

Health & Safety Policy



Lisburne's aim is to provide quality inclusive education for all pupils and access to the full range of National Curriculum subjects in a safe, caring environment where all achievements are valued and celebrated.

Lisburne School is committed to Safeguarding, promoting the welfare of all its pupils and to protecting them from the risks of harm. The Governors expect all staff, students and volunteers to share this commitment by demonstrating their understanding of how each individual adult working on behalf of the school has an active part to play in protecting children from harm and promoting their welfare.

As part of Lisburne's commitment to safeguarding and child protection we fully support the government's Prevent Strategy.

We aim to fulfill the Prevent Duty by protecting our pupils from harm and to ensure they are taught in a way that is consistent with the law and British Values. We aim to: raise awareness, enable learners to make a positive contribution and safeguard the wellbeing of our children.

Policy agreed by GB on	November 2017
Policy shared with staff on	December 2017
Reviewed	July 2019



STOCKPORT
METROPOLITAN BOROUGH COUNCIL

SERVICES TO PEOPLE

HEALTH & SAFETY POLICY

FOR

Lisburne



School

**THIS POLICY IS TO BE USED IN CONJUNCTION WITH THE
HEALTH AND SAFETY INSPECTIONS GUIDANCE NOTES
AND APPENDICES.**

This template has been designed to complement and enhance existing Local Authority procedures and guidance in respect to health & safety. It does not supersede any specific health & safety policy.

Although the template has been produced with Educational Settings in mind, it serves as a generic template for a health & safety policy and should be adapted to meet your individual school's needs.

As a user of the health & safety policy you must familiarise yourself with the whole document upon receipt of it and raise any queries immediately with the Head Teacher.

STATEMENT OF INTENT

The school's Governing Body and Senior Management Team recognise and accept their responsibilities for health and safety both under civil and criminal law and also under the Services to People's directorate scheme of delegation for local management of schools.

As responsible employers and/or persons in control of premises, the requirement to provide, so far as is reasonably practicable, a safe and healthy working environment for all employees, visitors and pupils is acknowledged.

In doing so, the school will expect all staff, parents, pupils and visitors to abide by the requirements of this policy.

In compliance with the Health and Safety at Work etc. Act 1974, this schools Governing Body will ensure so far as is reasonably practicable that:

- The premises are maintained in a safe condition.
- Safe access to and egress from the premises is sustained.
- All plant and equipment is safe to use.
- Appropriate safe systems of work exist and are adhered to.
- Sufficient information, instruction, training and supervision are available and provided.

The Governing Body will ensure through the Senior Management Team that adequate resources are set aside from the total budget allocation for the policy statement to be properly implemented.

Consultation with employee representatives will be held as and when appropriate on all matters affecting the health and/or safety of employees concerned.

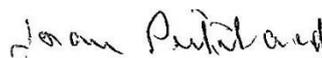
This policy statement together with the organisational structure and the following arrangements and procedures will be reviewed annually.

Name: Samantha Benson

Name: Joan Pritchard

Signature:

Signature:  **Signature:**



Date: July 2019

Date: July 2019

Head Teacher

Chair of Governors

1.0 ORGANISATION AND RESPONSIBILITIES

School level duties and responsibilities have been assigned to staff and governors as detailed below.

Responsibilities of the Governing Body

The Governing Body are responsible for health and safety matters at a local level including but not restricted to:

- Ensuring adherence to the local authority health and safety policy, procedures and standards.
- Formulating a health and safety statement detailing the responsibilities for ensuring health and safety within the establishment.
- Reviewing the establishment's health and safety policy annually and implementing new arrangements where necessary.
- Monitoring, reviewing and evaluating the school's health and safety performance.
- Providing appropriate resources within the establishment's budget to meet statutory requirements and the local authority health and safety policy, procedures and standards.
- Receiving from the Head Teacher or other nominated member of staff reports on health and safety matters and reporting to (the local authority, or other body as necessary), any hazards which the establishment is unable to rectify from its own budget.
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with.
- Promoting a positive health and safety culture and high standards of health and safety within the establishment via the nomination of a named health and safety governor.
- Ensuring that when awarding contracts health and safety is included in specifications and contract conditions and takes account of local authority policy and procedures.

NOMINATED GOVERNORS

Gillian Levis

Sarah Gower Jones

Responsibilities of the Head Teacher

Overall responsibility for the day to day management of health and safety in accordance with the [Local Authority's health and safety policy and procedures] / [governing body's health and safety policy and procedures] rests with the Head Teacher.

As manager of the establishment and of all the activities carried on within it, the Head will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds.

The Head Teacher has responsibility for:

- Co-operating with the Local Authority and governing body to enable health and safety policy and procedures to be implemented and complied with.
- Ensuring effective health and safety management arrangements are in place for carrying out regular inspections and risk assessments, implementing actions and submitting inspection reports to the governing body and Local Authority where necessary.
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors.
- Carrying out health and safety investigations.
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training.
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Reporting to the Local Authority any hazards which cannot be rectified within the establishment's budget.
- Ensuring that the premises, plant and equipment are maintained in a serviceable condition.
- Monitoring purchasing and contracting procedures to ensure compliance with local authority policy.

HEAD TEACHER

Samantha Benson

The Head Teacher may choose to delegate certain tasks to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Head Teacher from the overall day to day responsibilities for health and safety within the establishment.

The task of overseeing health and safety on the site has been delegated by the Head to:

School Business Manager

Catriona Haskell Ward

Responsibilities of other Teaching Staff/Non-Teaching Staff holding posts of special responsibility

- Apply the school's health and safety policy to their own department or area of work and be directly responsible to the Head Teacher for the application of the health and safety procedures and arrangements.
- Maintain or have access to an up to date library of relevant published health and safety guidance from sources including CLEAPSS, AfPE etc., and ensure that all subordinate staff are aware of and make use of such guidance.
- Ensure regular health and safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented.
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control.
- Resolve health, safety and welfare problems members of staff refer to them, and inform the Head/individual with delegated authority of any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- Ensure that all accidents (including near misses) occurring within their department are promptly reported and investigated using the appropriate forms etc.
- Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.

Responsibilities of Employees

Under the Health and Safety at work etc. Act 1974 all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health, safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their Line Manager.
- Report immediately to their Line Manager any shortcomings in the arrangements for health and safety.
- Ensure that they only use equipment or machinery that they are competent/have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

2.0 POLICY REVIEW

The Head Teacher/individual with delegated responsibility for health and safety will undertake the necessary arrangements for procedures to be examined and workplaces to be inspected to ensure that precautions remain suitable and sufficient by conducting a whole school Annual Risk Assessment and Safety Review. Feedback from this process will be referred to the Governing Body.

Governors are required to take steps to ensure that they are kept informed of Stockport Metropolitan Borough Council's advice and guidance on health and safety matters.

It is recommended that health and safety is a regular, termly item on the agenda of either a full meeting of the governing/senior management body or an appropriate sub-committee of governors (eg premises, resources etc).

Establishments will need to review and amend where necessary their health and safety policy. It is recommended that a review be carried out annually.

Once completed the policy should be communicated to all staff (teaching and support staff) and be linked to the induction of all new staff.

3.0 SCHOOL HEALTH & SAFETY COMMITTEES

SCHOOL GOVERNANCE ARRANGEMENTS

Within the overall governance arrangements in schools governing bodies have a health and safety governor with one of the Governing Board Committees having an oversight of on-going health and safety issues which are then reported in their minutes to the full governing board once per term.

Any inspections, audits or incidents, policy or practice changes should also be reported and signed off by the Chair of Governors and Head Teacher as an evidential audit trail which can be used by the school if any incident should occur.

INVOLVEMENT OF SCHOOL STAFF

It is good practice to involve school based staff in order to ensure the efficient management of health and safety throughout school.

It is a minimum requirement that Head Teachers consult with elected health and safety representatives but the Health and Safety Executive (HSE) would advise that it is good practice, particularly in larger primaries and secondary schools, that a Health and Safety Committee be established. Should two or more union appointed health and safety representatives request this be done in writing then the school would have no option but to establish one within a period of three months.

The following advice is based on the guidance from the HSE on Committees and we would advise schools to follow this when they are establishing their Committees.

HOW TO SET UP YOUR HEALTH AND SAFETY COMMITTEE

When setting up your Health and Safety Committee, you can choose to include all employees from the beginning or make the initial arrangements yourself. As consultation is about talking and listening to each other, ideally you should agree arrangements with your employees from the start. It involves them early so gives them a say in how the committee should run.

If you have union-appointed representatives, the union will have written to you to let you know who they are and they may have requested that you set up a committee.

If you do not have union-appointed representatives, or they are not representing everyone, then you will have to arrange elections for your employees so they can choose their representatives. If you want to involve your employees from the beginning of the process, then you can set up a small joint working group to get the committee started. They can help you with arrangements for organising the election.

A working group may only need to meet a few times to get the early arrangements sorted out. The size should be manageable for the aims you want to achieve, usually between 6-8 members but it will depend on your school/business. It should include at least one, perhaps two senior managers committed to the process of setting up a health and safety committee. They should also be able to speak authoritatively on behalf of the school.

Other members should either be interested volunteers or employees with the right skills or knowledge to help you. The working group can discuss and agree the election process with you. Once you know who your

representatives are, then you can start to consult with them about how the Health and Safety Committee will work in practice.

MEMBERSHIP OF YOUR HEALTH & SAFETY COMMITTEE

There is no correct number of committee members because the circumstances will vary. How many management and employee representatives you have on your committee will depend on the size and spread of your school and the types of work done.

Good practice

- Involve a variety of people - a health and safety committee made up of employee representatives;
- Consult representatives - consult employee representatives to agree the membership and size of a safety committee;
- Represent all groups - keep the total size reasonably small, but ensure all significant employee groups are represented;
- Keep a balance - make sure employee representatives are not out-numbered by management representatives;
- Represent employees - consider agreeing to more employee representatives rather than equal numbers of employee and management representatives as this shows you are not dominating the committee;
- Keep a single location - ensure a committee's work is related to a single establishment not a collection of geographically different places; and
- Avoid duplication - avoid duplicating committees for the same workplace, for example to represent different levels of staff.

WHAT YOUR HEALTH & SAFETY COMMITTEE WILL DO

A committee meeting gives you the opportunity to discuss with your employee representatives the general matters about which you must consult your workforce.

To ensure you cover all relevant issues, the committee should agree some standing items for the agenda and allow for other items to be added as necessary. Consider standing items such as:

- statistics on accident records, ill health, sickness absence;
- accident investigations and subsequent action;
- inspections of the workplace by enforcing authorities, management or employee health and safety representatives;
- risk assessments;
- health and safety training;
- emergency procedures; and
- changes in the workplace affecting the health, safety and welfare of employees.

If the health and safety committee is discussing accidents, the aim is to stop them happening again, not to give blame. Committees should:

- look at the facts in an impartial way;
- consider what precautions might be taken;
- recommend appropriate actions;
- monitor progress with implementing the health and safety interventions.

Good practice

- Think about minor incidents - when considering statistics on accident and injury records, examine information about minor injuries and incidents;

- Address strategic issues - to be effective, health and safety committees should address strategic issues.

FREQUENCY OF MEETINGS

Your health and safety committee should meet regularly. A suggestion would be once per term.

COMMITTEE RESOURCES

What resources will employee representatives need as committee members?

It is good practice to provide both health and safety representatives appointed by trade unions and those elected by your employees the same resources, although you are only required to do this for union-appointed representatives. Employee health and safety representatives need to have:

- time to prepare for meetings as management representatives would;
- access to the same information for the purposes of the discussion at the meetings; and
- training that is reasonable in the circumstances to allow them to perform their role, which includes attending health and safety committee meetings for union-appointed representatives. Training for representatives can help them to contribute equally to the committee's aims and purpose.

Being a member of the health and safety committee is part of a person's role as a health and safety representative, so they should not suffer a loss of pay when they attend meetings or carry out other activities on behalf of the committee.

4.0 ARRANGEMENTS

The following list of arrangements covers the key elements of a Health and Safety policy. Please add any others that you feel should be part of this document and/or delete those that do not apply to you.

Appendix 1	-	Accident Reporting - Procedures Critical Incidents – See file in main office
Appendix 2	-	Air Conditioning Equipment
Appendix 3	-	Asbestos
Appendix 4	-	Catering Equipment and Catering Ventilation
Appendix 5	-	Contractors
Appendix 6	-	Display Screen Equipment
Appendix 7	-	Drainage
Appendix 8	-	Electrical Installations
Appendix 9	-	Fire Evacuation and other Emergency Arrangements
Appendix 10	-	Fire Prevention, Testing of Equipment
Appendix 11	-	First Aid and Medication
Appendix 12	-	Flammable and Hazardous Substances
Appendix 14	-	Gas Installations
Appendix 15	-	Gates and Barriers
Appendix 16	-	Health and Safety Information and Training
Appendix 17	-	Health and Safety Monitoring and Inspections
Appendix 18	-	Heating and Ventilation Systems
Appendix 19	-	Hearing Loop Systems
Appendix 20	-	Insurance Inspections (Thorough Examinations)
Appendix 22	-	Legionella
Appendix 23	-	Lettings/Shared Use of Premises
Appendix 24	-	Lifting & Handling
Appendix 25	-	Lifting Equipment and Hoists
Appendix 25	-	Lightning Conductors
Appendix 27	-	Lone Working
Appendix 28	-	Minibuses
Appendix 29	-	Offsite Visits
Appendix 30	-	Playground Equipment
Appendix 31	-	Premises Work Equipment
Appendix 32	-	Risk Assessments
Appendix 36	-	Stress/Wellbeing
Appendix 39	-	Vehicles
Appendix 40	-	Work Experience
Appendix 41	-	Work at Height

5.0 APPENDICES

APPENDIX 1

ACCIDENT REPORTING PROCEDURES

In accordance with the Local Authorities accident/incident reporting procedure employees must report accidents, violent incidents, dangerous occurrences, and near misses on the relevant forms.

Copies of these forms are available via the school office.

- A local accident book located in the school office is used to record all minor incidents to pupils; any more significant incidents must also be reported to the Local Authority.
- School accident reports will be monitored for trends and a report made to the Governors, as necessary.
- The Head Teacher, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

Reporting to the Health and Safety Executive (HSE)

Incidents involving a fatality or major injury will be reported immediately to the Authority's Occupational Safety and Health Team on 0161 474 3056 and the Health and Safety Executive (HSE) on 0845 300 9923 or on-line at <http://www.hse.gov.uk/riddor/>.

Incidents resulting in the following must be reported to the HSE within 15 days of the incident occurring.

- A pupil or other non-employee being taken to hospital and the accident arising as the result of a curriculum activity, the condition of the premises/ equipment, lack of supervision etc.
- Employee absence, as the result of a work related accident, for periods of 7 days or more (including W/E's and holidays).

Any incident notified to the HSE must also be reported to the Occupational Safety and Health Team.

<p style="text-align: center;">AIR CONDITIONING EQUIPMENT</p>
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Air conditioning equipment in most circumstances will comprise of relatively small package units, unless a particular school has a requirement for a major cooling load, in a situation like this a central refrigeration plant may be needed.

In the case of individual units, service and maintenance should be carried out as per manufacturer's instructions, but is usually 6 monthly and annually.

The maintenance will check all their component parts such as filters, compressors, condensers, evaporators, chillers, and refrigerant leakage etc.

Therefore, the system as a whole should be maintained on an annual or biannual basis in accordance with the Standard Maintenance Specification HVCA SFG 20, and manufacturer's recommendations.

As of the 4th of January 2011, all air conditioning systems over 12 kW combined cooling capacity requires an ACI (Air Conditioning Inspection). New systems over 12 kW installed after January 2008 must be inspected within 5 years of being put into service.

A service report should be left on site following each visit in the school office.

An air conditioning contract is in place with ACR Ltd and the system tested 6 monthly by them.

Any defects on the system will be reported immediately to the air conditioning contractor ACR Ltd, 01613433003.

ASBESTOS

The Authority's guidance on Managing Asbestos in Schools and other Educational Establishments will be followed.

The asbestos register is held in the school office and will be made available to all staff and visiting contractors prior to **any** work commencing on the fabric of the building or fixed equipment.

The Establishment's Asbestos Authorising Officer is Mrs Benson and refresher training is undertaken.

The authorising officers shall ensure:

- The asbestos log is maintained and that any changes are recorded and notified to the Authority.
- **All** work on the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- An annual visual inspection of asbestos containing materials on site is conducted and recorded in the asbestos log.

Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air. **Under no circumstances must staff drill or affix anything to walls without first obtaining approval from an Asbestos Authorising Officer.**

Any damage to materials known or suspected to contain asbestos should be reported to Mrs Benson who will contact the Authority for guidance.

Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building should be reported to Mrs Haskell Ward.

CATERING EQUIPMENT and CATERING VENTILATION

Gas catering equipment must be inspected annually and is regulated by the Gas Safety (installations and Use) Regulation 1998.

Catering Extraction systems are also regulated by The Gas Safety (Installation and Use) Regulation 1998.

The annual servicing to a school's kitchen extraction system should be inspected and tested by a competent engineer and will include where appropriate, CO₂ and CO emission testing.

Testing is required to be in accordance also with HSE Catering Information Sheet 23 (rev1).

The service should also include the cleaning of the filters, fans and canopies in accordance with HVCA Ventilation Hygiene Guide to Good Practice.

Contractors employed in this work must be Gas Safe Certified.

A service report should be left on site following each visit in the main office.

A catering equipment and ventilation contract is in place with NPS and inspections undertaken annually by them.

Any defects will be reported immediately to the Mrs Haskell Ward.

CONTRACTORS

All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice.

All contractors must report to school office where they will be asked to sign the visitors book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.

Ms Ward is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work.

School Managed Projects

Where the school undertakes projects direct the governing body would be considered the 'client' and therefore have additional statutory obligations.

These are managed by Gillian Levis / Sarah Gower Jones who will ensure that landlords consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought. This would include whether CDM¹ regulations will apply.

Gillian Levis / Sarah Gower Jones will undertake appropriate competency checks prior to engaging a contractor to ensure health and safety regulations are adhered to.

Contractors will be asked to provide risk assessments and method statements specific to the site and works to be undertaken. The school, contractor(s) and any subcontractor(s) involved will agree the risk assessment and safe systems of work to be used prior to works commencing on site. It is recommended that the Contractors Site Manager has DBS clearance.

¹ CDM refers to the Construction (Design and Management) Regulations 2007 and apply to any building, demolition, maintenance or refurbishment work.

Such projects are notifiable to the HSE where the work exceeds 30 days or involves more than 500 person days of work. In addition two specific and specialist roles of CDM Co-ordinator and Principal Contractor must be appointed.

In such instances it is recommended that an agent be used to work on the schools behalf.

DISPLAY SCREEN EQUIPMENT (DSE)

All staff who habitually use computers as a significant part of their normal work (significant is taken to be continuous/near continuous spells of an hour at a time) eg admin staff, bursars etc shall have a DSE assessment carried out by their Line Manager.

Those staff identified as DSE users shall be entitled to an eyesight test for DSE use every 2 years by a qualified optician (and corrective glasses if required specifically for DSE use).

Advice on the use of DSE is available via Office Online.

DRAINAGE

Drainage system inspection and maintenance should be carried out annually, using a planned preventative maintenance service which should be tailored to schools individual needs.

Contractors should be suitably qualified and comply with:
NRSWA 1991

Confined Space Regulations

Planned maintenance will avoid the inconvenience and embarrassment of blockages, unpleasant odours or health hazards through clearing of drains, sewers and associated pipework.

All components of the system should be inspected and jetted including gulley's, pits and chambers.

A simple schematic drawing of the system should be provided with details of any issues and recommendations, if required, simple further investigation can be achieved via CCTV monitoring and follow up reporting.

A service report should be left on site following each visit in the school office.

ELECTRICAL INSTALLATIONS

The IEE Wiring Regulations 17th Edition and the BS 7671-2008 Code of Practice recommends that the fixed electrical installation of a school is inspected on a five-yearly cycle.

The depth and complexity of the testing at a school will depend upon the age and condition of the installation.

Electrical test and inspection of the fixed wiring and fixed appliances must be undertaken by qualified and competent engineers.

This should include a full Fixed Wiring Inspection Report which will highlight and prioritise any remedial works required to the electrical system.

The engineers report should explain the priority of the remedial work and the classification given to the remedial work.

The contractor undertaking this inspection and testing must be fully approved and a member of NICEIC (National Inspection Council for the Electrical Contracting Industry).

A fixed wiring inspection report should be left on site following each visit.

A fixed electrical installation contract is in place with NPS and inspections undertaken on a five-yearly cycle by them.

Any defects will be reported immediately to Mrs Benson.

FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The Head Teacher is responsible for ensuring the fire risk assessment is undertaken and implemented following Local Authority guidance. The fire risk assessment is located in the fire folder/log book and reviewed on an annual basis.

Fire Instructions

These documents are made available to all staff and included in the establishment's induction process.

An outline of evacuation procedures are made available to all contractors/visitors and are posted throughout the site.

Emergency exits, fire alarm call points, assembly points etc. are clearly identified by safety signs and notices.

EMERGENCY PROCEDURES

Fire and Evacuation

Fire and emergency evacuation procedures are detailed in the staff handbook and a summary posted in each classroom.

These procedures will be reviewed at least annually.

Emergency contact and key holder details are maintained by Ms Ward and updated following any changes.

Personal Emergency Evacuation Forms (PEEP'S) are completed to assist in the evacuation of a person with a disability and are maintained by Ms Ward and updated following any changes.

Fire Drills

- Fire drills will be undertaken termly and a record kept in the fire log book.

Fire Fighting

- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable fire fighting equipment.
- Ensure the alarm is raised BEFORE attempting to tackle a fire.
- **Details of service isolation points** (i.e. gas, water, electricity)
- **Details of chemicals and flammable substances on site.** An inventory of these will be kept by Site Manager as appropriate, for consultation.

FIRE PREVENTION, TESTING OF EQUIPMENT
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TESTING OF THE FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation by Ian Haskell and a record kept in the fire log book. This test will occur on Fridays between 8.00am and 8.30am.

Any defects on the system will be reported immediately to the alarm contractor/electrical engineer.

A fire alarm maintenance contract is in place with SMBC and the system tested quarterly by them.

INSPECTION OF FIRE FIGHTING EQUIPMENT

NPS undertakes an annual maintenance service of all fire fighting equipment.

Ms Ward completes weekly checks that all fire fighting equipment is available for use and operational and for any evidence of tampering.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to Solutions SK.

EMERGENCY LIGHTING SYSTEMS

These systems will be checked for operation monthly in house by Ms Ward and **6 monthly** by SMBC.

Test records are located in the site's fire log book.

MEANS OF ESCAPE

Miss Knowles completes weekly checks for any obstructions on exit routes and ensures all final exit doors are operational and available for use.

FIRST AID AND MEDICATION

FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

In each classroom.

Ms Ward is responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check should be made at least termly.

The following staff are available to provide first aid:-

TRAINED TO EMERGENCY AID LEVEL (6 hours):

All Staff

TRAINED TO EYFS STANDARD (PAEDIATRIC FIRST AID, 12 hours):

Rachael Knowles, Olwen Dinwoodie, Carly Quayle, Fallon Young, Alison Riley, Rebecca Duckworth, Wendy Bruckshaw, Tracey Shepherd, Debbie Waldron, Elizabeth Reed, Olivia Melville, Amy Leach, Sasha Muir-Fidler, Stacey Hill, Dionne Goulden, Nikki Lynane, Ian Haskell

The Head Teacher will ensure that first aiders have a current certificate and that new persons are trained should first aiders leave.

Catriona Haskell Ward will check that any vehicles are properly equipped with first aid boxes before they are used.

Transport to hospital: If the first aider or Head Teacher considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents and/or guardians cannot be contacted.

The school will follow the procedure for completion of incident/accident records in accordance with Local Authority guidance.

Stepping Hill Hospital 0161 483 1010
School Nurse 07808200407

Administration of Medicines

All medication will be administered to pupils in accordance with the Authority's Managing Medicines in Schools and Early Years Settings guidance.

The only medication kept and administered within school are those prescribed specifically for a pupil at the request of the parent/guardian and with the consent of the Head Teacher.

Records of administration will be kept in the school office.

No member of staff should administer any medicines unless a request form has been completed by the parent/guardian.

All medications kept in school are securely stored in the staff room with access strictly controlled.

Where children need to have access to emergency medication ie asthma inhalers, epi-pen etc, it will be kept in the first aid cabinet in the staff room and clearly labelled.

Health Care Plans

Health care plans are in place for those pupils with complex medical needs eg chronic or on-going medical conditions (eg diabetes, epilepsy, anaphylaxis etc).

These plans are reviewed annually by Mrs Mason Peers and written precautions/ procedures made available to staff.

Staff undergo specific training related to health conditions of pupils and administration of medicines (eg diabetes, epilepsy, anaphylaxis etc) by a health professional as appropriate.

Training records are kept in staff records.

FLAMMABLE AND HAZARDOUS SUBSTANCES

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the ***Control of Substances Hazardous to Health Regulations 2002*** (the COSHH Regulations).

Within curriculum areas (in particular Science and Design Technology) then Heads of Department are responsible for COSHH and ensuring that an up to date inventory and model risk assessments contained in the relevant national publications (CLEAPSS, Association for Science Education's "Topics in Safety" etc) are in place.

In all other areas the establishments nominated person(s) responsible for substances hazardous to health is Mr Ian Haskell.

They shall ensure:

- An inventory of all hazardous substances used on site is compiled and regularly reviewed.
- Material safety data sheets are obtained from the relevant supplier for all such materials.
- Risk assessments are conducted for the use of hazardous substances (where generic risk assessments are available eg for products purchased these are adapted to suit specific use of material on site).
- All chemicals are appropriately and securely stored out of the reach of children.
- All chemicals are kept in their original packaging and labelled (no decanting into unmarked containers).
- Suitable personal protective equipment (PPE) has been identified and is available for use.

PPE is to be provided free of charge where the need is identified as part of the risk assessment, any requirements should be reported to the School Business Manager for purchase.

RADIOACTIVE SOURCES

The school follows CLEAPSS guidance L93 in Managing Ionising radiations and radioactive sources.

- CLEAPSS provide the Radiation Protection Adviser (RPA) service for the Local Authority.

<p>GAS INSTALLATIONS</p>

Gas Leak Detection Systems

Gas leak detection is the process of identifying potentially hazardous gas leaks by means of various sensors. These sensors usually employ an audible alarm to alert people when a dangerous gas has been detected.

Gas installations and servicing/maintenance should only be undertaken by GAS SAFETY registered competent persons. The Gas Safety Scheme, overseen by the HSE, replaced the CORGI Register on the 1st April 2009. The Gas Safety (Installation and Use) Regulations 1998 outline the legislative requirements in relation to gas safety.

Gas Soundness Test

In accordance with BS EN 15001-2:2008 and EN 15001-2:2008 (E) The frequency of Gas Soundness Inspections shall be based on an estimate of criticality (potential degradation), and in conformity with National regulations. An inspection should be carried out at least every five years.

A schools first scheduled inspection should be carried out within 12 months of commissioning and should be conducted by a competent Gas Safe registered person.

Following the inspection a report including recommendations should be provided to the school and needs to be kept for at least five years.

A gas inspection contract is in place with NPS and undertaken every 5 years by them.

Any defects will be reported immediately to Mrs Benson.

GATES AND BARRIERS

Fatal accidents have occurred within the Greater Manchester region and in Stockport, and SMBC recommends that all schools have their gates, barriers and fencing inspected by a suitably qualified, competent and insured engineer.

Inspection of a schools gates, barriers and fencing should be carried out on an annual basis.

If any dangerous gates or fences are found then prohibition notices will be issued accordingly.

Following the inspection a report including findings, recommendations and photographs as required should be provided to the school and kept in the office.

A gate and barrier inspection contract is in place with NPS and undertaken annually by them.

Any defects will be reported immediately to Mrs Benson.

HEALTH AND SAFETY INFORMATION & TRAINING

Consultation

Health & Safety Committee – Gillian Levis (DH), Sarah Gower Jones (Gov), School & Eco Council members. These meet half termly

The Full Governing Body meets termly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management.

Communication of Information

Detailed information on how to comply with the Authority's health and safety policy is available on Office Online.

The Health and Safety Law poster is displayed in reception and staff room.

The Occupational Safety and Health Team, Tel: 0161 474 3056 provide competent health and safety advice for Community, Special and Voluntary Controlled schools.

Pat Morgan, LEA provides the school with competent H & S advice.

Health and Safety Training

Health and safety induction training will be provided and documented for all new employees by SMT.

The Head Teacher is responsible for ensuring that all staff are provided with adequate information, instruction and training and identifying the health and safety training needs of staff.

All employees will be provided with:

- Induction training in the requirements of this policy;
- Update training in response to any significant change;
- Training in specific skills needed for certain activities, (eg use of hazardous substances, work at height etc.);
- Refresher training where required.

Training records are held by Mrs Bennett who is responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits.

The Head Teacher will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing to the Head Teacher's/Line Manager's attention their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

HEALTH AND SAFETY MONITORING AND INSPECTIONS

A general inspection of the site will be conducted termly and be undertaken/co-ordinated by Gillian Levis and Sarah Gower Jones.

The person(s) undertaking such inspections will complete a report in writing and submit this to the Head Teacher. Responsibility for following up items detailed in the safety inspection report will rest with Mrs Haskell Ward

A named governor Sarah Gower Jones will be involved/undertake an audit/inspection on an annual basis and report back to both the relevant sub-committee and full governing body meetings. This governor through monitoring will also cover management systems in addition to inspecting the premises.

Advice and a sample health & safety audit checklist can be found on Office Online.

Inspections will be conducted jointly with the establishment's health and safety representative(s) if possible.

HEATING AND VENTILATION SYSTEMS
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Heating Boilers (Gas)

In line with the Gas Safety (in use) Regulations 1998, gas heating boilers and water heaters have to be serviced, tested and maintained annually.

This service will include:

- Cleaning of the boiler heating surfaces
- Servicing of the gas burner
- Gas tightness testing of local gas pipework to the boiler
- Combustion and efficiency testing of the boiler

Following the service a report including combustion efficiency details and a gas safe certificate must be issued, together with any recommendations

A gas inspection contract is in place with NPS and undertaken annually by them.

Any defects will be reported immediately to Mrs Haskell Ward.

Heating Control Systems

Heating controls will vary from complex integrated systems such as Building Management Systems (BMS) to standard time switch controls.

Heating control systems should be inspected and maintained annually to ensure full efficiency and optimum fuel use of the installation.

Building Management Systems (BMS) are complex integrated systems involving outstations and central units whose operation relies on computer interactive management. An annual maintenance service regime by a competent engineer will include checking and calibrating all sensors, valve response checks to ensure the system is operating effectively, and a report on any issues or recommendations to improve the efficiency of the system.

Following the inspection a report including recommendations should be provided to the school and kept in the school office.

A heating control inspection contract is in place with NPS and undertaken annually by them.

Any defects will be reported immediately to Ms Ward.

Ventilation Systems

Ventilation systems can range from simple extract fan systems to fully heated recirculation systems. Systems should be serviced and maintained 6 monthly and annually depending on the system type and complexity.

The checks on the basic components include:

Cleaning and servicing of the following:

- Grilles
- Fans
- Heating coils
- Duct work

Also

- Calibration and testing of controls
- Air flow monitoring if changes have occurred

Following the inspection a report including recommendations should be provided to the school.

A ventilation system inspection contract is in place with NPS and undertaken annually by them.

Any defects will be reported immediately to Mrs Haskell Ward.

HEARING LOOP SYSTEMS

To comply fully with the Equalities Act and to meet **BS 7594** the code of practice for AFILS (audio frequency induction loop systems) and **EN60118-4** when correctly installed, Induction Loop and Infra Red Systems need to be maintained correctly.

Arrangements should be made for a competent engineer to:

- Annual test all components of the installed system
- Calibrate equipment and amplifiers where necessary
- Carry out visual inspection of all components

Following the inspection a report including recommendations should be provided to Lisburne school.

A hearing loop system inspection contract is in place with Sensory Support Service and undertaken annually by them.

Any defects will be reported immediately to Catherine Tombs or Ruth Le Lohe on 0161 474 3906.

INSURANCE INSPECTIONS (THOROUGH EXAMINATIONS)

Certain items of equipment will be subject to an inspection by competent persons known as thorough examinations, for example for insurance issues ie Lifts, Pressure Vessels (autoclaves), and Kilns etc.

The Authority usually arranges for these inspections and schools will be provided with a report which will detail any defects or observations to action.

Thorough Examinations can only be carried out by Competent Persons.

Schools should employ competent contractors to carry out service and maintenance of such items.

Reports should then be passed to a competent contractor to either action the report issues or provide quotations accordingly.

Reports are kept in the school office.

LEGIONELLA

The school complies with Local Authority advice on the potential risks from legionella.

The Duty Holder is Murray Carr - SMBC

The Responsible Person is Graham Hall (NPS)

Both persons have been suitably trained for the positions being held.

A water risk assessment of the school has been completed by Integrated Water Services Ltd and the School Business Manager is responsible for ensuring that operational controls are being conducted and recorded in the water log book.

The School Business Manager will be responsible for undertaking basic operational controls in lieu of a water risk assessment being conducted by Integrated Water Services Ltd.

This will include:

- Identifying and flushing rarely used outlets on a weekly basis and after school holiday periods.
- Conducting necessary water temperature checks (monthly).
- Disinfecting/descaling showers or other areas where water droplets are formed (quarterly).

LETTINGS/SHARED USE OF PREMISES

Lettings are managed by Mrs Haskell Ward following Local Authority guidance.

No lettings are planned.

LIFTING AND HANDLING

Generic risk assessments for regular manual handling operations are undertaken and staff are provided with information on safe moving and handling techniques.

Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.

All manual handling activities which present a significant risk to the health and safety of staff will be reported to Mrs Levis and where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

Paediatric Moving and Handling

All staff who move and handle pupils have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists, slings etc they are required to use).

All moving and handling of pupils has been risk assessed and recorded by a competent member of staff.

Equipment for moving and handling people is subject to inspection on a 6 monthly basis by a competent contractor.

Following the inspection a report including recommendations should be provided to the school.

An equipment inspection contract is in place with Prism Medical and undertaken annually by them.

Any defects will be reported immediately to Mrs Haskell Ward.

LIFTING EQUIPMENT AND HOISTS

Lift and hoist service and maintenance is subject to, and is carried out in accordance with LOLER (Lifting Operations and Lifting Equipment) Regulations 1998.

These Regulations (often abbreviated to LOLER) place duties on people and companies who own, operate or have control over lifting equipment. This includes all businesses and organisations whose employees use lifting equipment, whether owned by them or not. In most cases, lifting equipment is also work equipment so the Provision and Use of Work Equipment Regulations (PUWER) will also apply (including inspection and maintenance). All lifting operations involving lifting equipment must be properly planned by a competent person, appropriately supervised and carried out in a safe manner.

LOLER also requires that all equipment used for lifting is fit for purpose, appropriate for the task, suitably marked and, in many cases, subject to statutory periodic 'thorough examination'. Records must be kept of all thorough examinations and any defects found must be reported to both the person responsible for the equipment and the relevant enforcing authority.

Thorough examinations must be carried out by competent persons.

NB The Lift Regulations also apply to vertical escalators in some circumstances.

An equipment inspection contract is in place with Prism Medical and undertaken annually by them.

LONE WORKING

Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary.

Work involving potentially significant risks (for example work at height) **should not** be undertaken whilst working alone.

Where lone working cannot be avoided staff should:

- Obtain the Head Teacher's/Senior Member of staff's permission and notify him/her on each occasion when lone working will occur.
- Ensure they do not put themselves or others at risk. Refer to Local Authority guidance.
- Ensure they have means to summon help in an emergency eg access to a telephone or mobile telephone etc.
- When working off site (eg when visiting homes) notify a colleague of their whereabouts and the estimated time of return. Staff undertaking home visits to obtain as much background information as possible about the child/family being visited.
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.
- Report any incidents or situations where they may have felt uncomfortable.

MINIBUSES

Mrs Haskell Ward maintains a list of nominated drivers who have received training in order to drive a minibus and conducts an annual check of their driving licence.²

All minibus drivers should receive training to maintain safe standards of operation and be re-assessed at 3 yearly intervals.

Mrs Haskell Ward is responsible for undertaking regular checks on the vehicles and the schools operation of minibuses and follows Local Authority guidance.

² All drivers must hold a full Category B (car) licence; non-employees must have held this for at least two years. Employees who first obtained a Category B (car) licence after 1 January 1997 must additionally obtain Category D or D1 by passing a medical and the Passenger Carrying Vehicle (PCV) theory and practical driving tests. This also applies to all drivers with pre-1997 licences if they intend to drive a minibus abroad.

OFFSITE VISITS

All offsite visits and journeys will be planned following guidance contained in the Local Authority guidance manual.

The Authority's Co-ordinator of Off-Site Visits must be notified of all level 3 and 4 visits. In general such visits/journeys involve hazardous and/or adventurous activities, on a daily basis, to remote or demanding geographical areas or residential visits. Forms can be downloaded from Office Online and an 'Off-site Visits Approval Form' should be submitted to the Co-ordinator of Off-site Visits.

Each establishment should designate a member of staff as the Educational Visits Co-ordinator (EVC). The EVC will advise in the planning and management of all off-site visits. The EVC will support visit leaders, the Head Teacher and governors by ensuring that the Local Authority's guidelines for leading off-site visits are followed.

The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the school's EVC(s) Mrs Benson/Miss Berry who will check the documentation and planning of the trip and if acceptable initially approve the visit .

PLAYGROUND EQUIPMENT

It is recommended that playground equipment is inspected on an annual basis by a competent engineer.

Following the inspection a report including recommendations should be provided to the school office.

Any defects will be reported immediately to Mrs Haskell Ward.

PREMISES AND WORK EQUIPMENT

Statutory Inspections

Regular inspection and testing of school equipment is conducted by appropriate contractors according to recommended timescales. Records of such monitoring will be kept in/by the school office.

Ms Ward is responsible for identifying all plant and equipment in an equipment register and ensuring that any training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments conducted.

All staff are required to report to Mrs Haskell Ward any problems found with plant/equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair/disposal.

Curriculum Areas

Heads of Department are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

Electrical Safety

All staff should monitor the condition of plugs, cables and electrical equipment and conduct a quick visual inspection prior to use.

All portable items of electrical equipment will be subject to PAT (portable appliance testing) annually, conducted by SMBC.

Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and be subjected to the same tests as school equipment.

Major fixed wiring circuits will be checked at least once every five years.

External Play Equipment

The external play equipment will only be used when supervised, equipment will be checked daily before use for any apparent defects, and SMT will conduct a formal termly inspection of the equipment. PE and Play equipment is subject to an annual inspection by Sport Safe UK.

RISK ASSESSMENTS

General Risk Assessments

The school risk assessments (for all activities, teaching and non teaching, premises and one off activities) will be co-ordinated by Miss Berry following Local Authority guidance and are approved by the Head Teacher.

These risk assessments are available for all staff to view and are held centrally in the school office.

Risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff are made aware of any changes to risk assessments relating to their work.

Individual Risk Assessments

Specific risk assessments relating to individuals, eg staff member or young person/pupil are held on that person's file and will be undertaken by the Class teacher and team.

It is the responsibility of staff to inform their Line Manager of any medical condition (including pregnancy) which may impact upon their work. Such risk assessments will be reviewed on a regular basis.

Curriculum Activities

Risk assessments for curriculum activities will be carried out by Class teacher using the relevant codes of practice and model risk assessments developed by national bodies.

Whenever a new course is adopted or developed all activities are checked against the model risk assessments and significant findings incorporated into texts in daily use.

All Local Authority schools have a subscription to CLEAPSS and in science and DT their publications can be used as sources of model risk assessment.

STRESS/WELLBEING

The school and governing body are committed to promoting high levels of health and well being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and Local Authority management standards.

<p>VEHICLES ON SITE</p>

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents/guardians when bringing children to school or collecting them.

The access from the road shall be kept clear for emergency vehicles.

The vehicle access gate must not normally be used for pedestrian access. If an event is being held outside of normal school activities for which this is the sole access, then all due care must be taken to ensure the safety of those passing through this entrance.

WORK EXPERIENCE

The school has a separate work experience policy which is regularly reviewed and updated. Mrs Levis is responsible for managing and co-ordinating work related learning within the school following Local Authority guidance and in accordance with the Quality Standard for Work Experience.

The school retains a duty of care for all students undertaking work experience and must ensure the placement is appropriate, therefore:

- All students are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities.
- All placements (including private placements) are subject to pre-placement checks. No work experience placement will go ahead if deemed unsuitable.
- Pre-placement health and safety assessments must be carried out by competent people³ and supporting documentation completed.
- Where work placements form part of the vocational qualification offered by a FE college then the college is responsible for ensuring equivalent placement checks are conducted.
- Every student will receive a placement job description highlighting tasks to be undertaken and any necessary health and safety information which is passed onto the parent/guardian.
- Arrangements will be in place to visit/monitor students during the placement.
- Emergency contact arrangements are in place (including out of school hours provision) in order that a member of school staff can be contacted should an incident occur.
- All incidents involving students on work placement activities will be reported to the placement organiser at the earliest possible opportunity.

³ In order to be deemed competent an individual should hold a suitable nationally accredited/recognised qualification(s). E.g. IOSH (The Institute of Occupational Safety and Health) Managing Safely qualification, Health and Safety for Work-placement Personnel course or HSS8 (Formerly ENTO Unit D) Review Health and Safety Procedures in Workplaces. In addition to having occupational competence, knowledge and understanding in relation to sector specific placements. Particularly in high risk placements such as construction, agriculture, equestrian etc.

<p>WORK AT HEIGHT</p>

Working at height can present a significant risk, where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height.

When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs etc.

The nominated person(s) shall ensure:

- All work at height is properly planned and organised;
- The use of access equipment is restricted to authorised users;
- All those involved in work at height are trained and competent to do so;
- The risks from working at height are assessed and appropriate equipment selected;
- A register of access equipment is recorded and all equipment is regularly inspected and maintained;
- Any risks from fragile surfaces are properly controlled.