

# HEALTH & SAFETY POLICY

FOR



**THIS POLICY IS TO BE USED IN CONJUNCTION WITH THE  
HEALTH AND SAFETY INSPECTIONS GUIDANCE NOTES  
AND APPENDICES.**

This template has been designed to complement and enhance existing Local Authority procedures and guidance in respect to health & safety. It does not supersede any specific health & safety policy.

Although the template has been produced with Educational Settings in mind, it serves as a generic template for a health & safety policy and should be adapted to meet your individual school's needs.

**As a user of the health & safety policy you must familiarise yourself with the whole document upon receipt of it and raise any queries immediately with the Head Teacher.**

# STATEMENT OF INTENT

The school's Governing Body and Senior Management Team recognise and accept their responsibilities for health and safety both under civil and criminal law and also under the Services to People's directorate scheme of delegation for local management of schools.

As responsible employers and/or persons in control of premises, the requirement to provide, so far as is reasonably practicable, a safe and healthy working environment for all employees, visitors and pupils is acknowledged.

In doing so, the school will expect all staff, parents, pupils and visitors to abide by the requirements of this policy.

In compliance with the Health and Safety at Work etc. Act 1974, this schools Governing Body will ensure so far as is reasonably practicable that:

- The premises are maintained in a safe condition.
- Safe access to and egress from the premises is sustained.
- All plant and equipment is safe to use.
- Appropriate safe systems of work exist and are adhered to.
- Sufficient information, instruction, training and supervision are available and provided.

The Governing Body will ensure through the Senior Management Team that adequate resources are set aside from the total budget allocation for the policy statement to be properly implemented.

Consultation with employee representatives will be held as and when appropriate on all matters affecting the health and/or safety of employees concerned.

This policy statement together with the organisational structure and the following arrangements and procedures will be reviewed annually.

**Name: Anne Hamilton**

**Name: Martin Bourke**

**Signature:**

**Signature:**

**Date: November 2018**

**Date: November 2018**

**Head Teacher**

**Chair of Governors**

# 1.0 ORGANISATION AND RESPONSIBILITIES

School level duties and responsibilities have been assigned to staff and governors as detailed below.

## Responsibilities of the Governing Body

The Governing Body are responsible for health and safety matters at a local level including but not restricted to:

- Ensuring adherence to the local authority health and safety policy, procedures and standards.
- Formulating a health and safety statement detailing the responsibilities for ensuring health and safety within the establishment.
- Reviewing the establishment's health and safety policy annually and implementing new arrangements where necessary.
- Monitoring, reviewing and evaluating the school's health and safety performance.
- Providing appropriate resources within the establishment's budget to meet statutory requirements and the local authority health and safety policy, procedures and standards.
- Receiving from the Head Teacher or other nominated member of staff reports on health and safety matters and reporting to (the local authority, or other body as necessary), any hazards which the establishment is unable to rectify from its own budget.
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with.
- Promoting a positive health and safety culture and high standards of health and safety within the establishment via the nomination of a named health and safety governor.
- Ensuring that when awarding contracts health and safety is included in specifications and contract conditions and takes account of local authority policy and procedures.

**NOMINATED GOVERNOR**

**John Humphries**

**Will be reviewed November 2019**

## **Responsibilities of the Head Teacher**

Overall responsibility for the day to day management of health and safety in accordance with the [Local Authority's health and safety policy and procedures] / [governing body's health and safety policy and procedures] rests with the Head Teacher.

As manager of the establishment and of all the activities carried on within it, the Head will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds.

The Head Teacher has responsibility for:

- Co-operating with the Local Authority and governing body to enable health and safety policy and procedures to be implemented and complied with.
- Ensuring effective health and safety management arrangements are in place for carrying out regular inspections and risk assessments, implementing actions and submitting inspection reports to the governing body and Local Authority where necessary.
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors.
- Carrying out health and safety investigations.
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training.
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Reporting to the Local Authority any hazards which cannot be rectified within the establishment's budget.
- Ensuring that the premises, plant and equipment are maintained in a serviceable condition.
- Monitoring purchasing and contracting procedures to ensure compliance with local authority policy.

**HEAD TEACHER**

**NAME Anne Hamilton**

The Head Teacher may choose to delegate certain tasks to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Head Teacher from the overall day to day responsibilities for health and safety within the establishment.

The task of overseeing health and safety on the site has been delegated by the Head to:

## **School Business Manager - Debi Torkington**

## **Site Manager - Matthew Cunningham**

### **Responsibilities of other Teaching Staff/Non-Teaching Staff holding posts of special responsibility**

- Apply the school's health and safety policy to their own department or area of work and be directly responsible to the Head Teacher for the application of the health and safety procedures and arrangements.
- Maintain or have access to an up to date library of relevant published health and safety guidance from sources including CLEAPSS, AfPE etc., and ensure that all subordinate staff are aware of and make use of such guidance.
- Ensure regular health and safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented.
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control.
- Resolve health, safety and welfare problems members of staff refer to them, and inform the Head/individual with delegated authority of any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- Ensure that all accidents (including near misses) occurring within their department are promptly reported and investigated using the appropriate forms etc.
- Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.

## **Responsibilities of Employees**

Under the Health and Safety at work etc. Act 1974 all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health, safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their Line Manager.
- Report immediately to their Line Manager any shortcomings in the arrangements for health and safety.
- Ensure that they only use equipment or machinery that they are competent/have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

## **2.0 POLICY REVIEW**

The Head Teacher/individual with delegated responsibility for health and safety will undertake the necessary arrangements for procedures to be examined and workplaces to be inspected to ensure that precautions remain suitable and sufficient by conducting a whole school Annual Risk Assessment and Safety Review. Feedback from this process will be referred to the Governing Body.

Governors are required to take steps to ensure that they are kept informed of Stockport Metropolitan Borough Council's advice and guidance on health and safety matters.

Health and safety is a regular, termly item on the agenda of either a full meeting of the governing/senior management body or an appropriate sub-committee of governors (e.g. premises, resources etc.).

# **3.0 SCHOOL HEALTH & SAFETY COMMITTEES**

## **SCHOOL GOVERNANCE ARRANGEMENTS**

Within the overall governance arrangements in schools governing bodies have a health and safety governor with one of the Governing Body Committees having an oversight of on-going health and safety issues which are then reported in their minutes to the full governing body once per term.

Any inspections, audits or incidents, policy or practice changes should also be reported and signed off by the Chair of Governors and Head Teacher as an evidential audit trail which can be used by the school if any incident should occur.

## **INVOLVEMENT OF SCHOOL STAFF**

School based staff in order to ensure the efficient management of health and safety throughout school can be involved in a health and safety committee at St. Joseph's Catholic Primary School.

## **MEMBERSHIP OF THE HEALTH & SAFETY COMMITTEE**

Three members of the governing body will serve on the Health and Safety Committee.

The committee will:

- look at the facts in an impartial way;
- consider what precautions might be taken;
- recommend appropriate actions;
- monitor progress with implementing the health and safety interventions.

## **FREQUENCY OF MEETINGS**

**Health and safety meetings will be held once per year**

Being a member of the health and safety committee is part of a person's role as a health and safety representative, so they should not suffer a loss of pay when they attend meetings or carry out other activities on behalf of the committee.

## **4.0 ARRANGEMENTS**

The following list of arrangements covers the key elements of the Health and Safety policy.

- Appendix 1 - Accident Reporting Procedures**
- Appendix 2 - Air Conditioning Equipment**
- Appendix 3 - Asbestos**
- Appendix 4 - Catering Equipment and Catering Ventilation**
- Appendix 5 - Contractors**
- Appendix 6 - Display Screen Equipment**
- Appendix 7 - Drainage**
- Appendix 8 - Electrical Installations**
- Appendix 9 - Fire Evacuation and other Emergency Arrangements**
- Appendix 10 - Fire Prevention, Testing of Equipment**
- Appendix 11 - First Aid and Medication**
- Appendix 12 - Flammable and Hazardous Substances**
- Appendix 13 - Fume Cupboards**
- Appendix 14 - Gas Installations**
- Appendix 15 - Gates and Barriers**
- Appendix 16 - Health and Safety Information and Training**
- Appendix 17 - Health and Safety Monitoring and Inspections**
- Appendix 18 - Heating and Ventilation Systems**
- Appendix 19 - Hearing Loop Systems**
- Appendix 20 - Insurance Inspections (Thorough Examinations)**
- Appendix 21 - Kilns**
- Appendix 22 - Legionella**
- Appendix 23 - Lettings/Shared Use of Premises**
- Appendix 24 - Lifting and Handling**
- Appendix 25 - Lifting Equipment and Hoists**
- Appendix 26 - Lightning Conductors**

- Appendix 27 - Lone Working**
- Appendix 28 - Minibuses**
- Appendix 29 - Offsite Visits**
- Appendix 30 - Playground Equipment**
- Appendix 31 - Premises Work Equipment**
- Appendix 32 - Risk Assessments**
- Appendix 33 - Sewage Pumping Stations**
- Appendix 34 - Stage Equipment**
- Appendix 35 - Steel Chimneys**
- Appendix 36 - Stress/Wellbeing**
- Appendix 37 - Swimming Pools and Hydro Pools**
- Appendix 38 - Tree Surveys**
- Appendix 39 - Vehicles**
- Appendix 40 - Work Experience**
- Appendix 41 - Work at Height**

## 5.0 APPENDICES

### APPENDIX 1

#### ACCIDENT REPORTING PROCEDURES

In accordance with the Local Authorities accident/incident reporting procedure employees must report accidents, violent incidents, dangerous occurrences, and near misses on the relevant forms.

Copies of these forms are available on the shared area or the school office

- A local accident book located in the staff room is used to record all minor incidents to pupils; any more significant incidents must also be reported to the Local Authority.
- School accident reports will be monitored for trends and a report made to the Governors, as necessary.
- The Head Teacher, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

#### **Reporting to the Health and Safety Executive (HSE)**

Incidents involving a fatality or other injury will be reported immediately to the Authority's Occupational Safety and Health Team on 0161 474 3056 and the Health and Safety Executive (HSE) on 0845 300 9923 or on-line at <http://www.hse.gov.uk/riddor/>.

Incidents resulting in the following must be reported to the HSE within 15 days of the incident occurring.

- A pupil or other non-employee being taken to hospital and the accident arising as the result of a curriculum activity, the condition of the premises/equipment, lack of supervision etc.
- Employee absence, as the result of a work related accident, for periods of 7 days or more (including W/E's and holidays).

Any incident notified to the HSE must also be reported to the Occupational Safety

and Health Team.

## APPENDIX 2

### ASBESTOS

The Authority's guidance on Managing Asbestos in Schools and other Educational Establishment's will be followed.

The asbestos register is held in Site Manager's Office and will be made available to all staff and visiting contractors prior to **any** work commencing on the fabric of the building or fixed equipment.

The Establishment's Asbestos Authorising Officers are Matthew Cunningham and refresher training is undertaken.

The authorising officers shall ensure:

- The asbestos log is maintained and that any changes are recorded and notified to the Authority.
- **All** work on the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- An annual visual inspection of asbestos containing materials on site is conducted and recorded in the asbestos log.

Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air. **Under no circumstances must staff drill or affix anything to walls without first obtaining approval from an Asbestos Authorising Officer.**

Any damage to materials known or suspected to contain asbestos should be reported to Matthew Cunningham/Debi Torkington who will contact the Authority for guidance.

Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building should be reported to Debi Torkington.

<p><b>CATERING EQUIPMENT and CATERING VENTILATION</b></p>
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Gas catering equipment must be inspected annually and is regulated by the Gas Safety (installations and Use) Regulation 1998.

Catering Extraction systems are also regulated by The Gas Safety (Installation and Use) Regulation 1998.

The annual servicing to a school's kitchen extraction system should be inspected and tested by a competent engineer and will include where appropriate, CO<sub>2</sub> and CO emission testing.

Testing is required to be in accordance also with HSE Catering Information Sheet 23 (rev1).

The service should also include the cleaning of the filters, fans and canopies in accordance with HVCA Ventilation Hygiene Guide to Good Practice.

Contractors employed in this work must be Gas Safe Certified.

A service report should be left on site following each visit at the office

Any defects will be reported immediately to the SBM/ Site Manager

## CONTRACTORS

All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice.

All contractors must report to school office/reception where they will be asked to sign the visitors book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.

Matthew Cunningham the site manager is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work.

### **School Managed Projects**

Where the school undertakes projects direct the governing body would be considered the 'client' and therefore have additional statutory obligations.

These are managed by Site Manager/the school's business manager or depending on the contractor the Diocese of Shrewsbury, who will ensure that landlords consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought. This would include whether CDM<sup>1</sup> regulations will apply.

The school's SBM/ The Diocese of Shrewsbury will undertake appropriate competency checks prior to engaging a contractor to ensure health and safety regulations are adhered to.

Contractors will be asked to provide risk assessments and method statements specific to the site and works to be undertaken. The school, contractor(s) and any subcontractor(s) involved will agree the risk assessment and safe systems of work to be used prior to works commencing on site. It is recommended that the Contractors Site Manager has CRB clearance.

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<sup>1</sup> CDM refers to the Construction (Design and Management) Regulations 2007 and apply to any building, demolition, maintenance or refurbishment work.

Such projects are notifiable to the HSE where the work exceeds 30 days or involves more than 500 person days of work. In addition two specific and specialist roles of CDM Co-ordinator and Principal Contractor must be appointed.

In such instances it is recommended that an agent be used to work on the schools behalf.

**DISPLAY SCREEN EQUIPMENT (DSE)**

All staff who habitually use computers as a significant part of their normal work (significant is taken to be continuous/near continuous spells of an hour at a time) e.g. admin staff, bursars etc. shall have a DSE assessment carried out by their Line Manager.

Those staff identified as DSE users shall be entitled to an eyesight test for DSE use every 2 years by a qualified optician (and corrective glasses if required specifically for DSE use).

Advice on the use of DSE is available via Office Online.

**DRAINAGE**

Drainage system inspection and maintenance should be carried out annually, using a planned preventative maintenance service which should be tailored to schools individual needs.

Contractors should be suitably qualified and comply with:  
NRSWA 1991  
Confined Space Regulations

Planned maintenance will avoid the inconvenience and embarrassment of blockages, unpleasant odours or health hazards through clearing of drains, sewers and associated pipework.

All components of the system should be inspected and jetted including gulley's, pits and chambers.

A simple schematic drawing of the system should be provided with details of any issues and recommendations, if required, simple further investigation can be achieved via CCTV monitoring and follow up reporting.

A service report should be left on site following each visit and left in the school office.

<p><b>ELECTRICAL INSTALLATIONS</b></p>
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The IEE Wiring Regulations 17<sup>th</sup> Edition and the BS 7671-2008 Code of Practice recommends that the fixed electrical installation of a school is inspected on a five-yearly cycle.

The depth and complexity of the testing at a school will depend upon the age and condition of the installation.

Electrical test and inspection of the fixed wiring and fixed appliances must be undertaken by qualified and competent engineers.

This should include a full Fixed Wiring Inspection Report which will highlight and prioritise any remedial works required to the electrical system.

The engineers report should explain the priority of the remedial work and the classification given to the remedial work.

The contractor undertaking this inspection and testing must be fully approved and a member of NICEIC (National Inspection Council for the Electrical Contracting Industry).

A fixed wiring inspection report should be left on site following each visit at the school office

A fixed electrical installation contract is in place with and inspections undertaken on a five yearly cycle by them.

Any defects will be reported immediately to the Diocese of Shrewsbury.

## FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The Head Teacher is responsible for ensuring the fire risk assessment is undertaken and implemented following Local Authority guidance. The fire risk assessment is located in school office in the Fire Safety Folder. and reviewed on an annual basis.

### Fire Instructions

These documents are made available to all staff and included in the establishment's induction process.

An outline of evacuation procedures are made available to all contractors/visitors and are posted throughout the site.

Emergency exits, fire alarm call points, assembly points etc. are clearly identified by safety signs and notices.

### EMERGENCY PROCEDURES

#### Fire and Evacuation

Fire and emergency evacuation procedures are detailed in [the staff handbook]/ and a summary posted in each classroom.

These procedures will be reviewed at least annually.

Emergency contact and key holder details are maintained by Stockport MBC and updated following any changes.

Personal Emergency Evacuation Forms (PEEP'S) are completed to assist in the evacuation of a person with a disability and are maintained by **SBM** and updated following any changes.

#### Fire Drills

- Fire drills will be undertaken termly and a record kept in the fire log book.

#### Fire Fighting

- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting**

- **themselves at risk**, using portable fire fighting equipment.
- Ensure the alarm is raised BEFORE attempting to tackle a fire.  
[Staff are made aware of the type and location of portable fire fighting equipment and receive basic instruction in its correct use].
- **Details of service isolation points** (i.e. gas, water, electricity) are located in the critical incident policy.

<p><b>FIRE PREVENTION, TESTING OF EQUIPMENT</b></p>
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**TESTING OF THE FIRE ALARM SYSTEM**

Fire alarm call points will be tested weekly in rotation by the Site Manager and a record kept in the fire log book. This test will occur at 7.15 am every Friday.

Any defects on the system will be reported immediately to the alarm contractor/electrical engineer at Solutions SK.

A fire alarm maintenance contract is in place with Solutions SK and the system tested every 6 months by them.

**INSPECTION OF FIRE FIGHTING EQUIPMENT**

Firequeen undertakes an annual maintenance service of all fire fighting equipment.

The Site Manager completes weekly checks that all fire fighting equipment is available for use and operational and for any evidence of tampering.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to Firequeen

**EMERGENCY LIGHTING SYSTEMS**

These systems will be checked for operation monthly in house by [Matthew, the site Manager and **6 monthly** by Solutions SK

Test records are located in the site's fire log book.

**MEANS OF ESCAPE**

The Site Manager completes weekly checks for any obstructions on exit routes and ensures all final exit doors are operational and available for use.

<b>FIRST AID AND MEDICATION</b>
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**FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:**

**Staff room, Outside Year 2, In the hall, The junior corridor and the annexe building**

Alison Geldard is responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check should be made at least termly.

The following staff are available to provide first aid:-

**TRAINED TO FIRST AID AT WORK LEVEL (18 hours):**

Alison Geldard, Nick Pollitt, Vicki Anderson, Vicky Stokes, Sharon Rothwell, Cath Hand and Sue Wilkins

**TRAINED TO EMERGENCY AID LEVEL (6 hours):**

As above

**TRAINED TO EYFS STANDARD (PAEDIATRIC FIRST AID, 12 hours):**

As above

The Head Teacher will ensure that first aiders have a current certificate and that new persons are trained should first aiders leave.

**Transport to hospital:** If the first aider or Head Teacher considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents and/or guardians cannot be contacted.

The school will follow the procedure for completion of incident/accident records in accordance with Local Authority guidance.

## **Administration of Medicines**

All medication will be administered to pupils in accordance with the Authority's Managing Medicines in Schools and Early Years Settings guidance.

The only medication kept and administered within school are those prescribed specifically for a pupil at the request of the parent/guardian and with the consent of the Head Teacher.

Records of administration will be kept by Alison Geldard and those staff administering medicines

No member of staff should administer any medicines unless a request form has been completed by the parent/guardian.

All medications kept in school are securely stored in the medicine fridge in the staff room with access strictly controlled.

Where children need to have access to emergency medication i.e. asthma inhalers, epi-pen etc., it will be kept in classrooms, and clearly labelled.

## **Health Care Plans**

Health care plans are in place for those pupils with complex medical needs e.g. chronic or on-going medical conditions (e.g. diabetes, epilepsy, anaphylaxis etc.). These plans are reviewed annually by the Sendco and written precautions/procedures made available to staff.

Staff undergo specific training related to health conditions of pupils and administration of medicines (e.g. diabetes, epilepsy, anaphylaxis etc.) by a health professional as appropriate.

Training records are kept in the safeguarding file maintained by the Headteacher.

<b>FLAMMABLE AND HAZARDOUS SUBSTANCES</b>
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Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the ***Control of Substances Hazardous to Health Regulations 2002*** (the COSHH Regulations).

Within curriculum areas (in particular Science and Design Technology) then Heads of Department are responsible for COSHH and ensuring that an up to date inventory and model risk assessments contained in the relevant national publications (CLEAPSS, Association for Science Education's "Topics in Safety" etc.) are in place.

In all other areas the establishments nominated person(s) responsible for substances hazardous to health

They shall ensure:

- An inventory of all hazardous substances used on site is compiled and regularly reviewed.
- Material safety data sheets are obtained from the relevant supplier for all such materials.
- Risk assessments are conducted for the use of hazardous substances (where generic risk assessments are available e.g. for products purchased these are adapted to suit specific use of material on site).
- All chemicals are appropriately and securely stored out of the reach of children.
- All chemicals are kept in their original packaging and labelled (no decanting into unmarked containers).
- Suitable personal protective equipment (PPE) has been identified and is available for use.

PPE is to be provided free of charge where the need is identified as part of the risk assessment.



## GAS INSTALLATIONS

### Gas Leak Detection Systems

Gas leak detection is the process of identifying potentially hazardous gas leaks by means of various sensors. These sensors usually employ an audible alarm to alert people when a dangerous gas has been detected.

Gas installations and servicing/maintenance should only be undertaken by GAS SAFETY registered competent persons. The Gas Safety Scheme, overseen by the HSE, replaced the CORGI Register on the 1<sup>st</sup> April 2009. The Gas Safety (Installation and Use) Regulations 1998 outline the legislative requirements in relation to gas safety.

### Gas Soundness Test

In accordance with BS EN 15001-2:2008 and EN 15001-2:2008 (E) The frequency of Gas Soundness Inspections shall be based on an estimate of criticality (potential degradation), and in conformity with National regulations. An inspection should be carried out at least every five years.

A schools first scheduled inspection should be carried out within 12 months of commissioning and should be conducted by a competent Gas Safe registered person.

Following the inspection a report including recommendations should be provided to the school and needs to be kept for at least five years.

A gas inspection contract is in place with Dodds and undertaken [every 5 years] by them.

Any defects will be reported immediately to Dodds

**GATES AND BARRIERS**

Fatal accidents have occurred within the Greater Manchester region and in Stockport, and SMBC recommends that all schools have their gates, barriers and fencing inspected by a suitably qualified, competent and insured engineer.

Inspection of a schools gates, barriers and fencing should be carried out on an annual basis.

If any dangerous gates or fences are found then prohibition notices will be issued accordingly.

Following the inspection a report including findings, recommendations and photographs as required should be provided to the school Mr. Cunningham keeps the records

A gate and barrier inspection contract is in place with Cone and undertaken annually by them.

Any defects will be reported immediately to them.

## HEALTH AND SAFETY INFORMATION & TRAINING

### Consultation

The health and safety governor carries out spot checks on site on a regular basis and reports it to the Governing body.

The termly meets to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management.

### Communication of Information

Detailed information on how to comply with the Authority's health and safety policy is available on Office Online.

The Occupational Safety and Health Team, Tel: 0161 474 3056 provide competent health and safety advice for Community, Special and Voluntary Controlled schools.

The school buys back health and safety advice from the LA

### Health and Safety Training

Health and safety induction training will be provided and documented for all new employees by their mentor

The Head Teacher is responsible for ensuring that all staff are provided with adequate information, instruction and training and identifying the health and safety training needs of staff.

All employees will be provided with:

- Induction training in the requirements of this policy;
- Update training in response to any significant change;
- Training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.);
- Refresher training where required.

Training records are held by the SBM who is responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits.

The Head Teacher will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing to the Head Teacher's/Line Manager's attention their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

**HEALTH AND SAFETY MONITORING AND INSPECTIONS**

A general inspection of the site will be conducted termly and be undertaken/co-ordinated by John Humphries

Monitoring inspections of individual departments will be carried out by Heads of Department or nominated staff. Records of such monitoring will be kept by Anne Hamilton

A named governor John Humphries will be involved/undertake an audit/inspection on an annual basis and report back to both the relevant sub-committee and full governing body meetings. This governor through monitoring will also cover management systems in addition to inspecting the premises.

Advice and a sample health & safety audit checklist can be found on Office Online.

Inspections will be conducted jointly with the establishment's health and safety representative(s) if possible.

## HEATING AND VENTILATION SYSTEMS

In line with the Gas Safety (in use) Regulations 1998, gas heating boilers and water heaters have to be serviced, tested and maintained annually.

This service will include:

- Cleaning of the boiler heating surfaces
- Servicing of the gas burner
- Gas tightness testing of local gas pipework to the boiler
- Combustion and efficiency testing of the boiler

Following the service a report including combustion efficiency details and a gas safe certificate must be issued, together with any recommendations.

A gas inspection contract is in place with Dodds and undertaken annually by them.

Any defects will be reported immediately to Carillion.

### Heating Control Systems

Heating controls will vary from complex integrated systems such as Building Management Systems (BMS) to standard time switch controls.

Heating control systems should be inspected and maintained annually to ensure full efficiency and optimum fuel use of the installation.

Building Management Systems (BMS) are complex integrated systems involving outstations and central units whose operation relies on computer interactive management. An annual maintenance service regime by a competent engineer will include checking and calibrating all sensors, valve response checks to ensure the system is operating effectively, and a report on any issues or recommendations to improve the efficiency of the system.

Following the inspection a report including recommendations should be provided to the school.

<p><b>LEGIONELLA</b></p>
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The school complies with Local Authority advice on the potential risks from legionella.

A water risk assessment of the school has been completed by HSL and Matthew Cunningham is responsible for ensuring that operational controls are being conducted and recorded in the water log book.

Matthew Cunningham will be responsible for undertaking basic operational controls in lieu of a water risk assessment being conducted by HSL.

This will include:

- Identifying and flushing rarely used outlets on a weekly basis and after school holiday periods.
- Conducting necessary water temperature checks (monthly).
- Disinfecting/descaling showers or other areas where water droplets are formed (quarterly).



**LONE WORKING**

Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary.

Work involving potentially significant risks (for example work at height) **should not** be undertaken whilst working alone.

Where lone working cannot be avoided staff should:

- Obtain the Head Teacher's/Senior Member of staff's permission and notify him/her on each occasion when lone working will occur.
- Ensure they do not put themselves or others at risk. Refer to Local Authority guidance.
- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc.
- When working off site (e.g. when visiting homes) notify a colleague of their whereabouts and the estimated time of return. Staff undertaking home visits to obtain as much background information as possible about the child/family being visited.
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so. Security will telephone Matthew Cunningham if there is a problem with the alarm
- Report any incidents or situations where they may have felt uncomfortable.

## **OFFSITE VISITS**

All offsite visits and journeys will be planned following guidance contained in the Local Authority guidance manual.

The Authority's Co-ordinator of Off-Site Visits must be notified of all level 3 and 4 visits. In general such visits/journeys involve hazardous and/or adventurous activities, on a daily basis, to remote or demanding geographical areas or residential visits. Forms can be downloaded from Office Online and an 'Off-site Visits Approval Form' should be submitted to the Co-ordinator of Off-site Visits.

Each establishment should designate a member of staff as the Educational Visits Co-ordinator (EVC). The EVC will advise in the planning and management of all off-site visits. The EVC will support visit leaders, the Head Teacher and governors by ensuring that the Local Authority's guidelines for leading off-site visits are followed.

The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the school's EVC(s) Michelle Davies who will check the documentation and planning of the trip and if acceptable initially approve the visit before referring to Mrs. Hamilton the Headteacher.

## **APPENDIX 31**

### **PREMISES AND WORK EQUIPMENT**

## **Electrical Safety**

All staff should monitor the condition of plugs, cables and electrical equipment and conduct a quick visual inspection prior to use.

All portable items of electrical equipment will be subject to PAT (portable appliance testing) annually, conducted by Bradbell.

Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and be subjected to the same tests as school equipment.

Major fixed wiring circuits will be checked at least once every five years.

## RISK ASSESSMENTS

### General Risk Assessments

The school risk assessments (for all activities, teaching and non teaching, premises and one off activities) will be co-ordinated by The Headteacher and the school's Business Manager following Local Authority guidance and are approved by the Head Teacher.

These risk assessments are available for all staff to view and are held centrally in in the school office

Risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff are made aware of any changes to risk assessments relating to their work.

### Individual Risk Assessments

Specific risk assessments relating to individuals, e.g. staff member or young person/pupil are held on that person's file and will be undertaken by SBM, teacher or Headteacher.

It is the responsibility of staff to inform their Line Manager of any medical condition (including pregnancy) which may impact upon their work. Such risk assessments will be reviewed on a regular basis.

### Curriculum Activities

Risk assessments for curriculum activities will be carried out by class teachers using the relevant codes of practice and model risk assessments developed by national bodies.

Whenever a new course is adopted or developed all activities are checked against the model risk assessments and significant findings incorporated into texts in daily use i.e. schemes of work..

All Local Authority schools have a subscription to CLEAPSS and in science and DT their publications can be used as sources of model risk assessment.

<p><b>STRESS/WELLBEING</b></p>
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The school and governing body are committed to promoting high levels of health and well being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and Local Authority management standards.

The school's well-being co-ordinator is Mrs. Hamilton.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads e.g. Performance management, mentoring, staff able to speak to Head Teacher/Senior Management, stress risk assessments etc.].

**VEHICLES ON SITE**

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents/guardians when bringing children to school or collecting them.

The access from the road shall be kept clear for emergency vehicles.

The vehicle access gate must not normally be used for pedestrian access. If an event is being held outside of normal school activities for which this is the sole access, then all due care must be taken to ensure the safety of those passing through this entrance.

Staff cars detail permits so that they can park in the church car par and there is a one way system in and out of the site on school days.

## WORK EXPERIENCE

The school has a separate work experience policy which is regularly reviewed and updated. Debi Torkington is responsible for managing and co-ordinating work related learning within the school following Local Authority guidance and in accordance with the Quality Standard for Work Experience.

The school retains a duty of care for all students undertaking work experience and must ensure the placement is appropriate, therefore:

- All students are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities.
- All placements (including private placements) are subject to pre-placement checks. No work experience placement will go ahead if deemed unsuitable.
- Pre-placement health and safety assessments must be carried out by competent people<sup>2</sup> and supporting documentation completed.
- Where work placements form part of the vocational qualification offered by a FE college then the college is responsible for ensuring equivalent placement checks are conducted.
- Every student will receive a placement job description highlighting tasks to be undertaken and any necessary health and safety information which is passed onto the parent/guardian.
- Arrangements will be in place to visit/monitor students during the placement.
- Emergency contact arrangements are in place (including out of school hours provision) in order that a member of school staff can be contacted should an incident occur.
- All incidents involving students on work placement activities will be reported to the placement organiser at the earliest possible opportunity.

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<sup>2</sup> In order to be deemed competent an individual should hold a suitable nationally accredited/recognised qualification(s). E.g. IOSH (The Institute of Occupational Safety and Health) Managing Safely qualification, Health and Safety for Work-placement Personnel course or HSS8 (Formerly ENTO Unit D) Review Health and Safety Procedures in Workplaces. In addition to having occupational competence, knowledge and understanding in relation to sector specific placements. Particularly in high risk placements such as construction, agriculture, equestrian etc.

## WORKING AT HEIGHT

Working at height can present a significant risk, where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height.

When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs etc.

The establishments nominated person(s) responsible for work at height is Matthew Cunningham

The nominated person(s) shall ensure:

- All work at height is properly planned and organised;
- The use of access equipment is restricted to authorised users;
- All those involved in work at height are trained and competent to do so;
- The risks from working at height are assessed and appropriate equipment selected;
- A register of access equipment is recorded and all equipment is regularly inspected and maintained;
- Any risks from fragile surfaces are properly controlled.