

HEALTH, SAFETY & WELFARE Policy

Ref: E01

Author: Stuart Lord & Jayne Langley

Date: June 2018

Ratified by Governing Body: July 2018

Frequency of Review: Annually

Policy Review Dates:

Date	Changes made	By whom
July 2019	No changes	Paul Baxendale
July 2020	No changes	Paul Baxendale
July 2021	No changes	ARR
September 2022	Change of MIS details to Arbor & addition of Asbestos Management Plan details, Removal of flow chart on pg.2	ARR

HEALTH, SAFETY AND WELFARE POLICY

GENERAL STATEMENT OF POLICY

1. It is our policy, as far as is reasonably practicable, to provide and maintain safe and healthy working conditions, equipment and systems of work for all employees and pupils and to provide such information as may be necessary for this to be achieved.
2. Responsibility is also accepted for all others who may be affected by our activities, actions or omissions.
3. The allocation of duties in respect of Health ,Safety and Welfare matters and the particular arrangements made to implement the requirements of this policy are as detailed in this document.
4. The policy will be reviewed periodically so as to ensure so far as is reasonably practicable, that all legislative changes which affect our activities have been incorporated and are being observed throughout school.

Further to the above, the Health and Safety Policies of Manchester City Council are acknowledged and observed.

RESPONSIBILITIES

The overall responsibility for Health and Safety within the school is that of the Board of Governors.

The responsibility for ensuring that the requirements detailed in this policy are being carried out throughout the school is that of the Head Teacher.

In the event of the Head Teacher's absence, the responsibility is that of the Deputy Head Teachers

All employees have a responsibility to co-operate with the school's management team so as to achieve a healthy and safe workplace and to take reasonable care for themselves and others who may be affected by their actions and/or omissions.

Any employee observing health and safety situations which require attention shall as soon as possible notify the situation to the person designated as having responsibility for that particular area as detailed in this document.

Other areas of responsibility are;

- **SAFETY TRAINING** – The School Business Manager, the Facilities Manager and Head Teacher will arrange for appropriate training.
- **GENERAL SAFETY INSPECTIONS** – The Facilities Manager and School Business Manager will conduct termly site inspections.
- **INITIAL ACCIDENT INVESTIGATIONS** – will be carried out by the Headteacher.

All staff have a responsibility to report any hazards or other Health and Safety concerns. These should be reported to a Senior Staff Member.

Any building related Health and Safety concerns should be reported to the Facilities Manager as soon as possible, in person if a significant concern and followed up by email.

HEALTH, SAFETY AND WELFARE POLICY

1. INTRODUCTION

The health, safety and welfare of all the people who work or learn at our school are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The governing body, along with the LA, takes responsibility for protecting the health and safety of all children and members of staff. Employees have a personal responsibility to act on any health and safety issues and make them known to their line manager.

2. SCHOOL SECURITY

While it is difficult to make the school site totally secure, we will do all we can to ensure the school is a safe environment for all who work or learn here.

We require all adult visitors to the school who arrive in normal school hours to sign in on the Inentry system in the reception area, and to wear an identification badge at all times whilst on the school premises. Whilst signing in visitors should be made aware of the visitor policy in reception and then wait to be let through fobbed door.

Class staff will not allow any adult to enter their classroom if the school visitor's badge does not identify them.

If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the head teacher immediately. The head teacher will warn any intruder that they must leave the school site straight away. If the head teacher has any concerns that an intruder may cause harm to anyone on the school site, s/he will contact the police.

3. SAFETY OF CHILDREN

It is the responsibility of each teacher to ensure that all curriculum activities are safe and ensure an up to date and approved risk assessment is in place.

We do not take any child off the school site without the prior permission of the parent. This is done by asking the parent permission when their child starts school. Parents must let school know if they need to take their child out of school for appointments etc.

If an accident does happen, resulting in an injury to a child, the teacher will do all they can to aid the child concerned. A list of First Aiders is displayed in the staff room and in other locations around the school.

Should any incident involving injury to a child take place, the First Aider should be called to assist. If necessary, the school office will telephone for emergency assistance.

Should an emergency ambulance be required this should be called by the office staff that are able to access personal details from Arbor. The attending first aider should be available to answer questions on the injured person's current condition if requested.

Pupils who are taken to hospital in an ambulance should be accompanied by the attending first aider or by a teacher not directly involved in the activity where the injury/incident occurred if possible.

We record all incidents involving injury on IRIS and Arbor, and we inform parents in all cases. Should a child be quite seriously hurt, we contact the parents through the emergency telephone number that we keep on the school files.

4. TRANSPORT

We only use coaches and mini-buses where seat belts are provided. We instruct the children to use seat belts at all times when the bus is moving. We use booster seats in accordance with height regulations for relevant pupils.

Staff using own vehicles to transport pupils must provide the school office with a copy of their vehicle insurance detailing business use cover and a valid MOT if applicable to the vehicle. The office will keep a copy of these documents.

Staff are offered MiDAS minibus competence training which is arranged by the school. Staff with a MiDAS certificate are the preferred drivers of the school vehicles. A record of staff with MiDAS certification is kept on Arbor. ALL staff that drive school vehicles are required to submit their driving licence to admin and a copy will be taken and kept on record.

5. CLASSROOM ENVIRONMENTS

All classes are required to keep all documentation regarding class health and safety in the class file. This file documents all sessions, risk assessments and control measures considered and introduced when planning and working on or off the premises. All staff should be aware of its location and should be easily accessible. The contents are as follows:

- Class list / Pupil Passports (Individual Risk Assessments)
- Staff list
- Timetable
- Classroom Environment Risk Assessment
- Classroom Fire Safety Audit
- Generic Risk Assessments
- Educational visits off site
- Session Risk Assessments (Soft room, PE)
- Play time / Recreation Risk Assessments
- Lunchtime Risk Assessments
- Staff Health & Safety Qualifications (Certificates etc.)

A termly risk assessment for 'Soft Play' must be completed at the beginning of each school term and signed off by a member of the senior management team prior to using the facility.

Should any incident involve physical violence against a member of staff by another member of staff, this will be reported to the Health & Safety Executive and the school will support the member of staff in question if s/he wishes the matter to be reported to the Police.

DESIGNATED AREAS OF RESPONSIBILITY

School Environment

- General Safety Head Teacher

- Classrooms All Staff
- Corridors All Staff
- Sensory Room All Staff
- Soft Play Senior Management Team Member
- PE Equipment PE Subject Leader
- Portable play equipment Individual Class Teams

Fire Safety

- Fire Drills Head Teacher
- Fire Alarm Checks Facilities Manager
- Checks on Fire Fighting Equipment Facilities Manager
- Escape Routes Facilities Manager
- Maintenance of Fire Systems Protec – Contractor
- Fire Marshals Senior Management Team

Playground Safety

- EYFS EYFS Staff & Facilities Manager
- Key Stage 1 KS1 Staff & Facilities Manager
- Key Stage 2 KS2 Staff & Facilities Manager
- Individual playground safety All Staff
- Outdoor school environment All Staff

Hygiene

- Shared Toilet Areas All Staff
- Attached Toilet Areas Class teams of attached rooms
- Laundry Cleaning Supervisor (Contracted)
- School cleanliness Facilities Manager

First Aid

- Provision of First Aid Designated & Named First Aiders
- First Aid Boxes Designated & Named First Aiders

COSHH

- Cleaning & Site related COSHH Facilities Manager
- Educational resources Staff, Health & Safety Manager
- Storage of Cleaning Materials Facilities Manager

GENERAL ARRANGEMENTS

FIRST AID:

First aid boxes are located in;

- All general areas
- All shared resource areas
- Administrative office
- Kitchen

There is a list of designated first aiders on display in the staff room and at other locations around school. These members of staff are responsible for the replenishment of supplies in first aid boxes.

The reporting of accidents, injuries, diseases and dangerous occurrences must be made to the Health and Safety Coordinator (Head Teacher/Deputy Headteacher). Accident forms for staff and pupils are located in the SLT Office and should be filled in as far as possible and returned to the Health and Safety Coordinator for completion. The Health and Safety Coordinator will fill in the accident book and send all relevant paperwork to the Health and Safety team at Manchester City Council. Teachers must report pupil injuries and/or accidents to parents/carers.

GENERAL FIRE SAFETY

The school site has a 'Fire Emergency Action & Evacuation Procedure' document covering all aspects of Fire Safety.

HAZARDS

The Control of Substances Hazardous to Health Regulations requires that all hazardous substances be identified and procedures for the safe storage, use, handling, control and disposal be fully documented.

The COSHH file for cleaning and site related chemicals is located in the Facilities Manager's office and is updated as necessary and reviewed annually.

All site staff are required to read and sign each risk assessment prior to use. Staff are required to NOT bring any substances in to school and every effort is made to ensure the products used are non-harmful.

All staff have a responsibility to maintain a high level of safety where substances are involved. All substances must be stored away from pupil access and in locked cupboards while pupils are on site.

ASBESTOS

The school has an Asbestos Management Plan in place. The plan has been completed by the site manager and controls access to the room where Asbestos has been identified. The room is secure and inaccessible by pupils or staff. Access is controlled and managed by the site team and detailed records are kept. Safe access for the school site team or contractors also states appropriate PPE to be worn. The Asbestos Management Plan details roles with responsibility including the headteacher, site manager, lead caretaker and caretaker. The plan also states clear safety measure and procedures .

LEGIONELLA MONITORING & TESTING

The monthly temperature monitoring is carried out by the Facilities Manager and/or School Caretaker using a calibrated thermometer and recording the results accordingly. Weekly run-off of low use outlets is performed on a weekly basis by the Facilities Manager and/or Caretaker and this is also recorded. Servicing of Thermostatic mixing valves, cleaning of water tanks and calorifiers is carried out as part of the ongoing PPM service level agreement with Mears Group Ltd (Manchester Working).

ELECTRICAL EQUIPMENT

The testing of portable electrical equipment (PAT) and fixed appliance testing is carried out annually by Manchester Working Limited. Staff are required to make visual checks on a daily basis prior to the use of any electrical equipment to ensure they are in good condition and safe to use. Unsafe items should not be used and reported immediately to a Senior Staff Member or School Facilities Manager.

The fixed installation periodic test and inspection is carried out on a five year basis by Manchester Working Limited.

Staff must not bring their own electrical equipment into school.

PORTABLE PLAY EQUIPMENT

Classroom staff are responsible for checks on portable indoor and outdoor play equipment prior to use on a daily basis. Any unsafe equipment should not be used and be reported to a Senior Staff Member or School Facilities Manager.

Classroom staff are responsible for the cleanliness of portable indoor and outdoor equipment.

TRAINING

The responsibility for the arrangements of Health and Safety training for all school staff is that of the Head Teacher and Health and Safety Coordinator.

CONTRACTORS AND VISITORS

The control of contractors and visitors on site is of paramount importance in ensuring that good safety practices are observed at all times.

Contractors - Pre-contract meetings where work method and safety precautions required whilst on site are discussed and fully agreed upon. The responsibility for ensuring that contractors adhere to the agreed practice is that of the Health and Safety Coordinator.

Visitors - All visitors including parents must report to the main reception and sign in on the touch screen device. They will be issued with a visitor pass which must be visibly worn at all times whilst on the premises. Visitors should wait at reception to be escorted to their destination. When visiting a classroom the office staff will telephone the class staff to let them know a visitor/parent has arrived.

OFF SITE EDUCATIONAL VISITS

The school values the experiences and opportunities that off-site educational visits have for pupils. All requests for educational visits must be accompanied by a risk assessment and a lesson plan. Permission will be given by the person responsible for educational visits (Deputy Head Teacher) a minimum of 2 days prior to the visit taking place. The risk assessment should be carried out by the class teacher or other adult organising the visit.

Visits WILL NOT go ahead if these criteria are not met.

POLICIES AND RISK ASSESSMENTS

All Grange School policies can be found in;

[Q:\GRA Staff Shared\SCHOOL POLICIES\GRANGE ACADEMY \(LGB\) POLICIES](Q:\GRA Staff Shared\SCHOOL POLICIES\GRANGE ACADEMY (LGB) POLICIES)

All Risk Assessments can be found in;

<Q:\GRA Staff Shared\GRANGE 2020-2021\RISK ASSESSMENTS>

Educational Visit Risk Assessments can be found in;

[Staff Shared Area \(T\) - General - Educational Visits](Staff Shared Area (T) - General - Educational Visits)

