



## **Cavendish Community Primary School Health and Safety Policy**



### **Legal Position**

The legal responsibility and accountability for health and safety lies with the employer. As a community primary school, the employer at Cavendish Community Primary School is Manchester City Council. Although overall accountability lies with the school employer, day-to-day running of the school, including responsibility for the health and safety of staff and pupils, is normally delegated to the head teacher and school management team. They have a fundamental responsibility in making sure risks are managed effectively on site.

### **Statement of Intent**

The Governors and Head Teacher of Cavendish Community Primary School recognise and accept their responsibility for ensuring, so far as is reasonably practicable, the health, safety and welfare at work of all employees, and pupils and other persons who may be affected by any of the school's activities.

The Governors' and Head Teacher's prime objective is to achieve and maintain a high standard of health, safety and welfare throughout the school and its activities. They will ensure that the school complies with the requirements of the Health and Safety at Work etc Act 1974 and associated legislation.

In particular, the Governors and Head Teacher aim:

- To operate within the structure & framework laid down by Manchester City Council.
- To ensure senior staff develop & maintain a culture within the school supportive of health, safety & welfare
- To establish an effective safety management structure & arrangements to implement requirements
- To ensure a systematic approach to the assessment & control of risks
- To ensure that employees are competent in the work that they are doing
- To ensure that employees actively participate in identifying hazards
- To minimise hazards entering the school
- To ensure the competence & management of contractors on school premises
- To monitor work practices & regularly review safety management systems

The Governors and Head Teacher will commit suitable resources (human, time and financial) to the achievement of these aims. They will seek competent advice from the Education Department's Safety Adviser or the City Council's Safety Advisers as required.

Every employee is responsible for his / her own health and safety, as well as that of colleagues, pupils and others. Employees should co-operate with the school's management to achieve these aims.

The important contribution that employees and their representatives can make in improving health and safety is recognised and encouraged. Head Teacher, Deputy, Business Manager & Facilities Manager will form the school safety committee for this purpose.

## **Organisational Responsibilities for Health and Safety**

### **Overall Approach**

The main responsibilities for ensuring the day-to-day management of all health and safety matters in the school rest with the Head Teacher, School Business Manager and Chair of Governors. To fulfil these responsibilities, the Head Teacher has delegated some of the tasks, with training, to the appropriate staff. Staff report back to the Head Teacher once tasks have been completed. The Head Teacher or School Business Manager overview the tasks to ensure that they have been undertaken to a suitable standard, and, where appropriate, liaise with the Chair of Governors or Local Education Authority (LEA) on matters that need taking forward or which need expenditure.

### **Roles & Responsibilities**

The following health and safety responsibilities are in addition to the normal day-to-day duties associated with individual jobs:

#### **Governors & Head Teacher**

- To ensure there is an adequate, signed & up-to-date Health and Safety Policy
- To commit resources to fulfil the Health and Safety Policy
- To ensure that there is a Health and Safety Plan for each year
- To prioritise actions where resources are required
- To ensure actions are undertaken
- To monitor achievement of plans & extent of compliance with standards
- To monitor trends in accidents & incidents
- To receive & where appropriate action inspection reports
- To include health and safety on governors' meeting agenda
- To periodically review the adequacy of health & safety arrangements

#### **Head Teacher & School Business Manager**

- To ensure all staff are fully aware of the Health and Safety Policy and are competent to undertake tasks delegated to them
- To identify staff training needs & to arrange for appropriate training
- To ensure risk assessments are undertaken
- To ensure appropriate action is taken on identified significant risks
- To ensure that there are procedures for serious & imminent danger
- To investigate accidents & complete the appropriate paper-work
- To consult staff and children's safety protectors on health and safety matters
- To co-operate with & provide necessary facilities for trades' union safety representatives
- To ensure oversight of the induction of new and transferring staff and volunteers, to be delegated to individual line managers
- To manage the contracts for catering and cleaning contractors & report concerns to the Client Officer
- To manage maintenance contracts e.g. for gym equipment

- To ensure safe hiring of school premises to third parties
- To ensure the competency & management of visiting contractors
- To ensure the safety of visitors to the school
- To produce a termly update on health and safety & all inspections carried out
- To ensure regular inspections of the school's premises with the Facilities Manager
- To pass on health and safety information received to the appropriate people
- To draw up procedures to manage significant risks
- To undertake health & safety walk termly as part of the safety committee
- To participate in LEA safety audits

#### **Deputy Head Teacher**

- To deputise for the Head Teacher in her absence
- To undertake risk assessments in conjunction with senior colleagues where relevant
- To report to the Head Teacher with the results of the risk assessments
- To undertake health & safety walk termly as part of the safety committee
- To carry out site walks with children 'Safety Protectors' & Facilities Manager
- To meet regularly with the children 'Safety Protectors' to assess risk in school

#### **School Business Manager**

- To undertake risk assessments for the activities of school office e.g. Facilities Manager, etc
- To arrange for staff training and information
- To ensure procedures for safe entry to school, sign-in, safeguarding information
- To manage the DBS & checking process & maintain Single Central Record
- To undertake health & safety walk termly as part of the safety committee
- To pass on health and safety information received to appropriate people

#### **Staff**

- To check that classrooms and work areas are safe
- To check that equipment is safe before use
- To ensure that safety procedures are followed
- To report on any breakage/damage in email to facilities manager
- To ensure that appropriate protective equipment is available & used, when needed
- To participate in risk assessments, inspections, audits and the safety committee, if appropriate
- To bring problems to the relevant manager's attention
- To report all accidents and incidents
- To undertake risk assessments for all activities of school, including those off site

#### **School Administrator**

- To manage the front door and security system
- To dispatch completed accident investigation forms
- To administer first aid, if appropriate
- To ensure first aid equipment is up-to-date & available
- To monitor unwell children

## **Facilities Manager**

- To monitor condition of any asbestos in the school & report problems
- To test the fire alarm each week
- To organise a termly fire drill & manage records of the drills
- To maintain health & safety records e.g. records on fire alarm servicing, etc
- To ensure all signage (e.g. fire escape routes, trip hazards, etc) is appropriate & maintained
- To monitor the school's cleaners to ensure they work safely
- To organise or undertake portable electrical appliance testing
- To arrange & manage for contractors to undertake small repair works
- To undertake health & safety walk termly as part of the safety committee
- To monitor the school environment carefully for potential hazards and report accordingly

## **Local Education Authority**

- To provide Corporate Health and Safety Policies for schools
- To provide written guidance and competent health and safety advice to schools
- To audit health and safety within schools
- To provide a Health and Safety Committee for the Education Department
- To analyse accident, ill-health and near miss reports
- To report accidents to the Health and Safety Executive on behalf of schools
- To provide advice on insurance cover for schools
- To manage the transportation of children to and from schools
- To manage capital projects within schools

## **Arrangements**

Emergency Evacuation Procedures Fire drills are held each term. The Facilities Manager is responsible for running the fire drill and keeps a written record of the evacuation time for each drill. The Headteacher reports on fire drills to the resource committee each term. Drills are varied, e.g. one exit route may be blocked off during a drill, so that we can monitor the adaptability of emergency evacuation procedures. Emergency Services will be informed in the case of bomb threats.

Fire precautions The fire alarm system is checked weekly by the Facilities Manager, who keeps a log of these tests and ensures that faults are reported and rectified. Fire fighting equipment is placed around the school site in accordance with guidance from the fire service. The school has a maintenance contract to ensure that the appliances are checked and kept in good working order. The Facilities Manager has a plan of where appliances are sited. The Facilities Manager and School Business Manager are responsible for conducting regular checks in the building to ensure that all fire exit routes are clear and fully accessible. In the event of a fire, the "get out, call 999, stay out" procedure will be followed, whereby evacuation of the building will take place and then the School Business Manager or their representative will call the emergency services. The school operates a strict no-smoking policy.

**First Aid** Every permanent member of staff in Nursery is Paediatric First Aid trained & this training is regularly updated. In every phase there are at least three members of staff who are also fully Paediatric First Aid trained and we are committed as a school to ensuring this training is regularly updated in order to maintain these ratios. Furthermore, in the office there is another Paediatric trained First Aider & two members of staff trained in First Aid at Work. In the before & after school club there are a further two members of staff that are fully trained in Paediatric First Aid provision and at least one who is trained for First Aid at Work. At lunchtime, there are additional members of staff fully trained in Paediatric First Aid training-as well as the key members of staff already mentioned who are available for advice.

The school has a regular programme of basic first aid training to ensure all staff are aware of the basics and know when to refer for further advice. First aid forms part of the induction process of all staff & volunteers and the first aid policy is shared with all staff and the wider community via the website. Any injury to a child or adult working in school which causes concern must be referred to a trained first aider.(See First Aid policy for more information)

**Accidents** The school records all accidents and injuries. Information can only be provided by the accident victim and other eye witnesses, who record what they saw take place. Parents will be informed if their child has an accident. The First Aider will decide whether to call parents to school and will offer advice regarding further treatment e.g. doctor/hospital follow up. In the case of serious accident and injury, it may be necessary to contact the emergency services first, then to contact parents immediately after. *No attempt to move an injured person should be made until a proper examination and assessment has been completed.* The School Administrator or Headteacher will be responsible for making contact with parents. The School Administrator is responsible for keeping contact details up to date and a hard copy must be kept in a prominent location in the school office so that contact details are fully accessible in the event of computer failure. Accidents may be investigated by the Headteacher, senior staff or the School Business Manager.

**Medicines** Please refer to the policy for the administration of medicines

**Medical conditions** All staff should be made aware of children in their care who have specific medical conditions, e.g. asthma, epilepsy, blood conditions etc. and know what action is to be taken if the child falls ill. Details of individual conditions should be maintained with the class register. (see Medical Conditions Policy)

**Electrical Safety** All electrical appliances are checked annually – a maintenance contract exists for this purpose. Any faults in electrical equipment must be reported immediately. Faulty fittings (e.g. cracked sockets) should be isolated and labelled for immediate repair.

**Hazards** Health and Safety hazards can be identified by any member of the school community. Hazards will be reported to the Facilities Manager who will follow up as required, taking immediate action if possible. The Facilities Manager and School Business Manager will work together to source external support/quotes as necessary and to organise a work schedule to address hazards as required. Authority from the Governing Body may be sought according to the Scheme of Delegation.

Environmental Health Defects to lighting, heating or ventilation will be reported to the Facilities Manager who is responsible for progressing repairs. The School Business Manager will arrange for quotes if necessary.

Disposal of hazardous waste Hazardous waste must be disposed of properly. All chemicals used by staff must be COSHE regulated. Broken glass will be removed from the area by the Facilities Manager or a senior staff member and wrapped safely before disposal. The area must be thoroughly vacuumed and checked before children are allowed back there. Needles will be removed by the Facilities Manager or senior staff using a needle picker, and will be disposed of in the "Sharps" container. Waste contaminated by body fluids such as blood must not be handled by bare hands. Whoever disposes of such waste must wear gloves and the waste should be placed in the designated yellow disposal units located in Nursery, Reception and the main office.

Safety Representatives The Resource Committee takes responsibility for safety representation. Health and Safety is included in the agenda for their meetings so that the Headteacher/Business Manager can report on any major incidents, accidents etc

School visits or journeys off site School visits/journeys off site are planned in accordance with LA guidelines which form part of the school's educational visits policy. Teachers who wish to take children off site must submit their proposal to the Educational Visits Co-ordinator, including rationale for the trip, costings, ratios and initial/residual risk assessments. The EVC has the authority to permit or forbid the visit to take place, according to the information submitted. The following minimum adult: child ratios are recommended-dependant on the activity:

|                        |           |
|------------------------|-----------|
| Foundation Stage 1:3-6 |           |
| Years 1, 2, 3          | 1:6- 8    |
| Year 4, 5, 6           | 1:10 - 15 |
| Residential visits     | 1:10 – 12 |

Dissemination of information Responsibility for Health and Safety is delegated to the Facilities Manager and School Business Manager who will be the main points of contact for all members of the school community. The school is committed to ensuring that these colleagues receive appropriate training so that they can carry out their roles with confidence. They will disseminate Health and Safety information to all staff and offer advice as appropriate. They will engage external support if required and maintain regular contact with the Local Authority in relation to health and safety issues on the school site.

Identification of training needs The School Business Manager will conduct an annual audit of staff training requirements and liaise with the Headteacher to ensure that priority training is accessed through the school development plan and funded accordingly from the budget.

## **Monitoring**

Consideration of Health, Safety and Wellbeing matters will form part of the Heateacher's Report. In addition, the Governing Body will monitor and evaluate the effective working of the system within the school by the following means:

- a) the Headteacher will call attention to any accidents/incidents which indicate that any alteration to equipment, premises, routines or procedures are needed.
- b) Health & Safety governor receives reports from the Headteacher and business manager.

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