methods of work;
 - aware of action to be taken in an emergency;
 - aware of the First Aid facilities available.
- b) Safety rules and safe methods of work are observed and that protective equipment is utilised where appropriate;
- c) They inform the Head Teacher of all accidents and incidents and to assist in the investigation;
- d) They initiate or recommend any necessary repairs or maintenance work in order to ensure that equipment under their control is maintained in a sound and safe condition;
- e) They set and maintain high standards of safe working/environment at all times and that staff, pupils and others under their jurisdiction are instructed in safe working practices;
- f) They monitor the standard of health and safety throughout the department in which they work and encourage staff, pupils and others to achieve the highest practicable standards of health and safety and welfare.

2.6 Staff (as employees)

Section 7 of the Health and Safety at Work Act places duties on all staff to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work and to cooperate with the employer and his representatives so far as is necessary in order for the employer to fulfil any of the relevant statutory provisions.

Section 8 of the Health and Safety at Work Act makes reckless interference with or misuse of anything provided in the interest of health, safety or welfare an offence.

All employees have responsibility for

- a) Carrying out their duties in accordance with the Safety Policy;
- b) Taking reasonable care of themselves and other persons whilst at work;
- c) Co-operating with the Head teacher and others in school to comply with legislation;
- d) Engaging in consultation and development of health and safety procedures to promote positive employee involvement;

- e) Following instruction and information on safe working procedures and using plant, substances and equipment safely;
- f) Attending health and safety training courses provided;
- g) Reporting defects or damage to equipment and safety hazards to the relevant person(s);
- h) Reporting all accidents and incidents to the relevant person(s);
- i) Exercising effective supervision of their pupils and to know and carry out the procedures in respect of fire, first aid and other emergencies;
- j) Following the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant codes of practice e.g. CLEAPSS, if issued, and to ensure that they are applied;
- k) Integrating all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with national curriculum requirements for safety education;

2.7 Caretakers/Site Managers

In addition to their responsibilities as an employee, the caretaker or site manager is responsible to the Head Teacher for any duties which are delegated to them by the Head Teacher.

SITE MANAGER SCHEDULE

DAILY

- **Classrooms – wipe table tops, clean sinks and vacuum**
- **Ladies/Gents toilets – clean and mop**
- **Clean hall floor near food hatch**
- **Staff workroom – tidy, dust and vacuum**
- **Disinfect door handles – especially toilets**
- **Check playground and field for animal faeces/ needles/bottles**
- **Take milk to nursery**
- **9.15am lock side gate by Year 2**
- **3.00pm unlock side gate by Year 2 (check for children on the field or playground)**

WEEKLY

- **Full clean and polish of Heads office (tables, ledges)**
- **Full clean and polish Main office**
- **Full clean and polish Entrance area**
- **Full clean and polish IT suite**
- **Windows indoors**
- **Ledges down corridor and window sills**
- **Full clean or polish of hall floor**
- **Hall – dust, tidy, ledges, etc**
- **Fire checks (see files)**
- **Bank**
- **Litter – field, etc**

- **WEDNESDAY take bins out for collection on Thursday**

FORTNIGHTLY

- **Outside window ledges**
- **Sweep reception outdoor area**
- **Sweep playgrounds (or earlier if required)**
- **Sweep Nursery outside area**
- **Door frames and paintwork where handled**

AS REQUIRED

- **Security mark new equipment**
- **Repairs**
- **Check fences for problems**
- **Cleaning chairs where handled by children**
- **Check areas containing asbestos for damage**
- **Check hall floor near serving hatch for regular clean/polish as required**

2.8 School Health and Safety Coordinator (where appointed)

The appointed coordinator(s) are:

Mrs Kate Markham (Headteacher) and Mr Chris Ayers (School Business Manager)

The School Health and Safety Coordinator has the following duties:

- a) co-ordinate and manage the annual risk assessment process for the school;
- b) co-ordinate the annual general workplace monitoring inspections and performance monitoring process;
- c) make provision for the inspection and maintenance of work equipment throughout the school;
- d) manage the keeping of records of all health and safety activities;
- e) advise the Head Teacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors;
- f) ensure that staff are adequately instructed in safety and welfare matters in connection with their specific work place and the school generally; and
- g) carry out any other functions allocated by the Head Teacher or Governing Body.

2.9 Premises Managers

Staff in charge of premises have a duty in law to ensure health and safety on the premises under their control and this should include, where appropriate, production of additional safety rules to supplement this policy.

NB. In schools this role would normally be taken by the Head Teacher unless it is delegated to another member of staff within the School.

Miss Rosie Shaw undertakes annual Risk Assessments and their reviews.

In addition to the responsibilities outlined above, so far as is reasonably practicable, the main health and safety functions for premises managers will be with regard to:

- (a) Ensuring that fire risk assessments are carried out for the premises; emergency procedures including emergency evacuation plans are in place and the Council's Education Fire Policy is complied with;
- (b) Ensuring that the Council's Asbestos Policy is complied with, including the preparation of an asbestos management plan for the premises;
- (c) Ensuring that work equipment including fire fighting, portable electrical, lifting and other equipment is adequately maintained and accompanied by all necessary records;
- (d) Ensuring that routine cleaning work is carried out to an appropriate standard;
- (e) Ensuring that all premises users and visitors are made aware of any activities or conditions that could create risk to their health and safety and of the emergency evacuation procedures;
- (f) Ensuring that maintenance work and repairs required (for example to internal doors and windows) are reported to the appropriate person and carried out adequately and safely;
- (g) Ensuring that any structural or other problems that become apparent and that are not covered by the establishment's budget are reported to the relevant Head of Service and to the Children and Young People's Service Development Team as soon as possible;
- (h) Ensuring that general building and maintenance work is carried out by appropriately qualified and experienced trades people in compliance with the Council's Managing Health and Safety in Construction Work Policy and Guidance and the building regulations;
- (i) Ensuring that testing, inspection and maintenance, work in relation to electrical, gas, lifts, water, fire safety and other installations and equipment is carried out by appropriately qualified and experienced trades people to current legislation and standards;
- (j) Ensuring the safe condition, operation, maintenance and storage of equipment on the premises;
- (k) Ensuring the safe use, handling, storage and transport of substances on the premises;

- (l) Seeking advice from the Council's Health and Safety Unit or the Council's Principal for Safety and Performance where unsure of the competence of trade persons or the current legislation and standards.

2.10 Business Managers (where relevant)

In addition to their responsibilities as an employee, the Business Manager is responsible to the Head Teacher for any duties which are delegated to them by the Head Teacher.

Duties delegated to the Business Manager are to work with the Headteacher to conduct the annual HS10 audit.

2.11 Visitors, Members of the Public and Volunteers

Visitors and members of the public should be asked to co-operate with the health and safety arrangements put in place by the school to protect them when using the school premises or land.

Where volunteers are employed to undertake work on behalf of the School they will for all intents and purposes be regarded as employees. Line managers will therefore have responsibilities for undertaking, in particular, thorough risk assessment and implementation of control measures, together with ensuring that volunteers have received adequate information, instruction, training and supervision for the tasks they will be undertaking.

PART 3: ARRANGEMENTS FOR HEALTH AND SAFETY

Health, Safety and Welfare

The following procedures and arrangements have been established within the school to minimise health and safety risks to an acceptable level:

3.1 Accident Reporting, Recording and Investigation

The School will follow the Council's Accident reporting policy and procedure set out in SCH 5 School's Accident Investigation and Reporting Policy and Guidance (for school's buying back).

- All staff should report all accidents, incidents and near misses to employees, visitors, contractors working on the premises. Line managers will investigate such incidents and identify and implement means to prevent a recurrence.
- When an accident happens to any employee or other (adult) person the Head teacher must complete the Accident report form HS1. A copy must be retained in school and the original sent to the Health and Safety Unit within 3 days of the accident occurring.
- Where a pupil has been taken directly to hospital from the school site, or injuries to pupils which "arise out of or in connection with work" (e.g. are due to defects in the premises or in management controls) this should also be reported and recorded on the Accident and Incident Report Form HS1. The form should be sent to the Health and Safety Unit within three working days.

- The details of any employee who is suffering from a reportable disease must also be reported to the Council's Health and Safety Unit (Details of which diseases are reportable may be obtained from the Health and Safety Unit.)
- The Head Teacher will periodically scrutinise the pattern and causes of accidents as recorded and will bear these in mind when introducing preventative measures against risks.

3.2 Asbestos

To minimise risk from asbestos containing materials on the school's premises, the school will maintain a safe and healthy environment by complying with all regulations and Trafford Council's policy concerning the control of asbestos and ensuring that all contractors are made aware of the asbestos register for the school upon arrival at site.

The person responsible for monitoring asbestos and ensuring the Asbestos Management Plan is followed and reviewed is Mrs Markham with Mr Brendan Hargedan from Trafford (Amey).

3.3 Construction work and Contractors

The school will follow the Council's Policy Guidance on Managing Health and Safety on Construction Work HSP12 and the supplementary Guidelines for schools.

Work arranged through the Council

When major and minor works are arranged through the Council, the appropriate Service Area within the Council takes responsibility for the drafting of contracts, vetting of contractors and inspection of works and will liaise with the Head about site specific contractual arrangements such as access and egress, hours of work etc.

Local Contracts

When the school contracts directly, the contractor is responsible for ensuring, **so far as is reasonably practicable**, the health and safety of himself, his employees and persons who might be affected by his activities.

The school will ensure the health and safety of its employees, pupils, visitors (which includes the contractor).

The school will follow the advice given in relevant Trafford Council Policy Guidelines (HSP12), including the vetting of contractors before a contract is awarded. In particular, the school will:

- Check the competence of contractors and visiting workers (competence can be judged from past experience, recommendation, pre-selection evaluation, or a combination taking into consideration nature and scale of the works required);
- Examine risk assessments as appropriate to check that contractors and others have correctly interpreted any site-specific conditions etc;
- Ensure all significant risks on site have been clearly identified;

- Ensure there are arrangements for monitoring and controlling works in progress.

The Head teacher is responsible for the above.

Monitoring of the contractors on a day to day basis is the responsibility of Mr Chris Ayers with the site manager Mr Johnson.

3.4 Curriculum Safety

- The school recognises that the curriculum requires that children should be taught how to identify and reduce risks in the way that they work. A balance must be achieved between independent learning and the necessary supervision to ensure safety.
- Teachers will ensure that they are familiar with all risks which might arise from the tools, equipment, materials and processes they plan for children to use. All available guidance material will be reviewed where applicable -CLEAPSS, AfPE, (formally BAALPE) and the LA's procedures and guidance.
- All non-teaching assistants must be informed of the safety procedures and practices relating to any of the activities that they support.

3.5 Electrical Equipment [fixed and portable]

Electrical equipment will be tested regularly by an approved electrical engineer who will take unsafe equipment out of use. All equipment will be made available to the contractors for testing.

The person responsible for ensuring all equipment is tested regularly is Mr Chris Ayers.

The contractors who test equipment on site are:

Eric Charlesworth Electrical Contractors Ltd.

3.6 Fire Safety

Trafford Council's Policy and Guidance FSP2 on Fire Safety in Education will be followed by the school. Advice from the Fire Safety Adviser in the Health and Safety Unit will be taken by the school regarding safe practices during the school day and also when the school is being used for lettings/public performances. N.B. Where an event is governed by the Music and Dancing Licence advice should also be sought from the Licensing Officer.

Fire Procedures

- The school will ensure or co-operate with the relevant Council appointed contractor in ensuring that the fire equipment servicing is carried out regularly. The caretaker or other nominated member of staff will be responsible for checking the equipment in between the annual visits. Other members of staff should report any defects that they see in the fire fighting equipment to the caretaker. Fire doors must not be propped open. All fire exit doors must be readily opened and free from obstruction.

The person nominated to carry out day to day checks on fire fighting equipment and alarms is Mr S.Johnson (Site Manager).

The contractor responsible for servicing and testing of emergency lighting is:
Eric Charlesworth Electrical Contractors Ltd.

The contractor responsible for servicing and testing of the fire alarm is:
Chubb Fire and Security.

The contractor responsible for servicing and testing of the fire fighting equipment is:
Walker Fire.

- Arrangements for evacuation will be placed on the notice board of each room in the school. Class teachers and those responsible for other rooms must check regularly that these notices are in good order.
- Fire drills should be carried out at least once a term, or when there are changes in circumstances. The effectiveness of these procedures should be discussed with the staff immediately and at meetings of the Governing body.
- In the event of a fire, the person finding the outbreak should immediately activate the nearest alarm. The appointed person must then ring the emergency services. Staff should not put themselves at risk in attempting to put out a fire, but staff trained in the use of fire extinguishers may attempt to put out a small fire if there is no personal risk.

3.7 First Aid

- The school will follow the statutory requirements for first aid and provide suitably trained first aid staff.
- The guidance issued by the DFEE on First Aid for Schools has been adopted by the school. (N.b. Available from Teachernet.)

The first aiders/appointed persons for first aid for the school are:

- Mrs Charlotte Oldham
- Mrs Charlotte Kays
- Mrs R.Cresswell
- Mrs A.Grice
- Mrs M.Emery
- Miss Lucy Crabtree
- Mrs Lyn Denny

First aid boxes are located on the corridor outside the workroom and the school office.

3.8 Glass and Glazing

All glass in vulnerable windows, doors and side panels should be safety glass and all replacement glass in these areas will be replaced with safety glass meeting the requirements of BS 6206. There will be routine monitoring of areas where glass not conforming to the above standard had been covered in plastic film. The caretaker/site manager is responsible for ensuring glazing meets the required standards.

3.9 Hazardous Substances

Trafford Council's Policy and Guidance (HSP6) for the Control of Substances Hazardous to Health (COSHH) will be followed by the school in respect of managing hazardous

substances. Where hazardous substances are used, line managers themselves or a designated employee will undertake a Control of Substances Hazardous to Health (COSHH) risk assessment and adopt a hierarchy of control measures seeking to eliminate or substitute risk.

NB Substances used by contracted in services should have a COSHH assessment undertaken by the contractor (e.g. School Catering and Cleaning Services). Copies of these should be available on school sites, for use by these staff.

3.10 Health and Safety Advice

Health and safety advice can be obtained from Trafford Council's Health and Safety Unit on 0161 912 4509, or from other competent persons.

3.11 Lifting & Handling

Trafford Council's Policy and Guidance on Manual Handling (HSP11) will be followed by the school. The regulations apply to any manual handling operation that may cause injury at work. These include not only lifting of loads, but also lowering, pushing, pulling, carrying or moving them.

- Any activities that involve significant manual handling tasks shall be risk assessed and where appropriate training provided for staff.
- Managers are responsible for assessing the appropriate approach to handling task and may seek professional advice from the Council.

The National Curriculum for P.E. requires pupils to be taught "how to lift, carry, place and use equipment safely" (See also the Health and Safety Guidelines for Primary and Secondary Teachers of Physical Education and Related Activities issued by the LA and other guidelines issued by DFES.)

<http://www.teachernet.gov.uk/wholeschool/healthandsafety/pesafety/>

3.12 Lone Working

Line managers will ensure that lone working is risk assessed and that appropriate control measures are put in place to minimise those risks. Solutions may include the provision of mobile phones, radios, in-out boards and other means of monitoring staff whereabouts

During the summer period, arrangements will be made to ensure the safety of the caretaker, Head Teacher or other staff who work alone.

Staff themselves have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.

3.13 Maintenance / Inspection of Equipment

Employers need to provide safe plant and equipment (i.e. heating systems, office equipment). This also includes staff using their own equipment. Whatever the source of the equipment it must be suitable for the task for which it is being used, properly maintained and used in a safe manner by staff trained in its use.

- There is a statutory requirement to service, test and inspect certain equipment such as gas appliances, local exhaust ventilation and lifting equipment and records must be kept.
- Where inspections/servicing has identified the need for remedial action, the Head Teacher will ensure that any necessary work required to maintain the safe operation of equipment is carried out in a timely manner.

The caretaker / site manager is responsible for ensuring all equipment is maintained and inspected.

Checks on equipment are undertaken by Mr Johnson as per his schedule of routine checks.

Records of inspections are kept in Site Manager's Office.

3.14 Medications

Parents have the prime responsibility for their child's health and should provide schools with information about their child's medical condition.

There is no legal duty requiring school staff to administer medicines, however the school recognises that Children with medical needs have the same rights of admission to a school or setting as other children. Procedures will be put into place should the need to administer medications to pupils become necessary, using the DFES Guidance on "Managing Medicines in Schools" (available on Teachernet):

<http://www.teachernet.gov.uk/wholeschool/healthandsafety/medical/>

This will be determined on the basis of individual risk assessment following advice from the pupil's medical practitioner.

The person responsible for administering medications are:
Mr C.Ayers (School Business Manager) and Mrs R.Cresswell (School Administrator).

The nominated deputy in their absence is Mrs K.Markham.

3.15 Personal Protective Equipment (PPE)

Line managers will assess the need for PPE in risk assessments and COSHH assessments. Where it is determined that PPE is required suitable PPE shall be selected and provided at the school's expense. A record of PPE issued to staff will be made which will include details of any expiry dates so that equipment can be replaced as and when is necessary.

Staff are responsible for ensuring that they use PPE where it is provided.

3.16 Reporting

Head Teachers will report when necessary to the Governors on Health and Safety matters and when necessary to Trafford Council's Health and Safety Unit and the LA.

3.17 Risk Assessments

Schools are expected to adopt and follow the guidance contained in the Council's Risk Assessment Policy Guidance HSP2.

Risk assessment is the responsibility of the school's management at all levels. Those responsible for premises or curriculum areas must ensure that risk assessments are undertaken **and recorded** for significant activities.

Risks should be assessed in priority order and control measures identified and put in place that are proportional to the level of risk. The outcome of the risk assessments should be recorded and communicated to those affected and maintained on records of the establishment or service area. Risk assessments should be reviewed periodically (at least annually), where there is a change in circumstances or following an accident.

The Head teacher is responsible for coordinating and ensuring risk assessments are carried out.

Persons responsible for carrying out risk assessments are Miss R.Shaw with Mrs K.Markham.

3.18 School Trips/ Off-Site Activities

The school should follow Trafford Council's "Guidelines for Safety in Outdoor Education and on Educational Visits" and submit the required information to the Council's Outdoor Education Advisor relating to the activity, which has to be approved by the adviser.

The Educational Visits Coordinator in the school is Mr C.Ayers.

3.19 School Transport

The school will follow Trafford's Children and Young Peoples Service Guidelines on the use of transport, including minibuses. Copies available from the Policy & Project Officer (Business Unit) on 912 4698. The Head Teacher is responsible, in conjunction with the driver, for ensuring that vehicles kept or hired by the school are operated in accordance with the law.

Employees who are required to use their private vehicles for official business are personally responsible for ensuring that the driver has a valid licence and appropriate insurance and that the vehicle is roadworthy and fitted with a suitable seat belt for each passenger.

3.20 Staff Consultation

The Head Teacher will make arrangements for full and proper consultation with employees on health and safety matters. The nominated safety representatives of each accredited trade union or staff association or other elected workplace safety representatives will be offered a role in these consultations.

3.21 Staff Health and Safety Training and Development

The Head Teacher and other line managers (where appropriate) will undertake a training needs analysis to identify the competency requirements of specific job roles in terms of health and safety, and will ensure that appropriate training is delivered and training records

held. This training needs analysis will be reviewed on a regular basis or on the introduction of new legislation.

The person responsible for identifying staff training needs is Mrs K.Markham.

3.22 Staff Well-being / Stress

The schools will follow the Council's Policy Guidelines on Managing Pressure and Reducing Stress. Head Teachers will include workplace stress as part of the risk assessment process identifying areas of concern and implement appropriate control measures, so far as is reasonably practicable, this will include the activities of the Head Teacher.

Where workplace stress arises, Head Teachers will deal with the issue in a sensitive and constructive manner using available means within the Council to manage stress and assist staff, utilising the counselling scheme available, accessed through the Council's Occupational Health Provider, if the service is purchased via an SLA. Where this arises in Head Teachers, they should seek support from the Director for Education and Early Year's Services.

3.23 Use of VDU's / Display Screens

An assessment will take place to identify which staff within the school are likely to be "users" under the Regulations. The Head Teacher and office staff will be users and some teaching staff, depending upon their usage. The school will follow the Council's Display Screen Equipment (DSE) guidelines (HSP7) for those staff who are designated as users.

3.24 Vehicles on Site

The school will endeavor to:

- Segregate access vehicular and vulnerable (pedestrians & cyclists) traffic;
- Design-out vehicular and vulnerable traffic route conflicts, both at access and on-site;
- Wherever possible avoid the same access points for both vehicles and pedestrians

3.25 Violence to Staff / School Security

The Head Teacher is responsible for assessing the risks of violence to staff. Risks to personal security, premises and property will be assessed through the risk assessment process and where violence is identified as a significant risk, the Head Teacher will ensure that procedures and appropriate control measures are put in place.

Staff must report incidents of violence and aggression in the same manner as accidents.

3.26 Working at Height

Head Teachers will ensure that working at height is risk assessed in accordance with the Council's Work at Height Policy Guidance (HSP18) and ensure that appropriate control measures are put in place to minimise potential risks. This will include access to flat roofs, where required.

3.27 Monitoring and Workplace Inspections

Line managers responsible for premises/departments to undertake workplace inspections on a termly basis. The schools will follow the Council's Monitoring Policy HSP3 and use appropriate Monitoring Forms to record their findings. The site manager/caretaker will ensure that hazards associated with premises are monitored and controlled.

4.0 Contacts for more information:

All policies and guidance referred to are available from the School's Learning Zone in the "generic documents" section.

Health and Safety Unit

Further information about the Service Level Agreement which the Council offers for Fire and Health and Safety Services is available from the Council's Health and Safety Unit on:

Telephone: 0161 912 4295/4509

E-mail: healthandsafetyunit@trafford.gov.uk

Construction work

For construction projects schools are referred to the Capital Programme Manager within CYPs (Tel No 0161 912 4376) or if there is a query on the application of the CDM Regulations to contact the Principal for Safety and Performance within the Council (Tel No 0161 912 2601).

Further information is also available on the following websites:

Health and Safety Executive website:

www.hse.gov.uk

Teachernet:

<http://www.teachernet.gov.uk/wholeschool/healthandsafety/>



Appendix 1

LUNCHTIME SUPERVISION IN NURSERY

General Supervision

- Health and safety of our pupils is the prime concern and must be given priority when supervising the children.
- At no time should the children ever be left without an adult supervising them, whether they are inside or outside.
- If a child has an accident, falls ill or presents a health and safety concern because of their behaviour another member of staff must be alerted in order that the remaining children are adequately cared for and supervised.
- Children must continue to apply the same rules and have the same expectations made of them with regard behaviour and caring for equipment, at lunchtime as during the rest of the school day.
- Encourage children to follow our golden rules. Explain these with examples and give praise to children acting as role models.
- The tambourine must be taken outside and used to 'stop' the children and prepare them for tidying/lining up.

Outside Supervision

- The children need to be watched very carefully ensuring that they play safely and sensibly. It is important to be extra vigilant when the children go near the trees, summer house, climbing frame or door to nursery.
- During supervision it is important to keep assessing the best position to place yourself; this may change depending on where most children are situated. Try to ensure you don't have your back to children and are not obstructed. It is important that the children can see you too in case they need to speak to you.
- It is recommended that you don't have cups or drinking glasses outside, you may need to quickly attend to someone and holding something in your hand may slow down your reaction time to help.
- If a child asks to go to the toilet when they are outside, the door must be left open with a member of staff to 'oversee'.
- If you are dealing with a minor injury try to comfort the child quickly allowing sufficient time to clean a graze or apply a plaster without delaying your time away from the other children.

Remember always ensure that you alert another member of staff if you have to go in/outside to deal with one child. NEVER LEAVE CHILDREN UNATTENDED.

- At the end of a playtime/lunchtime, follow the usual rules for bringing the children inside. Before they 'line up' or come inside. Encourage the children to return items to the right place and tidy up because they will re-use this space later in the afternoon.
- The accident book must be taken outside and used for all bumps or grazes as soon as child has received first aid. Any major accident will require another member of staff to be involved and the parents will be contacted.
- Regular headcounts must be taken when you take the children onto the school field or playground for games or other activities. You must also ensure you always take every child back to the classroom after being in the hall, library or computer suite. It is the teachers' responsibility to ensure he/she knows how many children are in the class and that they are always accounted for.

During supervision in the classroom:

- Encourage the children to eat food in the right order e.g. Savoury then sweet
- Help children to open packets, take off lids, etc.
- Encourage children to eat promptly and keep a good brisk pace this saves stragglers.
- Wipe up spills or mop if on the floor – promptly.
- Clear and clean tables ready for afternoon lessons and return all chairs to tables ready for the afternoon activities.
- As soon as children have eaten their meal they must go to the toilet put on their coat (if required) and line up on the edge of the carpet before going out. Give clear simple instructions – i.e. one instruction at a time to aid understanding.
- As the children line up ready to go outside, staff should decide when it is appropriate to take the children outdoors who have been waiting the longest. If there are approximately half the class ready, these child should be taken out by a member of staff. The remaining member of staff will then tidy up and take the remaining children outside when they are all ready. Children should not be left in the classroom unsupervised.
- Wet weather – after their meal, one member of staff will supervise the children under the veranda. The second member of staff will supervise activities in the carpeted area of the classroom i.e. construction, IWB, book area, small world, etc. for approximately half of the 'play' time. Both these areas should be left tidy before the change over.

Fire Emergency Plan

1. Action to be taken on discovering a fire

If you discover a fire or one is reported to you, activate the nearest fire alarm point. They are simple to use; press/strike the plastic shield which will then activate the alarm.

2. Fire alarm system

The fire alarm system is a continuous bell and will sound automatically by activating the manual call point.

The fire alarm system will be tested using a different call point each week by the Site Manager on **Monday at 10.00 am**. The alarm during these tests will sound for approximately 10 seconds.

3. How the Fire Service will be called?

On hearing the alarm the Business Manager will dial 999 and ask for the Fire Service.

In the absence of the Business Manager, the Headteacher or Deputy Headteacher will call the Fire Service.

4. Evacuation procedures

On hearing the alarm everyone should leave the building by the nearest safe exit and report to the designated assembly point which is the **Junior Playground**.

The specific roles of staff are attached as Appendix 1a. You should familiarise yourself with your responsibilities in the event of an evacuation.

5. Evacuation procedures for people identified as being especially at risk

Visitors: The host/employee will take responsibility for any visitor they may have and ensure they leave the building by the nearest safe exit. Information on any visitors with either mobility, visual or hearing impairments will be noted on their arrival and assistance provided to ensure their safe evacuation.

Contractors: Contractors will report to the School office and sign the visitors' book. Contractors will be given information about the fire procedures and instructed to leave the building at the nearest exit.

People with disabilities: Staff or pupils with disabilities who require assistance to evacuate will be supported in accordance with their Personal Emergency Evacuation Plan (PEEPs).

6. Procedure for liaising with the Fire Service

The Headteacher or in their absence the Deputy Headteacher will liaise with the Fire Service on arrival and meet them at the main entrance.

7. Identification of escape routes

Fire Exits can be found by following the signs over doorways. Plans identifying the nearest escape route are displayed in all classrooms and staff areas.

8. Assembly Point

The designated assembly point is the **Junior Playground**.

At the assembly point, everybody should keep together to enable the roll call to be taken quickly and in an orderly manner. No-one must leave the assembly point without the permission of the Fire Service or Headteacher or in their absence Deputy Headteacher.

9. Location of Firefighting Equipment

Fire extinguishers are located in the corridors and near fire exit doors. Fire blankets can be found in kitchen areas.

There are signs and a description on the fire extinguisher indicating what class of fire they can be used on.

Whenever a fire occurs the main consideration is to get everybody out safely. It is School policy that you **do not** use extinguishers unless you have been trained to do so. The only other circumstance in which you should use them is if your exit is blocked and you are using it to get to a place of safety. Staff should familiarise themselves with the operating instructions.

10. Staff Training

The following training is given to staff and records kept:

- Fire briefing at the start of the year in September reminding staff of their responsibilities and of the evacuation procedures.
- Fire safety is included in induction material for all new staff, and includes the action to take on discovering a fire, sound of the fire alarm, how to raise the alarm, walking of exit routes (including how to operate the opening mechanism), location of alarm call points, fire extinguishers, assembly point and the roles and responsibilities of staff in relation to the evacuation procedure.
- Fire drills are held at the start of each term and at different times of the day, e.g. lunchtime, before morning bell, playtime etc.

Roles and Responsibilities in the Event of an Evacuation

<p>Headteacher or nominated Deputy (Incident Controller)</p>	<ul style="list-style-type: none"> • Immediately cease all activities. • Begin the evacuation of pupils and any persons in your charge using the nearest exit. • Check the Fire Alarm Panel to ascertain where the fire may be located. • Proceed to the assembly point and supervise the evacuation. • Ensure the Fire Service has been called. • Liaise with staff at the assembly point to ensure all persons have evacuated safely. • On arrival of the Fire Service inform the Fire Officer of the location of the fire if this is known, and immediately inform of anyone who may be missing and where they may be located. • Make certain no one re-enters the premises until the Fire Officer informs it is safe to do so.
<p>Teaching Staff</p>	<ul style="list-style-type: none"> • Immediately cease all activities. • Switch off any equipment in use. • Begin the evacuation of pupils and any persons in your charge using the nearest exit. • Check your immediate area is clear of all persons and pupils. • Proceed to the assembly point and take the roll call of pupils and persons in your care. • Report to the Headteacher, and immediately inform of any pupils or persons who may be missing and where you think they may be located. Do not re-enter the premises to look for them. • Do not re-enter the premises until the Fire Officer or Headteacher informs it is safe to do so.
<p>Business Manager/ Office Staff</p>	<ul style="list-style-type: none"> • Immediately cease all activities. • Switch off any equipment in use. • Take the visitors signing in/out book. • Take the mobile phone and call the Fire Service - Dial 999. • Begin the evacuation of any persons in the reception area using the nearest exit. • Proceed to the assembly point and take the roll call of persons in your care. • Report to the Headteacher, and immediately inform of any persons who may be missing and where you think they may be located. Do not re-enter the premises to look for them. • Do not re-enter the premises until the Fire Officer or Headteacher informs it is safe to do so.

Site Manager	<ul style="list-style-type: none"> • Immediately cease all activities. • Switch off any equipment/machinery in use. • Leave the premises using the nearest exit. • Proceed to the assembly point, and take the roll call of any cleaning staff or contractors present on the premises. • Report to the Headteacher, and immediately inform of any persons who may be missing and where you think they may be located. Do not re-enter the premises to look for them. • Do not re-enter the premises until the Fire Officer or Headteacher informs it is safe to do so.
Catering Supervisor	<ul style="list-style-type: none"> • Immediately cease all activities. • Switch off all appliances. • Leave the premises using the nearest exit. • Proceed to the assembly point, and take the roll call of catering staff. • Report to the Headteacher, and immediately inform of any persons who may be missing and where you think they may be located. Do not re-enter the premises to look for them. • Do not re-enter the premises until the Fire Officer or Headteacher informs it is safe to do so.
Midday Assistants	<ul style="list-style-type: none"> • Immediately cease all activities. • Switch off any equipment in use. • Begin the evacuation of pupils and any persons in your charge using the nearest exit. • Proceed to the assembly point. • Report to the Headteacher, and immediately inform of any pupils or persons who may be missing and where you think they may be located. Do not re-enter the premises to look for them. • Do not re-enter the premises until the Fire Officer or Headteacher informs it is safe to do so.
Cleaning Staff	<ul style="list-style-type: none"> • Immediately cease all activities • Switch off any equipment in use. • Ensure there are no trailing cables along escape routes. • Leave the premises using the nearest exit. • Proceed to the assembly point and report to the Site Manager. • Do not re-enter the premises until the Fire Officer or Headteacher informs it is safe to do so.