



Health and Safety Policy

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SECTION 1**1. STATEMENT OF INTENT**

- 1.1 The Governing Board of the School recognise their corporate responsibility under the Health and Safety at Work Act to provide a safe and healthy environment for teaching and non-teaching staff, pupils and other people who come onto the premises.
- 1.2 The Governing Board will take all reasonably practicable steps within their power to fulfil this responsibility.
- 1.3 The Governing Board will operate within the structure and framework of Tameside Metropolitan Borough Council.
- 1.4 The Governing Board shall:-
- 1.4.1 Appoint and record the name of the Health & Safety Governors
- 1.4.2 Appoint and record the name of the Health & Safety Officers
- 1.4.3 Provide a safe place for staff and pupils to work including safe means of entry and exit; and will
- 1.4.4 Provide plant, equipment and systems of work, which are safe;
- 1.4.5 Provide safe arrangements for the handling, storage and transport of articles and substances;
- 1.4.6 Provide safe and healthy working conditions, which take account of all appropriate:
- (i) Statutory requirements;
- (ii) Codes of practice whether statutory or advisory;
- (iii) Guidance whether statutory or advisory;
- 1.4.7 Provide supervision, training and instruction so that all staff and pupils can perform their school-related activities in a healthy and safe manner. All staff will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities and which will be given before an employee commences any relevant work. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others, then the governing board will ensure, within the financial resources available, that such training is provided. Pupils will receive such training as is considered appropriate to the school-related activities, which they are carrying out. All training will be regularly updated;
- 1.4.8 Provide necessary safety and protective equipment and clothing, together with any necessary guidance, instruction and supervision; and
- 1.4.9 Provides adequate welfare facilities.

REVIEW

The Governing Board will review this policy statement annually and update, modify or amend it as it considers necessary to ensure the health, safety and welfare of staff, pupils and others.

Signed..... *A Leigh* (Chair of the Governing Board) Date *12/3/18*

Signed..... *D Brown* (Headteacher) Date *12/3/18*

SECTION 2

2. ORGANISATIONAL RESPONSIBILITIES

- 2.1 The organisational structure is as in Appendix 1.
- 2.2 The Headteacher is directed to:
- 2.2.1 Pursue the objectives of the Governing Board of the school in respect of health and safety;
- 2.2.2 Set up arrangements in the school to cover all health and safety legal requirements:
- (i) To bring the same to the attention of all staff and Governors,
 - (ii) The statement is to be revised and amended as necessary;
- 2.2.3 is available to any member of staff to discuss and to seek to resolve health and safety problems;
- 2.2.4 draw-up the necessary arrangements to secure compliance with all health and safety legislation;
- 2.2.5 Keep a record of such arrangements;
- 2.2.6 Circulate this information to all staff and the Governing Board;
- 2.2.7 Monitor the implementation of the arrangements;
- 2.2.8 Record and report on the implementation of the arrangements to the Governing Board and the school based Health and Safety Officer;
- 2.2.9 report to the Governing Board those instances where the headteacher's delegated authority does not allow the elimination or reduction of risks to a satisfactory level, but to take all necessary short-term measures to avoid danger;
- 2.2.10 comply with all health and safety instructions and advice and ensures that they are brought to the attention of all staff;
- (i) Keep a file of such information (together with information and advice published by the DfE and others) about health and safety to make this information available to all staff;
 - (ii) Receive written reports from staff safety representatives and to respond in writing within a reasonable time;
- 2.2.11 establishes a School Safety Committee within three months of receiving a written request from staff at the school;
- 2.2.12 ensures that all areas of school are inspected once per term; and the details of the inspection recorded;
- 2.2.13 ensures that a system is established for reporting, recording and investigation of accidents and that all reasonable steps are taken to prevent recurrences;
- 2.2.14 ensure that all visitors, including maintenance contractors, are recorded and are informed of any hazards on site of which they may be unaware;
- 2.2.15 ensures that consideration is given to the possibilities of maintenance work affecting pupils and staff;

- 2.2.16 ensure that new employees are briefed about safety arrangements. They are informed that a copy of the school's health and safety policy is available on the school website and are asked to read it before starting work;
- 2.2.17 ensure that any necessary protective clothing and equipment is used correctly and that it is properly maintained and replaced when required;
- 2.2.18 ensure that effective arrangements are in force to facilitate safe evacuation of the building in case of fire or other emergency and that suitable fire fighting equipment is available and maintained;
- 2.2.19 arrange systems of risk assessment to enable prompt identification and control of hazards;
- 2.2.20 ensure that all training needs are identified and that staff are trained to the appropriate standards; and
- 2.2.21 ensure that responsibilities are properly allocated, accepted and fulfilled.

Note: The Governing Board may allocate the duties, roles and responsibilities of the Health and Safety Governor either to the identified Health and Safety Governor or to a Sub-Committee appointed to this role. The main duties of this role are to monitor the implementation of health and safety policies within the school, the implementation of this policy and to report back to the full Governing Board on a regular basis.

SECTION 3

3. RESPONSIBILITIES

3.1 THE DUTIES OF ALL MEMBERS OF STAFF

All employees will make themselves familiar with the requirements of the **Health and Safety at Work Act 1974** and other health and safety legislation and codes of practice, which are relevant to the work of the department in which they work. They should:

- (i) Take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work; and
- (ii) Co-operate to enable any duty or requirement imposed on his or her employer or any other persons by or under any of the relevant statutory provisions to be met

3.2 All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk.

3.3 In particular all members of staff will:

- 3.3.1 Be familiar with the Health and Safety Policy and any and all safety regulations as laid down by the Governing Board;
- 3.3.2 Ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils;
- 3.3.3 Check that all plant, machinery and equipment are adequately guarded;
- 3.3.4 Check that all plant, machinery and equipment are in good and safe working order;
- 3.3.5 Take particular care to unplug leads and chargers when not in use;
- 3.3.6 Ensure that any portable electrical items that are used on the school premises and are not the property of the school are inspected and approved as 'safe for purpose and/or use' by the school's trained PAT testing staff.

- 3.3.7 Not to make unauthorised or improper use of plant, machinery and equipment;
- 3.3.8 Use the correct equipment and/or tools for the job and any protective equipment or safety devices, which may be required;
- 3.3.9 Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled;
- 3.3.10 Report any defects in the premises, plant, equipment and facilities which they observe; and
- 3.3.11 Take an active interest in promoting health and safety and suggest ways of reducing risks.

SECTION 4

4. SUPERVISION OF CHILDREN

- 4.1 It is the responsibility of the headteacher in consultation with the Governing Board to ensure the safe supervision of pupils, staff and others whilst they are at school or partaking in school activities.
- 4.2 All staff will be made aware of these arrangements.
- 4.3 For details see Appendix 2.

SECTION 5

5. SECURITY

5.1 Premises

It is the responsibility of the Headteacher in consultation with the Governing Board to ensure the security of the school buildings and grounds.

5.2 Visitors

- 5.2.1 All visitors to the school must be clearly identifiable and their presence on the premises known and recorded.
- 5.2.2 Any visitor not identified as such should be challenged by staff.
- 5.2.3 Any unauthorised visitors should be reported immediately in accordance with the agreed procedures.
- 5.2.4 For details see Appendix 3.

SECTION 6

6. EVACUATION PROCEDURES

It is the responsibility of the headteacher in consultation with the Governing Board to ensure that:-

- 6.1 plans exist for the safe evacuation of the building;
- 6.2 That these plans are known by all users of the buildings; and
- 6.3 That these plans are displayed at all appropriate locations.
- 6.4 For details see Appendix 4.

SECTION 7**7. CONTROL OF HAZARDOUS MATERIALS**

- 7.1 Only substances or materials which have been assessed in accordance with the COSHH Regulations may be used in school.
- 7.2 All substances or materials must be used in accordance with the hazard data sheets.
- 7.3 Any hazardous substances or materials which are unwanted or unused must be removed only by recognised disposal contractors.

SECTION 8**8. OUT OF SCHOOL ACTIVITIES**

- 8.1 All out of school activities will be in accordance with the Safety Policy, DfE Guidance on "Health and Safety of Pupils on Educational Visits" and Health and Safety Executive Guidance Notes.
- 8.2 All risks will be assessed, recorded and controlled.
- 8.3 Training needs will be identified, monitored, met and evaluated.

SECTION 9**9. RISK ASSESSMENT**

- 9.1 The headteacher will ensure that risk assessments of the premises, methods of work and all school sponsored activities are conducted and reviewed by persons with sufficient specialist skills as indicated by changes in circumstances or as is judged to be needed.
- 9.2 These assessments will identify all defects and deficiencies, together with the necessary remedial actions and control measures.
- 9.3 The results of all such assessments will be reported to the Governing Board
- 9.4 For details of a model format see Appendix 5.

APPENDIX 1**Phone No.**

All contactable via the school on 01457 833102

Organisational Structure**Name**

Chair of Governors

Mr N Whitbread

Headteacher

Mrs D Brown

Finance, Personnel and Premises Committee

Mrs A Leigh
Mrs D Brown
Mr M Hartley
Mrs T Sharif
Mr G Wayte
Mr N Whitbread

Health and Safety Officers
During holidays if Mr Marsden is not on site Mrs
D Brown will be contactable

Mrs D Brown/Mrs C Roberts/Mr J Marsden
Mrs A Leigh – Health and Safety Governor

Deputy Headteacher

Mrs K Quinn

Authorised PAT Testers

Mr C Lister and Mr J Marsden

Key Holders

Mrs D Brown
Mr J Marsden
Mrs D Darraugh
ROC Fire and Security Ltd

First Aiders

Mrs W Thompson- First Aid at Work
Mrs J Cherry – First Aid at Work
Mrs G Howard – Paediatric First Aid
Mr D Phoenix – Paediatric First Aid
Mrs D Lister – Paediatric First Aid
Mrs L Metcalfe – Paediatric First Aid
Miss H Woodhouse – Paediatric First
Aid
First Aid Training was held for
Midday Assistants, Mr Marsden and
Mr Lister on 23rd June 2016

Fire Wardens/Officers Appendix 6

Mrs K Quinn
Mr C Lister
Mr J Marsden
Mrs D Brown
Mr L Cox
Mrs S Mellor
Mrs C Fairfoul

APPENDIX 2

ARRANGEMENTS FOR SUPERVISION OF CHILDREN

School will make local arrangements to supervise children in all school activities including:

1. *before school commences;*
2. *Break times;*
3. *Lunch time(s); and*
4. *After school closes until they leave the premises.*

Parents are requested not to bring children to school before 8:45a.m as there is insufficient cover in the event of bad weather. The bell will ring at 8:55a.m when the doors from the playground will be opened and staff will collect classes from the playground. Another bell will ring at 9a.m when the doors from the playground will be closed. Children arriving after the doors are closed will come into school through the late door located between Years 5 and 6 classrooms.

Children arriving at school early to undertake jobs, attend clubs, or receive 1-1 tuition will sign in on a sheet in the school reception area, or in the classroom so that their presence in the building is known in the event of a fire alarm.

At break times, two members of staff will be on duty on the playground throughout. Children must wait at the doors until a member of staff on duty informs them that they may go out. Children will be sent in to a First Aider with another child in the event of an accident.

At lunchtime, each class will be supervised by a mid-day supervisor. Additional staff may be used to supervise the changeover between sittings in the dining hall.

After school, children will only be released to the designated/identified person whom parents have made arrangements with to collect their child. Any change from this arrangement must be notified to school by parents by telephone, or preferably, in written format, e.g: letter or e-mail. In the event of non-notification, school will attempt to contact the parent for verification of any change. This may result in a child being kept at school until the parent can be contacted.

APPENDIX 3

ARRANGEMENTS FOR CONTROL OF VISITORS

All visitors must report to school reception where they will be asked to sign in on the electronic signing in system and where the necessary checks will be made. Visitor badges will be issued to identify and verify their presence to all staff and children during their stay. Short term visitors such as delivery personnel or parents collecting pupils for appointments will be allowed access to the reception area where they will wait under supervision.

During 2017 access controlled pedestrian and vehicle gates were installed to further enhance the control of visitors to school. CCTV is also used in the vicinity.

No child will be allowed to open the locked entry doors located in the school reception area.

APPENDIX 4

EVACUATION PROCEDURES AND EMERGENCY PLAN DURING SCHOOL HOURS

All rooms and corridors will carry a marked diagram indicating the escape routes in the event of an evacuation due to fire. Regular fire drills will take place each term to ensure that all stakeholders are practiced in, and familiar with, the evacuation procedures.

Mr Marsden, Mrs Brown, Mrs Cox and Mrs Roberts have been trained on re-setting the fire alarm.

Business Continuity and Site Security Plans are in place. Bright Futures Nursery and other neighbours in the locality will be informed in the event of a security risk/evacuation.

APPENDIX 5

RISK ASSESSMENT FORMAT

Risk Assessments will be undertaken for school trips, events, major projects and other school activities using a standard format.

Risk Assessments for fire risk, health and safety and COSHH will be undertaken during 2018.

APPENDIX 6

FIRE WARDENS/OFFICERS

In order to comply with Health and Safety legislation, several members of Staff have undertaken Fire Warden training. This was conducted by Tameside Fire Protection Ltd at Buckton Vale Primary School on 4th January 2016 and was attended by the following Staff:

Mrs D Brown (Headteacher)

Mrs L Cox (Admin Assistant)

Mr J Marsden (Site Manager)

Mr C Lister (ICT Manager)

Mrs S Mellor (Midday Assistant Supervisor)

Mrs C Roberts (Business Manager)

During the course staff were trained in the role and responsibilities of a Fire Warden.

Staff were also shown how to use a fire extinguisher in a proper and safe manner.

As a result of this training we are now able to update and improve our current evacuation process; this will incorporate having trained wardens at the fire assembly points and conducting a full and thorough building sweep.

Four members of staff will be conducting the final building sweep and each has been allocated a zone to check. Once their zone has been checked the wardens will evacuate the building and assemble on the playground.

The following are names of the wardens conducting the building sweep, and the zone for which they are responsible:

Mrs C Fairfoul is to check the Kitchen area; this is to include the toilet.

Mrs Cox will check hall, rear door in the kitchen area, site manager's room, and all toilets in reception area and across from the staff room, staff room, deputy headteacher's room and headteacher's room.

Mrs Roberts will collect the fire pack, registers, late book and in/out book and will start to verify class and staff numbers

Colin Lister will check the ICT Suite, reception class, Year 1/2, 2, 1, 3 classrooms; this is to include toilets in all areas and all storage rooms.

Jason Marsden is to check Years 3/4, 4/5, 5 and 6 classrooms; this is to include all toilets and storage rooms in these areas.

Wardens will appoint substitutes if they are aware that they will be absent from school.

APPENDIX 7

FIRE PROCEDURES FOR OUT OF HOURS EVENTS

Examples of out of hours events are:

Discos, Fairs, Parent Forum, Workshops, Booster Classes, Elections, Christmas Productions.

- *Risk Assessments relating to these events will be carried out prior to them taking place.*
- *Fire wardens will meet prior to any events to ensure that one will be in attendance.*
- *All shutters in the areas used will be left open during the events; those in areas not in use will be close unless they are fire exits.*
- *A fire warden who is a member of the Senior Leadership Team will be on site for all events involving pupils. Those events for parents only such as Parent Forums will be attended by the members of staff concerned and a fire warden.*
- *For events where numbers are controlled, for example, parent meetings, the members of staff in attendance will make all aware of fire exits and procedures at the start of the session. For events such as discos and fairs where people are constantly entering and leaving the building no register of people will be taken. However, the Fire Warden and/or staff in attendance at the event will lead those present out onto the playground in the event of an alarm. Gates to the playground will be left unlocked to ensure that people can leave the area if smoke or fire places them in danger.*
- *In all cases the fire warden in attendance will then sweep the building.*
- *In the case of a nativity an assessment of numbers using the standard calculation and available fire exists will be undertaken.*