

Love, Learn, Discover



Lark Hill Community
Primary School

Health & Safety Policy 2020

Health and Safety Policy Statement

Health and Safety at Work Act 1974

This is the Health and Safety Policy Statement of Lark Hill Community Primary School

**“Working together to engage, nurture and inspire our learners;
equip them with the tools for life-long learning and a successful future”.**

Date
Review Date
Designated IEB Member

Autumn 2020
Autumn 2022
Margaret Woodhouse

Section 1 - 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 adequate resources for health and safety;
- to ensure the standards required by health and safety legislation are met as a minimum and where possible, exceeded;
- 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.
- To regularly review this policy to ensure health and safety arrangements are still adequate.

Signed *Margaret Woodhouse*
(Chair of IEB)

Date: 14th December 2020

Signed *E. Lawelle*
(Head of School)

Date: 14th December 2020

Review Date: **Summer 2022** (or sooner if it is believed to no longer be valid)

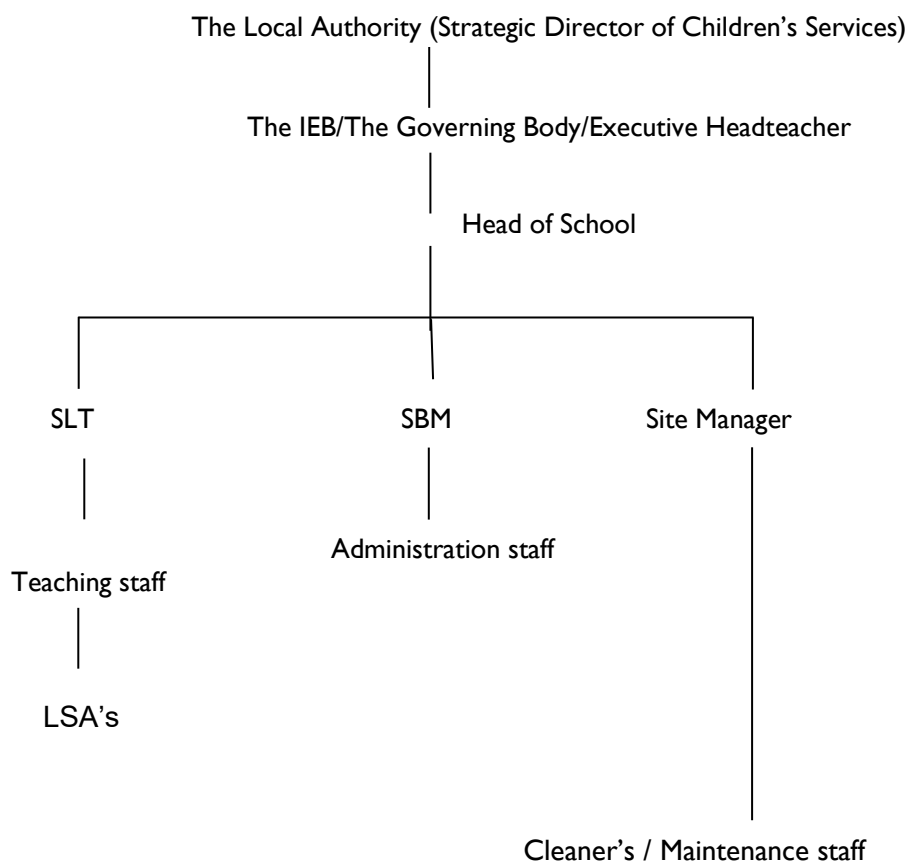
SECTION 2 - ORGANISATION & RESPONSIBILITIES

The overall and ultimate responsibility for health and safety in schools is that of the employer i.e. the Strategic Director of Children's Services. However, some legislation e.g. the Control of Asbestos regulations and Fire legislation deem the Headteacher to have overall responsibility as the 'Responsible Person'.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to Lark Hill Community Primary School Governing Body and its Head of School.

Illustration of employee responsibilities

THE EMPLOYER



Salford Local Authority (Strategic Director of Children's Services) and the Governing Body shall:

- ensure so far as is reasonably practicable the health, safety and welfare of teachers and other education employees;
- 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 appoint 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;
- shall draw up and issue its 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.

The Head of School

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

- ensure that the school's Health and Safety Policy is 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;
- establish and maintain an effective management system for supporting pupils with medical needs;
- ensure that accidents are recorded and where necessary investigated and reported to the Children's Health and Safety Team via the electronic form or the Call Centre by phone on 0161 909 6550 as soon as possible and reported to the Governing Body in the Headteacher's Termly Report. In the event of a Specified Injury to a Worker, Over 7-day Lost Time Accident, a RIDDOR reportable injury to a pupil or member of the public, reportable disease or a dangerous occurrence, the Chairman of the Governing Body shall be informed;
- ensure if any contagious disease is contracted a record is kept and appropriate containment action is taken, and relevant bodies are informed such as the Health Protection Agency.
- ensure that fire procedures are planned and are rehearsed at least once per term;
- ensure that fire equipment, fixtures and exits are checked periodically at least annually 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 are properly appointed and managed and that they report 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
- review and up-date their policies as appropriate.

Teaching and Non-Teaching Staff

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

- ensure the schools policies 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 log found in the main office;
- 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 always adequately supervised;
- 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 Head of School;
- 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 Head of School on all aspects of health, safety and welfare; and
- co-operate with the Head of School 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 Officer

The site manager also carries responsibilities. These are recognised in the job description and are listed on the Health and Safety Management plan. These are decided by the Executive Headteacher .

- ensure the maintenance of all plant and equipment and report any concerns to the Head teacher
- daily inspection of premises prior to the start of the school day
- weekly testing of fire alarms, weekly visual check of extinguishers
- ladder checks as appropriate
- complete any minor repairs either visible, or reported to him/her
- monitor cleanliness, waste disposal, storage of materials
- take water temperatures in line with the control of legionella
- maintenance
- use of tools
- monitoring communal areas
- 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 light bulbs/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; and undertaking routine checks on fire alarm systems, fire doors and fire extinguishers;

Relief Caretakers cover in the event of a resident Caretaker being sick or on annual leave.

The responsibilities 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.

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.

Arrangements

Item No

1. [Health and Safety Risks Arising From our Work Activity](#)
2. [Consultation with employees](#)
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1.0 Health and Safety Risks Arising From our Work Activity

Risk assessments are undertaken by any assigned member of staff, school Health and Safety Advisor (generic models) and Teachers leading trip/specific activities.

The findings of the risk assessments are reported to the Head of School and the Health and Safety Governor and relevant staff members.

Action required to remove / control risks are approved by Head of School and the Health and Safety Governor.

The Head of School and the Health and Safety Governor are responsible for ensuring the action required is implemented.

The Head of School and the Health and Safety Governor will check that the implemented actions have removed / reduced the risks.

Assessments are reviewed annually or when the work activity changes, whichever is soonest.

Risk assessments are kept electronically on the school system and there are hard copies also available. There is no legal requirement to review RA's annually and these will be reviewed bi-annually unless there has been a changes that invalidates the existing ones.

2.0 Consultation with employees

Consultation with employee is provided by: -

- Staff meetings
- One to one's with Line Managers
- Discussion with staff governors
- Surveys e.g. stress.

3.0 Safe Plant and Equipment

The Head of School and Site Manager are responsible for identifying all equipment that require regular inspection, servicing and maintenance, both by school staff and by third parties e.g. play equipment, electrical equipment (floor buffers etc.), hand tools.

The Site Manager is responsible for ensuring effective maintenance procedures are drawn up.

The Site Manager is responsible for ensuring that all identified maintenance is carried out.

Any problems found with equipment are reported to the Head of School and the Site Manger.

The Head of School will check that new plant and equipment meets health and safety standards before it is purchased.

No unauthorised electrical equipment will be used on school premises.

Portable electrical appliances are tested by a competent person regularly.

Where appropriate, residual current devices are used with all electrical equipment.

No equipment will be lent to anyone who is not employed by the school or has not been trained to use the equipment

Defect Identification and Reporting

The Defect Book is displayed in the Main School office.

Site Manager and the Head of School are responsible for ensuring that action is taken to rectify each such defect without delay within the School Premises. This is of importance where the defect concerned may cause personal injury or pollution of some kind. No defective electrical appliance or lead, and no defective mechanical device or tool that may give rise to danger may be used.

All defects to equipment, furniture and minor defects to doors, floors, walls etc are to be reported to Site Manager or the Head of School who will arrange repair / replacement.

4.0 Safe Handling and Use of Substances

The Head of School/Site Manager will be responsible for identifying all substances that require COSHH (Control of Substances Hazardous to Health) assessments.

Site Manager and Citywide staff will be responsible for obtaining product health and safety data sheets and for undertaking COSHH assessments. 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 school's Health and Safety Advisor (see section 5.0).

The Site Manager and Citywide staff 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 Site Manager and Citywide staff will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.

The Site Manager and Citywide staff will check that new substances can be used safely before they are purchased by providing the school's Health and Safety Advisor, with details of the proposed product (see section 5.0 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 sooner.

5.0 Information, Instruction and Supervision

The Health and Safety Law poster is displayed in the Kitchenette.

Health and safety advice is available from The Children's Services Health and Safety Team

Council H&S Officers are: -

Netsai Piki, Health and Safety Officer

0161 778 0338

The Head of School is responsible for ensuring that our employees working at locations under the control of other employers, are given relevant health and safety information. This information may need to come from the employers of the 'other' locations. There will be joint dialogue and joint responsibility.

Supervision of young workers / trainees will be arranged / undertaken / monitored by the Head of School and relevant member of staff the trainee will be working with in the school.

6.0 Competency for Tasks and Training

Induction training will be provided for all employees by the Head of School or ESBM.

Job specific training will be organised by the Executive School Business Manager and will be carried out by an outside expert e.g. first aid, legionella.

Specific jobs requiring special training are: -

- First Aid and Paediatric First Aid
- Site Manager e.g. water temperature testing, ladder inspections, manual handling etc.
- Cleaning – COSHH awareness (Citywide & Site Officer)
- Administration of certain medicines
- Fire Marshalls and Fire Extinguishers
- EVC
- SENCO
- Managing asbestos
- Preparing and/or handling of food on or off site

Training records are kept in the main office.

Training will be identified, arranged and monitored by the Head of School and SBM.

7.0 Accident, First Aid and Work Related Ill Health

Names of all first aiders are displayed in prominent positions around the school.

The first aid boxes are kept in the First Aid room and in each Key Stage area.

All staff accidents and cases of staff suffering from work-related ill health are recorded in the staff accident log book which is located in the finance office. Minor incidents involving pupils are recorded separately in the school day book. The staff accident book is a BL150 book and needs to be separate to comply with Social Security regulations.

Head injuries are communicated to parents as soon as possible by telephone and a head bump slip is sent home with the child.

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 Innovation 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 (RIDDOR). These accidents/incidents/diseases must be reported to the HSE within 10 days.

Accidents that result in an employee being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury are reported to the Central H&S Team within 15 days of the accident. This seven-day period does not include the day of the accident but does include weekends and rest days.

Accidents that result in a worker being incapacitated for more than three consecutive days but no more than seven (whether absent or not), are recorded in an accident book compliant Social Security (Claims and Payments) Regulations 1979 (BL 510).

The Head of School is responsible for investigating accidents. The school's Health and Safety Advisor will assist if required and produce an investigation report.

The Head of School/Governing Body is responsible for acting on investigation findings to prevent a recurrence.

The Head of School/HR Officer at the Civic Centre is responsible for investigating work-related causes of sickness absences.

Major accidents/incidents e.g. asbestos fibre release, fatality, fire etc., would be investigated by the Local Authority's Health and Safety team.

8.0 Monitoring

To check our working conditions, and ensure our safe working practices and policies are being followed, we will: -

- Carry out classroom inspections termly (carried out by the Teacher responsible for the classroom);
- Carry out external inspections and inspections of communal areas termly (carried out by Site Manager).
- Conduct a full walkround inspection annually with the H&S Governor, the Site Manager, the Head of School (or nominated representative) and the school's Health and Safety Adviser (if required).

9.0 Emergency Procedures – Fire and Evacuation

The Head of School is responsible for ensuring the fire risk assessment is undertaken and implemented.

The Head of School will act in the role of the Fire Control Officer to oversee the evacuation process. The ESBM will act in this capacity in the Head of School's absence.

Names of Fire Wardens are displayed by fire extinguishers and other prominent place throughout school. They are also named in the school's Fire Procedures document.

Escape routes and exits are checked by Site Manager daily.

Fire extinguishers are maintained and checked by Firemark annually and monthly by the Site Manager. Records are kept of these checks in the fire log book.

Alarms, smoke detectors, tested by CIA2000 twice a year and weekly, using call points in rotation. These checks are recorded in the fire log book.

Emergency lighting is checked monthly by the Site Manager and twice a year by Systems (partial discharge at six months and full discharge at 12 months).

Emergency evacuation / fire drills are carried out termly

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 sparky / outside coaching clubs;
- 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 using the electronic visitor's system.

All visitors will be issued with a visitor's badge which is to be worn for the duration of the visit and asked to read and agree to abide by the Visitor Policy.

On departure, visitors must sign-out the visitors system.

Visitors who are to stay in the school and who will come into contact with children will be asked to provide details of their DBS check and proof of their identity. Visitors to the Head of School, or other member of staff who will NOT be in contact with children and will NOT be left alone will not be asked to provide this information. ALL visitors to the school will be escorted around the building. DBS details will be kept on-file as part of the school's single central record.

11.0 Contractors and Safety

In the event of extensive work being undertaken on the premises, contractors will meet with the Headteacher, members of the governing body and representatives from J Winn Safety Solutions. Contractors are to be shown the 'Safety Information for Contractors' details - CONTRACT1 (held within the Office in the School) which outlines the areas of School policy, which could affect them. This form must be signed by the contractors before they can begin work. A Risk Assessment should be carried out by the contractor, prior to the commencement of the work and they must notify the Headteacher of any additional hazards they may create during the course of their work. The school's H&S Adviser should be aware of all planned construction work and should attend any prestart meetings.

Contractors are referred to the School Asbestos Register, which highlights the known and suspected areas that may contain asbestos before any works commence. This includes IT work involving cable installation. They must sign the Authorisation to Commence Work form prior to any works starting, even if it is not working with or near asbestos.

If the work being carried out has a dangerous element, it must not be carried out at times when the children are in the vicinity and could be affected. Children should be warned to keep away from any vehicle that may be in the playground. The Caretaker is the designated person who monitors the contractors throughout their time on the premises.

Minor works are carried out by competent contractors, usually provided through tried and tested contractors although these contractors may be contacted directly. The Headteacher is responsible for checking (to the best of their ability), the competence and safety awareness of any contractors that are not employed with the assistance of the school's Health and Safety Adviser. This can be done by following these general guidelines:

- Past performance, reputation and satisfactory work in school or other school location;
- Proof of competence e.g. qualification certificates;
- Accredited health and safety schemes (e.g. CHAS, RoSPA, Constructionline);
- Membership / Accreditation by trade bodies (e.g. Gas Safety registered, IEE etc);
- Production of an adequate company Health and Safety Policy;
- Submission of suitable and sufficient risk assessments/method statements;
- Cost.

All contractors are required to sign in and wear a visitor's badge.

Contractors must not leave their equipment unattended.

The Head of School / Site Manager are responsible for monitoring contractor's activities whilst on site.

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

Contractors must not work on any areas where identified asbestos may be disturbed. If any additional asbestos is discovered, that the school were previously unaware of and/or any identified asbestos is accidentally disturbed during the works, the Asbestos Emergency Evacuation Plan must be followed.

12.0 Educational Visits / Extra Curricular Activities (in schools)

- The Head of School 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 Samantha Buckley – Assistant Head.

- All educational visits must be authorised by the Head of School in advance.
- The Head of School 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 be:

Nursery: 1:2,

Reception: 1:4,

Year 1 to 2: 1:6

Year 3 to 4: 1:8

Year 5 to 6: 1:10 / 1:15

Regardless of these suggested ratios, each visit will be assessed individually and adults used accordingly.

- Advice relating to educational visits can be obtained from:-

Mr Simon Willis
Educational Visits Advisor
Tel:07739 246012

- 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, where parental helpers are used. 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 Head of School 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.

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 8:30 and 15:30 hours.

14.0 School Security and Personal Security

Security of the school is maintained by:-

	Y	N
Perimeter fencing	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Duty Officers stationed within individual buildings	<input type="checkbox"/>	<input checked="" type="checkbox"/>
External Doors being locked during school hours	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CCTV	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Signposting	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Security lighting	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- The school is fenced off and gates are locked in the closed position during lesson time.
- The main entrance door and all side doors are locked by an internal mag lock during the school day. The doors can be opened with a fob or exit button.
- All visitors to School are issued with a badge and are required to sign in and out and to confirm whether or not they have had a DBS check.
- Children are encouraged to be vigilant and report any unknown adult in School who is not wearing a badge to a member of staff. Children are not permitted to allow anyone into the School whether the person is known or not known.
- The Caretaker or last key holder out is responsible for checking the locking of all doors and windows. The School buildings must be checked by the last person leaving, ensuring all windows and outside doors are secure. This is the Caretaker's responsibility for the School, and he has access to a mobile telephone for use in an emergency.
- Staff working late, should ensure doors are locked, and notify someone responsible (i.e. a family member or a colleague) of their presence in School and give an indication of the time they will be leaving and the time they are expected home.
- The Site Manager is responsible for regularly checking external lighting and burglar alarms within school. Any faults will be reported to the Head of School or the school office and recorded in the Defects book for action.
- The school operate a cashless system but any money which collected in School is promptly dispatched to the School's safe until it can be banked.
- Home visits are usually carried out at the start of each School year. Lone working is not permitted, and staff attend home visits in pairs and have access to a mobile telephone. A list of the proposed visits is lodged in the School office, so School based staff always know the location of peripatetic workers. Regular contact is maintained between School and staff conducting home visits.
- The Nursery teachers carry out Home visits with at least one other member of staff. Other staff are informed of their whereabouts and regular contact is maintained with School.
- If any adult working in the School has suspicions that a person may be trespassing on the School site, they must inform the Headteacher immediately. The Headteacher will warn any intruder that they must leave the School site straight away. If

the Headteacher has any concerns that an intruder may cause harm to anyone on the School site, he/she will contact the police.

15.0 Occupational Stress

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 at Civic Centre in the first instance.

The health and wellbeing service can provide support for employees by offering a confidential stress counselling service, for both personal and occupational stress. Employees wishing to access the counselling service may do so by contacting 0161 206 6211.

The service is based at 2A, Wenlock St., Swinton M27 9PP, Tel No: 0161 206 6211/6215.

16.0 External Groups / Activities

No external groups currently use school premise.

17.0 Safety in the Community

Safety in the community is addressed by working with multi agency teams to support children and families. For example, police talks, fire-service seminars, topics in assembly etc.

Talks/seminars are planned across the year as and are targeted as needed and also part of the broader curriculum.

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. Before pupils are taken to such areas, ensure a mobile phone signal is available (if reasonably practicable to do so).

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 Behaviour and Anti Bullying policy. The school will address good pupil behaviour by following the Behaviour policy

The school will address bullying and harassment involving staff by following the Anti Bullying Policy.

19.0 Health and Safety in the Curriculum

A monitoring system has been set up to ensure that any hazards in the classroom are identified and that regular inspections of the area are carried out. A staff member is made responsible for each classroom (usually the Teacher in that Classroom). See section 8.0 'Monitoring'.

Pupils are encouraged to report any hazards to a Teacher e.g. a loose wire on a piece of electrical equipment, spilt liquid on the floor. Their ability to do this will obviously be dependent upon their age and their understanding of a hazard.

Anything of concern will be reported to the Head of School and/or Caretaker either verbally or by creating a job sheet / writing the request in the Caretakers repairs log book board (just put here whatever system you use) so that it can be dealt with as soon as possible. Pupils will be kept away from the hazard until it has been removed.

20.0 Site Manager

The role of the Site Manager 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 Site Manager got to look after his/her own safety but has a major role in the safety of all the school population.

The Site Manager will be trained for all tasks that require specific training e.g. water testing for control of legionella, handling chemicals, manual handling.

Appropriate equipment and tools will be provided to ensure tasks can be undertaken safely.

The Site Manager will maintain the defects log book.

Adequate external lighting will be provided to enable the Site Manager to safely enter and exit the school during hours of darkness.

Any dangers associated with Lone Working have been identified and risk assessed (use the Lone Working checklist and risk assessment).

21.0 Health and Safety in the Office

Offices will be safe to work in and any risk to health and safety will be reduced as far as is reasonable practicable and the managed accordingly. See section 1.0 'Health and Safety Risks Arising from Our Work Activity', and the appropriate control measures will be implemented. Also refer to the Generic Office Risk Assessment document.

A monitoring system has been set up to ensure that any hazards in the office are identified and regular inspections of the area are carried out. An individual will be made responsible for the office.

Office personnel are expected to report any hazards e.g. a loose wire on a piece of electrical equipment. Where it is safe to do so, staff are expected to isolate the hazard and/or remove it e.g. spilt liquid on the floor (slipping hazard).

A Display Screen Equipment (DSE) assessment will be undertaken for all personnel who habitually use a computer for more than an hour a day, every day (referred to as a 'user').

Office personnel are encouraged to undertake the Salford City Council e-learning course VDU (Visual Display Unit) and workstation health and safety.

Any member of staff classed as a 'user' of Display Screen Equipment is entitled by law, to have a free eyesight test and if the Optician concludes that VDU glasses are needed, these will be provided free of charge to the member of staff. A specific pair of VDU glasses will be selected by the Head of School and Governing Body for this purpose. Any member of staff who needs VDU glasses may choose a different pair, but they must make up any difference in cost themselves.

22.0 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. This would be an authorised absence not an exclusion.

Children may require support for acute, short term and long term medical conditions. Short term conditions are for example finishing a course of antibiotics. Long term conditions (chronic conditions) are for example epilepsy, diabetes, asthma or allergy leading to anaphylactic shock.

The Governing Body will establish an effective management system which provides support to children with medical conditions.

The SENCO or class 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.

Medicines will be stored safely and where necessary training will be provided for personnel who administer or supervise administration of medicine.

See Medical Policy, Supporting Pupils with medical Conditions Policy, First Aid Policy and Asthma Policy.

23.0 Asbestos

The school has had a full Management Survey (previously named Type 2) carried out.

Any asbestos that was classed as high risk has been removed and any remaining asbestos has been encapsulated and is monitored annually for signs of deterioration.

An asbestos management plan is implemented in school.

All contractors coming into school to do work, are required to look through the asbestos management plan and sign the 'Authorisation to Commence Work' form.

If asbestos is suspected, stop work immediately and follow the emergency procedure. If asbestos is accidentally disturbed, follow the emergency procedure

Whenever any refurbishment or demolition work is due to be carried out, an asbestos Refurbishment and Demolition survey of that area must be carried out (previously referred to as a Type 3 survey), prior to any works commencing.

If a surface is to be painted or you are planning on commissioning minor works that are not intrusive, an asbestos Management Survey (previously referred to as a Type 2 survey) of that area must be carried out prior to the works commencing.

The Asbestos Management Plan shall be reviewed annually.

Asbestos in the building will be monitored annually to check the condition of it or of its encapsulation product.

24.0 Legionella

The School recognises the need to carry out a risk assessment for Legionella. The Control of Legionella Approved Code of Practice (ACoP) and associated guidance (HSG274) has deemed the Headteacher (The Dutyholder), responsible for ensuring that this risk assessment has been made. In conducting the assessment, the Dutyholder has appointed an external party. IWS are also known as the responsible person(s) and help the Headteacher to meet his health and safety duties, i.e. take responsibility for managing the control scheme.

The risk assessment considers and evaluates: -

- clear allocation of management responsibilities;
- competence and training of key personnel;
- a description of the water system, including an up-to-date schematic diagram;
- an evaluation of the risk;
- safe operating procedures for the water system, including controls in place to control risks;
- monitoring, inspection and maintenance procedures;
- results of monitoring, inspection and any checks carried out;
- limitations of the legionella risk assessment;
- arrangements to review the risk assessment regularly and particularly when there is reason to suspect it is no longer valid.

The risk assessment (no longer required every two years) is kept on site at the school and water temperature monitoring is carried out by the Site Manager. These results are recorded and are kept for five years.

25.0

Addendum to Health & Safety Policy in Response to COVID-19 and the Wider School Re-opening June 2020

In addition to this addendum, please refer to;

Operational Risk Assessment

Staff Handbook

Pupil handbook

Bereavement Policy

Behaviour Policy

SEND Policy

Safeguarding Policy

Medical Policy

Intimate Care Policy

Net capacity and organisation of teaching space

A maximum of 30 pupils will be allowed in each classroom to allow for social distancing. This is dependent on the size of each individual space. Children will stay within their own bubble and will not be mixing with other children.

Movement round the school

Circulation plans have been reviewed and revised. One-way systems are in place where possible and corridors have been divided if feasible. The children will be placed in 'bubbles' and each bubble will start and finish at different times. In addition, playtime and lunch will be staggered. Movement around the school to be kept to a minimum.

Staff workspaces

Rooms have been reviewed and furniture has been put in place to allow for social distancing. Use of the staff areas is to be staggered. School office is closed to all staff and pupils and parents/carers are not allowed to enter the building. Staff to wipe down computers after use.

Policy review

The following policies have been reviewed and updated in response to COVID-19; Safeguarding Policy; Behaviour Policy, SEND Policy; Bereavement Policy; Medical Policy; Intimate Care Policy and Health & Safety Policy.

Staff CPD

Any CPD for staff will be accessed online. Face to face CPD will not take place during this time unless essential. If face to face CPD is required then social distancing measures will be adhered to.

Risk assessment

An Operational Risk Assessment has been completed and shared with staff, Governors and parents/carers. In addition, the CT will complete RA for lessons. Individual RA's have been completed for any staff with underlying health issues.

Cleaning

The cleaners will empty bins, clean toilets and high touch areas frequently throughout the day. There are checklist on each room which will be marked off as and when. Each room has been provided with cleaning products which can be used by staff if needed.

Hygiene and handwashing

Staff and pupils will be reminded about the importance of handwashing and this will be built into the daily routine. There are hand sanitization units placed throughout the school and individual hand sanitizers on each pupil's desk. Staff should wash their hands and surfaces before and after handling pupils' books. Soap and handtowels available in each room. Individual boxes of tissue will be provided and pupils and staff encourage to 'catch it, kill it, bin it'. There is signage displayed throughout the school to remind staff and pupils to remind them of the importance of hand hygiene.

Clothing and fabric

All toys, cushions and soft furnishings have been removed from classrooms as these cannot easily be cleaned. All fabric chairs in the staffroom have been removed and also the seating area in the reception area. The fabric chairs in the office are to be used by the same member of staff only and wiped down at the end of each day.

Medical rooms

There is a large medical room where pupils can be dismissed through the conservatory when parents/carers pick up. If a child is presenting with symptoms he/she will be taken to the medical room until he/she is collected. Once he/she has gone home the member of staff who dealt with the child will place a sign on the door to indicate to the cleaner that it needs cleaning. This room will then be cleaned thoroughly.

Infection control and responding to infection

The school will follow the advice provided by the Local Authority on how to manage suspected and confirmed cases in school [Guidance on suspected cases in education settings FINAL 3 June 2020.docx](#) If there is confirmed case in the school community we will contact the Infection Control team for further advice. If there is a confirmed case in a bubble this will mean that all bubble members (children and staff) will need to self-isolate for 14 days as they are 'contacts' to the confirmed case. It is important that the integrity of your bubbles is maintained as far as possible to minimise the impact of those sent home to isolate for 14 days. The school will undertake any necessary cleaning after someone has been unwell on the premises.

PPE equipment

The Government advise that PPE equipment does not need to be used in school. There are PPE 'kits' available to use if needed i.e. if a pupil/member of staff is presenting with symptoms. These kits are located in the medical room and office.

Communication

Weekly virtual SLT meetings led by EHT, bi-weekly virtual LT meeting led by HOS or EHT. Weekly email to staff by HOS and EHT.

Reception area

Fabric seating has been removed. Social distancing guidance is clearly displayed. There will be a hand sanitation unit on the wall available for visitors to use. There is a glass screen between the reception and office which will remain closed at all times. No parents/carers will be permitted into the school building unless essential. Any essential visitors must comply with all required control measures in place.

Staff areas

The staffroom has been sectioned so that a number of members of staff can sit and have their lunch at any one time whilst still obeying social distancing. Staff have been asked to wipe down the microwave etc after use. There will only be one person able to use the kitchenette area at any one time due to space restrictions.

Mental health concerns

Staff are encouraged to focus on wellbeing. Information is shared through the HOS weekly mid-week message and EHT weekly message. Phone numbers are made available and staff are aware that they are contactable at any time. There is a section within the staff handbook which mentioned mental health and this was discussed at the INSET on Monday 8th June.

Bereavement support

The Partnership's Bereavement Policy has been updated in response to COVID-19. Key staff will access 'bereavement training' through an external agent. Majority of school staff have already completed training through 'Bereavement UK'.

Fire procedures

The school's Fire Procedures have been updated and shared to reflect the change in use of rooms etc. A planned fire drill will be scheduled when each new cohort attends school for the first time so that pupils and staff are aware of their access routes and new assembly point. All staff have completed the on-line Fire Awareness course.

Managing routine inspections

All required services and maintenance visits are up to date. The Site Officer will continue to carry out his daily, weekly, monthly and termly checks as normal. The ESBM has a spreadsheet which shows when a service was carried out and is next due which can be referred to.

Contractors on site

Any work which is deemed essential will continue as usual. The SBM will risk assess each individual visit before the booking is confirmed. The contractors will be requested to only attend site if they are symptom free and that they have their own procedures in place to ensure effective social distancing is maintained at all times whilst on the premises. All personnel invited on to the school premises will be required to comply with the control measures in place as stipulated by the school.