



## **Health and Safety Policy for St Paul's CE 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 CE Primary School

### **Our statement of general policy is:**

1. to provide adequate control of the health and safety risks arising from our work activities;
2. to consult with our employees on matters affecting their health and safety;

3. 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;
4. to ensure safe handling, use, storage and transport of articles and substances;
5. 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;
6. to ensure all employees are competent to do their tasks;
7. to prevent accidents and cases of work-related ill health;
8. to make arrangements within the school for the reporting of all accidents/incidents to the Local Authority;
9. to make positive arrangements for fire evacuation, first-aid, supporting pupils with medical needs and other emergency situations;
10. 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;
11. 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;
12. to provide and maintain adequate welfare arrangements such as eating, washing and toilet facilities and accommodation for clothing and personal belongings;
13. 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;
14. 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;
15. 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
16. to review and revise this policy as necessary at regular intervals.

Signed  
Date  
Chair of Governing Body

Signed  
Head teacher  
Review Date

## **Organisation**

### **Local Authority 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 People.

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

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

Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Head teacher.

## **Illustration of employee responsibilities**

### **Local Authority Controlled and Voluntary Controlled Schools**

1. The person in charge of the Local Authority Controlled and Voluntary Schools is Salford City Council's Strategic Director of People.
2. School governors and the head teacher report to the strategic director.
3. The governors and head teacher are responsible for heads of department and the caretaker.
4. Reporting to the head of department are teachers and a technician.

Reporting to the caretaker are cleaners and maintenance staff.

## **Illustration of employee responsibilities**

### **Voluntary Aided Schools**

The Governing Body is charge of the Voluntary Aided Schools

The head teacher report to the Governing Body

The head teacher is responsible for heads of department and the caretaker.

Reporting to the head of department are teachers and a technician.

Reporting to the caretaker are cleaners and maintenance staff.

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

## **The Local Authority (Strategic Director of People) and the Governing Body**

- in Local Authority Controlled and Voluntary Controlled schools the Local Authority (Strategic Director of People) 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 People) and the Governing Body:**

1. shall ensure so far as is reasonably practicable the health, safety and welfare of teachers and other education employees;
2. shall ensure so far as is reasonably practicable the health and safety of pupils in-school and on off-site visits;
3. shall ensure so far as is reasonably practicable the health and safety of visitors to schools and volunteers involved in any school activity;
4. 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;
5. shall appoint one of the Governors to be the Governor for Health and Safety;
6. shall consider the health and safety implications of policies and guidance issued by the Local Authority and the Diocese;
7. 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;
8. shall discuss and resolve so far as is reasonably practicable health and safety issues at meetings of the Governing Body; and
9. 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:

1. ensure that the Local Authority and the school Health and Safety Policy are implemented and adhered to at all times;
2. ensure that all members of staff know, understand and accept their health and safety duties and responsibilities;
3. ensure that adequate resources are allocated to facilitate healthy and safe working and teaching practices;
4. ensure that the Governing Body is advised of health and safety implications when undertaking the management of the school budget;
5. ensure that all employees, pupils and visitors receive adequate information, instruction, training and supervision, both within school and on school trips as appropriate;
6. 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;
7. ensure the use of safe working practices and where necessary draw up and communicate written codes of practice for safe working and teaching;

8. 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;
9. ensure that suitable and appropriate protective clothing is provided for staff and pupils who require it, and ensure that it is worn when necessary;
10. 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;
11. establish and maintain an effective management system for supporting pupils with medical needs;
12. ensure that accidents are recorded and where necessary investigated and reported to the Local Authority Health and Safety Officer as soon as possible and 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;
13. ensure if any contagious disease is contracted a record is kept and appropriate containment action is taken;
14. ensure that all acts of violence and bullying are recorded, investigated as necessary and that they are reported to the Governing Body as appropriate;
15. ensure that fire procedures are planned and are rehearsed at least once per term;
16. ensure that fire equipment, fixtures and exits are checked periodically and maintained to ensure that they are in working order;
17. ensure that adequate welfare facilities are provided and maintained for staff and pupils;
18. ensure that periodic safety inspections of the school are carried out;
19. ensure that there is consultation with the staff Safety Representative on matters of health, safety and welfare;
20. 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;
21. ensure that in his/her absence health and safety duties are delegated as appropriate;
22. ensure that there is an annual appraisal of the school's health and safety performance;
23. ensure that risk assessments are undertaken and reviewed at least annually; and
24. 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:

1. ensure that the Local Authority's People Directorate policies and those of the school are always implemented;
2. be responsible for the health and safety of the pupils they supervise;
3. 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;
4. in the event of a fire, ensure that all pupils know the fire procedure and are evacuated safely;
5. 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;
6. ensure that all classroom-based activities are carried out in a safe and healthy manner;

7. ensure that playground activities are supervised as appropriate and ensure that any violent behaviour is stopped;
8. ensure that pupils are adequately supervised at breaktimes and lunchtimes;
9. ensure that, whilst pupils are playing for a sports team, provision has been made for dealing with injuries and other emergencies;
10. ensure that whilst transporting pupils by car, safety seatbelts are worn and the Local Authority's guidelines are followed;
11. 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;
12. ensure that they do not bring into school any potentially dangerous article or hazardous substance without the expressed permission of the Head teacher;
13. take appropriate action to make safe any dangerous condition caused by wet or icy weather;
14. ensure that any agreed security provisions are carried out;
15. co-operate with the Head teacher on all aspects of health, safety and welfare; and
16. 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:-

1. co-operate with Teachers and school staff on health and safety matters;
2. not interfere with anything provided to safeguard their own health and safety;
3. take reasonable care of their own health and safety; and
4. 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. Health and Safety Risks Arising From our Work Activity
2. Consultation with employees
3. Safe Plant and Equipment
4. Safe Handling and Use of Substances
5. Information, Instruction and Supervision
6. Competency for Tasks and Training
7. Accident, First Aid and Work-Related Ill Health
8. Monitoring
9. Emergency Procedures – Fire and Evacuation
10. Visitors to School Premises
11. Contractors and Safety
12. Educational Visits / Extra Curricular Activities
13. Movement of Vehicles
14. School Security
15. Occupational Health Services and Stress
16. External Groups/Activities
17. Safety in the Community
18. Violence, Behaviour, Bullying and Harassment
19. Health and Safety in the Curriculum
20. Health and Safety in the Classroom
21. Site Officers and Caretakers
22. Health and Safety in the Office
23. Medicines

**Please note that this list is not exhaustive and there may be other areas you may wish to include in the arrangements section. Use your audit report as a guide. If the statement 'the school has no policy on.....' has been made within your audit report, and this particular area/issue has not been addressed within this model health and safety policy, then you may want to make additions to this section.**

## **1. Health and Safety Risks Arising From our Work Activity**

Risk assessments will be undertaken by D Fullerton

The findings of the risk assessments will be reported to P Puckey

Action required to remove / control risks will be approved by P Puckey

D Fullerton will be responsible for ensuring the action required is implemented.

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

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

## **2. Consultation with employees**

Employee representative

K Lavin

Consultation with employee is provided by

P Puckey

## **3. Safe Plant and Equipment**

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

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

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

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

D Fullerton 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 premises.

A system of testing portable electrical appliances will be implemented.

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

## **4. Safe Handling and Use of Substances**

J Aldred will be responsible for identifying all substances used in maintenance and cleaning that require COSH (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 COSH assessments for cleaning and maintenance activities. Further advice and information can be obtained from the Health and Safety Team (see section 5.0).

D Fullerton will be responsible for ensuring that all actions identified in the assessments are implemented.

Use of chemicals for teaching will be COSH 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.

D Fullerton will be responsible for ensuring that all relevant employees are informed about the COSH assessments.

D Fullerton will check that new substances can be used safely before they are purchased. Further advice and information can be obtained from the 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. Information, Instruction and Supervision**

The Health and Safety Law poster is displayed at School Office

Health and safety advice is available from:

### **The Health and Safety Team**

Contact names: Netsai Piki and Isaac Yusuf

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

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

## **6. Competency for Tasks and Training**

Induction training will be provided for all employees by K Lavin

Job specific training will be provided by K Lavin

Specific jobs requiring special training are by K Lavin

Training records are kept by Headteacher

Training records are located at Headteacher's Office

Training will be identified, arranged and monitored by K Lavin

## **7. Accident, First Aid and Work-Related Ill Health**

The First Aiders and/or Appointed persons\* are D Fullerton, C Parsons and J Belston

The first aid box(es) is/are kept at School office, Reception area and Nursery kitchen and Site Manager's 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 01617932500.

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. 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 weekly

ensure Departmental Managers submit health and safety reports at a frequency of annually.

conduct health and safety audits at a frequency of Termly

Termly classroom inspections are carried out by the Teacher responsible for that classroom using the Local Authority Inspection Checklist or equivalent. 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.

D Fullerton is responsible for investigating accidents.

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

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

## **9. Emergency Procedures – Fire and Evacuation**

D Fullerton is responsible for ensuring the fire risk assessment is undertaken and implemented

K Lavin and D Fullerton have been appointed as fire wardens / search officers.

Escape routes and exits are checked by J Aldred

at a frequency of daily

Fire extinguishers are maintained and checked by: Automatic Alarms

at a frequency of once per year.

Alarms are tested by Automatic Alarms

at a frequency of Once per year

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

Records will be kept at School office

## **10. 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 InVentry 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 (CRB) check number as appropriate.

On departure, visitors must sign-out the visitors' book/InVentry.

## **11. Contractors and Safety**

Contractors are selected on the following basis:  
Y (tick) N ( Cross)

Cost

Production of company safety policy

Proof of Competence (e.g. production of qualification certificates)

References

Via Property Services

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.

D Fullerton is responsible for monitoring contractor activities whilst on site.

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

## **12. 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 D Fullerton School Clerk

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

Educational Visits Adviser

Email: [simon.willis@northyorks.gov.uk](mailto:simon.willis@northyorks.gov.uk)

Telephone: 01609 535951 or 07970 679517

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 and PGL

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

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

## **DFE Minibus Guidance from November 2014 on what is On a Voluntary Basis**

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

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

(assuming the conditions are met) even if the school reimburses the teacher for fuel, parking and tolls.

### **13. 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: 08.30am and 4pm

A speed restriction of 5 mph is in place within the school grounds.

### **14. School Security**

Refer also to arrangements for 'Visitors' .

Security of the school is maintained by Salford Council

Perimeter fencing Yes

Duty Officers stationed within individual buildings No

External Doors are secured during school hours Yes

CCTV No

Signposting Yes

Security lighting Yes

Other security measures N/A

### **15. 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. External Groups / Activities**

External groups currently using school premises are N/A

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 K Lavin or D Fullerton

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. Safety in the Community**

Safety in the community is addressed by:

(For example, police talks, fire-service seminars, topics in assembly etc.)

Talks/seminars are conducted at a frequency of: Once a year

## **18. 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 Headteacher

The school will address good pupil behaviour by Giving praise slips and special mention

The school will address bullying and harassment involving staff by Headteacher

## **19. 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. 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. '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. '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 dependent upon their age and their understanding of a hazard.

## **21. 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:

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

- Section 8.0 Monitoring; and undertaking routine checks on fire alarm systems, fire doors and fire extinguishers;
- lifting and moving equipment and supplies. This would include assisting teachers with moving furniture and equipment, carrying stationery supplies and deliveries, moving milk crates, etc and where possible this should be done with the aid of handling devices.

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

The essential duties are:

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

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

## **22. 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. 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.