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# HEALTH AND SAFETY POLICY

## PART ONE

### STATEMENT OF INTENT

The Governing Body and Headteacher of Plymouth Grove Primary School recognise and accept their responsibilities both under law and also under the Local Authority's delegation for local management of schools. As responsible employers and/or persons in control of premises, the requirement to provide a safe and healthy working environment for all employees and others affected by its activities is acknowledged.

The school is committed to managing risks by ensuring that risk assessments are undertaken, control measures implemented and systems are continuously monitored and reviewed led by the school's Governing Body and Headteacher.

In particular the Governing Body and Headteacher are responsible for:

- providing a safe and healthy working and learning environment and ensuring that the premises are maintained in a safe condition;
- maintaining safe access to and egress from the premises;
- preventing accidents and work related ill health;
- assessing and controlling risks from curriculum and non-curriculum work activities including offsite visits;
- complying with statutory requirements as a minimum;
- ensuring safe working methods and providing safe equipment;
- providing effective information, instruction and training;
- monitoring and reviewing systems to make sure they are effective;

- developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters;
- setting targets and objectives to develop a culture of continuous improvement;
- ensuring a healthy working environment is maintained including adequate welfare facilities;
- ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable;
- ensuring safe use, handling and storage of substances at work.
- In addition to the above commitment, the Governing Body and Headteacher also recognise their obligations to non-employees and provide trainees, members of the public, pupils, contractors, etc, or anyone who is or may be affected by the schools activities with the necessary information, instruction, training and supervision available to ensure the safety of those affected.

The Governing Body and Headteacher will ensure adequate resources, including finance to implement the Policy.

The Governing Body and Headteacher are committed to this Policy and all staff are required to comply. They are encouraged to support the Governing Body and Headteacher’s commitment to continuous improvement in the schools health and safety performance. For the Policy Document to be effectively implemented, the school requires the full co-operation of employees and others who use the premises.

This Policy Statement and the accompanying organisation and arrangements will be reviewed at least annually and revised as and when necessary.

This Policy Statement, together with the organisational structure and the following arrangements and procedures, has been approved by the school’s Governing Body.

Signed:	Signed:
Headteacher’s name: Michael Cooke	Chair of Governors’ name: Abdi Muse
Date: 10/06/2025	Proposed review date: June 27

## **PART TWO - ORGANISATION**

### **Organisation – Introduction.**

In order to achieve compliance with the Governing Body and Headteacher's Statement of Intent the school's normal management structure will have additional responsibilities assigned to them as detailed in this part of this Policy Document.

### **The Duties of the Governing Body**

The Governing body has overall responsibility for ensuring compliance with this Safety Policy Document. In consultation with the Headteacher the Governors will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the school, periodically assessing the effectiveness of this document ensuring that any necessary revisions are made to determine the policy and monitor its implementation.

### **The Duties of the Headteacher**

The Headteacher has day-to-day responsibility for ensuring compliance with this Safety Policy Document. In consultation with the Governors the Headteacher will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the school, periodically assessing the effectiveness of this document ensuring that any necessary revisions are made to determine the policy and monitor its implementation. The Headteacher will maintain the profile of health and safety within the school by the development of safe working practices and conditions and will ensure that health and safety standards are maintained at all times.

### **The Duties of Employees**

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions, and must comply with the school's Health and Safety Policy Document and procedures at all times, co-operate with school management in complying with relevant health and safety law, use all work equipment and substances in accordance with instruction, training and information received, report to their immediate line manager any hazardous situations and defects in equipment found in their work places, report all incidents in line with current incident reporting procedure, act in accordance with any specific health and safety training received, inform their Line Manager of what they consider to be shortcomings in the school's health and safety arrangements and exercise good standards of housekeeping and cleanliness.

- Any accidents/near misses to staff, visitors or contractors **MUST** be reported to the office/ or a key staff member.
- Our First Aid at Work trained staff are:

- Tracey Orman – Catering Manager and Claire Steedman – Site Manager.
- An Accident Report Form (blue) must be completed.
- The same form can be used for NEAR miss incidences.
- Following this, an Accident Investigation Report Form (Red) must be completed.
- Both forms must be given, in confidence, to Janet Tetlow – School Business Leader.
- Any accidents requiring hospital treatment will be reported to the LA.
- The school has a Violent Incident Reporting Form (Green) which MUST be completed for any violent incident, verbal and/or physical and handed in at the office.
- The school has a dress code policy that staff must follow and adhere to.
- The school has a stress policy. A HSE stress tool questionnaire is available from the office for staff to complete if necessary. These forms can be returned in confidence to your Line Manager, Deputy or Head.

All of the above forms are available in the following locations:

- School Office
- *Staffroom*
- *Business Leader*

## **Pupils**

Pupils, in accordance with their age and aptitude, are expected to exercise personal responsibility for the health and safety of themselves and others, observe standards of dress consistent with safety and/or hygiene, observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency, use and not wilfully misuse, neglect or interfere with anything provided for their health and safety.

*Children are encouraged and reminded regularly to walk around the school in a sensible manner. Children know where the first aid area is and are familiar with our Paediatric First Aiders. Children and parents are familiar with E-safety.*

## **School Health and Safety Representatives**

The Governing Body and Headteacher recognise the role of Health and Safety Representatives who maybe appointed by a recognised Trade Union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within

directed time but, wherever practicable, outside teaching time. Trade Union Representatives are entitled to certain information, e.g. information relating to accidents, and to paid time away from the workplace to train for and carry out their health and safety functions. However representatives are not part of the management structure and do not carry out duties on behalf of the Headteacher or Governing Body.

### **Temporary Staff**

Temporary staff are provided with information and guidance which includes the Health and Safety Policy Document, Fire and Emergency Procedures etc. and are suitably inducted to their role. Temporary staff are directly accountable to the Headteacher whilst on the school site.

### **Teaching Staff**

Teaching Staff have a day to day responsibility for ensuring compliance with this Safety Policy Document and ensuring all persons under their control are aware of the general health and safety requirements of the school and the detailed requirements for activities relevant to them. Teachers are responsible for the immediate safety of the pupils in his/her classroom. Nominated teachers are responsible for their own classroom and associated equipment and as such it is their responsibility to ensure that it is maintained to a high standard with respect to health and safety issues.

*Risk assessments must be completed by any staff members who wish to run an activity which may have a risk element to it. Standard risk assessments are available from the School Business Leader.*

*All Staff are encouraged to email the Site Managers – Claire Steedman and Bernard Weir to report any defect equipment or damages.*

*Teachers are prompted to complete a classroom assessment questionnaire once a year*

### **Teaching Assistants**

Teaching assistants have a day to day responsibility for ensuring compliance with this Safety Policy Document and are immediately accountable to the teacher in charge whilst the class is in session.

### **The Duties of External Visits Coordinators (EVC)**

The External Visits Coordinator (EVC) ensures that all off-site activities and Educational Visits, Regulations and standards for offsite visits are followed. The EVC works with Group Leaders to ensure the aim of the educational visit is achievable and in line with those of the School.

*Risk assessments for school trips, excursions or events must be carried out by a competent person and signed by the Education Visits co-ordinator or The Head.. The Risk Assessment is then filed on the google shared drive*

## **The Duties of Premises Manager (Bursar, Business Leader, Site Manager)**

The Premises Manager has a day to day responsibility for ensuring compliance with the School Safety Policy Document and taking effective action and/or immediately referring to the Headteacher any health and safety issues brought to their attention, this includes the stopping of any practices or the use of any tools, equipment etc which are considered unsafe.

The Premises Manager has a day to day responsibility for ensuring compliance with the School Safety Policy Document and taking effective action and/or immediately referring to the Headteacher any health and safety issues brought to their attention, this includes the stopping of any practices or the use of any tools, equipment etc which are considered unsafe.

*Site Managers are responsible for completing morning checks of the grounds, internally and externally, for any damage or hazards that may have occurred over night. Repairs and maintenance related issues are dealt with swiftly*

## **Volunteer and Parent Helpers**

Volunteer and parent helpers are provided with information and guidance which includes health and safety, fire and emergency procedures etc. Volunteer and parent helpers are directly accountable to the teacher in charge whilst on the school site.

*Volunteers are issued with the Code of Conduct to sign*

## **PART THREE – ARRANGEMENTS**

### **Communication**

The school recognises the importance of communication to such as staff, visitors, pupils, parents, volunteers, contractors etc:

*Employees are issued with a staff handbook. Employees are directed to policies. Changes to policies or the introduction of new policies are communicated to staff via memo or email. All staff must sign a register confirming they have received the memo. All employees have a school email address which is regularly used as a communication tool for Health and Safety related issues.*

*The schools' Health and Safety Statement is located in the foyer and the staffroom.*

### **Consultation with Employees**

The school recognises the importance of consulting with employees on health and safety matters.

## **Section 1 - RISK ASSESSMENT**

## **Risk Assessment**

The school uses a risk assessment process and template as a standard for risk assessment and those of relevant professional bodies such as CLEAPPS/AfPE etc. Risk assessment is the responsibility of the Schools Management Team at a variety of levels. Those responsible for premises or curriculum areas ensure that risk assessments are undertaken and recorded for significant activities. Risk assessments are reviewed periodically or where there is a change in circumstances.

The following staff are responsible for completion of risk assessments within the following areas:

*Premises/grounds – Bernard Weir and Claire Steedman and Janet Tetlow*

*Catering/Kitchens – Tracey Orman*

*PE – Cath Thompson*

*General Classroom – SLT*

*Slips/trips and falls – Janet Tetlow*

*Stress – Janet Tetlow*

*Outdoor play equipment – Janet Tetlow*

*Playground – Janet Tetlow*

*Lunch/breaktime supervision on the playground – Janet Tetlow*

*Curriculum – Subject Leaders*

*Personal Evacuation Plans – Julia Scott*

*Children/staff with injuries – Janet Tetlow*

*Pregnant staff – Janet Tetlow*

*The school also has subscribes to CLEAPSS*

## **School Trips/Offsite Visits**

The school complies with DFE Guidance on offsite visits and school journeys. A separate school trips procedure has been produced.

*Teachers must complete a trip request form (in the office) detailing the class, venue, times etc. This is then signed by the Head or deputy. Once the trip has been approved and the venue and transport is booked, a risk assessment is completed and signed off EV Co-ordinator.*

## **Working at Height**

The risks associated with working at height are identified through risk assessment. Frequent documented checks take place to ensure the safe working condition of access equipment. Procedures are in place to ensure any damaged access equipment is clearly labelled and removed as soon as practicable. The school discuss and agree arrangements with staff. Where members of staff have pre-existing medical conditions or other factors which may affect their ability to use access equipment, a separate risk assessment is in place. Staff also have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.

Only staff who have had working at height training are to use the ladders in school.

Step ladders are available for staff who are putting up displays.

Contractors are to use their own ladders.

## **Noise**

The school is aware of their responsibility for assessing the risks of noise and where noise is identified as a significant risk the school ensures appropriate control measures are put in place.

*There is a designated music room situated on the ground floor away from other teaching areas.*

*Windows and doors are sufficient enough in the new build to reduce noise from outside and corridors*

## **Violence to Staff**

The school are aware of their responsibility for assessing the risks of violence to staff and where violence is identified as a significant risk the school ensure appropriate control measures are put in place. Staff report any incident of aggression or violence (or near misses) directed to themselves through the reporting process.

*The school has a Violent Incident Reporting Form (Green) which MUST be completed for any violent incident, verbal and/or physical and handed in at the office. Upon completion, a copy is sent to the Local Authority.*

## **Security Arrangements Including Dealing with Intruders**

Risks to security of the premises and property are assessed through the risk assessment process.

*The school has an appropriate alarm system for intruder and fire which is maintained throughout the year by Protec. All activations are linked to a central control station. Incident Response will respond to the activations by visiting the school if it is out of hours.*

*The school has invested in a LOCK DOWN harmony system.*

*The school has an electronic signing in system (Inventry) which must be used by all staff and visitors to sign in and out. Badges are issued to visitors and contractors. Any visitors/contractors without a suitable DBS certificate and/or unfamiliar with the school are escorted and supervised by a member of staff or an adult who does have a suitable DBS certificate and is familiar with the school.*

*The staff are encouraged to contact the office if they see a stranger in school who is not wearing a visitor's badge.*

## **Personal Security/Lone Working**

The school ensures that lone working is risk assessed and that appropriate control measures are put in place to mitigate those risks. Staff assist in the operation of any systems designed to provide for their safety.

## **Hazardous Substances (Control of Substances Hazardous to Health CoSHH)**

Where hazardous substances are used a designated employee carries out risk assessments and adopts a hierarchy of control measures seeking to eliminate or substitute the risk first and foremost.

*A Hazardous Substances risk assessment is in place – completed by Integral*

*CoSHH data sheets are kept on file in the Maintenance Storeroom and in the kitchens.*

### **Personal Protective Equipment**

Employees/Managers assess on the basis of risk assessment and CoSHH assessments where the need for PPE is identified as a control measure. Where it is assessed that PPE is required PPE is appropriately selected and provided. A record is held which includes details of any expiry dates to ensure equipment is replaced as and when necessary. Staff are responsible for ensuring that they use PPE where it is provided.

### **School Transport**

Risks associated with driving are evaluated within assessments for activities.

*Staff who use cars to transport children to provide a copy of insurance and MOT certificate. Currently not applicable*

### **Manual Handling (typical loads and handling pupils)**

Risks of manual handling are communicated within general risk assessment.

Any activities that involve significant manual handling tasks are risk assessed and where appropriate training provided for staff. The School Business Leader and Site Managers are responsible for assessing the appropriate approach to handling tasks.

*All premise staff have received manual handling training. A percentage of teaching and non teaching staff have also received training.*

*Team teach training has been delivered to specific staff*

### **Curriculum Safety (including extended schools activity/study support)**

Heads of Service/Departments ensure that risks related to curriculum areas are identified and controlled following the National Guidelines such as CLEAPSS. For any activity falling outside of National Guidance a risk assessment is carried out. An inventory of all equipment is kept by the Departmental Head and all tools/equipment/machinery are checked, maintained and stored correctly.

### **Work Experience Placements**

Work experience co-ordinators follow the working practices outlined in: 'Work-related learning and the law', Guidance for schools.

### **Display Screen Equipment**

The majority of staff within the school are not considered to be DSE users. Headteachers/Heads of Department ensure that DSE workplace assessments are conducted for all users. DSE assessments are reviewed annually and where equipment changes or office layouts change or when there are staff changes.

*Regular DSE users are as follows:*

SLT  
Admin  
SENDco  
Safeguarding

*All of the above have completed a DSE assessment. Adjustments, where reasonably practicable, have been made.*

### **Playground Supervision/Play Equipment and Maintenance**

A risk assessment of the potential hazards in the playground and their likelihood to cause harm has been undertaken and the following have been considered within the risk assessment process

*The main playground is used by children from Years 3 to 6. Morning break time is split with KS1 at 10.30 to 10.45 and KS2 at 10.45 to 11.00am. There are 4 members of staff supervising on the playground which is on a rota basis. Nearly all TA's have either basic or Paediatric First Aid training. The First Aid area is located at the main reception.*

*Reception Class and Nursery has a separate playground – with continuous outdoor provision.*

*Year 1 and Year 2 have a separate playground*

### **Section 2 – PREMISES**

#### **Mechanical and Electrical (fixed and portable)**

The School takes appropriate measures to make sure that all electrical equipment is safe and suitable for the purpose intended. All relevant persons are made aware of the associated hazards and of the requirements to adopt working procedures designed to keep the risks to their health, and to the health of any other person, as low as reasonably achievable

Persons carrying out the testing and/or repair of electrical equipment, or carrying out experimental work on electrical equipment or its associated connections have the appropriate technical knowledge, training and information to enable them to work safely. Results of electrical safety tests (PAT testing and fixed wiring inspections) are recorded and held in the Business Leader's office.

*The staff are reminded to make electrical equipment, that is usually locked away, available for PAT once a year. Staff are also informed not to bring in their own electrical equipment without prior approval from the Site Manager.*

*The staff are reminded to report any defect items to the Site Manager or the School Business Leader.*

#### **Maintenance of Machinery and Equipment**

The school inspects and maintains its equipment on a regular basis; however the frequency of these inspections is much dependant on the use and type of equipment.

*Premier Cleaning Services provide and are responsible for the cleaning equipment/machinery*

## **Asbestos**

There is no asbestos in the building

## **Service Contractors**

Service contractors have regular access to site as specified by a contract. The service contract specifies what work is expected of them and what they can expect from the school. Contractors follow their own safe systems of work and their working methods take into account how they will impact upon staff, students and other visitors on site. The school provide details of its safe systems of work to the contractors where relevant and all contractors are consulted over emergency arrangements.

*Contractors are expected to sign in and out.*

*Contractors other than Integral must be issued with a permit to work and provide the school with any relevant paperwork which may include method statements, risk assessments, public liability documents etc*

## **Building Contractors**

This involves work where part of the site is handed over to the contractor. Hazards associated with this activity are controlled by effective supervision of students and contractors whilst on the school site.

*The Headteacher, Business Leader and Site Managers will be involved in the scheduling, managing and communicating of all works carried out with the school premise/grounds.*

*All contractors are expected to sign in and sign out every day and complete any necessary paperwork associate with the job.*

## **Small Scale Building Works**

This includes day-to-day maintenance work and all work undertaken on site where a pre site meeting has not taken place.

*The Headteacher, Business Leader and Site Managers will be involved in the scheduling, managing and communicating of all works carried out with the school premise/grounds.*

*All contractors are expected to sign in and sign out every day and complete any necessary paperwork associate with the job.*

## **Lettings (shared working – playgroups etc)**

Plymouth Grove currently do not let its premises

The school ensures that the hirer/tenant has public liability insurance in place in order to indemnify the school from all such hirer's/tenant's claims arising from negligence. If any part of the school is let, the Headteacher is satisfied via the agreement that the hiring organisation will use the premises in a safe manner. A

signed, written letting agreement is completed and copies are kept and a risk assessment has been undertaken.

## **Slips/Trips/Falls**

The school recognises the main cause of accidents is slips, trips and falls. It is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear. The responsible person ensures regular inspection of communal areas. All hazards, obstructions, spillages, defects or maintenance requirements are reported to the Site Managers or Business Leader via email or telephone in more urgent cases. All staff are expected to be vigilant and aware of possible hazards.

*The Site Manager, as part of the route daily checks, will ensure that there are clear and safe (where reasonably practicable) routes to and from school.*

## **Cleaning**

A cleaning schedule is in place which is monitored by the Business Leader and Site Managers. All waste is disposed of according to appropriate health and safety guidelines. Deep cleaning is undertaken on a regular basis where necessary. The school ensure general cleanliness, appropriate waste disposal, safe stacking and storage and the checking of general equipment such as ladders etc. All members of staff and students adopt good housekeeping practices to assist in the maintenance of a safe and healthy workplace.

*The school has 2 Site Managers and 6 evening cleaners*

*The cleaners are employed and managed by Premier Cleaning Services*

*The school work alongside Premier Cleaning Services to monitor the quality of cleaning.*

*Deep cleans take place over the summer and semi deep cleans every term.*

## **Transport Arrangements (on-site)**

The school segregate access traffic, vehicular and vulnerable pedestrians and cyclists and design out vehicular and vulnerable traffic route conflicts, both at access points and on site. The school wherever possible avoid same access for all.

*The schools Travel Plan was last updated in May 2016.*

*The carpark and front single leaf pedestrian gates to school are open at 6.30am. The car park gate is closed from 08.45am (but is not locked) to discourage parents and children walking through the carpark.*

*Bridgelea currently share our car park entrance. A banksman is in place to assist with the arrival of minibuses that transport Bridgelea pupils.*

*Internal gates, the rear yellow gate and the front far side gates are open to parents and children between 8.40 to 9am and 2.55 to 3.40pm  
All visitors must report to the main office*

*Deliveries are encouraged before and after school  
Deliveries are discouraged during the lunch period  
There is a loading bay for PG deliveries on PG West*

### **Caretaking and Grounds Maintenance (and grounds safety)**

The school identifies risks associated with caretaking and grounds maintenance and identifies the risks through the risk assessment process.

*The Site Manager carries out daily visual checks of the grounds and records his findings in the daily checks register which is stored in the Site Managers Office*

*Protec carry out fire, intruder alarm checks and extinguisher checks.*

*Integral are the facility manager.*

### **Gas and Electrical Appliances**

Any necessary work and testing of gas and electrical appliances are carried out by qualified contractors. Gas and electrical appliances are also checked visually on a regular basis and subject to appropriate formal inspection.

### **Glass and Glazing**

A risk assessment has been carried out for all glazing on site to ensure it complies with current safety standards. All low level glazing (below 800 mm), such as glazing in doors and high risk glazing such as glazing within PE departments is toughened, laminated glass and complies with safety regulations or has been fitted with safety film. There is a system in place to ensure all broken glazing is reported through a known procedure and that the area is made safe immediately and repairs carried out as soon as possible. Glazing is also assessed during a regular site inspection.

### **Water Supply/Legionella**

An effective water hygiene management plan is in place to control the risks of legionellosis to staff and members of the public. The named responsible person has a clear understanding of their duty, has undertaken training in water system management and has the competence and knowledge to ensure that all operational procedures are carried out in a timely and effective manner. Regular documented water checks are undertaken and a system is in place to ensure an annual check is carried out. A legionella risk assessment has been documented and the site log book is used. A process is also in place to deal with any actions should they arise.

*All checks are carried out and documented by Integral or the Site Managers. The log book is situated in the Site Managers office.*

*A LRA is carried annually by Integral*

### **Snow and Ice Gritting**

Adequate arrangements are in place to minimise the risks from snow and ice on the site e.g. access/egress routes. There is suitable storage for salt/grit and tools, (such as wheeled grit spreader) on site and a sufficient supply of grit/salt is available.

*The Site Managers have received manual handling training.*

*The school has gritters and adequate bins to store salt/grit.*

## **Section 3 - MEDICAL/FIRE AND EMERGENCY ARRANGEMENTS**

### **Infectious Diseases**

The school follows the National Guidance produced by the Health Protection Agency, which is summarised on the poster, 'Guidance on infection Control in Schools and other Child Care Settings'.

### **Dealing with Medical Conditions**

The school accommodates pupils with medical needs wherever practicable and makes reference to DFE circular - *Supporting Pupils with Medical Needs in School* which sets out the legal framework for the health and safety of pupils and staff. Responsibility for pupils' safety is clearly defined within individual care plans where necessary and each person involved with pupils with medical needs is aware of what is expected of them. Close cooperation between schools, parents, health professionals and other agencies help provide a suitably supportive environment for those pupils with special needs.

*The administration of medicines policy is stored electronically and is available upon request.*

*The Deputy Headteacher works closely with parents and health professionals to ensure that every child with a medical need is given the best possible care.*

### **Drug Administration**

The school accommodates pupils with medical needs wherever practicable and makes reference to DFE *Guidance Managing Medicines in Schools and Early Years Settings*. Parents have prime responsibility for their child's health and provide the school with information about their child's medical condition. Parents obtain details from their child's General Practitioner (GP) or Paediatrician, if needed. The school nurse and specialist voluntary bodies provide additional background information for staff.

*Parents/carers are required to complete a medicine administration form for any child who may require medication during the school day. The school will/can only administer medication that has been prescribed by a GP and must be for that child and must have been prescribed recently. There are also specific forms for inhalers.*

*The form for long term medication ie inhalers must be completed with the Deputy Headteacher. Short term medication forms ie antibiotics can be completed with a member of the admin staff.*

### **First Aid**

The school follows the statutory requirements for first aid and provides suitably trained first aid staff.

*The school has a designated first aid room which is located at the main office. The school has a designated Paediatric and Basic First Aid Trained staff who are on duty and available between 8am and 4pm. The school also has numerous trained staff situated throughout the school.*

### **Reporting of Accidents, Hazards, Near Misses**

All staff are encouraged to report accidents, incidents and near misses and line managers investigate such incidents and identify and implement means to prevent a recurrence.

*Any accidents/near misses to staff, visitors or contractors MUST be reported to the office/ or a key staff member. Our First Aid at Work trained staff are Admin and Site Manager. An Accident Report Form (blue) must be completed. The same form can be used for NEAR miss incidences. Following this, an Accident Investigation Report Form (Red) must be completed. Both forms must be given, in confidence, to Janet Tetlow – School Business Leader. A copy of the completed form will be sent to the LA and a copy retained in the Business Leader's office.*

*The school has a Violent Incident Reporting Form (Green) which MUST be completed for any violent incident, verbal and/or physical and handed in at the office.*

*The school has a stress policy. A HSE stress tool questionnaire is available from the office for staff to complete if necessary. These forms can be returned in confidence to your Line Manager, Deputy or Head.*

*All of the above forms are available in the following locations:*

- *School Office*
- *Staffroom*
- *Reception area*
- *Business Leader*

### **Fire Safety and Emergency Evacuation**

A risk assessment has been carried out and a safety management plan is in place.

*A Fire Risk Assessment has been carried out by Michael Booth, Lead Health and Safety Officer from Manchester City Council. Any recommendations made are carried out by the Site Managers (or a specialist if necessary). The Fire Risk Assessment is located in the SBM and Site Managers Office.*

*Fire drills are carried out 3 times a year.*

*The designated fire assembly point is currently located on the Main Play Ground and the astro turf*

*There are individual emergency evacuation plans for vulnerable staff and pupils.*

### **Crisis and Emergency Management**

A Crisis Management Team is in place to assist in the reduction of the consequences of major hazards and risks and to action a recovery plan in the event of a serious accident. The Team acts as the decision-making influence for the management of an incident. Procedures and practices are in place for handling emergency situations and communicating these to all staff. All necessary equipment is available for rapid activation during an emergency which includes communications equipment, emergency plans and procedures, a log to record all actions taken during the crisis, necessary office equipment and supplies and appropriate building plans. A test is carried out on a regular basis to ensure that it is feasible and realistic. The emergency plan is reviewed on an annual basis and after the practice emergency exercise, if deficiencies are found immediate corrections are made.

*The school has a Business Continuity Plan which is reviewed by the Governing Body on an annual basis.*

## **Section 4 - MONITORING AND REVIEW**

### **Monitoring**

Arrangements are monitored and reviewed annually and revised as new topics arise that may affect the process of managing health and safety for staff, pupils, contractors and other visitors

### **Inspections**

Regular safety inspections are carried out by the nominated person/s All hazards and risks associated with the premises/departments/grounds are monitored and controlled.

*The staff are required to complete an assessment form twice a year in relation to their classroom which will identify any hazards or risk. These are passed to the Site Managers who forward any task to Integral where necessary*

*The staff are regularly reminded to report any hazard/risk via email to the Site Managers or in more urgent cases directly to the office.*

*Maintenance and service reports are filed and stored in the office*

### **Review**

The School has mechanisms for undertaking active monitoring and review of health and safety which includes an arrangement of periodic planned health and safety checks of each section of the school, supplemented by various 'ad hoc' and un-planned checks and inspections.

*Staff complete a HSE classroom checklist twice a year*

## **Auditing**

As a means of confirming that the necessary systems to comply with legislation are in place and are being followed the school ensures a complete health and safety audit by competent persons. The action points identified through the audit form part of the school development plan.

*The school was last audited in Feb 24 by In-House Safety and awarded the Safety Mark.*

*The school will be re-audited in Feb 26.*

## Section 5 –TRAINING

### **Staff Health and Safety Training/Competence**

The school is committed to ensuring that staff are competent to undertake the roles expected of them. The Headteacher/Heads of Department undertake a training needs analysis to identify the competency requirements of specific job roles in terms of health and safety, and ensure that appropriate training is delivered and training records held centrally. The training need analysis is reviewed on an annual basis or on the introduction of new legislation. Line managers conducting the Performance Management process consider health and safety performance and address areas of concern with employees.

*The followed people are trained in:*

*Janet Tetlow, School Business Leader  
IOSH accredited Health and Safety Training for SBM's  
Fire Safety in Education  
H&S in Education Senior Leadership  
H&S in Education Staff Awareness  
Mental Health First Aider for Adults  
Equality and Diversity  
Supporting Staff Wellbeing  
Safer Recruitment  
Safeguarding  
Food Hygiene & Safety  
DSL Training  
GDPR*

*Claire Steedman, Site Manager  
Health and Safety Level 2  
Fire Marshal  
IOSH – H&S for SBM  
Fire Warden/Marshal  
Fire Safety in Education  
Moving and Handling  
Equality and Diversity  
First Aid in the Workplace*

*Bernard Weir, Site Manager*

*Health and Safety Level 2  
Moving and Handling*

**Supply and Student Teachers**

The school's expectations are made clear to the Supply and Student Teacher through the provision of Supply/Student Teacher Handbook. Teachers on supply and Student Teachers are given a copy of the Staff Handbook, Health and Safety Policy Document and other relevant Policies. The Headteacher is responsible for liaising with the Supply/Student Teacher on general school organisation and routines. When Supply and Student Teachers attend the school to cover for staff absence at short notice the Headteacher/responsible person gives guidance on the work to be covered.

*Students and supply staff are encouraged to familiarise themselves with all school policies.*

**Volunteer and Parent Helpers**

Volunteer and parent helpers are subject to the schools safeguarding arrangements. Volunteers receive an induction from the designated teacher for child protection and general health and safety and are expected to wear a visitors badge at all times and follow the school procedures. The teacher is the principal point of contact and volunteers are under his/her direction. Conversations and any documentation to which volunteer/parent helpers may have access are strictly confidential and are treated as such.

**Section 6 - HEALTH AND WELLBEING**

**Pregnant Members of Staff**

The First Aid Room/Rest Room have rest facilities for expectant and nursing mothers. Members of staff who are pregnant are required to inform the school in writing so that an appropriate risk assessment of their work routines can be carried out.

*The SBL/Head or Deputy will carry out a risk assessment for expectant mothers as soon as we have been informed by the employee. The school uses the risk assessment template provided on the In-House Safety website.*

*Risk assessments are completed with the expectant mother and signed. A review date is included in the Risk Assessment. An agreement is made with the expectant mother that any necessary adjustments to their role or environment will need to be shared with their line manager.*

*Rest room facilities and adequate seating are consider, discussed and put in place.*

## **Health and Well Being Including Absence Management**

The school has carried out a risk assessment based on the Health and Safety Executive's Management Standards for Work-Related Stress. The school endeavours to promote a culture of co-operation, trust and mutual respect and ensure good management practices are in place and staff have access to competent advice.

*The school has a stress policy. A HSE stress tool questionnaire is available from the office for staff to complete if necessary. These forms can be returned in confidence to your Line Manager, Deputy or Head.*

*The school has adopted the One Education Managing Staff Absence Policy.*

## **Smoking on Site**

*No smoking on the school site including e-cigarettes.*

## **Section 7 - ENVIRONMENTAL MANAGEMENT**

### **Environmental Compliance**

The school seeks to fulfil its waste management objectives through: using only what is needed; seeking alternatives where possible; recycling as much as practicable; disposing of as little as necessary.

*Staff and pupil are encouraged to use the designated recycle bins provided around the school*

### **Disposal of Waste**

All waste classified as 'hazardous' is collected by specialist firms and disposed of in the approved manner

*Toners and cartridges are collected by a recycling company*

*Computer equipment are collected by Giga-cycle and a WEEE certificate is provided*

*Nappy, sanitary and medical bins are collected by PHS*

## **Section 8 - CATERING AND FOOD HYGIENE**

### **Catering and Food Hygiene**

All catering contractors have in place a food hygiene management system and competent health and safety advice. All contractors are registered with the Local Authority (District/Borough Council).

The school provides in-house catering.

The Catering Manager and Assistant Catering Manager have appropriate qualifications. All staff in the kitchen have received Food Hygiene training, COSHH and Manual Handling.

## **Section 9 – HEALTH AND SAFETY ADVICE**

Employees, visitors, parents and contractors can seek advice on Health and Safety matters from the following competent persons;

Janet Tetlow – SBL  
Claire Steedman – Site Manager  
Bernard Weir – Site Manager

The school will seek advice from In-House Safety, The Lead Health and Safety Officer at Manchester City Council or the HSE