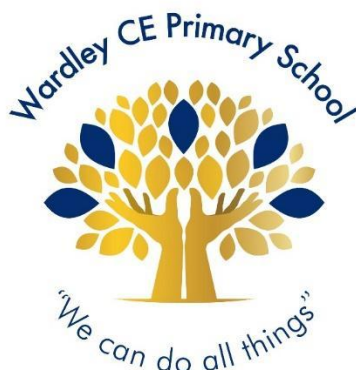


# Wardley CE Primary School Health & Safety Policy



<b>Name of Reviewer</b>	Mark Foster
<b>Date of Approval of Governing Body</b>	October 2023
<b>Signature of Chair</b>	<i>Colin Gettins</i>
<b>Signature of Head</b>	<i>Mark Foster</i>
<b>Date Due for Review</b>	October 2024

## **EQUALITY STATEMENT**

As a school we welcome our duties under the Equality Act 2010. The general duties are to:

- eliminate discrimination, harassment and victimisation
- advance equality of opportunity
- foster good relations

We review all policies and procedures we operate to ensure there are no negative equality impacts based on the following protected characteristics: age, disability, ethnicity & race, gender (sex), gender identity & reassignment, pregnancy & maternity, sexual orientation, religion & belief and non-belief as outlined in the Equality Act 2010. If you feel, on reading this policy that there may be a negative equality impact, please tell us about this. Please also let us know if you need to access this policy in a different format. You can do this by contacting the school office.

## **Our school vision**

We are a Church of England school that values and recognises the uniqueness of each individual child and acknowledges their fundamental right to be educated to their full potential in a safe, secure and caring environment. Our ethos is built on Christian foundations and drives our belief that we can do all things.

Wardley CE Primary School is committed to continual improvement to ensure that what we do today is even better tomorrow. We provide a happy, secure and supportive learning environment where the children develop independence and work hard to make the most of their talents, and that 'We can do all things' within a deep and rich curriculum.

*We can do all things through Christ who strengthens us. Phillipians 4:13*

## **Practical ways in which we attempt to carry out our school vision**

### ***Through the Christian value of respect:***

- Having strong ethics to underpin our decision making and actions.
- Creating an environment which promotes the Christian ethos of trust, respect and honesty to enable people to flourish.
- Promoting a sense of justice.
- Creating a strong moral purpose which underpins everything we do

### ***Through the Christian value of friendship:***

- Having an inclusive ethos to create a school in which everyone is welcome and everyone is equal.
- In celebrating diversity we value the strengths of all and embrace differences.
- Engaging stakeholders within and beyond the school.

### ***Through the Christian value of trust:***

- Having a strong sense of teamwork amongst all members of the school community.
- No matter how small, we value every contribution and support each other to reach our goals.
- In respecting each other, we strive to not let each other down.
- In feeling valued and empowered people have a desire to go the extra mile.

### ***Through the Christian value of courage***

- Recognising, supporting and developing everyone's potential.
- Nurturing skills and promoting opportunities.
- Creating an environment for people to think positively and take risks.

### ***Through the Christian value of perseverance:***

- Through continual enhancement we are constantly striving to achieve high standards, we never stand still.
- All improvements are underpinned with high aspirations.
- When problems arise, we must hold on to our vision and find solutions.

-We inspire and innovate and we support others to do the same.

### ***Introduction***

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

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

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

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

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

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 both 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 DfES guidance.

## **Health and Safety Policy Statement**

Health and Safety at Work Act 1974

This is the Health and Safety Policy Statement of

Wardley CE Primary School
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### **Our statement of general policy is:**

- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain plant, machinery and equipment which is safe, has been manufactured to a British, European or International standard, is regularly inspected, tested and maintained as appropriate; and that offers protection from danger by being suitably guarded (where appropriate). This would include such items as heating and hot water plant, kitchen equipment and appliances e.g. meat-slicer, powered cleaning equipment and portable electrical appliances;
- to ensure safe handling, use, storage and transport of articles and substances;
- to provide adequate information, instruction and training to enable staff and pupils to carry out their work activities in a healthy and safe manner, and to enable them to contribute positively to their own health and safety and that of others;
- to ensure all employees are competent to do their tasks;
- to prevent accidents and cases of work-related ill health;
- to make arrangements within the school for the reporting of all accidents/incidents to the LEA;
- to make positive arrangements for fire evacuation, first-aid, 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.

**Organisation**  
**(County Controlled and Voluntary Controlled Schools)**  
 (Voluntary Aided 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.

Overall and ultimate responsibility for Health and Safety in schools is that of the employer, i.e. usually the Governing Body.

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

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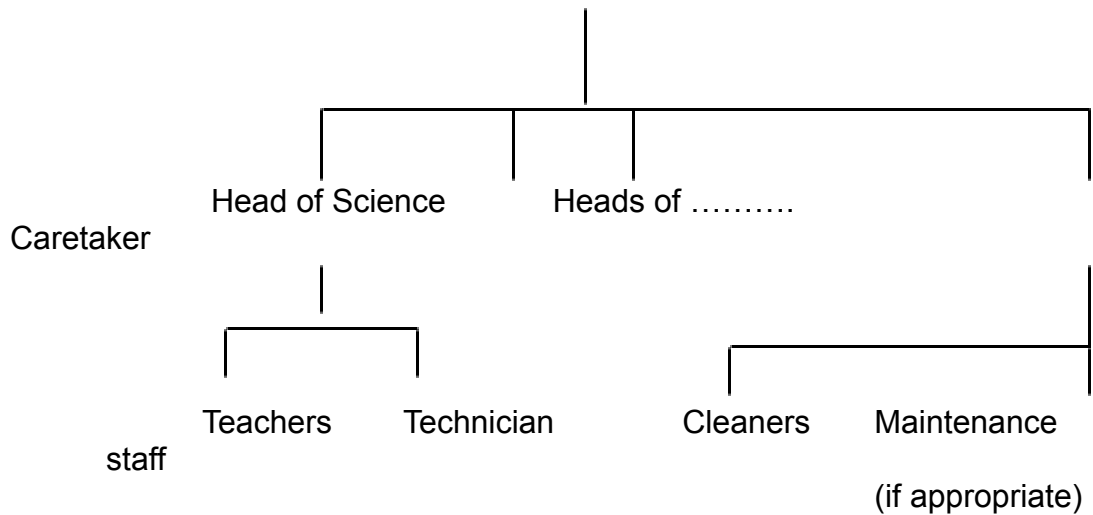
**Illustration of employee responsibilities**  
**(County Controlled and Voluntary Controlled Schools)**

**THE EMPLOYER**

The Local Education Authority  
 (Strategic Director of Children’s Services)

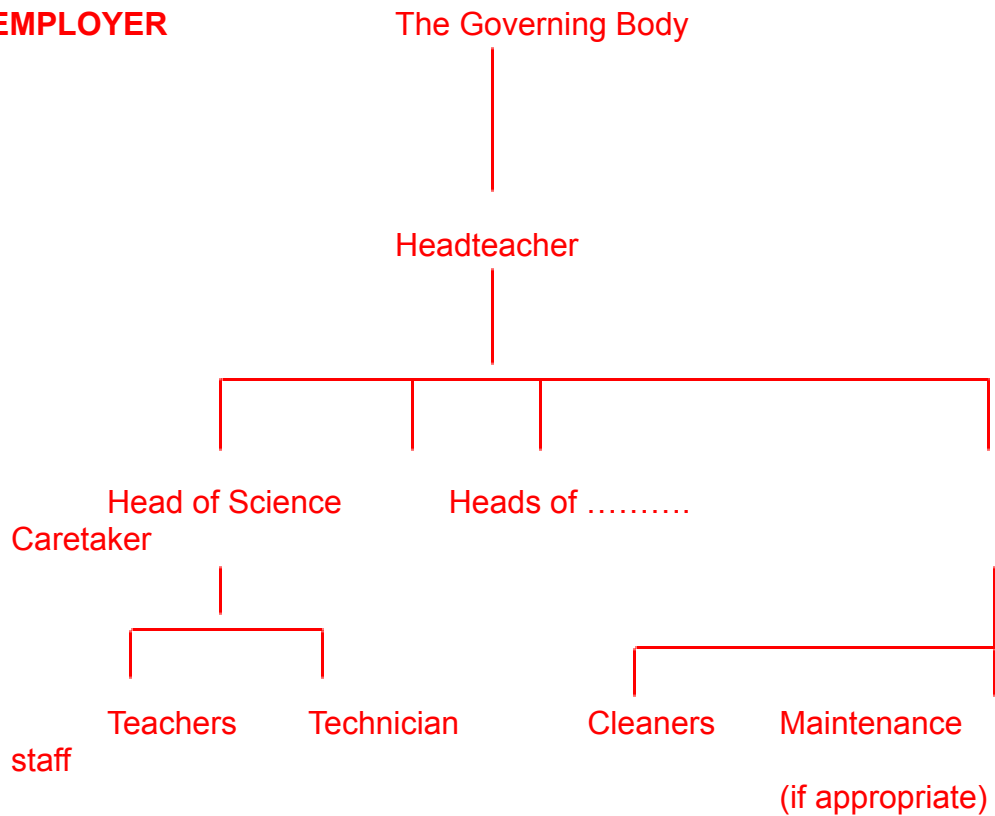


Governing Body / Headteacher



**Illustration of employee responsibilities  
Voluntary Aided Schools**

**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 Body**

- 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 Body is responsible for health and safety;
- day-to-day responsibility for implementation is delegated to School Governing Bodies and Headteachers;

## **The Local Education 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 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.

## **Headteacher**

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

- ensure that the Council's, the Local Education Authority's and the school's Health and Safety Policy are implemented and adhered to at all times;
- ensure that all members of staff know, understand and accept their health and safety duties and responsibilities;
- ensure that adequate resources are allocated to facilitate healthy and safe working and teaching practices;

- ensure that the Governing Body is advised of health and safety implications when undertaking the management of the school budget;
- ensure that all employees, pupils and visitors receive adequate information, instruction, training and supervision, both within school and on school trips as appropriate;
- ensure that all machinery, appliances and equipment purchased by or used within school, conforms to a British, European or International Standard, is used in the manner that it was designed for and is periodically examined, tested and maintained as appropriate;
- ensure the use of safe working practices and where necessary draw up and communicate written codes of practice for safe working and teaching;
- ensure that only approved chemicals and substances are used at school and ensure that the appropriate safety information and risk assessment is available to the user;
- ensure that suitable and appropriate protective clothing is provided for staff and pupils who require it, and ensure that it is worn when necessary;
- ensure that adequate first aid treatment is available by the provision of a First-Aider or appointed person and ensure that first aid boxes are kept adequately stocked;
- 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 Body in the Headteacher's Termly Report. In the event of a major injury 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;
- 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 Staff**

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

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

It is highly recommended that specific Caretaker duties are listed within this section e.g. ladder checks, carrying out maintenance and minor repair work

safely, monitoring communal areas (see sec 8 in Arrangements section) etc. following the above format.

## **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**

- 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
- 24.0 Lone Working

**1.0 Health and Safety Risks Arising From our Work Activity**

- Risk assessments will be undertaken by

Headteacher, site officer, school business manager & other staff as appropriate.

- The findings of the risk assessments will be reported to

Management Sub-Committee

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

Governors

- 

Headteacher & school business manager

will be responsible for ensuring the action required is implemented.

- 

Headteacher & school business manager

will check that the implemented actions have removed / reduced the risks.

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

## **2.0 Consultation with employees**

- Employee representative(s) are:-

Senior Management Team
------------------------

- Consultation with employee is provided by:-

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### **3.0 Safe Plant and Equipment**

- 

Site officer

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

- 

Headteacher & school business manager

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

- 

Site officer

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

- Any problems found with plant / equipment should be reported to:-

Site officer

- 

Site officer

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

- No unauthorised electrical equipment is to be used on school/library premises.
- 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**

- |              |
|--------------|
| Site officer |
|--------------|

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

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

- |                                       |
|---------------------------------------|
| Headteacher & school business manager |
|---------------------------------------|

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.

-

Headteacher & school business manager

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

•

Headteacher & school business manager

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 at

Staffroom

- Health and safety advice is available from

The Health and Safety Section,  
Civic Centre  
Chorley Road  
Swinton

Telephone Numbers:

Masum Majumder - Health and Safety Officer

0161 778 0338

- Supervision of young workers / trainees will be arranged / undertaken / monitored by

Headteacher & school business manager

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Headteacher

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

### **6.0 Competency for Tasks and Training**

- Induction training will be provided for all employees by

Appointed mentor

- Job specific training will be provided by

Headteacher & appointed mentor

- Specific jobs requiring special training are:-

NA

●

Headteacher

- Training records are located at

Headteacher's office

- Training will be identified, arranged and monitored by

Headteacher & appointed mentor



## **7.0 Accident, First Aid and Work Related Ill Health**

- The first aiders and/or appointed persons\* are (delete as appropriate):-

### **STAFF TRAINED IN FIRST AID**

#### **Emergency first aid – Expires January 2024**

David Foster (SENCO)

Andrew Tinkler (Teacher)

Andrew Houston (Teacher)

Rachiel Hoque (Teacher)

Michelle Mackay (Teacher)

Diane Williams (Welfare)

#### **Paediatric first aid – Expires January 2024**

Jayne Davenport (TA)

Jackie Marshall (TA)

Christine Wolstencroft (welfare)

#### **Emergency First Aid Training – April 2024**

Paula Statham (Business support officer)

Julie Berrisford (Welfare)

#### **Paediatric first aid – April 2024**

Lynsey Conlon (TA)

Cordelia Royle (welfare)

Kelly Flanagan (Asst. HT)

#### **Paediatric first aid - September 2024**

Gean Prinn (TA)

Liz Macleod (TA)

Tanya Powis (TA)

**Paediatric first aid – Expires May 2026**

Alison McMillan

Fran Donovan

Lauren Hargreaves

**Food Safety expires – June 2024**

Lynsey Conlon

Kelly Flanagan

Liz Walton-Macleod

Fran Donovan

Lauren Hargreaves

Jackie Marshall

**Food safety expires November 2024**

Tanya Powis

Gean Prinn

The first aid box(es) are kept:

- Office, PPA room, EYFS first aid box, KS1 first aid box, LKS2 first aid box, UKS2 first aid box.

Removable box for after school clubs, netball, football etc

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

School Office EYFS First Aid Box KS1 First Aid Box LKS2 First Aid Box UKS2 First Aid Box
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- 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 the civic centre are responsible for reporting accidents, diseases and dangerous occurrences to the Health and Safety Executive as required by the Reporting of Injuries, Diseases

and Dangerous Occurrences Regulations 1995. These accidents/incidents/diseases must be reported to the HSE within 10 days.

- All serious accidents/incidents will be investigated in accordance with guidance set out within the LEA's Health and Safety Policy, in order to prevent a recurrence of the accident/incident.

### 8.0 Monitoring

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

carry out spot check visits at a frequency of:-

Daily

conduct a full workplace inspection at a frequency of:-

Termly

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

Annually

conduct health and safety audits at a frequency of:-

Annually

- Termly classroom inspections are carried out by the Teacher responsible for that classroom using the termly classroom inspection Sheet attached. Caretakers are responsible for carrying out these housekeeping inspections in all communal areas e.g. corridors, hall, dining room etc. Any problems identified are reported to the School business manager/Headteacher immediately.

- Headteacher

is responsible for investigating accidents.

- |             |
|-------------|
| Headteacher |
|-------------|

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

- |             |
|-------------|
| Headteacher |
|-------------|

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

### **9.0 Emergency Procedures – Fire and Evacuation**

- |             |
|-------------|
| Headteacher |
|-------------|

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

- |   |
|---|
| HT, Business Manager, Business support officer & Site Officer |
|---|

have been appointed as fire wardens / search officers.

- Escape routes and exits are checked by

Site Officer
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at a frequency of

Daily
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- Fire extinguishers are checked by Site officer

P50 fire extinguishers in place Site officer checks monthly
--

- Alarms are tested by

Site officer

at a frequency of

Weekly

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

Termly

- Records will be kept at

Main 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:-

- invited guests and visitors to the school;
  - volunteers and students who may assist with teaching;
  - parents and customers to events such as jumble sales / Christmas Fayres etc;
  - users of school property out of school hours such as an aerobics class or a football club;
  - bus drivers or other persons encountered on an external trip or holiday;
  - contractors at the school (other than their own work activity, which they themselves are responsible for);
  - Council employees such as peripatetic teachers, grounds maintenance staff, advisers, refuse collection operatives etc;
  - deliverers of goods, meter readers etc;
  - trespassers unless injured by their own unsafe activities.
- On entering the premises, visitors must go to the reception / main office and sign-in using the Inentry signing in system. They will be provided with a photo badge which is to be worn on the appropriate coloured lanyard (see below).

- All visitors will be issued with a visitor's badge and coloured lanyard which is to be worn for the duration of the visit.  
**Lanyards are colour coded:**  
**Blue staff lanyard – all staff employed by school**  
**Black lanyard – All visitors who have been DBS checked with barred list check**  
**Red lanyard – All visitors who may have been DBS checked but do not have a barred list check (not allowed to be unsupervised with children)**
- 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 checked="" type="checkbox"/>	<input type="checkbox"/>

Any other criteria

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

- Headteacher, Site Officer & Business Manager

is responsible for monitoring contractors 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 (in schools)**

- The Head Teacher is responsible for ensuring that the Education Trips and Visits Code of Practice is followed. This policy adopts the guidance set out in the Department for Education and Skills (DfES) document entitled 'Health and Safety of Pupils on Educational Visits'.

- The Educational Visits Co-ordinator for the school is

Name: Paula Statham

Position: School Business 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 

Dependent upon age group. See policy
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 per 

ratio
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 pupils.
- Advice relating to educational visits can be obtained from:-

Mr Simon Willis  
LEA Trips and Visits Co-ordinator  
E mail: [simon.willis@northyork.gov.uk](mailto:simon.willis@northyork.gov.uk)

- 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 Headteacher is responsible for ensuring that all vehicles used for the purpose of transporting children to and from specified destinations, are properly taxed, insured and have valid M.O.T. certificates.

### **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.
- A speed restriction of 5 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 gates being locked during school hours	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CCTV	<input type="checkbox"/>	<input checked="" 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): Window shutters.

### **15.0 Occupational Health Services and Stress**

- Occupational health services are provided by the Occupational Health Unit who are based at Wenlock Street, Swinton, M27 9PR. Tel: 0161 206 6215.
- 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 Salford 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 0161 603 4081. All calls and subsequent consultations will be treated in strictest confidence.

### **16.0 External Groups / Activities**

- External groups currently using school premise are

UK Sports

- 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

Site Officer

- All extra curricular groups using school premises must abide by school health and safety rules.
- Groups that use school premises to hold functions, will be asked to produce evidence of having carried out the necessary risk assessments and of implementing appropriate control measures to reduce any risks identified.
- All events organised by the PTA or as a joint venture between the school and any other external group, should be notified to the Health and Safety Team at Salford Civic Centre to enable the necessary health and safety guidance to be issued.

### **17.0 Safety in the Community**

- Safety in the community is addressed by

Relevant bodies e.g. emergency services & road safety teams.

- Talks/seminars are conducted at a frequency of

Frequently.

## **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

Behaviour policy

- The school will address good pupil behaviour by

Behaviour Policy

- The school will address bullying and harassment involving staff by

Dignity at Work Policy  
Staff Code of Conduct

## **19.0 Health and Safety in the Curriculum**

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

### ***20.0 Health and Safety in the Classroom***

- The curriculum will be delivered in a safe and healthy manner and every effort will be taken to identify risks associated with classroom activities see section 1.0 'Health and Safety Risks Arising From Our Work Activity', and the appropriate control measures will be implemented. Also refer to Generic Risk Assessment document.
- A monitoring system will be set up to ensure that any hazards in the classroom are identified and that regular inspections of the area are carried out. An individual will be made responsible for each classroom. See section 8.0 'Monitoring'.
- Pupils will be encouraged to report any hazards to a Teacher e.g. a loose wire on a piece of electrical equipment, spilt liquid on the floor. NB Their ability to do this will obviously be dependent upon their age and their understanding of a hazard.
- Staff must in turn log the repair with the office/site officer's log book
- This will be monitored by office

## **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 Caretaker got 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) 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; 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 being sick or on annual leave.

The responsibilities 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 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.
- Office personnel will be encouraged to undertake the e-learning course which can be found through the following link:  
<http://intranet.salford.gov.uk/traininganddevelopment.htm>
- 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 an 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 Headteacher will establish an effective management system which provides support to children with medical conditions.
- The Headteacher 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 Headteacher will store medicines safely and where necessary provide training for personnel who administer or supervise administration of medicine.

#### Model management system for supporting children with medical needs:



Policy and  
Management System