



PRIMROSE HILL PRIMARY SCHOOL

Health and Safety Policy

**First date of revised issue: 1/9/19 : agreed by Peter Dobbs,
then Chair of Buildings and Health and Safety**

**Subsequent Reviews & Ratification by the members of the
school's Staffing, Finance, Attendance, Behaviour, Well-
Being & Health & Safety Committee**

**Reviewed: December 2022; July 2023 (due to finalisation
of building work) – David Dobson (Chair)**

Date of next review: July 2024

Health and Safety Policy for Primrose Hill Primary School

Introduction

It is a requirement of the Health and Safety at Work Act 1974, that all employers employing more than five people, must prepare a written health and safety policy. The policy should contain:-

1. a statement of the philosophy relating to health and safety at work signed by the most senior person within the organisation. i.e. the Chair of the Governing Body;
2. details of the organisational structure i.e. who is responsible for what, and how they fit in with each other; and
3. details of the arrangements in place for putting that policy into practice e.g. first aid arrangements.

The law also requires the employer to ensure the health and safety policy is brought to the attention of all employees

A health and safety policy also demonstrates the employers commitment to health and safety issues and how those issues can be managed.

The policy must be reviewed on a regular basis, usually annually, to ensure that it is effective and adequate. Health and safety requirements may change due to changes in legislation or the introduction of new technology for example, and therefore the policy must be altered to accommodate the changes enabling them to be incorporated into the management system.

This policy has been prepared by the Health and Safety Co-ordinator incorporating previous model policy data produced by the Occupational Health and Safety Unit. Contributions were also received from both Mather Street Infants School, Oldham and Crompton House C.E school, Oldham. The policy presented closely follows the guidance leaflet entitled '*Stating Your Business – Guidance on preparing a health and safety policy document for small firms*', issued by the Health and Safety Executive (Leaflet ref: INDG324) and DfES guidance.

Health and Safety Policy Statement

Health and Safety at Work Act 1974

This is the Health and Safety Policy Statement of
Primrose Hill

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain plant, machinery and equipment which is safe, has been manufactured to a British, European or International standard, is regularly inspected, tested and maintained as appropriate; and that offers protection from danger by being suitably guarded (where appropriate). This would include such items as heating and hot water plant, kitchen equipment and appliances e.g. meat-slicer, powered cleaning equipment and portable electrical appliances;
- to ensure safe handling, use, storage and transport of articles and substances;
- to provide adequate information, instruction and training to enable staff and pupils to carry out their work activities in a healthy and safe manner, and to enable them to contribute positively to their own health and safety and that of others;
- to ensure all employees are competent to do their tasks;
- to prevent accidents and cases of work-related ill health;
- to make arrangements within the school for the reporting of all accidents/incidents to the LEA;
- to make positive arrangements for fire evacuation , first-aid and other emergency situations;
- to provide and maintain a safe and healthy school building with safe access and egress, paying particular attention to the structure of the buildings, the electrical installation, draining, glazing, maintenance of floors / corridors / playgrounds / steps / doorways / fire escape routes and security arrangements which would minimise the risk of acts of violence;
- to provide and maintain a safe and healthy working environment with effective management of illumination, temperature, ventilation, dust, smoke, fumes, noise, cleanliness and food hygiene and adequate protection against occupational disease and infestation;
- to provide and maintain adequate welfare arrangements such as eating, washing and toilet facilities and accommodation for clothing and personal belongings;
- to provide and maintain an effective road safety provision which includes Road Crossing Patrol Staff and regular liaison with parents to minimise the risks to pupils arriving at and leaving school particularly in Primary Schools;
- to include aspects of child/personal safety within the curriculum which includes safety at home, on the road, around water areas and railway lines, fire / matches / fireworks, no talking to strangers, bullying, smoking and drug abuse and healthy eating;

- to ensure so far as is reasonably practicable, the health and safety of visitors to the school (see section 10 for example of identifiable visitors) and any other persons who may be affected by the acts or omissions of members of staff or pupils whilst taking part in school activities; and
- to review and revise this policy as necessary at regular intervals.

Signed: D Dobson.
(Governing Body)

Date:

Signed: .L Ashton
(Headteacher)

Date: July 2023

Review Date: July 2024 (to be ratified at the appropriate sub-committee meeting, Autumn 2024)

Organisation (County Controlled and Voluntary Controlled School)

Overall and ultimate responsibility for health and safety in schools is that of the employer i.e. the Strategic Director of Children's Services.

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Day-to-day responsibility for ensuring this policy is put into practice is delegated to School Governing Bodies and Headteachers.

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Illustration of employee responsibilities (County Controlled and Voluntary Controlled Schools)

THE EMPLOYER The Local Education Authority
(Strategic Director of Children's Services)

Governing Body / Headteacher Lee Ashton

Science	Subject Leader	Heather Emerson
PE	“ “	David Myring
Art	“ “	Aneesa Rawat
DT	“ “	Gemma Ackerley
School Office Manager		Carol Davies
Governors responsible for Health and Safety		Peter Dobbs
Site Officers		John Swift/Lynn Ayrus
Cleaners		Citywide

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

The Local Education Authority (Strategic Director of Children's Services) /Governing Body

- overall and ultimate responsibility for health and safety in County Controlled and Voluntary Controlled schools is that of the Local Education Authority (Strategic Director of Children's Services);
- day-to-day responsibility for ensuring this policy is put into practice is delegated to School Governing Bodies and Headteachers.

The Strategic Director of Children's Services with the assistance of school Governors:-

- shall ensure so far as is reasonably practicable the health, safety and welfare of teachers and other education staff;
- shall ensure so far as is reasonably practicable the health and safety of pupils in-school and on off-site visits;
- shall ensure so far as is reasonably practicable the health and safety of visitors to schools, and volunteers involved in any school activity;

- shall guide and monitor the Headteacher to ensure that he/she keeps health and safety as a high priority in the day-to-day management of the school;
- shall appoints one of the Governors to be the Governor for Health and Safety;
- shall consider the health and safety implications of policies and guidance issued by Salford Children's Services and the Diocese;
- shall draw up and issue it's own policies and guidance on curricular and non-curricular topics where necessary, paying particular attention to health and safety aspects;
- shall discuss and resolve so far as is reasonably practicable, health and safety issues at meetings of the Governing Body; and
- shall carry out an annual appraisal of the safety performance of the school and include this in it's annual report to parents.

Headteacher

The Headteacher is responsible for the day-to-day management of the school and shall so far as is reasonably practicable:-

- ensure that the Council's, the Local Education Authority's and the school's Health and Safety Policy are implemented and adhered to at all times;
- ensure that all members of staff know, understand and accept their health and safety duties and responsibilities;
- ensure that adequate resources are allocated to facilitate healthy and safe working and teaching practices;
- ensure that the Governing Body is advised of health and safety implications when undertaking the management of the school budget;
- ensure that all employees, pupils and visitors receive adequate information, instruction, training and supervision, both within school and on school trips as appropriate;
- ensure that all machinery, appliances and equipment purchased by or used within school, conforms to a British, European or International Standard, is used in the manner that it was designed for and is periodically examined, tested and maintained as appropriate;
- ensure the use of safe working practices and where necessary draw up and communicate written codes of practice for safe working and teaching;
- ensure that only approved chemicals and substances are used at school and ensure that the appropriate safety information and risk assessment is available to the user;
- ensure that suitable and appropriate protective clothing is provided for staff and pupils who require it, and ensure that it is worn when necessary;
- ensure that adequate first aid treatment is available by the provision of a First-Aider or appointed person and ensure that first aid boxes are kept adequately stocked;
- ensure that accidents are recorded and where necessary, investigated and reported to the Council's Health and Safety Officer as soon as possible and also reported to the Governing Body in the Headteacher's Termly Report. In the event of a major injury, the Chairman of the Governing Body shall be informed;
- ensure that a record is kept of any contagious disease that is contracted, all acts of violence and bullying and that they are reported to the Governing Body as appropriate;

- ensure that fire procedures are planned and are rehearsed at least once per term;
- ensure that fire equipment, fixtures and exits are checked periodically and maintained to ensure that they are in working order;
- ensure that adequate welfare facilities are provided and maintained for staff and pupils;
- ensure that periodic safety inspections of the school are carried out;
- ensure that there is consultation with the staff Safety Representative on matters of health, safety and welfare;
- ensure that contractors working in the school, report to him/her before work commences in order to ascertain work details and agree safety procedures;
- ensure that in his/her absence, health and safety duties are delegated as appropriate;
- ensure that there is an annual appraisal of the school's health and safety performance;
- ensure that risk assessments are undertaken and reviewed as appropriate; and
- review and up-date policy as appropriate.

Teaching and Non-Teaching Staff

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

- ensure that the Council's Children's Services Directorate policies and those of the School are implemented at all times;
- be responsible for the health and safety of the pupils they supervise;
- ensure that equipment used at school is safe and presents no risk to health and ensure that any defects are reported immediately to the Headteacher so that the equipment can either be repaired or disposed of;
- in the event of a fire, ensure that all pupils know the fire procedure and are evacuated safely;
- in the case of an injury, arrange for suitable first aid treatment, investigate the accident that caused the injury and record the details in the accident book;
- ensure that all classroom-based activities are carried out in a safe and healthy manner;
- ensure that playground activities are supervised as appropriate and ensure that any violent behaviour is stopped;
- ensure that pupils are adequately supervised whilst on midday dinner;
- ensure that, whilst pupils are playing for a sports team, provision has been made for dealing with injuries and other emergencies;
- ensure that whilst transporting pupils by car, safety seatbelts are worn and the Council's guidelines are followed;
- ensure that when undertaking school trips and holidays, sufficient research, planning, precautions and supervision are undertaken as laid down in the Council's guidelines and Code of Practice. Where specialist instructors are engaged to lead pupils, the role of supervision must be discussed and agreed with the instructor;
- ensure that they do not bring into school any potentially dangerous article or hazardous substance without the expressed permission of the Headteacher;
- take appropriate action to make safe any dangerous condition caused by wet or icy weather;

- ensure that any agreed security provisions are carried out;
- co-operate with the Headteacher on all aspects of health, safety and welfare; and
- co-operate with the Headteacher in undertaking risk assessments for all activities with significant risks, to identify hazards and control measures and to communicate this information to all people who need to know.
- site staff to ensure that the site and all communal areas are safe each day, all minor repairs are carried out safely, all maintenance is carried out in a timely fashion and safely

Pupils

All pupils must:-

- co-operate with Teachers and school staff on health and safety matters;
- not interfere with anything provided to safeguard their own health and safety;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to a Teacher.

In addition, union appointed safety representatives are entitled to investigate any accident / incident occurring, any potential hazard reported and to carry out safety inspections at a rate of one inspection per quarter.

Trade Unions

Trade Union appointed safety representatives are entitled to investigate any accident / incident occurring, any potential hazard reported and to carry out safety inspections at a rate of one inspection per quarter.

Arrangements

- 1.0 Health and Safety Risks Arising From our Work Activity
- 2.0 Consultation with employees
- 3.0 Safe Plant and Equipment
- 4.0 Safe Handling and Use of Substances
- 5.0 Information, Instruction and Supervision
- 6.0 Competency for Tasks and Training
- 7.0 Accident, First Aid and Work Related Ill Health
- 8.0 Monitoring
- 9.0 Emergency Procedures – Fire and Evacuation
- 10.0 Visitors to School Premises
- 11.0 Contractors and Safety
- 12.0 Educational Visits / Extra Curricular Activities
- 13.0 Movement of Vehicles
- 14.0 School Security
- 15.0 Occupational Health Services and Stress
- 16.0 External Groups/Activities
- 17.0 Safety in the Community
- 18.0 Violence, Behaviour, Bullying and Harassment
- 19.0 Health and Safety in the Curriculum
- 20.0 Health and Safety in the Classroom
- 21.0 Pond Safety
- 22.0 Building Temperatures
- 23.0 Site Officers and Caretakers
- 24.0 Health and Safety in the Office
- 25.0 Medicines

1.0 Health and Safety Risks Arising From our Work Activity

- Risk assessments will be undertaken by all staff and collated by the School Business Manager
- The findings of the risk assessments will be reported given by the School Business Manager to the Headteacher for approval
- Action required to remove / control risks will be approved by the Headteacher, or with direct delegation by the Headteacher to the School Business Manager

The headteacher will be responsible for ensuring the action required is implemented. The headteacher will check that the implemented actions have removed / reduced the risks.

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

2.0 Consultation with employees

- Employee representative(s) are:- Heather Emerson, NEU Rep
Cath Benson, Staff GB member, H&S
committee
Candice Jones, LAS representative
- Consultation with employee is provided by:- SLT has an open door policy and any concerns can be spoken about individually or discussed at the weekly staff meeting. The weekly bulletin alerts staff to any issues. Staff can also speak to the Employee representative.

3.0 Safe Plant and Equipment

The site officer will be responsible for identifying all equipment / plant needing maintenance.

The site officer will be responsible for ensuring effective maintenance procedures are drawn up.

The site officer will be responsible for ensuring that all identified maintenance is carried out.

- Any problems found with plant / equipment should be reported to the site officer who will contact;
- School boiler system – Ellesmere Engineering Ltd
- Kitchen equipment – Citywide
- School lift – Pickerings Lifts Ltd
- Site officer's tools – Business Manager

The site officer will check that new plant and equipment meets health and safety standards before it is purchased.

- No unauthorised electrical equipment is to be used on school/library premises.
- Where appropriate, residual current devices should be used with all electrical equipment.

4.0 Safe Handling and Use of Substances

The site officer will be responsible for identifying all substances that require COSHH (Control of Substances Hazardous to Health) assessments.

- In schools, Caretakers and Citywide staff will be responsible for obtaining

product health and safety data sheets and for undertaking COSHH assessments. In libraries, museums and sports centres, the building manager and Citywide staff will be responsible for obtaining health and safety data sheets and for undertaking COSHH assessments. Further advice and information can be obtained from the Health and Safety Team within Children's Services (see section 5.0).

The headteacher will be responsible for ensuring that all actions identified in the assessments are implemented.

- Use of chemicals for teaching as set out in the national curriculum, will be done so in accordance with guidance and hazard cards produced by CLEAPSS Schools Science Service.

The School Business Manager will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.

The Site Officer will check that new substances can be used safely before they are purchased by providing the Directorate's Health and Safety Team with details of the proposed product (see section 5 for contact details).

- Assessments will be reviewed every 2 years, or when the work activity changes or the constituents of the product change, whichever is the soonest.

5.0 Information, Instruction and Supervision

The Health and Safety Law poster is displayed in the staff room.

- Health and safety advice is available from

The Health and Safety Section,
Children's Services Directorate
Salford City Council,
Salford Civic Centre,
Chorley Road,
Swinton,
Salford, M27 ...

Telephone Number:

Masum Majumder, Health and Safety Officer

0161 778 0338

- Supervision of young workers / trainees will be arranged / undertaken / monitored by the school business manager.

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

6.0 Competency for Tasks and Training

- Induction training will be provided for all employees by the school business manager.
- Job specific training will be provided by Health and Safety dept
- Training records are kept by the school business manager.
- Training records are located in the office.
- Training will be identified, arranged and monitored by the school office

manager.

7.0 Accident, First Aid and Work Related Ill Health

- The first aiders and/or appointed persons;

Carol Davis

Becky Cummins

- The first aid box(es) is/are kept at the First Aid Station
- All accidents and cases of work-related ill health are to be recorded in the accident book which is located in the office.
- All serious accidents/incidents will also be recorded using the Authority's intranet based accident report form or by entering the data directly into the SAP system or by contacting the call-centre on 0161 909 6550.
- The Health and Safety Team at Minerva House are responsible for reporting accidents, diseases and dangerous occurrences to the Health and Safety Executive as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. These accidents/incidents/diseases must be reported to the HSE within 10 days.
- All serious accidents/incidents will be investigated in accordance with guidance set out within the LEA's Health and Safety Policy, in order to prevent a recurrence of the accident/incident.

8.0 Monitoring

- To check our working conditions, and ensure our safe working practices and policies are being followed we will:-
 - carry out spot check visits at a frequency of once a term
 - conduct a full workplace inspection at a frequency of once a year
 - ensure Departmental Managers submit health and safety reports at a frequency of once a term
 - conduct health and safety audits at a frequency of once a year
- Termly classroom inspections are carried out by the Teacher responsible for that classroom using the Monthly Housekeeping Inspection Sheet attached. Caretakers are responsible for carrying out these housekeeping inspections in all communal areas e.g. corridors, hall, dining room etc. Any problems identified are reported to the Headteacher immediately.
- The headteacher is responsible for investigating accidents.
- The headteacher is responsible for investigating work-related causes of sickness absences.
- As part of their role as members of our school's Staffing, Finance, Attendance, Behaviour, Well-Being and Health & Safety Committee, the Health and Safety Governors are responsible for acting on investigation findings to prevent a recurrence. This is currently chaired by David Dobson, chair of Governors - NB this will change to Olivia Platt from September 2023

9.0 Emergency Procedures – Fire and Evacuation

- The headteacher is responsible for ensuring the fire risk assessment is undertaken and implemented.
- Lee Ashton, Nathalie Marshall, Aneesa Rawat and Helen Clarke have been appointed as fire wardens / search officers. Sharon Franks has

- been appointed as a deputy fire marshal in the event of staff absence.
- Escape routes and exits are checked by the site officer at a frequency of once a week.
- Fire extinguishers were previously maintained and checked by FPS (Fire Protection) Ltd at a frequency of once per year, however school has been replacing these units with newer, service-free models. These newer extinguishers are checked by caretaking crew, who have been identified as 'A Responsible Person' within our organisation and who carry out monthly inspections to ensure fire extinguishers are in a good condition and ready to be used if needed. These inspections include checking that the hose and nozzle are not cracked, blocked or torn.
- Alarms are tested by ADT at a frequency of once a year. Weekly checks are made of the alarms each week by the caretaking team.
- Emergency evacuation / fire drills will be carried out at a frequency of once a term.
- Records will be kept by the headteacher and site officer.

10.0 Visitors to School Premises

- Any person visiting the premises is requested to make an appointment prior to the visit.
- Identifiable visitors and other persons who may be affected include:-
 - invited guests and visitors to the school;
 - volunteers and students who may assist with teaching;
 - parents and customers to events such as jumble sales / Christmas Fayres etc;
 - users of school property out of school hours such as an aerobics class or a football club;
 - bus drivers or other persons encountered on an external trip or holiday;
 - contractors at the school (other than their own work activity, which they themselves are responsible for);
 - Council employees such as peripatetic teachers, grounds maintenance staff, advisers, refuse collection operatives etc;
 - deliverers of goods, meter readers etc;
 - trespassers unless injured by their own unsafe activities.
- On entering the premises, visitors must go to the reception / main office and sign-in the visitor's book unless alternative arrangements have previously been arranged with the Head e.g. contractors may wear ID badges.
- All visitors will be issued with a visitors badge which is to be worn for the duration of the visit.
- On departure, visitors must sign-out the visitors book.

11.0 Contractors and Safety

- Contractors are selected on the following basis:-

Cost	-	No
Production of company safety policy	-	Yes
Proof of Competence (e.g. production of qualification certificates)	-	Yes

References	-	Yes
Via Property Services	-	Yes

Any other criteria

- All contractors are required to attend a pre-start meeting with the Head Teacher and any other relevant personnel e.g. Health and Safety Officer, in order for health and safety rules / information etc. to be communicated.
- All contractors are required to sign in and wear a visitor's badge.
- Contractors must not leave their equipment unattended.
- Activities carried out by a contractor must not present a hazard to others in the vicinity of the work.

The school business manager is responsible for monitoring contractors activities whilst on site. This may be delegated to the caretaking staff on duty if monitoring requires direct supervision of work or contractor.

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

12.0 Educational Visits / Extra Curricular Activities (in schools)

- The Head Teacher is responsible for ensuring that the Education Trips and Visits Code of Practice is followed. This policy adopts the guidance set out in the Department for Education and Skills (DfES) document entitled 'Health and Safety of Pupils on Educational Visits'.
- The Educational Visits Co-ordinator for the school is Becky Cummins. In her absence this role is carried out by Carol Davies.
- All educational visits must be authorised by the Head Teacher in advance.
- The Head Teacher or Departmental Manager will ensure that all appropriate information relating to the trip e.g. arrival/departure times, clothing requirements, contact numbers etc. is communicated to the parents of the children and that parental consent is obtained.
- Adult supervision will follow the ratios provided by the Local Educational Authority.
- Advice relating to educational visits can be obtained from:-

Simon Willis
 LEA Trips and Visits Co-ordinator
simon.willis@northyorks.gov.uk or
 07970 679517

- Refer to the Educational Trips and Visits Code of Practice for detailed procedures and guidelines.
- Parental consent is to be sought and given in writing. Parental and other non-employed helpers should undergo a police check if they are likely to be supervising children in the absence of a member of staff.
- The Headteacher is responsible for ensuring that all vehicles used for the purpose of transporting children to and from specified destinations, are properly taxed, insured and have valid M.O.T. certificates.

Persons who volunteer to drive minibuses:

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

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

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

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

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

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

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

DFE Minibus Guidance from November 2014 on what is On a Voluntary Basis
In our view, if the terms and conditions of a teacher's contract of employment state that driving minibuses is a part of their duties, or if a teacher is paid an additional sum specifically for driving the minibus (other than a sum to reimburse the teacher for out of pocket expenses on a cost recovery basis), such staff would be deemed as receiving payment for driving a minibus and would not be driving the minibus 'on a voluntary basis'. In these cases, a full D1 licence (or a full D licence) would be needed.

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

13.0 Movement of Vehicles

- Staff and visitors should park their vehicles in the designated car park.
 - Vehicular access will not be permitted when children are entering or leaving school. Gates will be closed at 9.05am and 3.25pm
- A speed restriction of 5mph is in place within the school grounds.

14.0 School Security

Refer also to arrangements for 'Visitors' .

- Security of the school is maintained by:- ADT

Perimeter fencing	-	Yes
Duty Officers stationed within individual buildings	-	No

External Doors being locked during school hours	-	Yes
CCTV	-	Yes
Signposting	-	Yes
Security lighting	-	Yes

Other security measures(please give details) - Electric gates

15.0 Occupational Health Services and Stress

- Occupational health services are provided by the Occupational Health Unit who can be contacted via occupationalhealth@nca.nhs.uk
- If a Manager feels it is necessary to refer a member of staff to the Occupational Health Unit, he/she should contact a Human Resources Officer based within the Human Resources Department in the first instance.
- In cases of stress, if the individual concerned does not feel he/she can approach his/her line manager, he/she may contact a BDMA counsellor by calling 0800 919765. All calls and subsequent consultations will be treated in strictest confidence.
- Other useful contacts:

Vivup (employee assistance programme). 24/7/365 confidential helpline followed by six x 30-minute sessions of telephone counselling if required. Assessment within five working days and treatment usually commences within 10 working days. Helpline 0330 380 0658
<https://vivup.tercltd.co.uk?CODE=107487>

Education Support. Free, confidential helpline is available 24/7 to all teachers, lecturers and education staff in the UK. 08000 562561 Education Support, supporting teachers and education staff

Able Futures – mental health support service. Whilst not counselling, they will provide free, confidential, personalised 1-1 support from a qualified mental health professional for up to nine months. Self-referral via Mental health support for people at work | Able Futures Mental Health Support Service (able-futures.co.uk) or 0800 321 3137 from 8am to 10.30pm, Monday to Friday.

16.0 External Groups / Activities

- External groups currently using school premise are none currently
- Particulars of the school's health and safety policy and other health and safety information (escape routes / fire exits, alarm call points etc) will be communicated to external group representatives by the school business manager
- All extra curricula groups using school premises must abide by school health and safety rules.
- Groups that use school premises to hold functions, will be asked to produce evidence of having carried out the necessary risk assessments and of implementing appropriate control measures to reduce any risks identified.
- All events organised by the PTA or as a joint venture between the school and any other external group, should be notified to the Health and Safety Team at

Minerva House to enable the necessary health and safety guidance to be issued.

17.0 Safety in the Community

- Safety in the community is addressed by police talks, fire-service seminars, topics in assembly etc)
- Talks/seminars are conducted at a frequency of termly.

18.0 Violence, Behaviour, Bullying and Harassment

- Efforts will be made to train all staff in how to handle violent and aggressive situations. If faced with a violent aggressor, avoid direct eye contact, do not raise your voice, do not take an aggressive stance, do not do or say anything to antagonise the situation.
- If staff are taking pupils out of the building to a point where a telephone would not be easily accessible e.g. onto playing fields, then a mobile phone should be taken to ensure assistance could be summoned quickly in an emergency.
- If staff are entering an area where there have been previous incidences of violence and/or aggressive behaviour from third parties, the possibility of providing additional staff i.e. 'doubling-up, should be considered.
- The school will address bad behaviour, bullying and harassment involving pupils by following the school behaviour management policy.
- The school will address good pupil behaviour by verbal praise, sticker rewards and class treat time.
- The school will address bullying and harassment involving staff by following

19.0 Health and Safety in the Curriculum

- The curriculum will be delivered in a safe and healthy manner and every effort will be taken to identify risks associated with a curriculum subject/activity e.g. field trips, sports/P.E. activities, science etc., and the appropriate control measures will be implemented. Refer to section 1.0 'Health and Safety Risks Arising From Our Work Activity' and section 12.0 'Educational Visits/Extra Curricular Activities'. Also refer to Generic Risk Assessment document.
- Efforts will be taken to educate pupils about health and safety issues as and when the opportunity arises throughout the course of normal teaching. For example, the opportunity to educate pupils about occupational diseases may arise during a History lesson when learning about the role of chimney sweeps, or during a Science lesson when learning about the discovery and use of asbestos.

20.0 Health and Safety in the Classroom

- The curriculum will be delivered in a safe and healthy manner and every effort will be taken to identify risks associated with classroom activities see section 1.0 'Health and Safety Risks Arising From Our Work Activity', and the appropriate control measures will be implemented. Also refer to Generic Risk Assessment document.
- A monitoring system will be set up to ensure that any hazards in the classroom are identified and that regular inspections of the area are carried out. An individual will be made responsible for each classroom. See section 8.0 'Monitoring'.
- Pupils will be encouraged to report any hazards to a Teacher e.g. a loose wire

on a piece of electrical equipment, spilt liquid on the floor. NB Their ability to do this will obviously be dependant upon their age and their understanding of a hazard.

21.0 Pond Safety

- Children to dip from the decking only and not from the bank.
- Ensure that the gate accessing the pond bank is locked just in case a child wandered onto the bank.
- You may need to collect a bucket of pond water before the lesson from the bank.
- Remind children not to lean through the gaps in the fence.
- Groups will depend on the age of the children but should be small enough to ensure good supervision. At this stage 2 adults should be on the deck in case of emergencies.
- Read the risk assessment before starting activity.
- Inform the office that you are using the pond.
- If a child falls in the water attempt rescue and 1 adult to seek further help from the office. A reach pole and life-belt are available from the deck.

22.0 Building Temperatures

The school tries to ensure that the building is kept at an appropriate temperature suitable for health and safety, good working conditions and to maintain the fabric of the school building.

Classroom temperatures should be 18°C minimum.

Corridors and Halls should be 16°C minimum.

Rooms within the Children's Centre used by Babies and Toddlers should be 21°C.

23.0 Site Officers & Caretakers

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

The essential duties are:

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

- lifting and moving equipment and supplies. This would include assisting teachers with moving furniture and equipment, carrying stationery supplies and deliveries, moving milk crates, etc and where possible this should be done with the aid of handling devices.

As we have two caretakers employed, Relief Caretaker cover in the event of a resident Caretaker or Site Officer being sick or on annual leave is carried out by the other member of the caretaking team. This ensures consistency and maintains site safety.

The essential duties are:

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

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

24.0 Health & Safety In The Office

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

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

A DSE assessment will be undertaken for all office personnel.

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

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

25.0 Medicines

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

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

The Head teacher, with support and direction from the school SENDCo, has established an effective management system which provides support to children with medical conditions.

The SENDCo, under direction of the Head teacher, will communicate with parents, pupils and health professionals where necessary, for example in making an agreement to administer medicines or making a health care plan.

The office staff, under the direction of the Head teacher, will store medicines safely and where necessary provide training for personnel who administer or supervise administration of medicine.

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

Policy Implementation

All Policies are part of the induction of staff, volunteers and students. Reference is made to this policy in our main AtoZ handbook, which is given to all new employees of the school. Parents/carers and children's centre partners are made aware of the policies and encouraged to read them. The policies are available as a public document. This policy is published on our school website.