

Health and Safety Policy for St Paul's Peel C.E. 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 employer's commitment to health and safety and how it is 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.

A model health and safety policy that may be adopted by schools is illustrated over the following pages. This model policy has been prepared by the Health and Safety Team incorporating previous model policy data produced by the Occupational Health and Safety Unit. Contributions were also received from Mather Street Infants School, Oldham and Crompton House C.E School, Oldham. The model 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 DfE guidance.

Health and Safety Policy Statement

Health and Safety at Work Act 1974



This is the Health and Safety Policy Statement of


St.Paul's Peel C.E. Primary School

Our statement of general policy is:

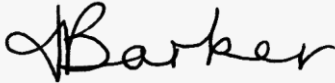
- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain plant, machinery and equipment which is safe, has been manufactured to a British, European or International 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 Local Authority;
- to make positive arrangements for fire evacuation, first-aid, supporting pupils with medical needs 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: 
(Chair of Governing Body)

Date: 01/12/16

Signed: 
(Head teacher)

Review Date: 01/12/17



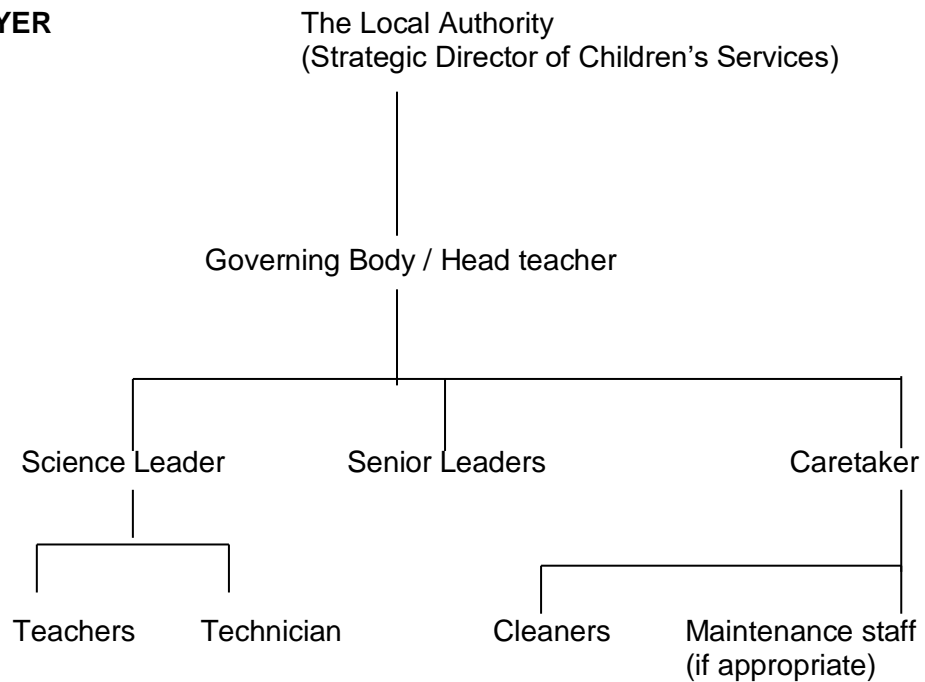
Organisation (Local Authority Controlled and Voluntary Controlled Schools)

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 Bodies and Head teachers.

Illustration of employee responsibilities (Local Authority Controlled and Voluntary Controlled Schools)

THE EMPLOYER





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

The Local Authority (Strategic Director of Children's Services) and the Governing Body

- in Local Authority Controlled and Voluntary Controlled schools the Local Authority (Strategic Director of Children's Services) is responsible for health and safety; in other schools the Governing Body is responsible for health and safety;
- day-to-day responsibility for implementation is delegated to School Governing Bodies and Head teachers;

The 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 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 the Local Authority 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 Body; 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 Local Authority and the school 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;
- 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 Local Authority Health and Safety Officer as soon as possible and also reported to the Governing Body in the Head teacher's termly report; inform the Chairman of the Governing Body in the event of a severe injury;
- 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 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 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; and
- review and up-date their policies as appropriate.



Teaching and Non-Teaching Personnel

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



- ensure that the Local Authority'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 Head teacher 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 at breaktimes and lunchtimes;
- 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 Local Authority's guidelines are followed;
- ensure that when undertaking school trips and holidays, sufficient research, planning, precautions and supervision are undertaken in accordance with the Local Authority's guidance. 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;
- 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 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.

Caretakers and Site Officers

See Section 8.0 Monitoring and Section 21.0 Site Officers and Caretakers.

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.



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



1.0 Health and Safety Risks Arising From our Work Activity

- Risk assessments will be undertaken by

Miss J Barker Acting Headteacher
Mrs K Prince S.B.M
Mrs E Moore Chair of Governors

- The findings of the risk assessments will be reported to

Miss J Barker Acting Headteacher

- Action required to remove / control risks will be approved by

Miss J Barker Acting Headteacher

Mrs E Moore Chair of Governors

- Will be responsible for ensuring the action required is implemented.

Mrs K Prince S.B.M

- 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:-

NAHT
NUT
Unison
GMB

- Consultation with employee is provided by:-

Union Reps



3.0 Safe Plant and Equipment

Mr G Broadhurst

- will be responsible for identifying all equipment / plant needing maintenance.

Mrs K Prince

- will be responsible for ensuring effective maintenance procedures are drawn up.

Mrs K Prince

- will be responsible for ensuring that all identified maintenance is carried out.
- Any problems found with plant / equipment should be reported to:-

Mrs K Prince

Mrs K Prince

- 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.
- A system of testing portable electrical appliances will be implemented.
- Where appropriate, residual current devices should be used with all electrical equipment.



4.0 Safe Handling and Use of Substances

Mr G Broadhurst
Citywide

- Will be responsible for identifying all substances used in maintenance and cleaning that require COSHH (Control of Substances Hazardous to Health) assessments.
- Site Officers and Caretakers and Citywide as appropriate will be responsible for obtaining product health and safety data sheets and for undertaking COSHH assessments for cleaning and maintenance activities. Further advice and information can be obtained from the Health and Safety Team within Children's Services (see section 5.0).

Citywide
Mrs J Williams (subject leader)

- Will be responsible for ensuring that all actions identified in the assessments are implemented.
- Use of chemicals for teaching will be COSHH assessed by the Head of Year or Subject Leader and will be done so in accordance with guidance and hazard cards produced by CLEAPSS Schools Science Service and advice from the Design and Technology Association where appropriate.

Citywide
Senior Leaders

- Will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.

Citywide
Miss J Barker Acting Headteacher
Mrs K Prince S.B.M
Mrs E Moore Chair of Governors

- Will check that new substances can be used safely before they are purchased. Further advice and information can be obtained from the Children's Services Health and Safety Team (see section 5.0).
- Assessments will be reviewed every year, 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 at

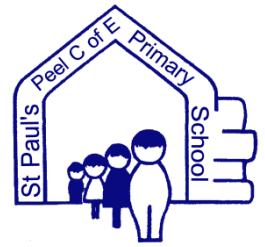
Staffroom Wall
Kitchen Office Wall

- Health and safety advice is available from
The Children's Services Health and Safety Team
Contact names: Richard Cuthbertson and Netsai Piki
- Supervision of young workers / trainees will be arranged / undertaken / monitored by

Miss J Barker

Citywide Miss J Barker Acting Headteacher Mrs K Prince S.B.M Mrs E Moore Chair of Governors
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- 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

Miss J Barker

- Job specific training will be provided by

Miss J Barker

- Specific jobs requiring special training are:-

Safeguarding Board Training
Fire Service Training
First Aid Training
Subject Specific Training

- Training records are kept by

Miss J Barker
Mrs K Prince

- Training records are located at

Health and Safety Files Number 6 (Fire) 7 and 8 (First Aid) located in the School Library.
Safeguarding File located in the Headteacher's Office and Main Office

- Training will be identified, arranged and monitored by

Miss J Barker



7.0 Accident, First Aid and Work Related Ill Health

- The First Aiders and/or Appointed persons* are (delete as appropriate):-

Mrs K Prince	Mrs V Hitchen
Mrs G Birch	Mrs J Scott (Paediatric First Aid)
Miss S Hackey	Miss E Sharp (Paediatric First Aid)
Mr A Haller	Mrs AM Keenan (Paediatric First Aid)
Miss S Brent	

- The first aid box(es) is/are kept at

Classrooms
Learning Mentor Room
School Office
Defibrillator in the School Office

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

School Office

- All serious accidents/incidents will also be recorded using the Local 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 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. These accidents/incidents/diseases must be reported to the HSE forthwith and followed up in writing within 10 days.
- All serious accidents/incidents will be investigated in accordance with guidance set out within the Local Authority Health and Safety Policy, in order to prevent a recurrence of the accident/incident.



8.0 Monitoring

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

carry out spot check visits at a frequency of:-

Daily

conduct a full workplace inspection at a frequency of:-

Annually

ensure Departmental Managers submit health and safety reports at a frequency of:-

N/A

conduct health and safety audits at a frequency of:-

Annually

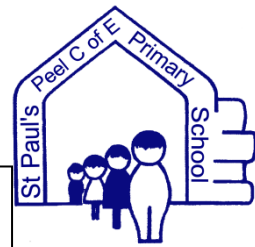
- Monthly or termly classroom inspections are carried out by the Teacher responsible for that classroom using the Local Authority Inspection Checklist or equivalent. Caretakers or Site Officers are responsible for carrying out these housekeeping inspections in all communal areas e.g. corridors, hall, dining room, outside areas including gates and of equipment that they control e.g. ladders. Any problems identified are reported to the Head teacher immediately.

Mrs K Prince

- is responsible for investigating accidents.

Miss J Barker

- is responsible for investigating work-related causes of sickness absences.



Miss J Barker
Human Resources

- is responsible for acting on investigation findings to prevent a recurrence.

9.0 Emergency Procedures – Fire and Evacuation

Miss J Barker

- is responsible for ensuring the fire risk assessment is undertaken and implemented.

Mrs K Prince	Mrs J Broadhurst
Mr A Haller	Mrs A Barker
Miss L Denney	Miss C McInnes

- have been appointed as fire wardens / search officers.
- Escape routes and exits are checked by

All Staff

at a frequency of

Daily

- Fire extinguishers are maintained and checked by

Fire Mark

at a frequency of once per year.

- Alarms are tested by

Miss J Barker
Mrs K Prince
Mr G Broadhurst

at a frequency of

Weekly



- Emergency evacuation / fire drills will be carried out at a frequency of

Termly

- Records will be kept at

The school office in the metal fire tray

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 fairs 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 visitor's badge which is to be worn for the duration of the visit.
 - All visitors working with children will need to show DBS check number as appropriate.
 - On departure, visitors must sign-out the visitors book.



11.0 Contractors and Safety

- Contractors are selected on the following basis:-

	Y	N
Cost	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Production of company safety policy	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Proof of Competence (e.g. production of qualification certificates)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
References	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Via Property Services	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Any other criteria

Recommendations

- 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.

Mrs K Prince Mr G Broadhurst

is responsible for monitoring contractor activities whilst on site.

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



12.0 Educational Visits / Extra Curricular Activities

- The Head Teacher is responsible for ensuring that the Local Authority Trips and Visits guidance and the advice on trips and visits in the DfE document Health and safety: advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies, February 2014 is followed.

- The Educational Visits Co-ordinator for the school is

Name: Mrs K Prince

Position: S.B.M

- 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 at the statutory minimum and as specified in the risk assessment.
- Advice relating to educational visits can be obtained from:-

Mr Simon Willis
Local Authority Trips and Visits Co-ordinator

- Refer to the Educational Trips and Visits guidance 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.

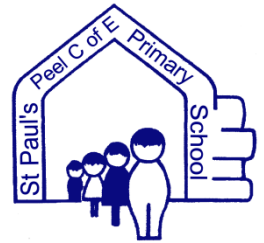
- Persons who volunteer to drive minibuses:

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'?

1. 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.
2. 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 and (NB this point will probably only apply to primary schools).
- A speed restriction of 0 mph 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	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Duty Officers stationed within individual buildings	<input type="checkbox"/>	<input checked="" type="checkbox"/>
External Doors are secured during school hours	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CCTV	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Signposting	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Security lighting	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Other security measures (please give details)

15.0 Occupational Health Services and Stress

- Occupational Health services are provided by the Occupational Health Unit, Tel: 0161 603 4070.
- 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 in the first instance.
- Occupational Health (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 603 4081.



16.0 External Groups / Activities

- External groups currently using school premises are

SHINE in Salford (Saturday school Mrs J Parker the Project Manager and musicians from the Halle Orchestra)

- 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

Miss J Barker
Mrs K Prince
Mrs J Parker

- 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 provided.

17.0 Safety in the Community

- Safety in the community is addressed by

Members of staff
PCSO (working with our Junior PCSO's)
Year 6 attending Crucial crew
Fire Service
Police
(e.g. police talks, fire-service seminars, topics in assembly etc.)

- Talks/seminars are conducted at a frequency of

As required



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 Behaviour Restrictive Physical Intervention & Discipline Policy

- The school will address good pupil behaviour by

Weekly Praising Assembly	Achievement Stickers
Chance Cards	Lunchtime Awards
Stickers	Punctuality Awards
Golden Time	Attendance Awards
Raffle Tickets	

- The school will address bullying and harassment involving staff by

Adhering to the "Dignity at Work" policy

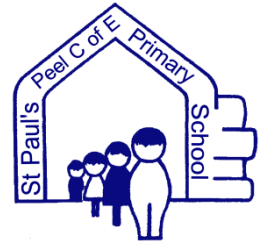


19.0 Health and Safety in the Curriculum

- 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 the Model 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 the Model 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. N.B. Their ability to do this will obviously be dependant upon their age and their understanding of a hazard.



21.0 Caretakers and Site Officers

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.

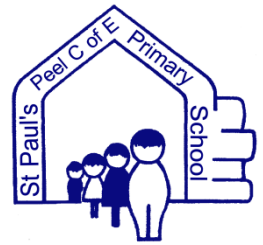
The essential duties are:

- 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) 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 log book up to date;
- c) 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;
- d) 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;
- e) 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;

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

The essential duties are:

- a) security of the premises and its contents;
- b) lighting, heating and Caretaker cleaning duties;
- c) portering and handy-person duties;
- d) supervision of staff;
- e) any other reasonable duty, e.g. evening lettings, bank duties, etc.



22.0 Health and Safety in the Office

- Offices will be safe and healthy, 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.



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. 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 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.

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