



**STOCKPORT**  
METROPOLITAN BOROUGH COUNCIL

**SERVICES TO PEOPLE**

# **HEALTH, SAFETY and WELFARE POLICY**

**FOR**

***Moss Hey Primary School***



**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: Elise Messham**

**Name: Owen Twiss**

**Signature: *E Messham***

**Signature: *O Twiss***

**Date: 15/11/2021**

**Date: 15/11/2021**

**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:      NAME : James Jenkins**

## **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 Elise Messham**

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**

**NAME: Rachel Burke**

**To be responsible to the Headteacher for the maintenance of school site and buildings and efficient operation of facilities with specific relation to health, safety, wellbeing and security including the following:**

- LIST OF HEALTH SAFETY AND WELFARE TASKS TAKEN FROM JOB DESCRIPTION

Under the Health and Safety at work etc. Act 1974 all employees have general health and safety responsibilities. Your daily work activities in relation to the above health and safety tasks, will be monitored and held accountable by the headteacher.

**School Site Manager**

**NAME: Greg Dalton**

**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.

It is recommended that 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.).

Establishments will need to review and amend where necessary their health and safety policy. It is recommended that a review be carried out annually.

Once completed the policy should be communicated to all staff (teaching and support staff) and be linked to the induction of all new staff.



## **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**

It is good practice to involve school based staff in order to ensure the efficient management of health and safety throughout school.

It is a minimum requirement that Head Teachers consult with elected health and safety representatives but the Health and Safety Executive (HSE) would advise that it is good practice, particularly in larger primaries and secondary schools, that a Health and Safety Committee be established. Should two or more union appointed health and safety representatives request this be done in writing then the school would have no option but to establish one within a period of three months.

The following advice is based on the guidance from the HSE on Committees and we would advise schools to follow this when they are establishing their Committees.

### **HOW TO SET UP YOUR HEALTH AND SAFETY COMMITTEE**

When setting up your Health and Safety Committee, you can choose to include all employees from the beginning or make the initial arrangements yourself. As consultation is about talking and listening to each other, ideally you should agree arrangements with your employees from the start. It involves them early so gives them a say in how the committee should run.

If you have union-appointed representatives, the union will have written to you to let you know who they are and they may have requested that you set up a committee.

If you do not have union-appointed representatives, or they are not representing everyone, then you will have to arrange elections for your employees so they can choose their representatives. If you want to involve your employees from the beginning of the process, then you can set up a small joint working group to get the committee started. They can help you with arrangements for organising the election.

A working group may only need to meet a few times to get the early arrangements sorted out. The size should be manageable for the aims you want to achieve, usually between 6-8 members but it will depend on your school/business. It should include at least one, perhaps two senior managers committed to the process of setting up a health and safety committee. They should also be able to speak authoritatively on behalf of the school.

Other members should either be interested volunteers or employees with the right skills or knowledge to help you. The working group can discuss and agree the election process with you. Once you know who your representatives are, then you can start to consult with them about how the Health and Safety Committee will work in practice.

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

There is no correct number of committee members because the circumstances will vary. How many management and employee representatives you have on your committee will depend on the size and spread of your school and the types of work done.

### Good practice

- Involve a variety of people - a health and safety committee made up of employee representatives;
- Consult representatives - consult employee representatives to agree the membership and size of a safety committee;
- Represent all groups - keep the total size reasonably small, but ensure all significant employee groups are represented;
- Keep a balance - make sure employee representatives are not out-numbered by management representatives;
- Represent employees - consider agreeing to more employee representatives rather than equal numbers of employee and management representatives as this shows you are not dominating the committee;
- Keep a single location - ensure a committee's work is related to a single establishment not a collection of geographically different places; and
- Avoid duplication - avoid duplicating committees for the same workplace, for example to represent different levels of staff.

## **WHAT YOUR HEALTH & SAFETY COMMITTEE WILL DO**

A committee meeting gives you the opportunity to discuss with your employee representatives the general matters about which you must consult your workforce.

To ensure you cover all relevant issues, the committee should agree some standing items for the agenda and allow for other items to be added as necessary. Consider standing items such as:

- statistics on accident records, ill health, sickness absence;
- accident investigations and subsequent action;
- inspections of the workplace by enforcing authorities, management or employee health and safety representatives;
- risk assessments;
- health and safety training;
- emergency procedures; and
- changes in the workplace affecting the health, safety and welfare of employees.

If the health and safety committee is discussing accidents, the aim is to stop them happening again, not to give blame. Committees should:

- 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.

### Good practice

- Think about minor incidents - when considering statistics on accident and injury records, examine information about minor injuries and incidents;
- Address strategic issues - to be effective, health and safety committees should address strategic issues.

## **FREQUENCY OF MEETINGS**

Your health and safety committee should meet regularly. A suggestion would be once per term.

## **COMMITTEE RESOURCES**

What resources will employee representatives need as committee members?

It is good practice to provide both health and safety representatives appointed by trade unions and those elected by your employees the same resources, although you are only required to do this for union-appointed representatives. Employee health and safety representatives need to have:

- time to prepare for meetings as management representatives would;
- access to the same information for the purposes of the discussion at the meetings; and
- training that is reasonable in the circumstances to allow them to perform their role, which includes attending health and safety committee meetings for union-appointed representatives. Training for representatives can help them to contribute equally to the committee's aims and purpose.

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 a Health and Safety policy. Please add any others that you feel should be part of this document and/or delete those that do not apply to you.

- 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 **via the school office**.

- Local accident books **located in the OOS room, Year 3 art area and staffroom** are 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 major 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.

**AIR CONDITIONING EQUIPMENT**

Air conditioning equipment in most circumstances will comprise of relatively small package units, unless a particular school has a requirement for a major cooling load, in a situation like this a central refrigeration plant may be needed.

In the case of individual units, service and maintenance should be carried out as per manufacturer's instructions, but is usually 6 monthly and annually.

The maintenance will check all their component parts such as filters, compressors, condensers, evaporators, chillers, and refrigerant leakage etc.

Therefore, the system as a whole should be maintained on an annual or biannual basis in accordance with the Standard Maintenance Specification HVCA SFG 20, and manufacturer's recommendations.

As of the 4th of January 2011, all air conditioning systems over 12 kW combined cooling capacity requires an ACI (Air Conditioning Inspection). New systems over 12 kW installed after January 2008 must be inspected within 5 years of being put into service.

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

An air conditioning contract is in place with **KPM Ltd** and the system tested **6 monthly** by them.

Any defects on the system will be reported immediately to the air conditioning contractor KPM Ltd 01606 784689.



<p style="text-align: center;"><b>ASBESTOS</b></p>
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The Authority's guidance on Managing Asbestos in Schools and other Educational Establishment's will be followed.

The asbestos register is held in **the school 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 **Elise Messham and Greg Dalton** 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 **Elise Messham** 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 **Elise Messham**.

**CATERING EQUIPMENT and CATERING VENTILATION**

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 **in the school office**.

A catering equipment and ventilation contract is in place with **Impact Hygiene via Stockport Homes** and inspections undertaken **annually** by them.

Any defects will be reported immediately to **Impact Hygiene via Stockport Homes on 0161 217 6016**

## 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 the school office 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.

**Rachel Burke & Greg Dalton** are 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 **Elise Messham, Headteacher** 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.

**Elise Messham, Headteacher** 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 **in the school office.**

A drainage system and monitoring contract is in place with **Drainage Consultants Ltd via Stockport Homes** and inspections undertaken **annually** by them.

Any defects will be reported immediately to **DCL via Stockport Homes on 0161 217 6016.**

**ELECTRICAL INSTALLATIONS**

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 **in the school office.**

A fixed electrical installation contract is in place with **The Dodd Group via Stockport Homes** and inspections undertaken on a **five-yearly cycle** by them.

Any defects will be reported immediately to **The Dodd Group via Stockport Homes on 0161 217 6016.**



## 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 **the fire log book** 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 **Rachel Burke** 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 **Elise Messham** 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 should be 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) [gas – outside caretaker’s room; water – at front of school on raised bed behind parked cars; electricity – electricity cupboard by office door and also outside Y1 room in the playground].
- **Details of chemicals and flammable substances on site.** An inventory of these will be kept by **Greg Dalton Site Manager** as appropriate, for consultation.

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

Fire alarm call points will be tested weekly in rotation by **Greg Dalton** and a record kept in the fire log book. This test will occur **weekly**.

Any defects on the system will be reported immediately to the alarm contractor/electrical engineer **1<sup>st</sup> Alarms Ltd 01663 734030**.

A fire alarm maintenance contract is in place with **1<sup>st</sup> Alarms Ltd** and the system tested **6 monthly** by them.

**INSPECTION OF FIRE FIGHTING EQUIPMENT**

**Walker Fire via Stockport Homes** undertakes an annual maintenance service of all fire fighting equipment.

**Greg Dalton** 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 **Walker Fire via Stockport Homes on 0161 217 6016**.

**EMERGENCY LIGHTING SYSTEMS**

These systems will be checked for operation monthly in house by **Greg Dalton** and **6 monthly** by **1<sup>st</sup> Alarms Ltd 01663 734030**.

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

**MEANS OF ESCAPE**

**Greg Dalton** completes daily 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:**

In the Out Of School Kitchen area, shelf outside the staffroom, KS2 downstairs art area and in first floor KS2 classroom on the left hand side of the stairs, caretaker's room. The school provide the first aid kit in the kitchen restocked by cook.

Emma Chorlton & Mandy Platt are 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:

**PAEDIATRIC FIRST AID:**

Melissa Davidson	
Angela Jordan	Marie Gallagher
Lorraine Hampson	Katherine Malkin
Elise Messham	Lisa Lee
Sarah Roberts	Carrie Neal
Sarah Stanier	Emma Chorlton
Mandy Platt	Judy Groarke
Chrissy Evans	James Wilson-Knight
Rachel Dunning	
Elma Yeghnazarian	

**EMERGENCY FIRST AID AT WORK**

Melissa Davidson	Carrie Neal
Angela Jordan	Mandy Platt
Lisa Lee	Sarah Stanier
Katherine Malkin	James Wilson-Knight
Elise Messham	Elma Yeghnazarian

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

**Elise Messham** will check that any vehicles are properly equipped with first aid boxes before they are used.

**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.

Stepping Hill Hospital

Telephone: 0161 483 1010

Address: Poplar Grove, Poplar Grove, Stockport, Cheshire, SK2 7JE

Website: <http://www.stockport.nhs.uk>

School Nurse

**0161 835 6789**

### **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 **named members of staff**.

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 staffroom** with access strictly controlled.

Where children need to have access to emergency medication i.e. asthma inhalers, it will be kept in **the classroom**, epipens will be kept **in the staffroom** 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 **Elise Messham** 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 school office**.

## FLAMMABLE AND HAZARDOUS SUBSTANCES

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 **Greg Dalton**.

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.

## RADIOACTIVE SOURCES

**The school never has radioactive substances on site.**



## 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 **in the school office.**

A gas inspection contract is in place with **The Dodd Group via Stockport Homes 0161 217 6016.**and undertaken **every 5 years** by them.

Any defects will be reported immediately to **Elise Messham and The Dodd Group via Stockport Homes 0161 217 6016.**



## 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 **the school office**.

A gate and barrier inspection contract is in place with **Triad Fabrications via Stockport Homes** and undertaken **annually** by them.

Any defects will be reported immediately to **Elise Messham**.

## HEALTH AND SAFETY INFORMATION & TRAINING

### Consultation

The **Finance & Premises Committee** meets **termly** 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 Health and Safety Law poster is displayed in **the staffroom and office**.

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

**Health & Safety advice is provided by the Local Authority.**

### Health and Safety Training

Health and safety induction training will be provided and documented for all new employees by **Elise Messham**.

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 **Elise Messham** 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 **Elise Messham and James Jenkins (H&S Governor)**.

A named governor **James Jenkins** 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

### Heating Boilers (Gas)

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 **in the school office**.

A gas inspection contract is in place with **The Dodd Group via Stockport Homes** and undertaken **annually** by them.

Any defects will be reported immediately to **Elise Messham**.

### 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 **in the school office**.

A heating control inspection contract is in place with **The Dodd Group via Stockport Homes** and undertaken **annually** by them.

Any defects will be reported immediately to **Elise Messham**

### Ventilation Systems

Ventilation systems can range from simple extract fan systems to fully heated recirculation systems. Systems should be serviced and maintained 6 monthly and annually depending on the system type and complexity.

The checks on the basic components include:

Cleaning and servicing of the following:

- Grilles
- Fans
- Heating coils
- Duct work

Also

- Calibration and testing of controls
- Air flow monitoring if changes have occurred

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

A ventilation system inspection contract is in place with **Impact Hygiene via Stockport Homes** and undertaken **annually** by them.

Any defects will be reported immediately to **Elise Messham**.

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

The Duty Holder is **Elise Messham**

The Responsible Person is **James Jenkins**.

Both persons have been suitably trained for the positions being held.

Training was undertaken by **NPS Stockport Ltd** and qualification was awarded on **19/3/2013**

A water risk assessment of the school has been completed by **HSL via Stockport Homes** and **Greg Dalton** is responsible for ensuring that operational controls are being conducted and recorded in the water log book. **Greg Dalton** will be responsible for undertaking basic operational controls in lieu of a water risk assessment being conducted by **HSL via Stockport Homes**.

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).

**LETTINGS/SHARED USE OF PREMISES**

Lettings are managed by **Elise Messham & Rachel Burke** following Local Authority guidance.



## LIFTING AND HANDLING

Generic risk assessments for regular manual handling operations are undertaken and staff are provided with information on safe moving and handling techniques.

**Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.**

All manual handling activities which present a significant risk to the health and safety of staff will be reported to **Elise Messham** and 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 who must follow the instruction given when carrying out the task.

### **Paediatric Moving and Handling**

All staff who move and handle pupils have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists, slings etc. they are required to use).

All moving and handling of pupils has been risk assessed and recorded by a competent member of staff.

## 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.  
Ist Alarms Ltd keyholder service is used who will either attend for us or meet the key-holder.
- Report any incidents or situations where they may have felt uncomfortable.

<p><b>OFFSITE VISITS</b></p>
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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) **Joanne Power** who will check the documentation and planning of the trip and if acceptable initially approve the visit before referring to **the Head Teacher**.

**PLAYGROUND EQUIPMENT**

It is recommended that playground equipment is inspected on an annual basis by a competent engineer.

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

An equipment inspection contract is in place with **Maintain my School** and undertaken **annually** by them.

Any defects will be reported immediately to **Elise Messham**.

## PREMISES AND WORK EQUIPMENT

### Statutory Inspections

Regular inspection and testing of school equipment is conducted by appropriate contractors according to recommended timescales. Records of such monitoring will be kept in/by the school office.

**Elise Messham** is responsible for identifying all plant and equipment in an equipment register and ensuring that any training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments conducted.

Equipment restricted to those users who are authorised/have received specific training is **detailed in the register**.

All staff are required to report to **Elise Messham** any problems found with plant/equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair/disposal.

### Curriculum Areas

Heads of Department are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

### 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 **PAT 247 Ltd**.

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.

## **External Play Equipment**

The external play equipment will only be used when supervised, equipment will be checked daily before use for any apparent defects, and **Elise Messham and James Jenkins (H&S Governor)** will conduct a formal termly inspection of the equipment. PE and Play equipment is subject to an annual inspection by **Maintain my School**.

## 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 **Elise Messham** 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 [School Admin on the school network](#).

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 Elise Messham.

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.

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>STAGE EQUIPMENT</b></p>
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The inspection and testing of stage lighting equipment is subject to 'Safe Work of Equipment Regulations 1998'.

An annual test is required to test and inspect the electrical and mechanical aspects of equipment used in school productions.

In the event of any items being identified as unsafe, these will be taken out of service immediately and the school informed.

A full report should be provided to the school with test results, system condition and repairs required **to the school office.**

Any defects will be reported immediately to **Elise Messham, Headteacher.**



**STRESS/WELLBEING**

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 schools wellbeing co-ordinator is Elise Messham.

- Work Life Balance Policy in place
- Staff perception Survey in place
- Staff made aware of Stockport Services to manage stress and wellbeing

**TREE SURVEYS**

It is recommended that surveys of trees on school land should be carried out every 2 years by a specialist contractor.

Tree work is usually identified in Priorities 1, 2 and 3. Priority 1 being the most urgent work and should be carried out within the next 3 months or at the earliest opportunity

Ideally priority 2 work should be carried out at the same time however by definition this work is not as urgent as the priority 1 work and could be left for twelve months when it can be reviewed on the next inspection as could all priority 3 works

All work is carried out to B.S.3998 Recommendations for tree work.

Both method statements and risk assessments should be made available.

All waste should be carried and disposed of under a waste transfer note as covered in the Environmental Protection Act 1990.

A full report should be provided with the location and condition of all trees on **the school office.**

A tree inspection is requested from **Stockport Homes bi-annually.**

Any defects will be reported immediately to **Elise Messham.**

**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.

**Refuse collection is on a Tuesday.**

## WORK EXPERIENCE

The school has a separate work experience policy which is regularly reviewed and updated. **Elise Messham** 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.

<b>WORK AT HEIGHT</b>
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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 **Elise Messham**.

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.

**No pupils are allowed to use ladders or work at height  
Contractors need to provide their insurance certificates and use their own ladders or scaffolds.**