



BEIS YAAKOV JEWISH HIGH SCHOOL ACADEMY

SCHOOL HEALTH & SAFETY POLICY

Date of approval	March 2023
Date of next review	March 2025
Term of review	Every 2 years
Committee Responsible	C&R
Prepared By	N. Bor, M. Katz
Signed by Chair of Committee	

Changes Made	Date

Health and Safety Policy Statement (August 2021)

Health and Safety at Work Act 1974

This is the Health and Safety Policy Statement of

Beis Yaakov, 69 Broom Lane, Bury New Road, Salford M7 4FF

Our statement of general policy is:-

- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to provide adequate resources for health and safety;
- to ensure the standards required by health and safety legislation are met as a minimum and where possible, exceeded;
- 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. powered electrical equipment and portable electrical appliances;
- to ensure safe handling, use, storage and transport of articles and substances;
- to provide adequate information, instruction and training to enable staff and pupils to carry out their work activities in a healthy and safe manner, and to enable them to contribute positively to their own health and safety and that of others;
- to ensure all employees are competent to do their tasks;
- to prevent accidents and cases of work-related ill health;
- to make arrangements within the school for the reporting of all major accidents/incidents;
- to make positive arrangements for fire evacuation , first-aid and other emergency situations;
- to provide and maintain a safe and healthy school building with safe access and egress, paying particular attention to the structure of the buildings, the electrical installation, draining, glazing, maintenance of floors / corridors / playgrounds / steps / doorways / fire escape routes and security arrangements which would minimise the risk of acts of violence;

- to provide and maintain a safe and healthy working environment with effective management of illumination, temperature, ventilation, dust, smoke, fumes, noise, cleanliness and food hygiene and adequate protection against occupational disease and infestation;
- to provide and maintain adequate welfare arrangements such as eating, washing and toilet facilities and accommodation for clothing and personal belongings;
- to provide and maintain an effective road safety provision and regular liaison with parents to minimise the risks to pupils arriving at and leaving school;
- to include aspects of age appropriate child/personal safety within the curriculum which includes safety at home, on the road, around water areas and railway lines, fire / matches / fireworks, no talking to strangers, bullying, smoking and drug abuse and healthy eating;
- to ensure so far as is reasonably practicable, the health and safety of visitors to the school (see section 10 for example of identifiable visitors) and any other persons who may be affected by the acts or omissions of members of staff or pupils whilst taking part in school activities; and
- to review and revise this policy as necessary at regular intervals.
- To regularly review this policy to ensure health and safety arrangements are still adequate.

Signed
(Chair of C & R Committee)

Date:

Signed
(Headteacher)

Date:

Review Date: **March 2025** (Unless there is reason to suspect it is no longer valid)

Aims:

BYJHS aims to:

Provide and maintain a safe and healthy environment

Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site

Have robust procedures in place in case of emergencies

Ensure that the premises and equipment are maintained safely, and are regularly inspected

Legislation:

This policy is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation:

[The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings

[The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees

[The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training

[The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health

[The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept

[The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test

[The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register

[The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff

[The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

The school follows [national guidance published by Public Health England](#) when responding to infection control issues.

This policy complies with our funding agreement and articles of association.

The local authority and governing board

Salford City Council has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board.

The governing board delegates operational matters and day-to-day tasks to the headteacher and staff members.

The governing board

The governing board has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the Headteacher and SLT of the school who will then appoint staff to take on roles within the school

Organisation

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

The Governing Body shall:

(Certain tasks have been delegated to The Curriculum & Risk Committee (C&R C), however, legal responsibility remains with the Governing Body.)

- shall ensure so far as is reasonably practicable the health, safety and welfare of teachers and other education staff;
- shall ensure so far as is reasonably practicable the health and safety of pupils in-school and on off-site visits;
- shall ensure so far as is reasonably practicable the health and safety of visitors to schools, and volunteers involved in any school activity;
- shall guide and monitor the Headteacher to ensure that he/she keeps health and safety as a high priority in the day-to-day management of the school;
- shall appoint one of the Governors to be the Governor for Health and Safety;

- shall consider the health and safety implications of policies and guidance issued by DFE for Academies
- shall draw up and issue its own policies and guidance on curricular and non-curricular topics where necessary, paying particular attention to health and safety aspects;
- shall discuss and resolve so far as is reasonably practicable, health and safety issues at meetings of the C & R C; and
- shall carry out an annual appraisal of the safety performance of the school.
- shall establish an effective management system which provides support to children with medical conditions.

Headteacher

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

- ensure that the school's Health and Safety Policy is implemented and adhered to at all times;
- ensure that all members of staff know, understand and accept their health and safety duties and responsibilities;
- ensure that adequate resources are allocated to facilitate healthy and safe working and teaching practices;
- ensure that the C & R C is advised of health and safety implications when undertaking the management of the school budget;
- ensure that all employees, pupils and visitors receive adequate information, instruction, training and supervision, both within school and on school trips as appropriate;
- ensure that all machinery, appliances and equipment purchased by or used within school, conforms to a British, European or International Standard, is used in the manner that it was designed for and is periodically examined, tested and maintained as appropriate;
- ensure the use of safe working practices and where necessary draw up and communicate written codes of practice for safe working and teaching;
- ensure that only approved chemicals and substances are used at school and ensure that the appropriate safety information and risk assessment is available to the user;
- ensure that suitable and appropriate protective clothing is provided for staff and pupils who require it, and ensure that it is worn when necessary;
- ensure that adequate first aid treatment is available by the provision of a First-Aider or appointed person and ensure that first aid boxes are kept adequately stocked;
- ensure that accidents are recorded and where necessary, investigated and reported to the Council's Health and Safety Officer as soon as possible and also reported to the Governing

Body in the Headteacher's Termly Report. In the event of a 'Specified Injury to a Worker', Over 7-day Lost Time Accident, a RIDDOR reportable injury to a pupil or member of the public, reportable disease or a dangerous occurrence, the Chairman of the Governing Body shall be informed;

- ensure that a record is kept of any contagious disease that is contracted, all acts of violence and bullying and that they are reported to the Governing Body as appropriate;
- ensure that fire procedures are planned and are rehearsed at least once per term;
- ensure that fire equipment, fixtures and exits are checked periodically and maintained to ensure that they are in working order;
- ensure that adequate welfare facilities are provided and maintained for staff and pupils;
- ensure that periodic safety inspections of the school are carried out;
- ensure that there is consultation with the Operations Manager on matters of health, safety and welfare;
- ensure that contractors working in the school, report to the Operations Manager before work commences in order to ascertain work details and agree safety procedures;
- ensure that in his/her absence, health and safety duties are delegated as appropriate;
- ensure that there is an annual appraisal of the school's health and safety performance;
- ensure that risk assessments are undertaken and reviewed as appropriate; and
- review and up-date policy as appropriate.

Teaching and Non-Teaching Staff

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

- ensure that the school's policies are implemented at all times;
- be responsible for the health and safety of the pupils they supervise;
- ensure that equipment used at school is safe and presents no risk to health and ensure that any defects are reported immediately to the Headteacher/Operations Manager so that the equipment can either be repaired or disposed of;
- in the event of a fire, ensure that all pupils know the fire procedure and are evacuated safely;
- in the case of an injury, arrange for suitable first aid treatment, investigate the accident that caused the injury and record the details in the accident book;

- ensure that all classroom-based activities are carried out in a safe and healthy manner;
- ensure that playground activities are supervised as appropriate and ensure that any violent behaviour is stopped;
- ensure that pupils are adequately supervised whilst on midday dinner;
- ensure that whilst transporting pupils by car, safety seatbelts are worn and the HSE guidelines are followed;
- ensure that when undertaking school trips, sufficient research, planning, precautions and supervision are undertaken as laid down in the DFE guidelines and Code of Practice. Where specialist instructors are engaged to lead pupils, the role of supervision must be discussed and agreed with the instructor;
- ensure that they do not bring into school any potentially dangerous article or hazardous substance without the expressed permission of the Headteacher;
- take appropriate action to make safe any dangerous condition caused by wet or icy weather;
- ensure that any agreed security provisions are carried out;
- co-operate with the Headteacher/Operations Manager on all aspects of health, safety and welfare; and
- co-operate with the Operations Manager 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.

Site Manager

The site manager carries the following responsibilities. These are recognised in the job description and are decided by the Head teacher/Operations Manager.

- ensure the maintenance of all plant and equipment and report any concerns to the Operations Manager
- ladder checks as appropriate
- complete any minor repairs either visible , or reported to him/her
- monitor cleanliness, waste disposal, storage of materials where appropriate
- use of tools
- monitoring communal areas
- 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
- keeping the Site Manager's maintenance log book up to date where appropriate

- lighting, heating and the cleanliness of the school. This will include replacing light bulbs/tubes, boiler monitoring, and minor grounds maintenance
- being responsible for aspects of health and safety, and fire safety. For example identifying hazards and taking remedial action; and undertaking routine checks on fire alarm systems, fire doors and fire extinguishers;

Caretaker

The Caretaker carries the following responsibilities. These are recognised in the job description and are decided by the Head teacher/Operations Manager.

- keeping the Caretaker's maintenance log book up to date;
- lighting, heating and the cleanliness of the school. This will include replacing light bulbs/tubes, boiler monitoring, and minor grounds maintenance;
- being responsible for aspects of health and safety, and fire safety. For example identifying hazards and taking remedial action; and undertaking routine checks on fire alarm systems, fire doors and fire extinguishers;
- 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
- lifting and moving equipment and supplies. This would include assisting teachers with moving furniture and equipment, carrying stationery supplies and deliveries, moving milk
- deliveries, heavy boxes etc. and where possible this should be done with the aid of handling devices;
- weekly testing of fire alarms, weekly visual check of extinguishers
- ladder checks as appropriate
- complete any minor repairs either visible , or reported to him/her
- monitor cleanliness, waste disposal, storage of materials
- take water temperatures in line with the control of legionella

In the event of absence the Site Manager and Caretaker will cover for each other

Security Guards

The Security Guards carry the following responsibilities. These decided by the Head teacher/Operations Manager.

- daily inspection of premises prior to the start of the school day
- Ensuring anyone entering the school is checked and bona fide

- Checking the buildings at the end of the school day to ensure that all pupils have left the building/premises.

Pupils

All pupils must:-

- co-operate with teachers and school staff on health and safety matters;
- not interfere with anything provided to safeguard their own health and safety;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to a teacher or member of staff.

Arrangements

Item No

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 Procedure 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. Caretakers and Site Officers
22. Health and Safety in the Office
23. Medicines
24. Control of Legionella

1.0 Health and Safety Risks Arising From our Work Activity

Risk assessments are undertaken by any assigned member of staff, qualified to carry this out,

The findings of the risk assessments are reported to the Headteacher/Operations Manager and relevant staff members.

Action required to remove / control risks are approved by Headteacher/Operations Manager

The Operations Manager is responsible for ensuring the action required is implemented.

The Nominated Governor, will check that the implemented actions have removed / reduced the risks.

Assessments are reviewed annually or when the work activity changes, whichever is soonest.

Risk assessments are kept in the Operations Manager's Office

2.0 Consultation with employees

Employee representative(s) are:-
Staff Governors

Consultation with employees is provided by:-

- Staff meetings
- Emails and text messages
- Weekly staff bulletin
- One to one's with Line Managers
- Discussion with staff governors
- Surveys e.g. stress.

3.0 Safe Plant and Equipment

Site Manager and Caretaker are responsible for identifying all equipment that require regular inspection, servicing and maintenance, both by school staff and by third parties e.g., electrical equipment (floor buffers etc.), hand tools.

They are responsible for ensuring effective maintenance procedures are drawn up.

They are responsible for ensuring that all identified maintenance is carried out.

Any problems found with equipment are reported to the Operations Manger.

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

No unauthorised electrical equipment will be used on school premises.

Portable electrical appliances are tested by a competent person regularly. Where appropriate, residual current devices will be used with all electrical equipment.

No equipment will be lent to anyone who is not employed by the school or has not been trained to use the equipment

The school contracts out for cleaning. They are responsible for ensuring the effective maintenance of their equipment, training of their employees and making sure all H&S standards are met.

4.0 Safe Handling and Use of Substances

The Head of Faculty (HOFs) will be responsible for identifying all substances that require COSHH (Control of Substances Hazardous to Health) assessments for their departments.

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

The Site manager/Caretaker will be responsible for identifying all substances that require COSHH (Control of Substances Hazardous to Health) assessments where applicable to their tasks.

The cleaning contractors (Merco) will be responsible for identifying all substances that require COSHH assessments for cleaning purposes.

Each department will be responsible for obtaining product health and safety data sheets and for undertaking COSHH assessments. Further advice and information can be obtained from the school's Health and Safety Adviser (J Winn) (see section 5.0).

The Operations Manager (OM) will be responsible for ensuring that all actions identified in the assessments are implemented.

Use of chemicals for teaching as set out in the national curriculum, will be done so in accordance with guidance and hazard cards produced by CLEAPSS Schools Science Service.

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

The OM will check that new substances can be used safely before they are purchased by providing the school's Health and Safety Consultant (J W Safety Solutions Ltd), with details of the proposed product (see section 5.0 for contact details).

Assessments will be reviewed every 2 years, or when the work activity changes or the constituents of the product change, whichever is the sooner.

5.0 Information, Instruction and Supervision

The Health and Safety Law poster is displayed in the school office, school kitchen, plant room and OM's office

- Health and safety advice is available from:-

Jackie Winn CMIOSH, BSc (Hons)

J W Safety Solutions Ltd
Building 67, Office G10
Europa Business Park
Bird Hall Lane
Stockport
SK3 0XA

Telephone Numbers:

0161 696 7947/ 7948
07814 179265 (Jackie)
07740 178453 (Lynda)

6.0 Competency for Tasks and Training

Induction training will be provided for all employees by the HOFs

Job specific training will be provided by:-

- HOFs
- Operations Manager
- Outside Agency

Specific jobs requiring special training are:-

- Site Manager/Caretaker e.g. water temperature testing, ladder inspections, manual handling etc.
- Teaching
- Welfare
- Administration of medicines e.g. Epi-pen, catheter, insulin etc.
- Fire Marshalls
- EVC
- SENCO
- Preparing and/or handling of food on or off site

Those below are responsible for their own specific training:-

- ICT Technician
- Cleaning – COSHH awareness

Training records are kept by the by the Headteacher/OM in the Performance Management/Appraisal files.

Training will be identified, arranged and monitored by the Head teacher/OM and HOFs.

7.0 Accident, First Aid and Work Related Ill Health

The Paediatric first aiders are:-

Mrs D Lowe
Mrs S Horwich
Mrs N Bor

The Safety At Work First Aiders are:

Mrs B Lopian
Mrs B Klein
Mrs S Tam
Mrs N Bor

Mrs L Cohen
Mrs E Levy

A Paediatric course is offered to all staff at least once a year and the list of First aiders will change. A First Aid rota is emailed to all staff every term and a hard copy put up in the notice board in the school office, staffroom and OM's office.

Refresher course are also offered regularly.

The first aid boxes are kept in the

- School Office
- School Kitchen
- Science Prep Room
- Cookery Room
- OM's Office
- PE Co-ordinator's office
- Creche

All staff accidents and cases of work-related ill health are to be recorded on SIMS. Pupil absences due to accidents of ill – health are also recorded on SIMS. All accidents are also recorded in the accident log book/accident forms located in the OM's office and in the Science Prep Room.

A defibrillator is kept on the wall outside the OM's office on the ground floor of the building.

Head injuries are communicated to parents as soon as possible by telephone.

All major accidents, diseases and dangerous occurrences must be reported by the Headteacher/Operations Manager to the Health and Safety Executive as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). These accidents/incidents/diseases must be reported to the HSE within 10 days.

The Governing Body must also be made aware of all these reports and accurate records kept for at least 3 years.

Accidents that result in an employee being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury are reported to the Governing Body within 15 days of the accident. This seven day period does not include the day of the accident, but does include weekends and rest days.

Accidents that result in a worker being incapacitated for more than three consecutive days but no more than seven (whether absent or not), are recorded in an accident book compliant Social Security (Claims and Payments) Regulations 1979 (BL 510).

All major accidents/incidents e.g. fatality, fire etc will be investigated by the Headteacher/Chair of Governors in accordance with guidance set out by the HSE. The school's Health and Safety Adviser can also undertake this and pass the report to the HSE

The Headteacher/Chair of Governors is responsible for acting on investigation findings to prevent a recurrence.

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

8.0 Monitoring

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

- carry out classroom inspections, external inspections and inspections of communal areas termly.
- conduct a full workplace inspection annually (or a partial inspection Termly).
- Health and safety audits will be conducted by the school's Health and Safety Adviser throughout the year and audits will be made against specified criteria e.g. record keeping, managing asbestos, communication etc.

Termly classroom inspections are carried out by the nominated Teacher responsible for that classroom using the Classroom Inspection Sheet. The Site Manager/Caretaker is responsible for carrying out these housekeeping inspections in all communal areas e.g. corridors, hall, dining room etc. Any problems identified are reported to the OM immediately.

9.0 Emergency Procedures – Fire and Evacuation

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

The Mrs N Bor, Mrs D Lowe and Mrs S Levey have been appointed as fire wardens / search officers.

Escape routes and exits are checked daily by the Caretaker

Fire extinguishers are maintained and checked annually by Denford and Stobart and monthly by the Caretaker.

The fire alarm is tested weekly by the Caretaker using different call points in rotation and is tested/inspected and maintained twice yearly by J B Eye.

Emergency evacuation / fire drills are carried out termly.

Records are kept in the OM's office.

10.0 Visitors to School Premises

Any person visiting the premises is requested to make an appointment prior to the visit.

Identifiable visitors and other persons who may be affected include:-

- invited guests and visitors to the school;
- volunteers and students who may assist with teaching;
- parents and customers to events
- users of school property out of school hours such as an aerobics class or communal event;
- bus drivers or other persons encountered on an external trip;
- contractors at the school (other than their own work activity, which they themselves are responsible for);
- Specialist staff e.g. peripatetic teachers, grounds maintenance staff, advisers, refuse collection operatives;
- deliverers of goods, meter readers;
- trespassers.

On arrival at the school gates the security guards will question any visitor and establish if access is permitted. On entering the premises, visitors must go to the reception / main office and sign-in using the Visitor's Management System. ID badges/lanyards will be given and must be worn at all times during the duration of the visit. On departure, visitors must sign out and return the lanyard.

Any contractor arriving on-site for the purpose of undertaking work, must consider the site plan. They must then sign in as above.

Visitors who are to stay in the school and who will come into contact with children will be asked to provide details of their DBS check and proof of their identity. Visitors to the Headteacher, or other member of staff who will NOT be in contact with children and will NOT be left alone will not be asked to provide this information. ALL visitors to the school,

who do not produce a valid DBS will be escorted around the building. DBS details will be kept on-file as part of the school's single central record.

11.0 Contractors and Safety

In the event of 'refurbishment and/or construction' work being undertaken on the premises, contractors will meet with the Headteacher/OM. If necessary the school's Health and Safety Adviser will meet with the contractor prior to the work commencing. Contractors will be provided with details about any hazard/risk that may affect them and school rules, Evacuation etc., will be explained.

Risk assessment(s) and method statements should be carried out by the contractor, prior to the commencement of the work and they must notify the Headteacher/OM of any additional hazards they may create during the course of their work. Activities carried out by a contractor must not present additional risk to others in the vicinity of the work.

If the work being carried out has a dangerous element e.g. roof work, plant and machinery on site, all efforts will be made to ensure it is carried out at time when the children are away from the vicinity and so cannot be affected.

Minor works are carried out by competent contractors. The Headteacher is responsible for checking (to the best of his/her ability,) the competence and safety awareness of any contractors but this task is delegated to Operations Manager Although the task can be delegated, the duty still remains with the Headteacher. The school's Health and Safety Adviser will assist with this if required.

This is done by following these general guidelines:-

- Past performance, reputation and satisfactory work in School or other school location;
- Proof of competence e.g. qualification certificates;
- Accredited health and safety schemes (e.g. CHAS, RoSPA, Constructionline);
- Membership / Accreditation by trade bodies (e.g. Gas Safety registered, IEE etc);
- Production of an adequate company Health and Safety Policy;
- Submission of suitable and sufficient risk assessments/method statements;
- Cost.

All contractors are required to sign in and wear a visitor's badge.

Contractors must not leave their equipment unattended.

The OM are responsible for monitoring contractor's activities whilst on site.

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

12.0 Educational Visits / Extra Curricular Activities (in schools)

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

The Educational Visits Co-ordinator for the school is the Headteacher Mrs S Feddy

Educational visits must be authorised by the Headteacher in advance. The dates for all trips must be agreed by the OM.

The EVC 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 1:10 where possible, but is at the discretion of the Headteacher. All trips must be accompanied by at least 2 adults – even for a small group.

Refer to the Educational Trips and Visits Code of Practice for detailed procedures and guidelines.

If parental helpers are used, parental consent is given to the school in writing. Parental and other non-employed helpers must be DBS checked if they are likely to be supervising children in the absence of a member of staff. Otherwise, parents and non-employed helpers will always be will a member of staff from school.

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

13.0 Movement of Vehicles

Staff and visitors should park their vehicles in the designated car park.

Vehicular access is controlled by security guards and security gate.

A speed restriction of 10mph is in place within the school grounds.

14.0 School Security and Personal Security

Refer also to 'Section – 10.0 Visitors'.

- Security of the school is maintained by:-

	Y	N
Perimeter fencing	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Security guards at school entrance	<input checked="" type="checkbox"/>	<input type="checkbox"/>
External Doors being locked during school hours	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CCTV	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Signposting	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Security lighting	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- The school is fenced off and gates are locked at all times.
- The main entrance door and all side doors are locked at all times.
- All visitors to School are issued with a badge and are required to sign in and out to confirm whether or not they have had a DBS check.
- Children are encouraged to be vigilant and report any unknown adult in School who is not wearing a badge to a member of staff. Children are not permitted to allow anyone into the school whether the person is known or not known.
- The last key holder out is responsible for checking the locking of all doors and windows. The school buildings must be checked by the last person leaving, ensuring all windows and outside doors are secure. This is the cleaning staff's responsibility for the school (unless the school is used after 7pm) and they have access to a mobile telephone for use in an emergency.
- Staff working late, should ensure doors are locked, and notify someone responsible (i.e. a family member or a colleague) of their

presence in School and give an indication of the time they will be leaving and the time they are expected home.

- The Site Manager is responsible for regularly checking external lighting and burglar alarms within School. Any faults will be reported to the OM and recorded Every Business Management System.
- All money collected in School is promptly dispatched to the school's safe until it can be banked.
- If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Headteacher/OM immediately. The Headteacher/OM will warn any intruder that they must leave the school site straight away. If the Headteacher/OM has any concerns that an intruder may cause harm to anyone on the school site, he/she will contact the police.

Other security measures.

- Burglar alarm
- Visitors sign in at the main reception. Only one entrance to the school is used by visitors.
- Visitors and Staff for external functions gain access through the green gates which is monitored by the school security guards
- A number of members of staff have keys to all areas of the building.

15.0 Occupational Stress

Occupational health services are provided by the Occupational Health Unit who are based at 196 Station Road, Swinton, Manchester, M27 6BY; Tel: 0161 603 4070.

If the Headteacher feels it is necessary to refer a member of staff to the Occupational Health Unit, he/she should contact a Human Resources Officer based within the Human Resources Department at Civic Centre in the first instance.

The 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 4070.

16.0 External Groups / Activities

The school hall may be hired out for community events/functions.

The Governors/Site Manager must ensure that:-

- The means of access and egress are safe for the use of all representatives, and that all plant and equipment made available to and used by the them is safe. If the Site Manager knows of any hazard associated with the above, equipment, it will not be available for use.
- Fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness;
- Users of the building are briefed about the location of the telephone, fire escape routes, fire alarms and fire-fighting equipment etc., by the Site Manager. Notices regarding emergency procedures are prominently displayed;
- Groups using any equipment or facility provided by the school are familiar with its safe use and, if necessary, briefed accordingly;
- Arrangements are made for checking the security and condition of the premises and equipment used, before and after vacation by the hirer or his staff.
- 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.
- Where necessary the school's Health and Safety Advisor will be notified to enable the necessary guidance to be issued.
- Staff involved in extracurricular activities, preparing and/or handling food of any type will have as a minimum, a Food Hygiene Level Two Certificate. This will also apply to any staff or non-employees bringing in food from outside for the children. This does not include delivery Drivers delivering fruit, veg or pre-packed goods for snacks or food that is going to be prepared in the school kitchen. (This can be done on-line. It's a very basic two hour course and costs about £10-£15).
- Any users of the building / equipment will be asked to provide evidence of adequate public liability insurance cover.

17.0 Safety in the Community

Safety in the community is addressed by working with multi agency teams to support children and families. For example, police talks, fire-service seminars, topics in assembly etc.

Talks/seminars are planned across the year as and are targeted as needed and/or as part of the broader curriculum.

18.0 Violence, Behaviour, Bullying and Harassment

Efforts will be made to train staff how to handle violent and aggressive situations.

If faced with a violent aggressor, eye contact should be avoided, voices should not be raised and aggressive stances should not be taken. Nothing should be done or said 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 will be taken to ensure assistance could be summoned quickly in an emergency. Before pupils are taken to such areas, ensure a mobile phone signal is available (if reasonably practicable to do so).

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, will be considered.

The school will address bad behaviour, bullying and harassment involving pupils by

- Consulting with pupil/parents
- Pupil Discipline Sub-Committee

The school will address good pupil behaviour by

- In class/school reward systems
- Communications with parents

The school will address bullying and harassment involving staff by

- Intervention by the Headteacher
- Staff Discipline Procedure
- School policies relating to this

The school will address bullying, aggression and harassment involving parents by

- Zero tolerance
- Using the DfES framework 'A Legal Toolkit for Schools'

19.0 Health and Safety in the Curriculum

The curriculum will be delivered in a safe and healthy manner and every effort will be taken to identify risks associated with a curriculum subject/activity e.g. field trips, sports/P.E. activities, science etc., all departments have the appropriate control measures. 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 Generic School Risk Assessment document.

20.0 Health and Safety in the Classroom

A monitoring system has been set up to ensure that any hazards in the classroom are identified and that regular inspections of the area are carried out. A staff member is made responsible for each classroom. See section 8.0 'Monitoring'.

Pupils are encouraged to report any hazards to a member of staff e.g. a loose wire on a piece of electrical equipment, spilt liquid on the floor. Their ability to do this will obviously be dependent upon their age and their understanding of a hazard.

Anything of concern will be reported to the OM using the Every Business Management System so that it can be dealt with as soon as possible. Pupils will be kept away from the hazard until it has been removed.

21.0 Caretaker and Site Manager

The role of the Site Manager/Caretaker is to ensure the smooth running and security of the school premises and ensuring hygienic conditions. Not only have they got to look after their own safety, but have a major role in the safety of all the school population.

The Site Manager/Caretaker will be trained for all tasks that require specific training e.g. water testing for control of legionella, handling chemicals, manual handling.

Appropriate equipment and tools will be provided to ensure tasks can be undertaken safely.

Adequate external lighting will be provided to enable the all employees and visitors to safely enter and exit the school during hours of darkness.

Any dangers associated with Lone Working have been identified and assessed.

22.0 Health and Safety in the Office

Offices will be safe to work in and any risk to health and safety will be reduced as far as is reasonable practicable and the managed accordingly. See section 1.0 'Health and Safety Risks Arising from Our Work Activity', and the appropriate control measures will be implemented. Also refer to the Generic Office Risk Assessment document. (Currently under review)

A monitoring system has been set up to ensure that any hazards in the office are identified and regular inspections of the area are carried out. The Office Manager will be made responsible for the office.

Office personnel are expected to report any hazards e.g. a loose wire on a piece of electrical equipment to the OM. Where it is safe to do so, staff are expected to isolate the hazard and/or remove it e.g. spilt liquid on the floor (slipping hazard).

A Display Screen Equipment (DSE) assessment will be undertaken for all personnel who habitually use a computer for more than an hour a day, every day (referred to as a 'user').

Any member of staff classed as a 'user' of Display Screen Equipment is entitled by law, to have a free eyesight test and if the Optician concludes that VDU glasses are needed, these will be provided free of charge. The maximum cost for these will be agreed by the Headteacher who will consider the cost of the various types available and suitable for the purpose. . Any member of staff who needs VDU glasses may choose a different pair, but they must make up any difference in cost themselves.

23.0 Medicines

Children who require support for medical conditions have the same rights of admission as other children. Children who have a disability

which requires medical support are protected from discrimination by equalities legislation. Children with medical needs must be supported in school and can only be required to leave school for medical reasons if this is to receive emergency treatment or if their presence represents a serious risk to the health or safety of other children or school employees, for example if they are infectious. In these circumstances the SENDCO may send the pupil home after consultation with the pupil's parents. This would be an authorised absence not an exclusion. Detailed guidance is in DCSF Guidance 'Improving behaviour and attendance: guidance on exclusion from schools and PRU's, September 2008.

Children may require support for acute, short term and long term medical conditions. Short term conditions are for example finishing a course of antibiotics. Long term conditions (chronic conditions) are for example epilepsy, diabetes, asthma or allergy leading to anaphylactic shock.

The Headteacher/OM will provide support to children with medical conditions via the system established by the Governing Body.

The Headteacher/OM/SENDCO 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.

Medicines will be stored safely (as per the medicines policy) and where necessary provide training for personnel who administer or supervise administration of medicine e.g. Epi-pen, insulin.

24. Control of Legionella

The school recognises the need to carry out a risk assessment for Legionella. The Control of Legionella Approved Code of Practice (ACoP) and associated guidance (HSG274) has deemed the Headteacher (The Dutyholder), responsible for ensuring that this risk assessment has been made. In conducting the assessment, the Dutyholder has appointed an external party, who are also known as the responsible person(s) and help the Headteacher to meet his health and safety duties, i.e. take responsibility for managing the control scheme.

The risk assessment considers and evaluates:-

- clear allocation of management responsibilities;
- competence and training of key personnel;
- a description of the water system, including an up-to-date schematic diagram;
- an evaluation of the risk;

- safe operating procedures for the water system, including controls in place to control risks;
- monitoring, inspection and maintenance procedures;
- results of monitoring, inspection and any checks carried out;
- limitations of the legionella risk assessment;
- arrangements to review the risk assessment regularly and particularly when there is reason to suspect it is no longer valid.

The risk assessment (no longer required every two years) is kept on site at the school and water temperature monitoring is carried out by the Caretaker. These results are recorded and are kept for five years.