

2021-2022

Moorside Community Primary School
Head Teacher – S Lawler-Smith



MOORSIDE COMMUNITY PRIMARY SCHOOL

HEALTH AND SAFETY POLICY

Health & Safety Policy

Moorside Community Primary School

Head Teacher: S. Lawler-Smith

Named personnel with designated responsibility

Designated SLT for	Deputy designated SLT	Nominated Governor	Chair of Governors
S. Lawler-Smith	S Cooper H Kearsley	S. Corlett	S. Corlett

Head Teacher	Sign and Date	
Chair of Governing Board	Sign and Date	

Next Review Date	Sept 22
Committee Responsible	Governing Board
Document locations	Shared Drive

Change History

Version	Date	Change Description	Stored
1	Jan 2015	New Building and Inclusion of Facilities Management Responsibilities	
2	Aug 20	Personnel Update	
3			
4			
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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: Chair of the Governing Board;
2. Details of the organisational structure: Who is responsible for what, and how they fit in with each other;
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 employer's 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.

Health and Safety Policy Statement Health and Safety at Work Act 1974

This is the Health and Safety Policy Statement of

Moorside Primary School

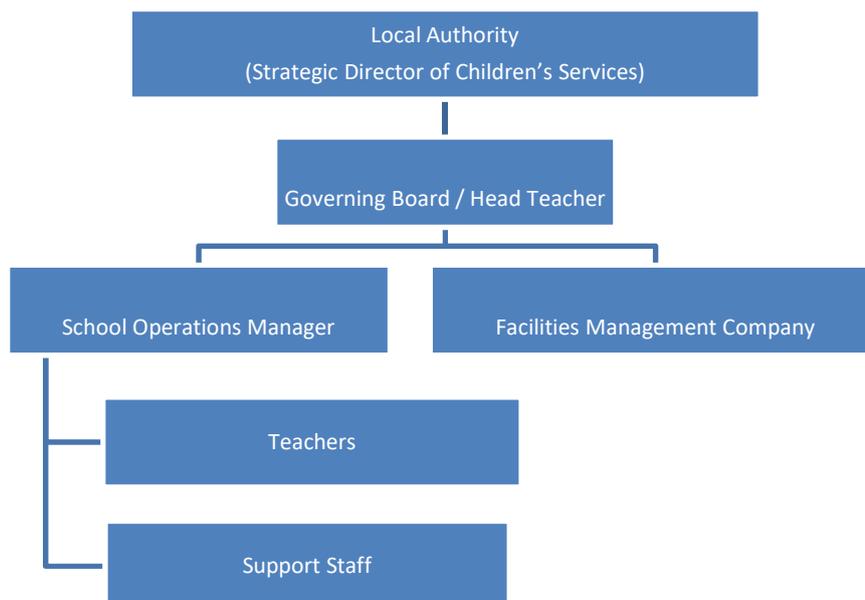
Our statement of general policy is:

- 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 ensure that the Facilities Management company provides and maintains 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 reduce the risk of accidents and cases of work-related ill health;
- To make arrangements within the school for the reporting of all accidents/incidents to the LA;
- To make positive arrangements for fire evacuation, first-aid, supporting pupils with medical needs and other emergency situations;
- To provide in partnership with the Facilities Management Company 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 in partnership with the Facilities Management Company 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 regular liaison with the LA for road crossing patrol staff and 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 (e.g online, peer on peer, sexual abuse etc), smoking and drug abuse and healthy eating; this also includes the banning of lollies on sticks being given to pupils for birthday sweets.
- 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.

Illustration of Employee Responsibilities (County Controlled and Voluntary Controlled Schools)

- Overall and ultimate responsibility for health and safety in schools is that of the employer i.e. the Strategic Director of Children's Services.
- Day-to-day responsibility for ensuring this policy is put into practice is delegated to School Governing Boards and Head Teacher.

THE EMPLOYER



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

Local Education Authority (Strategic Director of Children's Services) and Governing Board

- In Council Controlled and Voluntary Controlled schools the Local Education Authority (Strategic Director of Children's Services) is responsible for health and safety; in other schools the Governing Board is responsible for health and safety;
- Day-to-day responsibility for implementation is delegated the Head Teacher and overseen by School Governing Board

The Local Education Authority (Strategic Director of Children's Services) and the Governing Board 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 head Teacher 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 and the diocese;
- 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 Board; and
- Shall carry out an annual appraisal of the safety performance of the school and include this in its annual report to parents.

Head Teacher

The Head Teacher 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 Board 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 Council's Health and Safety Officer as soon as possible and also reported to the Governing Board in the Head Teacher's Termly Report. In the event of a major injury the Chairman of the Governing Board shall be informed;
- Ensure if any contagious disease is contracted a record is kept and appropriate containment action is taken;
- Ensure that all acts of violence and bullying are recorded and that they are reported to the Governing Board as appropriate;
- Ensure that fire procedures are planned and are rehearsed at least once per term;
- Ensure that the Facilities Management Company checks fire equipment, and that 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 weekly with the School Operations Manager on matters of health, safety and welfare;
- Ensure that contractors working in the school are properly appointed and managed by the Facilities Management Company and that they report to the FM Site Office 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 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 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 School Operations Manager 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 Head Teacher;
- Ensure that birthday sweets do not contain lollies on a stick.
- 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 Teacher on all aspects of health, safety and welfare; and
- Co-operate with the Head Teacher and School Operations Manager 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.
- The Facilities Management Company will carry out:
 - Weekly spot checks of the school building
 - Full workplace inspection monthly
 - Health and Safety Audits termly

- Weekly housekeeping inspections
- Termly ladder checks
- Weekly monthly legionellosis checks
- Carry out maintenance and minor repairs, keeping a log of repairs carried out
- Monitoring communal areas.
- The School will carry out:
 - Weekly checks of school building and grounds (School Operations Manager)
 - Any defects will be reported to the Facilities Management Company
 - Ensure via the KIT meetings that all necessary checks are taking place
 - Prepare a termly report to the Governing Board

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.

Union

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

- 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 Site Officers and Caretakers
- 22.0 Health and Safety in the Office
- 23.0 Medicine

1.0 Health and Safety Risks Arising From our Work Activity

- Risk assessments will be undertaken by:
SCHOOL OPERATIONS MANAGER AND IN CONJUNCTION WITH RELEVANT STAFF
- The findings of the risk assessments will be reported to:
HEAD TEACHER
- Action required to remove / control risks will be approved by:
HEAD TEACHER
- **SCHOOL OPERATIONS MANAGER** will be responsible for ensuring the action required is implemented
- **HEAD TEACHER** will check that the implemented actions have removed / reduced the risks.
Assessments will be reviewed every year or when the work activity changes, whichever is soonest.

2.0 Consultation with employees

- Employee representative(s) are:
SCHOOL OPERATIONS MANAGER
- Consultation with employee is provided by:
SCHOOL OPERATIONS MANAGER

3.0 Safe Plant and Equipment

- **FACILITIES MANAGEMENT COMPANY** will be responsible for identifying all equipment / plant needing maintenance.
- **HEAD TEACHER** will be responsible for ensuring effective maintenance procedures are drawn up.
- **SCHOOL OPERATIONS MANAGER** will be responsible for ensuring that all identified maintenance is carried out.
- Any problems found with plant / equipment should be reported to:
- **SCHOOL OPERATIONS MANAGER WHO WILL REPORT TO FACILITIES MANAGEMENT COMPANY**
- **HEAD TEACHER AND FACILITIES MANAGEMENT COMPANY** will check that new building and equipment (including plant) meets health and safety standards before it is purchased.
- No unauthorised electrical equipment is to be used on school/library premises.
- A system of testing portable electrical appliances will be implemented by the Facilities Management Company
- Where appropriate, residual current devices should be used with all electrical equipment (PAT testing carried out).

4.0 Safe Handling and Use of Substances

- Responsible for identifying all substances that require COSHH (Control of Substances Hazardous to Health) assessments will be undertaken by:
SCHOOL OPERATIONS MANAGER
FACILITIES MANAGEMENT COMPANY
- In PFI schools, the Facilities Management Company will be responsible for obtaining product 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).
- **FACILITIES MANAGEMENT COMPANY** will be responsible for ensuring that all actions identified in the assessments are implemented and reported to the **SCHOOL OPERATIONS MANAGER**.
- 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.
- **SCHOOL OPERATIONS MANAGER** will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.
- **FACILITIES MANAGEMENT COMPANY** 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 sooner.

5.0 Information, Instruction and Supervision

- The Health and Safety Law poster is displayed in:
Staff Room (First Floor Room C034)
Entrance (Reception Area Room A003)

Health and safety advice is available from

The Health and Safety Section,

Children's Services Directorate
Civic Campus
Chorley Road
Swinton
M27 5AW

Telephone Numbers:

Netsai Piki, Senior Health and Safety Officer: 0161 778 0338

Isaac Yusuf, Health and Safety Officer, 0161 920 1019

- Supervision of young workers / trainees will be arranged / undertaken / monitored by:
DEPUTY HEAD TEACHER AND PHASE LEAD
- Any employees working at locations under the control of other employers are given relevant health and safety information by their designated Health and Safety lead.

6.0 Competency for Tasks and Training

Health & Safety induction training will be provided for all employees by: **SCHOOL OPERATIONS MANAGER / HEAD TEACHER**

Job specific training will be provided by: **HEAD TEACHER / DEPUTY HEAD TEACHER / PHASE LEAD**

- Specific jobs requiring special training are: (NA)
- Training records are kept by: (NA)
- Training records are located at: (NA)
- Training will be identified, arranged and monitored by: **HEAD TEACHER**

7.0 Accident, First Aid and Work Related Ill Health

- The first aiders and/ appointed persons are
- **LISTED IN FIRST AID POLICY AND DISPLAYED AROUND SCHOOL**

The first aid box(es) is/are kept :

- **HYGIENE ROOM**
- **OFFICE**
- **ON EVERY FLOOR IN YEAR GROUP BREAK OUT AREAS**
- **IN EVERY CLASSROOM**
- **IN THE CONTAINER OUT ON THE KS2 PLAYGROUND**
- **ALSO EACH WELFARE ASSISTANT CARRIES A SMALL BAG OF FIRST AID**
- **THE DE-FIB MACHINE IS LOCATED IN THE NUTURE ROOM.**
- Trained personnel and all information can be found in the First Aid Policy

All accidents and cases of work-related ill health are to be recorded in the accident book which is located at:

- **MINOR ACCIDENT BOOKS ARE KEPT IN EVERY CLASSROOM AND AT EVERY FIRST AID STATION.**
- **MAJOR ACCIDENTS ARE REPORTED ON THE SAP SYSTEM**
- 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 Salford Health and Safety Team 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 LA'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: Weekly / Monthly
- Conduct a full workplace inspection at a frequency of: Monthly
- Ensure Departmental Managers submit health and safety reports at a frequency of : Termly
- Conduct health and safety audits at a frequency of: Termly
- Teachers are responsible for classroom inspections to maintain Health and Safety in the classroom, any concerns must be reported to the School Operations Manager.
- The Facilities Management Company are responsible for carrying out housekeeping inspections in all communal areas e.g. corridors, hall, dining room etc. Any problems identified are reported to the Head Teacher immediately.
- The Facilities Management Company is responsible for carrying out Inspection of External Play Areas including Gates.
- **SCHOOL OPERATIONS MANAGER / DEPUTY HEAD TEACHER** are responsible for investigating accidents and reporting back to the **HEAD TEACHER**.
- **SCHOOL OPERATIONS MANAGER / HEAD TEACHER** is responsible for investigating work-related causes of sickness absences.
- **SCHOOL OPERATIONS MANAGER / HEAD TEACHER** is responsible for acting on investigation findings to prevent a recurrence.

9.0 Emergency Procedures – Fire and Evacuation

- The Facilities Management Company, Head Teachers of both the Primary School and High School are responsible for ensuring the fire risk assessment is undertaken and implemented.
- The following people have been appointed as fire wardens / search officers:
 - Mr S Lawler-Smith
 - Mrs K Fairhurst
 - Mrs H Kearsley
 - Ms D Howarth
 - Miss J Roberts
 - Miss E Tilzey
 - Mrs J Smith
 - Mrs C Boothman
 - Ms E Turner
 - Mrs N Jackson
- Escape routes and exits are checked by: **FACILITIES MANAGEMENT COMPANY AND SCHOOL OPERATIONS MANAGER**
- At a frequency of: **DAILY / WEEKLY**
- Alarms are tested by: **SCOTSHIELD** At a frequency of: **HALF YEARLY AND ANNUAL SERVICE**
- A Weekly test takes place of fire alarms by **SITE STAFF**
- Emergency evacuation / fire drills will be carried out at a frequency of: **TERMLY**
- Records will be kept at: **RECEPTION AND SPIE OFFICE**

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:-
 - 1) Invited guests and visitors to the school;
 - 2) Volunteers and students who may assist with teaching;
 - 3) Parents and customers to events such as jumble sales / Christmas fairs etc;
 - 4) Bus drivers or other persons encountered on an external trip or holiday;
 - 5) Contractors at the school via SPIE (other than their own work activity, which they themselves are responsible for);
 - 6) Council employees such as peripatetic teachers, advisers
 - 7) Deliverers of goods, meter readers etc;
 - 8) Trespassers unless injured by their own unsafe activities.
- On entering the premises, visitors must go to the reception / main office and enter their details on the inventory signing in system where a visitors badge with a photograph will be produced. Lanyards worn for duration of the visit to display DBS status (red no DBS, yellow DBS seen).
- On departure, visitors must sign-out the visitors system.
- All contractors should sign in at the Facilities Management Office

11.0 Contractors and Safety

- Contractors are selected by the Facilities Management Company

	Y	N
Cost		
Production of Competent Safety Policy		
Proof of Competence (e.g. production of qualification certificates)		
References		
Via Facilities Management Company Criteria	✓	
Any Other Criteria		

- All contractors are required to attend a pre-start meeting with the Facilities Management Company 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 FACILITIES MANAGEMENT COMPANY** is responsible for monitoring contractor's activities whilst on site.
- Under no circumstances will contractors be allowed to use equipment belonging to the school.

12.0 Educational Visits

- 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:
- Name: Mrs K Fairhurst**
- Position: School Operations Manager**
- 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 be at least:
- Nursery: 1:2
- Reception: 1:4
- Year 1 to 3: 1:6
- Year 4 to 6: 1:10 / 1:15
- Advice relating to educational visits can be obtained from:-
- Mr Simon Willis, LA Trips and Visits Co-ordinator , Tel: 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, 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 Teacher 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.
- Electric gates are in operation on site
- 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:

	Y	N
Perimeter Fencing	✓	
Duty Officers stationed within individual buildings		✓
External Doors being locked during school hours	✓	
CCTV	✓	
Signposting	✓	
Security Lighting	✓	

- Other security measures(please give details)
 - Signing in
 - Staff and Visitor Lanyards
 - Staff door fobs

15.0 Occupational Health Services and Stress

- Occupational health services are provided by the Occupational Health Unit who is based at 196 Station Rd, Salford Tel: 0161 603 4081
- 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 the Civic Centre 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 or Salford City Council Employee Services 0161 603 4081. All calls and subsequent consultations will be treated in strictest confidence.

16.0 External Groups / Activities

- 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:
- **SCL (Salford Community Leisure who are in charge of after school bookings)**
- 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 to enable the necessary health and safety guidance to be issued.

17.0 Safety in the Community

- Safety in the community is addressed by: **HEAD TEACHER**
- Contact with **PCSOs** (Police Community Support Officers), e.g. police talks, fire-service seminars, topics in assembly
- Talks/seminars are conducted at a frequency of: Annually at least

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 unacceptable behaviour, bullying and harassment involving pupils by following:
 - Behaviour Policy
 - Anti-Bullying Policy
- The school will address good pupil behaviour by:
 - Adhering to the behaviour policy
- Praise both verbal and written
- Head Teacher's Award for good work/good behaviour
- The school will address bullying and harassment involving staff by:
 - Being a 'STOP' School
 - Reporting incidents
 - Investigating
 - Meetings to discuss

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.
- Teachers are responsible for classroom inspections to maintain Health and Safety in the classroom, any concerns must be reported to the School Operations Manager.
- 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 dependent upon their age and their understanding of a hazard.

21.0 Facilities Management Site Staff

- The role of the Facilities Management Site Staff 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 Facilities Management Company to look after his/her own safety, but has a major role in the safety of all the school population. The basic duties are:
 - a) Security of the premises and its contents. This will include locking and unlocking doors, fire escapes and gates, and emergency call-out as appropriate;
 - b) Maintenance, repairs and emergency remedial action as necessary and arranging for any necessary repairs to be carried out. This includes:
 - a. Lighting, heating and the cleanliness of the school.
 - b. Replacing light bulbs/tubes
 - c. Overseeing school cleaners
 - d. Aspects of cleaning during school hours

- e. Grounds maintenance
- f. 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 sprinkler system
- g. Lifting and moving equipment and supplies. This would include assisting Teachers with moving furniture and equipment, carrying stationery supplies and deliveries, moving milk crates, and where possible this should be done with the aid of handling devices.

22.0 Health and Safety in the Office

- Offices will be safe and healthy, hazards will be identified 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 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 VDU assessment will be undertaken for all office personnel annually.
- 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.

23.0 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 exclusion. Detailed guidance is in DCSF Guidance 'Improving behaviour and attendance: guidance on exclusion from schools and PRU's, September 2008.
- 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 will establish an effective management system which provides support to children with medical conditions.
- 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 Head Teacher will store medicines safely and where necessary provide training for personnel who administer or supervise administration of medicine.