

**HEALTH & SAFETY POLICY**

**FOR**

**TITHE BARN PRIMARY SCHOOL**

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| Amendments 09/11/2023 | Standardised title ‘Headteacher’  Correct spelling School Business Manager  How staff are informed about health and safety, p.4  Standardise title ‘Site Manager’ throughout document  Change location of first aid kit, p.18  Change name and contact details of School Nurse, p.18  Health Care Plans are reviewed annually by the School Business Manager and the School Nurse**,** p.19  Remove named person in Three Sixty SHG Ltd (Three Sixty), p.21  Date of Managing Health and Safety course to July 2022, p. 21  ‘Stockport Homes’ replaced by ‘Three Sixty SHG Ltd’ throughout appendices.  Updated sub-contractors of Three Sixty (facilities management) throughout appendices. |
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**Updated 16th November 2023**

**Reviewed Annually**

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# Aims and Objectives (Statement of Intent)

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

1.2 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.

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

1.4 In compliance with the Health and Safety at Work etc. Act 1974, the school’s 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 are safe to use.
* Appropriate safe systems of work exist and are followed.
* Sufficient information, instruction, training and supervision are provided.
* Accidents and work-related illnesses are prevented where possible.
* The school complies with all appropriate statutory requirements.
* All risks are minimised via robust risk assessments and policies.
* Policies are reviewed regularly to ensure effectiveness.
* High targets and objectives are set to develop the school’s culture of continuous improvement.
* Adequate welfare facilities are available throughout the school.
* Adequate resources are available to address health and safety issues, so far as is reasonably practicable.
* Consultation with employee representatives will be held as and when appropriate on all matters affecting the health and/or safety of employees.

**Review**

The Headteacher/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.

Health and Safety is a fixed agenda item on the termly meeting of the Resources Governing Board Committee.

The School must review the Health and Safety Policy annually.

Staff will be consulted via staff briefings, e-mail and text updates. Once completed the policy is e-mailed to all staff to be read. A hard copy is available on the staffroom notice board. In addition to this, a ‘Health and Safety 3 minute read’ is given to all staff as part of the induction process. The document details Health and Safety procedure at Tithe Barn Primary School.

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| Name: |  | Name: |
| Katherine Muncaster |  | Trudy Mclindon |
| Signature: |  | Signature: |
| Katherine Muncaster |  |  |
| Date: |  | Date: |
| 16th November 2023 |  | 16th November 2023 |
| Headteacher |  | Chair of Governors |

# Legal Framework

2.1 The law requires all employees to:

* Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
* Co-operate with their employers on health and safety matters
* Do their work in accordance with training and instructions
* Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken
* Follow health and safety procedures put in place by their employer.

2.2 Teachers and other staff in schools have a common law duty when in charge of pupils to take the same care of them as they would as a parent.

This policy has due regard to all relevant legislation including, but not limited to, the following:

* Health and Safety at Work etc. Act 1974:

<https://www.legislation.gov.uk/ukpga/1974/37/contents>

* The Workplace (Health, Safety and Welfare) Regulations 1992:  
  <https://www.legislation.gov.uk/uksi/1992/3004/contents/made>
* The Management of Health and Safety at Work Regulations 1999:

<https://www.legislation.gov.uk/uksi/1999/3242/contents/made>

* The Control of Substances Hazardous to Health Regulations 2002:  
  <https://www.hse.gov.uk/nanotechnology/coshh.htm>
* The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013:  
  <https://www.legislation.gov.uk/uksi/2013/1471/contents/made>
* The Construction (Design and Management) Regulations 2015:  
  <https://www.hse.gov.uk/construction/cdm/2015/index.htm>
* The Personal Protective Equipment at Work Regulations 1992:

<https://www.legislation.gov.uk/uksi/1992/2966/contents/made>

* The Education (School Premises) Regulations 1999:   
  <https://www.legislation.gov.uk/uksi/1999/2/contents/made>
* The Ionising Radiation Regulations 2017 (IRR17):  
  <https://www.legislation.gov.uk/uksi/2017/1075/contents/made>
* The Food Information (Amendment) (England) Regulations 2019 (Natasha’s Law):   
  <https://www.legislation.gov.uk/uksi/2019/1218/made>

This policy has due regard to national guidance including, but not limited to, the following:

* DfE (2021) ‘Health and safety: responsibilities and duties for schools’:   
  <https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools>
* DfE (2017) ‘Safe storage and disposal of hazardous materials and chemicals’:  
  <https://www.gov.uk/government/publications/storing-and-disposing-of-hazardous-chemicals-in-schools>
* HSE (2014) ‘Sensible health and safety management in schools’:   
  <https://www.hse.gov.uk/services/education/sensible-leadership/index.htm>

The Health and Safety at Work etc. Act 1974 determines British health and safety law. The Health and Safety Executive (HSE), with local authorities, enforce this Act.

The Management of Health and Safety at Work Regulations 1999 supports the Act.

Schools should make sure they are familiar with both of these documents.

# Scope

3.1 The policy applies to all schools with the Metropolitan Borough who buy back the Health and Safety Package from the Local Authority.

3.2 It is important to remember that all staff have three basic rights:

✓ The right to know about health and safety matters.

✓ The right to participate in decisions that could affect their health and safety.

✓ The right to refuse work that could affect their health and safety and that of others

# Who Does What (Roles and Responsibilities)

4.1 This section outlines who is responsible for what and delegates tasks and duties in a hierarchical fashion.

**The Tithe Barn Primary School 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 Headteacher 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 that the establishment is unable to rectify from its own budget.
* Seeking specialist advice on health and safety that 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 Governor: Trudy McLindon**

**The Headteacher: Katherine Muncaster**

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 rests with the Headteacher.

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 Headteacher 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.

The Headteacher 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 Headteacher from the overall day to day responsibilities for health and safety within the establishment.

The task of managing health and safety on the site has been delegated by the Headteacher to: The School Business Manager, Ceri Barrett

* Attend Senior Management/Leadership Team, full Governing Body and appropriate Governors’ sub-committee meetings relating to Health, Safety and Wellbeing
* Negotiate and influence strategic decision making within the school’s Senior Management/Leadership Team relating to Health, Safety and Wellbeing
* In the absence of the Headteacher, take delegated responsibility for Health and Safety related decisions
* Monitor the relevant legal, regulatory, ethical and social requirements and the effect they have on your school and staff
* Ensure people have a clear understanding of the policies and procedures and the importance of putting them into practice
* Monitor the way policies and procedures are actioned and provide support where necessary
* Ensure the supervision of relevant planning and construction processes is

undertaken in line with contractual obligations

* Ensure the safe maintenance and security operation of all school premises
* Manage the maintenance of the school site including the purchase and repair of all furniture and fittings
* Ensure the continuing availability of utilities, site services and equipment
* Follow sound practices in estate management and grounds maintenance
* Monitor, assess and review contractual obligations for outsourced school services
* Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided
* Ensure ancillary services e.g., catering, cleaning, etc., are monitored and managed effectively
* Manage the letting of school premises to external organisations, for the development of the extended services and local community requirements.
* Seek professional advice on insurance and advise the SMT on appropriate insurances for the school and implement and manage such schemes accordingly.
* Plan, instigate and maintain records of fire practices and alarm tests.
* Ensure the school’s written health & safety policy statement is clearly communicated and available to all stakeholders
* Ensure the health & safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change
* Enable regular consultation with stakeholders on health and safety issues
* Ensure systems are in place to enable the identification of hazards and risk

assessments

* Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Team, and Governors Executive
* Ensure the maximum level of security consistent with the ethos of the school
* Oversee statutory obligations are being met for pupils with special educational needs, ensuring that financial and supporting agency services are adequate for their diverse needs

The task of overseeing health and safety on the site has been delegated by the Head to: The Site Manager, Eddie Morrison

**Responsibilities of the Site Manager include, but are not limited to the following:**

* To clean designated areas in accordance with the Authority's approved methods, frequencies and standards.
* To assist the Headteacher in monitoring the cleaning standards achieved by outside contractors on site.
* To ensure that the premises are kept secure and safe, including locking & unlocking buildings,
* Ensure the building alarm is activated & deactivated & premises are secured.
* Undertake handyperson duties as appropriate.
* Undertake porterage duties.
* To assist the Headteacher in the organisation and arrangement of lettings.
* Deal with members of the public on site during lettings.
* Undertake regular inspections of the premises to determine the need for repair and maintenance work.
* Keep appropriate documentation and records of repairs.
* Monitor the effectiveness of, and ensure the maintenance of, all heating and service installations.
* Ensure that the grounds maintenance works are fully completed, and records kept up to date.
* Ensure that the school grounds are free from litter.
* Monitor the condition of the school fences and gateways and to take appropriate action, with the SBM/Headteacher's approval, to repair and improve the perimeters.
* Monitor the fuel used in the school buildings.
* Ensure that all energy bills are correct in accordance with the readings kept at the school.
* To act as a staff member of the Governing Body Premises Sub-Committee (H&S Committee associate member).
* Use equipment, machinery and cleaning materials as directed and to ensure that such equipment is satisfactorily maintained.
* Ensure that accidents at work and defects of equipment and machinery are reported to the appropriate sources.
* Undertake administrative/clerical duties connected with the caretaking and cleaning service i.e., order forms, stock returns, work orders, time sheets etc

**Responsibilities of all other Teaching Staff/Non-Teaching Staff:**

* Apply the school’s health and safety policy to their own department or area of work and be directly responsible to the Headteacher 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 and regularly reviewed.
* Ensure that appropriate safe working procedures are brought to the attention of all staff under their control.
* 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 all other 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 school’s 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 for the purpose that it is intended and 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.

# How Risks are Managed (Arrangements)

This section outlines the arrangements the school has for the completion of risk assessments and the practical control measures that are in place to reduce risk to all those present on site at a school at any given time. These measures form part of the Occupational Health, Safety and Welfare Management System (OHSWMS) that is audited on an annual basis, or as and when necessary, by the Local Authority.

Risk assessments consider what measures you need to protect the health and safety of all; staff; pupils; visitors and contractors

Schools will need to think about the risks that may arise in the course of the school day. This could include anything related to the operation of the school premises or delivery of the school curriculum, whether this is on or off site.

Factors included in risk assessments will vary between schools, although some will appear in most schools. The HSE provides guidance on the risk assessment process and Coronavirus: latest information and advice can be found at:

* Health and Safety Executive-Guidance-Industries-Public services-Education:  
  <https://www.hse.gov.uk/services/education/>

## **Accident and RIDDOR Reporting Procedure**

The school reports in accordance with the Local Authorities accident/incident reporting procedure, which requires employees to report accidents, violent incidents, dangerous occurrences, and near misses using the online reporting system.

* Interactive Stockport.gov.uk:

<http://interactive.stockport.gov.uk/olf/AccidentsandIncidents/01-What.aspx>

School accident reports are monitored for trends on a termly and annual basis and a report made to the Governors at the next scheduled meeting.

The Headteacher, or their nominee, investigates accidents and takes remedial steps to avoid similar instances recurring.

Any accidents reportable to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) will be investigated by the SMBC Health Safety and Wellbeing Team because this responsibility is delegated to them through the school’s H&S SLA. Please call the team on 0161 474 3056 for assistance.

Responsibility for accident/near miss reporting is with: **Ceri Barrett**

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| **SLA Navigation: Accident and RIDDOR Reporting Procedure** |
| * Accident and RIDDOR Reporting-Reporting an accident, incident or near miss in a school-One Page Guidance Note (Jan 2022) * Accident and RIDDOR Reporting-Accident Reporting Guidance for Schools (Jan 2022] |
| **Other Resources: Accident and RIDDOR Reporting Procedure** |
| * Incident Reporting in Schools HSE EDIS1:   <https://www.hse.gov.uk/pubns/edis1.pdf> * Reporting Accident in Schools:   <https://www.safetyfirstaid.co.uk/reporting-accidents-in-schools/> |

## **Asbestos Management**

Asbestos Responsible Person: Eddie Morrison

The Asbestos Responsible Person has received Asbestos Awareness Training delivered by Asbestos Awareness course in January 2020.

**The Asbestos Responsible Person will ensure that:**

* The asbestos register 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 is recorded in the asbestos log.

The Asbestos Register is held: The School Office

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| **SLA Navigation: Asbestos Management** |
| * Asbestos-Asbestos Management and Control-Policy Document Feb 2020 * Asbestos-How to Manage Asbestos in your School-One Page Guidance Note Apr 2019. |
| **Other Resources: Accident Reporting** |
| * Asbestos Management in Schools Guidance:  <https://www.gov.uk/guidance/asbestos-management-in-schools> * Asbestos in Schools:   <https://www.hse.gov.uk/services/education/asbestos.htm> |

## **Breakfast Clubs**

For schools that run or host breakfast clubs there is guidance available regarding hygiene and the national school breakfast club programme run by the Government and also some helpful FAQ’s.

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| **SLA Navigation: Breakfast Clubs** |
| * Breakfast Clubs-Food Hygiene Guidelines-produced by Environmental Health Team Jan 2022 |
| **Other Resources: Breakfast Clubs** |
| * National School Breakfast Club Programme:  <https://www.gov.uk/guidance/breakfast-clubs-programme-2021-2023> * Breakfast clubs and COVID guidance:  <https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak> * FAQ’s for Breakfast Clubs: <https://schoolleaders.thekeysupport.com/pupils-and-parents/extended-services/breakfast-clubs-faqs/> |

## **Buildings and Facilities**

Schools are required to follow The School Premises (England) Regulations 2012 and meet compliance standards as outlined by the Department for Education (DfE). Safeguarding pupils is also very important, making the need for safe and secure buildings a high priority.

Studies show that safe, well-maintained school buildings that are free from disruption can increase teaching time and [reduce rates of teacher turnover by 25%](https://research.steinhardt.nyu.edu/scmsAdmin/media/users/sg158/PDFs/schools_as_organizations/SchoolOrganizationalContexts_WorkingPaper.pdf). In 2019, a teacher wellbeing survey by Ofsted highlighted how a lack of physical resources—including computers and audio-visual resources—restricted a teacher’s instructional ability. Lack of resources may also contribute to low levels of occupational well-being for teachers.

To be effective, school facilities management requires a nominated individual to co-ordinate activity, implement processes, and use software solutions to support them. A recommended tool to help manage buildings and facilities and ensure compliance is Every: <https://www.weareevery.com/>

Strategic estate management is the activity that seeks to make sure the land and buildings in a school estate support the responsible body’s overall education goals and objectives over time. It is a whole organisation activity - to be effective it must be fully coordinated and integrated with the organisation’s business planning processes.

Good strategic estate management will help your school be:

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| 1. **Safe** | Poorly maintained schools are likely to be more hazardous. |
| 1. **Successful** | Ensuring that facilities are designed well for delivering the curriculum and avoiding poor physical environments can be linked with levels of attainment. |
| 1. **Financially sustainable** | An effectively managed estate will minimise surplus provision, minimise revenue costs, optimise revenue generation, prioritise investment and maintain asset value. |
| 1. **Efficient** | Repairs, maintenance and works to schools can be planned, minimising emergency works and preventing failures and loss of facilities. Planned works will be less costly than emergency works. |
| 1. **Appealing** | A well-maintained school will help create a positive impression and attract pupils. |

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| **SLA Navigation: Building and Facilities** |
| * Buildings and Facilities-Guidance for Schools Essential Maintenance-ESFA Document 2016 * Buildings and Facilities-Window Delimiter Safety Notice updated Jan 2022 * Buildings and Facilities-Short Guidance Note, The inspection routines for goal posts * Buildings and Facilities-Don’t Slip Up Poster |
| **Other Resources: Building and Facilities** |
| * Managing Risks in Schools: <https://www.hse.gov.uk/services/education/index.htm> * School Maintenance and Construction Work:  <https://neu.org.uk/advice/school-maintenance-and-construction-work> |

## **Child Injury Prevention**

The Child Accident Prevention Trust (CAPT) provides an excellent repository of resources, materials and guidance a link to their website appears below.

Child Safety Week is an annual community education campaign run by (CAPT), acting as a catalyst for thousands of safety conversations and activities UK-wide.

They help families build confidence and skills in managing the real risks to children's safety. They want all children to have the freedom to grow and learn, safe from serious harm.

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| **Other Resources: Child Injury Prevention** |
| * Child Accident Prevention Trust:  <https://www.capt.org.uk/Pages/Category/who-we-are> * Keeping children safe in education:  <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2> * Safeguarding in schools:  <https://learning.nspcc.org.uk/safeguarding-child-protection-schools> |

## **Competent Person(s)**

Schools must appoint a competent person to ensure they meet their health and safety duties. A competent person is someone with the necessary skills, knowledge and experience to give sensible guidance about managing the health and safety risks at the school.

This can be someone appointed directly by the school, or the employer can arrange support from outside the school. If the school chooses not to use the Council’s health and safety SLA, they must appoint a ‘competent person’ to provide ‘health and safety assistance’ in accordance with Regulation 7 of the Management of Health & Safety at Work Regulations 1999.

The school gets their competent health and safety advice from:

**Danny Brazil Stockport Local Authority**

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| **Other Resources: Competent Person(s)** |
| * Advice from the Health and Safety Executive:   <https://www.hse.gov.uk/services/education/faqs.htm> |

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

All substances which may be considered hazardous to health must have been assessed (except in Science – these are covered by CLEAPSS hazards).

A copy of the health and safety data sheet and COSHH assessment will be available in the location where the chemicals are used/stored.

Any person using these chemicals must ensure they have seen and follow the information given on the COSHH assessment (including the wearing of any identified PPE).

Staff must not bring any hazardous chemical onto the school site unless prior permission has been sought and a COSHH assessment has been completed.

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| **SLA Navigation: Control of Substances Hazardous to Health (COSHH)** |
| * Guidance and Procedure Document Including Risk Assessment- OSHH Managing CoSHH in school’s   <https://www.educationstockport.uk/Pages/Download/5ea30be2-be86-4f2f-b95d-7e7a20da65bb/PageSectionDocuments> |
| **Other Resources: Control of Substances Hazardous to Health (COSHH)** |
| * Advice for schools from the Health and Safety Executive: <https://www.hse.gov.uk/services/education/publications.htm#a7> * A step by step guide to COSHH assessment [hsg97]:   <https://www.hse.gov.uk/pubns/priced/hsg97.pdf> |

## **Display Screen Equipment (DSE)**

It is the school’s duty as outlined in the Health and Safety (Display Screen Equipment) Regulations as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002, to identify if employees would be classed as DSE Users, and assess their needs appropriately.

The definition of a DSE user is:

‘An employee who habitually uses DSE for a significant part of their working day’

The school adopts and follows SMBC’s DSE Guidance taken from the staff handbook (January 2019) section 15.4 which is reproduced below:

“Employees who use a computer or other Display Screen Equipment for a significant part of their working day are entitled to an eyesight test to be carried out by a qualified Optician.

In order to process any claim for reimbursement for these, the prescription detailing exclusive VDU use must be provided on application to your Manager to check criteria and must be kept for 6 years after application. Claims for reimbursement can only be processed if made on iTrent employee self-service and must be claimed within 6 months of the test. Only one claim within any 2-year period can be made. However, if employees are experiencing problems associated with VDU or DSE use then you should contact HR for advice.

If an employee enters into a period of notice, the Council will not reimburse for eye tests or prescriptions for glasses.

All school staff who habitually use computers as a significant part of their normal work (seated at a workstation with continuous or near continuous spells of an hour will be asked to complete a DSE Self-Assessment.

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| **SLA Navigation: DSE** |
| * Display Screen Equipment-Stockport Schools DSE Guidance November 2021 |
| **Other Resources: DSE** |
| * Guidance on use of equipment while working remotely: <https://www.nasuwt.org.uk/advice/health-safety/using-display-screen-equipment-remote-education.html> * Work With Display Screen Equipment: Guidance on the DSE Regulations: <http://www.hse.gov.uk/pubns/priced/l26.pdf> * A step by step guide to DSE – indg36: <https://www.hse.gov.uk/pubns/indg36.PDF> * The Key DSE policies: <https://schoolleaders.thekeysupport.com/policy-expert/health-safety/display-screen-equipment-dse-policies/> |
| **Training: DSE** |
| * Workstation DSE Assessment in Education   [*https://www.firsthealthandsafety.co.uk/Workstation-DSE-Assessment-Education*](https://www.firsthealthandsafety.co.uk/Workstation-DSE-Assessment-Education) |

## **Electrical Safety (Including PAT)**

Arrangements are in place for the testing of fixed wiring and fixed appliances by competent electrical engineers.

What the School Must Do:

* When purchasing equipment, ensure that it is suitable for intended use and built to a relevant British Standard
* Establish a system for correctly wiring and fusing new appliances before use
* Ensure sufficient sockets are available before purchasing extra electrical equipment
* Ensure that no portable electrical equipment is brought onto premises and used unless it has been inspected by a competent person
* Consider other means of reducing risk e.g., low voltage equipment, RCDs. (circuit breakers)
* Ensure that a system is in place to ensure regular inspection and testing of high-risk portable electrical equipment annually and the fixed installation equipment every 5 years by a competent person. [See SMBC guidance for more details]
* Ensure that a system is in place for reporting faulty electrical equipment
* Ensure systems exist to withdraw all faulty equipment from service until repaired by a competent person
* Monitor arrangements, follow-up action and risk assessment according to results
* Ensure all contractors working with electricity are competent.
* Keep records of maintenance throughout the life of the system/equipment

In order to reduce the risk, Portable Appliance Testing (PAT) should be standard practice when:

* There is reason to suppose the equipment may be defective, but this cannot be confirmed by visual inspection.
* Any repair, modification or similar work has been done to the equipment;
* An interval has elapsed appropriate to the equipment, the manner and frequency of use and the environment

Those who wish to undertake electrical testing work would normally be expected to have more knowledge and to be able to demonstrate competence through the successful completion of a suitable training course. A member of staff can do this if they have had suitable training. Greater knowledge and experience are needed than for inspection alone, and they need to have the right equipment to do the tests.

They should know how to use the equipment correctly and how to interpret the results. Where testing is done by a contractor invited to a site, safe working arrangements must be discussed and agreed before the work starts. This enables everyone concerned to know who is doing what and who is responsible for what, so that the work can be done safely and without risk to the contractor’s employees, the site employees and others who might be affected.

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| **SLA Navigation: Electrical Safety (including PAT)** |
| * Electrical Safety-PAT SMBC Guidance, Risk Assessment & Debunking the Myths of PAT, Nov 2021 * Electrical Safety-Seaward Portable Appliance Testing – A Practical Guide * Electrical Safety-SMBC Safety Notice on Electric Gates |
| **Other Resources: Electrical Safety (including PAT)** |
| * Maintaining portable electric equipment in low-risk environments   <https://www.hse.gov.uk/pubns/indg236.pdf>   * Electrical Safety in Schools   <https://www.hse.gov.uk/toolbox/electrical.htm> |

## **Fire Safety (Including PEEPS)**

The school will ensure that a fire evacuation drill is completed at least once per term and will record the date, time taken to evacuate and any other relevant details in the fire logbook.

The fire logbook will be kept up to date with entries for weekly fire alarm checks and fire door (means of escape) checks, monthly emergency lighting checks and fire extinguisher checks and any contractor visits or false alarms.

Arrangements are in place for evacuating disabled people via Personal Emergency Evacuation Plans PEEP).

The Headteacher and Governors will ensure a school Fire Risk Assessment is completed and reviewed at least annually by the competent person at the school and a full Fire Risk Assessment (FRA) by an external professional is completed every 4 to 5 years.

There are no specific time periods in law for how often fire risk assessments must be carried out or reviewed. The law simply says that the person responsible for the assessment in your building must review it ‘regularly’ to make sure it’s up to date.

The responsible person must review the fire risk assessment if:

* there’s reason to think it’s no longer valid (for example, if there has been a fire in the building)
* there have been significant changes since the assessment was done (for example, major building works or more people using the building)

All staff are responsible for ensuring that pupils and visitors evacuate in an orderly and timely fashion in the event of the alarm sounding.

All staff are responsible for ensuring evacuation routes and doors are kept clear at all times.

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| **SLA Navigation: Fire Satefy (including PEEPS)** |
| * Fire Safety on School Sites-PEEP Guidance for Schools Jan 2022 * Fire Safety on School Sites-Fire Safety Guide and Logbook for Schools Sept 2020 * Fire Safety on School Sites-Fire Safety Guidance For schools, SMBC Guidance Apr 2020 * Fire Safety on School Sites- Guidance for Safe use of Fire Extinguishers Apr 2020 * Fire Safety on School Sites-Short Guidance Note on Children’s Display Work Mar 2019 * Fire Safety on School Sites-Fire Emergency Plan, SMBC Model Plan for Schools Jul 2017 * Fire Safety on School Sites-Short Guidance Note on Fire Risk Assessment July 2016 |
| **Other Resources: Fire Safety (including PEEPS)** |
| * General Fire Safety Hazards – Guidance from the HSE <https://cpdonline.co.uk/knowledge-base/health-and-safety/fire-safety-in-schools/> * Fire Safety including risk assessment in Educational Premises: <https://www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises> |
| **Training: Fire Safety (including PEEPS)** |
| * Fire Safety in Schools Everything a school needs to know about fire safety free on-line learning   <https://cpdonline.co.uk/knowledge-base/health-and-safety/fire-safety-in-schools/> |

## **First Aid**

There are no hard and fast rules on exact numbers of first aiders required in any given school. Headteachers have to make a judgement based on their own circumstances and a suitable and sufficient risk assessment. Governing bodies/Headteachers should consider the likely risks to pupils and visitors, as well as employees,

The HSC provide guidance on numbers of first-aid personnel based on employee numbers. As a general guide, they recommend that: a lower risk place of work (e.g. shops, offices, libraries), with fifty to one hundred employees, should consider having at least one first aider;

Schools will generally fall into the lower risk category, but some schools or areas of activity may fall into the medium risk category. Schools should base their provision on the results of their risk assessment. If there are parts of the school where different levels of risk can be identified, the schools should consider the need to make different levels of provision in different areas/departments. When considering how many first-aid personnel are required, the Governing body/Headteacher should also consider the information contained in the DfE document highlighted in the reference section below.

**FIRST AID KITS ARE LOCATED AT THE FOLLOWING POINTS:**

* In each classroom
* Outside the Headteacher’s Office
* Outside Year 3/4 classroom during lunchtimes

**The School Office** is responsible for regularly checking that the contents of first aid kits are complete and replenished as necessary. A check should be made at least termly. Emergency inhalers are located in the School Hall, the ‘Stay and Play’ building, and in the disabled toilet area.

A defibrillator is available outside the Headteacher’s Office and outside Year 4 (next to door onto playground). The School Office is responsible for checking the batteries and expiry date of the pads.

The majority of support staff are trained in basic first aid. A number of staff are also trained in paediatric first aid. Their names are displayed prominently around the School.

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

**TRANSPORT TO HOSPITAL**

If the first aider or Headteacher 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.

**ESSENTIAL CONTACT NUMBERS**

Hospital A&E department - **Stepping Hill** Hospital Poplar Grove Hazel Grove Stockport SK2 7JE 0161 483 1010

**In EMERGENCY – Phone 999**

For non-emergency medical advice - Phone 111

**SCHOOL NURSE**

Heaton and Tame Valley Team

Stockport NHS Foundation Trust

Office: 0161 835 6076/ Mobile: 07738261225

Email:  victoria.hudson@stockport.nhs.uk

Website: [www.stockport.nhs.uk](http://www.stockport.nhs.uk/)

**ADMINISTRATION OF MEDICINES**

All medication will be administered to pupils in accordance with the Local 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 Headteacher.

Records of administration will be kept by 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 a locked fridge in the Staff Room.

Where children need to have access to emergency medication i.e. asthma inhalers, epi-pen etc., they will be kept in the red medical kit bags in each classroom clearly labelled.

**Medical Conditions and Health Care Plans**

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

These plans are reviewed annually by the School Business Manager and the School Nurse and details of relevant children and written precautions/ procedures made available to staff.

Staff undergo specific training related to health conditions of pupils and administration of medicines (e.g. diabetes, epilepsy, anaphylaxis, etc.) by a health professional as appropriate. Training records are kept in the School Office.

Portable kits are made available to staff for off-site trips and visits.

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| **SLA Navigation: First Aid** |
| * First Aid-SMBC Policy Statement and Long Guidance Note on First Aid for Schools November 2021 * First Aid-New Rules Regarding Paediatric First Aiders Guidance Note 2017 * First Aid-SMBC Short Guidance on First Aid for Schools 2016 * First Aid-SMBC Health and Safety Notice – Use of Heat Packs 2011 |
| **Other Resources: First Aid** |
| * Guidance for First Aid in Schools: [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\_data/ file/306370/guidance\_on\_first\_aid\_for\_schools.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/306370/guidance_on_first_aid_for_schools.pdf) * First Aid in Schools: <https://neu.org.uk/advice/first-aid-schools> |

## **Health and Safety Audits and Inspections**

Regular visual inspections of the site and installations, where defects are identified and recorded are carried out by the Site Manager. We recommend that this kind of safety tour be completed every month as part of best practice.

A documented facilities and health and safety inspection of the site be carried out termly by the School Business Manager, Site Manager, and Health and Safety Governor. An annual H&S Audit is completed with Danny Brazil Stockport LA

The Headteacher with the Health and Safety Governor will undertake an inspection of the premises and safety management systems on an annual basis and report to both the relevant sub-committee and full governing body meetings.

As part of the Health, Safety, and Wellbeing team service level agreement an annual Audit and Inspection of the site is undertaken.

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| **SLA Naviation: Health and Safety Audits and Inspections** |
| * Health and Safety Audits and Inspections-Schools Health Safety and Welfare Inspection Checklist (January 2022) * Health and Safety Audits and Inspections-Inspection and Audit Report Format (June 2019) * Health and Safety Audits and Inspections-Compliance Spreadsheet |
| **Other Resources: Health and Safety Audits and Inspections** |
| * Health and Safety Responsibilities for Schools: <https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools> |

## **Health Care Plans**

Individual healthcare plans are **documents drawn up involving people who might be required to contribute to a child's care while at school**. This could include the Headteacher, the class teacher, the school nurse, care or support staff, other staff members who might need to provide medical or emergency care, parents and their children.

Health care plans are in place for those pupils with complex medical needs e.g., chronic, or ongoing medical conditions.

These plans are reviewed annually by Ceri Barrett (School Business Manager) and the School Nurse.

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| **Other Resources: Health Care Plans** |
| * What is an individual health care plan: <https://www.educare.co.uk/news/what-is-an-individual-health-care-plan> |

## **Infection Control**

The school follows Government Guidance and regularly checks SLA online for updates.

Prevent the spread of infections by ensuring routine immunisation, high standards of personal hygiene and practice, particularly handwashing, and maintaining a clean environment. Please contact the Public Health Agency Health Protection Duty Room (Duty Room) on 0300 555 0119 or visit [www.publichealth.hscni.net](http://www.publichealth.hscni.net) or [www.gov.uk/government/organisations/Public-health-england](http://www.gov.uk/government/organisations/Public-health-england) if you would like any further advice or information, including the latest guidance.

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| **SLA Navigation: Infection Control** |
| * Infection Control-Introduction and infections in childcare setting chapters 1 & 2 (March 2021) * Infection Control- Guidance on infection control in schools, Public Health Agency (March 2017) * Infection Control-Guidelines for the management of scarlet fever HM Gov (2017) |
| **Other Resources: Infection Control** |
| * The latest information (3 December 2021) to help manage Covid in school and education settings: <https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings/contingency-framework-education-and-childcare-settings> * The latest operational guidance (2 December 2021) for Covid 19 in schools: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak> |

## **Legionella Prevention**

The school has a Legionella Risk Assessment and a Written Scheme of Control which is held **The School Office**

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

The Duty Holder is the Headteacher.

The School Business Manager attended a Managing Health and Safety in Schools Course in July 2022, which included ‘Managing Legionella’.

A water risk assessment of the School is completed by Three Sixty SHG Ltd (Three Sixty) biennially and the Site Manager is responsible for ensuring that operational controls are being conducted and recorded in the water log book. The last inspection took place in January 2021.

The Site Manager will be responsible for undertaking basic operational controls in lieu of a water risk assessment being conducted by Three Sixty SHG Ltd (Three Sixty).

This will include identifying and flushing rarely used outlets on a weekly basis and after school holiday periods.

The Headteacher is responsible for ensuring that actions identified in the Written Scheme of Control are completed including monthly temperature checks and the weekly flushing records.

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| **SLA Navigation: Legionella** |
| * Managing Legionella-SMBC Legionella Policy Dec 2021 * Managing Legionella-Legionella Difference between Risk Assessment and Written Scheme of Works Short Guidance Note 2021 * Managing Legionella-Legionella Short Guidance note 2016 * Managing Legionella-L8 ACOP 2013 Edition 4 * Managing Legionella- Water checks recording template |
| **Other Resources: Legionella** |
| * Advice for school with managing legionella: <https://www.waterhygienecentre.com/blog/legionella-schools> * Managing Contractors Guidance from the HSE: <https://www.hse.gov.uk/healthservices/legionella.htm> * Legionnaires’ Disease – A Brief Guide for Duty Holders INDG458   <https://www.hse.gov.uk/pubns/indg458.pdf> |

## **Lockdown and Invacuation**

Those with responsibility for schools and colleges are advised to consider the threat from a broad range of terrorist methodologies. Such methodologies may include Vehicle as a Weapon, Marauding Attacks with either bladed weapons or firearms and improvised explosive devices etc. Planning your emergency response should such an incident occur would likely require a range of emergency responses, including a consideration of emergency evacuation, “invacuation” (inward evacuation) & lockdown procedures, alongside the use of protected spaces.

Although most people use the term ‘lockdown’ to refer to getting everyone into a safe place and sealing the exits, it is actually one element of a wider practice known as ‘invacuation’. **Invacuation** is the process of getting everybody inside and safe and securing the building.

In most cases, pupils will be able to stay in their classroom during an invacuation, and the school day can continue as normal, just with everyone staying indoors.

**Lockdown** goes a step further, in that everyone on the premises – staff, pupils and visitors – are moved away from the potential danger to a place where they cannot be seen from outside the building.

Lockdown is only used in extreme circumstances where there is a serious and current threat to the safety of those in the building and/or facilities.

Invacuation might be required if:

* There is local air pollution due to a nearby fire or chemical release.
* There is a fierce dog or wild animal on the grounds.
* There is an incident or civil disturbance in the area that might affect the school.

Lockdown might be implemented if:

* There is an aggrieved, deranged, or intoxicated person trying to gain access to the school (this could be a parent or a stranger).
* There is an intruder on the site.
* There is an internal threat from a student.

Invacuation or lockdown could be triggered if there is an urgent imminent threat, or as a precaution because of a threat in the vicinity.

Legislation requires schools to take appropriate measures to keep users of school sites safe.

The complexity of the Lockdown plan will depend on the school’s perception of risk: for instance, inner city schools and faith schools may feel more under threat than a small rural school.

**Invacuation**

In most schools, an invacuation will take the following shape:

* 1. A clear signal should be given that pupils, staff, and visitors can identify as an invacuation signal.
  2. If pupils are outside, staff should immediately take them to the nearest safe area inside the building.
  3. All external doors and windows should be shut and locked as necessary.
  4. The register is taken to ensure all children are accounted for.
  5. The staff member in charge of taking the register must notify the office if any children are unaccounted for.
  6. Everyone should remain where they are until the all clear is given.

**Lockdown**

Schools should identify suitable lockdown areas to be used in serious incidents. A lockdown area should be large enough to accommodate the likely number of people who would need to use it.

Ideally, a lockdown area should also:

* Have a separate means of escape.
* Have no windows or doors directly to the outside.
* Have a lockable door.

The steps taken will be the same as during an invacuation, but there should be an additional signal that lets people know the school is in lockdown. The doors and windows must be shut and locked, and blinds or curtains should be drawn. Depending on the nature of the threat, children may be told to hide under their tables.

Schools should identify a staff member who will be responsible for supervising each lockdown area.

Schools should practise invacuation procedures with pupils, in the same way and with the same frequency that they hold fire drills.

Schools must take care not to frighten pupils and clear, strong communications are required to ensure that children know that practices are for the purpose of preparing them for the “real thing”, without introducing a fear factor. The more lockdowns are practised the less fearful pupils become.

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| **SLA Navigation: Lockdown and Invacuation** |
| * Lockdown/Invacuation-Lockdown Template for Schools, Gov.UK * Lockdown/Invacuation-West Yorkshire Safer Schools Forum Invacuation Guidance Note 2020–cited as Best Practise |
| **Other Resources: Lockdown and Invacuation** |
| * Talking to children about terrorism and distressing events: <https://www.theschoolrun.com/talking-children-about-terrorism-and-distressing-events> * Crowded places guidance:  <https://www.gov.uk/government/publications/crowded-places-guidance/evacuation-invacuation-lockdown-protected-spaces> * School Lockdown Procedures NASUWT: <https://www.nasuwt.org.uk/advice/health-safety/school-lockdown-procedures.html> * How to Create a Lockdown Procedure:  <https://cie-group.com/how-to-av/videos-and-blogs/how-to-create-a-school-lockdown-procedure> |

## **Lone Working**

Staff are encouraged not to work alone in school. Where lone working is deemed necessary it is risk assessed and monitoring systems put in place.

The school adopts and follows SMBC’s Lone Working Policy.

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| **SLA Navigation: Lone Working** |
| * Lone Working-Lone Working and Personal Safety Policy Dec 2021 * Lone Working-Lone Working Risk Assessment Template Dec 2021 * Lone Working-indg73 HSE Protecting Lone Workers Mar 2020 |
| **Other Resources: Lone Working** |
| * Best practice on managing lone working:  <https://www.suzylamplugh.org/> * HSE Guidance:  <https://www.hse.gov.uk/lone-working/employer/manage-the-risks-of-working-alone.htm> National Education Union Guidance for Lone Working:  <https://neu.org.uk/advice/lone-working-support-staff> |

## **Managing Contractors**

The school-based person appointed to liaise and monitor contractors on site is: Ceri Barrett

The school adopts and follows SMBC’s Managing Contractors Policy.

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| **SLA Navigation: Managing Contractors** |
| * Managing Contractors-Management of Contractors Policy Version 3 (2021) * Managing Contractors-Managing Contractors Short Guidance Note (2020) * Managing Contractors-Management of Contractors Permit to Work Guidance and Template (2021) |
| **Other Resources: Managing Contractors** |
| * Managing Contractors Guidance from the HSE: <https://www.hse.gov.uk/pubns/priced/hsg159.pdf> * Advice for school with managing contractors: <https://www.safety-mark.co.uk/managing-contractors-in-schools/> |

## **Managing Medical Conditions (Inc. Allergens and Anaphylaxis)**

The school follows DfES guidance on the dispensing of medicines within school.

The administration of medicines is the overall responsibility of parents/carers. The headteacher is responsible for ensuring children are supported with their medical needs whilst on site, and this may include managing medicines where appropriate and agreed with parents/carers.

There are extensive resources available on SLA Online and schools are advised to make use of these resources.

Records of administration will be kept by: Ceri Barrett

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| **Other Resources: Managing Medical Conditions (Including Allergens and Anaphylaxis)** |
| * Asthma Uk Website:   <https://www.asthma.org.uk/>   * Asthma Uk Website:   <https://www.anaphylaxis.org.uk/>   * Administering medicines:  <https://neu.org.uk/advice/administering-medicines> * Supporting pupils with medical conditions at school: <https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3> |

## **Manual Handling**

The school follows SMBC’s Manual Handling Guidance and completes risk assessments on any significant manual handling tasks.

Employees who complete manual handling tasks will have suitable and sufficient training. Where employees are required to lift pupils, they will receive training in appropriate moving and handling techniques along with training in the use of any specific equipment, they may be required to use, such as hoists and slings.

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| **SLA Navigation: Manual Handling** |
| * Manual Handling, Manual Handling Guidance October 2021 * Manual Handling, SMBC Short Guidance Note Manual Handling 2016 * Manual Handling, SMBC Short Guidance Note Manual Handling Tips 2016 |
| **Other Resources: Manual Handling** |
| * Health and Safety Executive manual handling information for schools: <https://www.hse.gov.uk/services/education/management-moving-handling.htm> * Manual handling policy example:   <https://schoolleaders.thekeysupport.com/policy-expert/health-safety/manual-handling-policies/> |
| **Training:** |
| * Manual Handling Training Presentation [PowerPoint] |

## **Managing Stress**

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

The school adopts and follows SMBC’s Stress Policy, making use of the Self-Assessment Tool, Stress Risk Assessment and Mental Health Toolkit as required.

The school has access to counselling services by manager referral or self-referral via SMBC’s arrangement.

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| **SLA Navigation: Managing Stress** |
| * Managing Stress-Managing Stress Model Policy for SMBC Schools, 2022 * Managing Stress-Managing Stress Mental Wellbeing Toolkit, 2022 * Managing Stress-Stress Risk Assessment and Action Plan Templates, 2022 * Managing Stress-Managing Workplace Stress, Further Resources, 2022 * Managing Stress-Stress Risk Assessment Checklist for Headteachers, 2022 |

## **Off-site Visits - New Procedure for Trips/Visits from April 1, 2021**

The trips and visits element of the Headteacher Support SLA has moved to the Health & Safety Team.

We have reviewed the process and updated the procedure. The new procedure is a more streamlined process using an on-line form to notify the team of a school’s intention to undertake a trip. You will no longer be required to send the OSVF form or the names of pupils and staff attending the trip.

The link to the on-line form will be hosted on both office online and SLA on-line. We have also provided a toolkit to help you navigate the new procedure.

Once you complete the on-line form, you will receive an e-mail to confirm its receipt and reference number. For trips and visits that fall in either category 3 or 4 you will then be required to send your risk assessment to the Health and Safety team, who will review and advise the visit leader of any changes or additions required.

Please ensure that you use the up-to-date risk assessment template available on SLA online and described below.

We have provided a toolkit to guide you through the new procedure. This is available via SLA-online.

EVC and visit leader training

The SMBC Workforce Development team has produced an e-learning course for Educational Visit Coordinators and Visit Leaders. This course will be accessible as part of the trips and visits package and a link will be sent to you once the school has paid for the trips and visits package.

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| **SLA Navigation: Off-site Visits** |
| * Off site visits-Transporting Children Guidance (Jan 2022) * Off site visits-Trips and Visits Toolkit (Apr 2021) * Off site visits-School Trip Risk Assessment Version 1.2 (Oct 2021) |
| **Training: Off-site Visits** |
| * EVC Training module: This course will be accessible as part of the SMBC trips and visits package, and a link will be sent to you once the school has paid for this package. |

## **Personal Protective Equipment**

Personal Protective Equipment Regulations (PPE) 2018.

Some working environments present significant risks to employee health and safety (e.g., from falling materials, contact with hazardous substances, contaminated air, extremes of temperature, etc.). In such environments, there is a duty on the employer to provide their workers with personal protective equipment (PPE) to reduce the potential risk of harm when it cannot be reduced or mitigated by any other means (“last resort” principle).

A suitable and sufficient risk assessment must be carried out, prior to providing PPE, to determine that potential risk cannot be mitigated through other control measures.

PPE includes, but is not limited to, high-visibility clothing, protective footwear, safety helmets, eye protection, safety harnesses and even respiratory protective equipment (RPE).

The Key factors of PPE regulation are:

* Suitable provision - where it has been assessed that PPE is required, the provision of PPE must be suitable and appropriate to the work-task and its associated risk i.e., the equipment must fit the user properly and be of proportionate size and weight for them to use it. ‘The equipment must also be CE marked in accordance with the Personal Protective Equipment Regulations 2002.’
* Compatibility and effectiveness - where more than one item of equipment must be worn for any given task, the PPE items must still be effective when worn together. The wearing of one item (e.g., protective eyewear) must not cause the other item to be ill fitting, and therefore ineffective (e.g., a respirator) and vice versa.
* Maintenance and storage – PPE must be properly looked after, maintained, and stored. Reusable items must be properly cleaned and kept in good condition. If items have disposable parts (e.g., respirator filters) replacements parts must be properly compatible with the original piece of equipment.
* Considerations such as having replacement PPE available (in the event of damage or malfunction) and appointing someone to oversee how and when items are maintained are important too.  
  Use and training – It’s the duty of the employer to ensure that employees have correct training on the use of PPE, what level of responsibility that the employee has towards the maintenance of PPE and that they are properly informed about the risks that the PPE is protecting them from. It is also the responsibility of the employer to ensure that any PPE provided is being used correctly.
* Employee responsibility – The duty of the employee is to use PPE in accordance with instruction and training. Employees also have a responsibility to report any damage, defects, or loss of equipment that they are aware of.

It should be noted that wherever PPE has been identified as being required as part of the control measure provision, then this must be provided at no cost to the employee (this includes replacement of such equipment).

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| **SLA Navigation: PPE** |
| * PPE-Personal Protective Equipment at Work – HSE indg174 |
| **Other Resources: PPE** |
| * The latest guidance regarding PPE from the HSE: <https://www.hse.gov.uk/toolbox/ppe.htm> * Regulation 2016/425 and the Personal Protective Equipment (Enforcement) Regulations 2018: [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\_data/ file/1041523/Guide-to-ppe-regulations-2018-version-6.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1041523/Guide-to-ppe-regulations-2018-version-6.pdf) |

## **Preventing Violence at Work and Personal Safety**

The Health and Safety Executive (HSE) defines work-related violence as:

Any incident in which a person is abused, threatened, or assaulted in circumstances relating to their work

This can include verbal abuse or threats as well as physical attacks. The school resources explain what HSE is doing to address the issue of work-related violence and provide access to a wide range of information.

|  |
| --- |
| **SLA Navigation: Preventing Violence at Work and Personal Safety** |
| * Preventing Violence at Work and Personal Safety-Managing Assaults Against Staff in School and Other Educational Establishments-Children & Young People Policy * Preventing Violence at Work and Personal Safety-Preventing Violence at Work & Personal Safety Guidance-CSS Guidance Document. |

## **Risk Assessments**

Risk assessments are completed for any significant risks in accordance with the SMBC Risk Assessment guidance. These cover curriculum-based activities in school, school visits and the running of the school building and grounds

Responsibility for ensuring risk assessments have been completed lies with **Headteacher Katherine Muncaster**

Risk Assessments are held centrally. These risk assessments are available for all staff to view and are held centrally in the Headteacher’s/School Office.

These risk assessments are working documents and will be viewed by staff carrying out the activity.

Risk Assessments will be reviewed on an annual basis or whenever there is a significant change to the activity/task /personnel or following an accident.

Specific risk assessments relating to individuals, e.g., staff member or young person/pupil are held on that person’s file and will be undertaken by their line manager or teacher as required.

Please note that there is a full range of specific risk assessments available on SLA Online under Risk Assessments.

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| --- |
| **SLA Navigation: Risk Assessments** |
| * Risk Assessments-Guidance Note – Risk Assessment Guidance Version 4 (January 2022) * Risk Assessments-SMBC Generic Template (2021) * Risk Assessments-There are 14 School Risk Assessment Templates in the first section of the Risk Assessment Section. * Risk Assessments-Short Guidance Note – Risk Assessment Guidance (April 2020) * Risk Assessments-New and Expectant Mothers Risk Assessment (January 2022) |
| **Other Resources: Risk Assessments** |
| * Risk Assessment Guidance:  <https://www.hse.gov.uk/services/education/example-risk-assessments.htm> * H&S Duties and Responsibilities for Schools: <https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools> * Health and Safety Checklist for Classroom:  <https://www.hse.gov.uk/risk/classroom-checklist.pdf> |

## **Science (Mainly Applicable to Secondary Schools)**

CLEAPSS offers advice to employers on all aspects of practical science, especially health & safety and equipment provision. It is a consortium of local authorities with a duty to provide education and at the time of writing, all those in England, Wales, Northern Ireland and the offshore islands are subscribers as are the great majority of foundation, voluntary aided and independent schools, academies and post-16 colleges.

Address: The Gardiner Building, Brunel Science Park Kingston Lane Uxbridge UB8 3PQ | Tel: 01895 251496 | Fax: 01895 814372 | E-mail: [science@cleapss.org.uk](mailto:science@cleapss.org.uk) | Website: [www.cleapss.org.uk](http://www.cleapss.org.uk)

|  |
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| **Other Resources: Science** |
| * Code of Practice for Science in Secondary Schools – 2008: <https://secure2.sla-online.co.uk/v3/File/DownloadFile?fileGuid=264E3950-7EF3-43EF-88C6-1404420A1C7F&type=PageSectionDocuments> * Health and Safety in the School Laboratory and the New Science Teacher: <https://secure2.sla-online.co.uk/v3/File/DownloadFile?fileGuid=b9ae2587-de77-4bfb-be44-2f515074446a&type=PageSectionDocuments> * The Association for Science Education: <https://www.ase.org.uk/partners> * An example of an up to date H&S science policy from Arden Academy in Solihull: <https://www.arden.solihull.sch.uk/departments/science/health-safety-in-the-science-department/> |
| **Training: Science** |
| * STEM Learning: Health and safety for science departments   <https://www.stem.org.uk/cpd/ondemand/448617/health-and-safety-science-departments> |

## **Smoke Free Policy**

All SMBC schools and premises operate a strict no smoking policy and this includes electronic cigarettes.

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|  |
| * Smoke Free Policy-Smoke Free Policy updated 2022 |

## **Statutory Compliance Checks**

| **Compliance Activities Within: [Please enter School Name]** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Responsible Person** | **Activity** | **Frequency** | **Planned Date** | **Completed Date** | **Completed by (Name of contractor/ Site Manager)** | **RAG** | **Notes** |
| Contractor | Air conditioning units | Annually |  |  |  |  | Best practice to service annually |
| Headteacher | Asbestos management - annual management report | Annually |  |  |  |  | Annual report to Governors |
| Contractor | Asbestos management - specific surveys prior to intrusive works | As required |  |  |  |  | Only required for project work |
| Site Manager | COSHH risk assessments from data sheets | Regularly |  |  |  |  | Review if products change |
| Contractor | Drainage maintenance | Annually |  |  |  |  |  |
| Contractor | Electrical - 5-year fixed wire testing | 5 yearly |  |  |  |  | All C1’s and C2’s must be completed |
| Contractor | Electrical - PAT (high risk items only) | Annually |  |  |  |  | Example policy & further info available from H&S team |
| Site Manager | Electrical - PAT (recorded visual checks of low-risk items) | Bi-annual |  |  |  |  | Can be done by Site Manager |
| Contractor | Fire call points | Annually |  |  |  |  |  |
| Site Manager | Fire call points | Weekly |  |  |  |  |  |
| Headteacher | Fire drills | Termly |  |  |  |  |  |
| Contractor | Fire emergency alarm panel | Annually |  |  |  |  |  |
| Site Manager | Fire emergency lighting | Monthly |  |  |  |  |  |
| Contractor | Fire emergency lighting | Bi-annual |  |  |  |  |  |
| Site Manager | Firefighting equipment | Monthly |  |  |  |  |  |
| Contractor | Firefighting equipment | Annually |  |  |  |  |  |
| Site Manager | Fire means of escape | Weekly |  |  |  |  | Any damaged/blocked doors must be recorded |
| Contractor | Fume Cupboards (Secondary Schools) | Annually |  |  |  |  |  |
| Contractor | Gas safety - all gas appliances located on site | Annually |  |  |  |  | Regulation (36)(1) of the Gas Safety (Installation and Use) Rags 1998 |
| Contractor | Gas safety - boilers & heating plant comprehensive maintenance | Annually |  |  |  |  |  |
| Contractor | Gas safety - pressure systems (insurance check) | Annually |  |  |  |  | Pressure Equipment Regulations 1999 & Pressure Systems Safety Regulations 2000. Please see <https://www.hse.gov.uk/pubns/indg261.pdf> |
| Contractor | Gas safety - soundness/tightness | 5 yearly |  |  |  |  | System is purged to check there are no leaks |
| Contractor | Gates and barriers | Annually |  |  |  |  | BS EN 1176 |
| Site Manager | Gates and barriers | Weekly |  |  |  |  |  |
| Contractor | Grounds Maintenance | Termly |  |  |  |  |  |
| Contractor | Intruder Alarm | Annually |  |  |  |  |  |
| Contractor | Kitchen - catering LEV inspection and cleaning | Annually |  |  |  |  |  |
| Contractor | Kitchen - inspection of kitchen equipment (mixers, and fixed equipment) | Annually |  |  |  |  |  |
| Contractor | Legionella - up to date risk assessment and written scheme | Annually |  |  |  |  | Review required if any significant changes to the HWS and layout |
| Contractor | Legionella anti scald | Monthly |  |  |  |  |  |
| Site Manager | Legionella management quarterly cleaning of shower heads | Quarterly |  |  |  |  |  |
| Site Manager | Legionella management weekly flushing of little used outlets | Weekly |  |  |  |  |  |
| Site Manager | Legionella management weekly outlet temperature checks | Weekly |  |  |  |  | Temperature must be between 50-60 °C after running for 1 minute |
| Contractor | Local Extraction and Ventilation systems (Secondary Schools) | Annually |  |  |  |  |  |
| Headteacher | Lockdown - test of procedures and policy | Bi-annual |  |  |  |  | Guidance on SLA online |
| Contractor | LOLER - Hoists and lifting equipment | Bi-annual |  |  |  |  |  |
| Contractor | LOLER - Passenger Lift Inspection | Bi-annual |  |  |  |  |  |
| Contractor | PE Equipment | Annually |  |  |  |  |  |
| Site Manager | Playground equipment | Monthly |  |  |  |  |  |
| Contractor | Playground equipment | Annually |  |  |  |  |  |
| Contractor | Roller shutters annual maintenance | Annually |  |  |  |  |  |
| Contractor | SICO Dining Table Maintenance | Annually |  |  |  |  |  |
| Headteacher | Site Specific Risk assessments - 3 examples please | Annually |  |  |  |  | Best practice to review each year/record any changes |
| Contractor | Stage lighting and rigging & AV Systems | Annually |  |  |  |  |  |
| Contractor | Tree inspections | Annually |  |  |  |  |  |

## **Sun Safety**

Under the new PHSE Curriculum which came into force in September 2020, all English primary schools must now educate pupils about safe and unsafe exposure to the sun and how to reduce the risk of sun damage, including skin cancer.

Please see below revised guidance from ourselves and our Health colleagues which reflects the latest guidance. Please note that there are some changes to certain circumstances where Health and Cancer Research findings show the types of exposure and activity where the 8-hour sun creams can lose a very high percentage of their protection which may leave children vulnerable to the sun.

In such specific circumstances reapplication is recommended and this is mentioned in the primary guidance. There is often some misunderstanding around the use of sunscreen in primary schools. What is needed is a practical approach toward the application of sunscreen in schools, particularly with younger or less able children.  This is why having a clear policy on the issue will help schools.  
  
By law, schools are allowed to apply sunscreen to children. The Health and Safety Executive (HSE) states that ‘health and safety legislation does not prevent school staff from applying or helping pupils apply sun cream. The Department for Education has already made clear that schools are expected to take a sensible approach to this issue.’

NICE, the National Institute for Health and Care Excellence, backs this up, identifying children as an at-risk group for sun damage. Its guidance says Headteachers should take action to protect children from over-exposure to UV rays, and that schools should develop a policy to ensure they are protected as much as possible when they’re outside for more than a brief period in strong sunlight.  
Legally, schools can, then, ask parents to supply sunscreen for use during the day and help children apply it if necessary.

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| **SLA Navigation: Sun Safety** |
| * Sun Safety, Information for Pre Schools and Nursery’s, Sun Safety Guidance * Sun Safety, Information for Primary Schools, Sun Safety Guidance * Sun Safety, Information for SMBC Pre Schools and Nursery’s, Sun Safety Guidance * Sun Safety, Information for SMBC Primary Schools, Sun Safety Guidance * Sun Safety, Information for Secondary Schools, Sun Safety Guidance |
| **Other Resources: Sun Safety** |
| * Sun Safe Schools 2022: <https://www.sunsafeschools.co.uk/> * The School Run Resources and Guidance for Sun Safety:   <https://www.theschoolrun.com/sun-safety-primary-schools> |

## **Training**

The Headteacher must ensure that staff receive information and training about health and safety. This includes:

* how to assess risks specific for their job
* how to meet their roles and responsibilities identified within the health and safety policy

They can do this in different ways depending on individual or specific need. For example, providing staff with written guidance may be appropriate in some cases, while attending a training course may be more appropriate for others.

Staff whose work involves a greater element of risk will need extra or specific training. The [HSE risk management guidance](http://www.hse.gov.uk/risk/index.htm) provides information about when staff require specific training in, for example:

* using industrial machinery
* managing asbestos
* having responsibility for the storage and accountability for potentially hazardous materials in their buildings

All members of staff, as part of their Induction to the school, will receive training on the requirements of this health and safety policy.

The Health and Safety at Work Act (HASAWA) 1974

As a brief overview, the HASAWA 1974 requires that workplaces provide:

* + Adequate training of staff to ensure health and safety procedures are understood and adhered to
  + Refresher training is provided as required
  + Training is recorded

## **Work at Height**

The school adopts and follows SMBC’s Work at Height Guidance.

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 or other furniture under any circumstances.**

**Staff must not use access equipment unless appropriate training has been given.**

A risk assessment must be completed for the access equipment or task, and staff using the equipment must have access to and comply with the risk assessment.

The access equipment must be visually checked before each use. An inventory is required for all access equipment, with a formal written 6-monthly check (tower scaffolds require specialist and more frequent checks).

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| **SLA Navigation: Working at Height** |
| * Working at Height-Working at Height Guidance for Schools Version 5 (Jan 2022) * Working at Height-Working at Height Short Guidance Note (Jan 2022) * Working at Height-Safety Notice for Schools (2021) * Working at Height-Working at Height Flow Diagram for Schools * Working at Height-Construction Industry Advisory Committee – General Guidance on Working at Height |
| **Other Resources: Working at Height** |
| * Working at Height Guidance-Working at Height – A Brief Guide (HSE): <http://www.hse.gov.uk/pubns/indg401.pdf> * Using Ladders Safely (HSE): <https://www.hse.gov.uk/work-at-height/using-ladders-safely.htm> * Safe use of Ladders and Step Ladders – A Brief Guide (this was formerly indg455 from the HSE): [LA455 - The Ladder Association](https://ladderassociation.org.uk/la455/) * The Ladder Association – Code of Practice: <https://ladderassociation.org.uk/code-of-practice/> |

## **Work Equipment**

All work equipment will be purchased from a reputable supplier.

Before purchase the following considerations must be given:

* The installation requirements
* The suitability for purpose
* The positioning and or storage of the equipment
* Maintenance requirements (contracts and repairs)
* Training and use of the equipment.

Staff must not use new items of work equipment unless appropriate training has been given. A risk assessment must be completed for the work equipment, and staff using the equipment must have access to and comply with the risk assessment.

All plant and equipment requiring statutory inspection, testing and maintenance, (for example steam boilers, pressure cookers, lifting equipment, local exhaust ventilation) will be inspected by an approved contractor (if the school does not use an approved contractor, it will ensure a competent contractor is used).

Any PPE required for the use of work equipment will be supplied free of charge by the school. All employees must wear the PPE when operating such equipment.

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| **Other Resources: Work Equipment** |
| * PUWER legislation: <https://www.legislation.gov.uk/uksi/1998/2306/contents/made> * Dummies guide to PUWER: <https://rospaworkplacesafety.com/2013/06/04/dummies-guide-to-puwer/> |
| **Training: Work Equipment** |
| * PUWER Training:  <https://cpdonline.co.uk/knowledge-base/health-and-safety/what-is-puwer/?nowprocket=1> |

# Monitoring and Review of the Policy

6.1 This section explains how the school will establish, monitor, and review its measures to meet satisfactory health and safety standards. It will also identify methods which go beyond the satisfactory and explains how a school can enter the category of demonstrates best practice through continuous improvement.

6.2 All schools should regularly monitor and review their health and safety policies to ensure they are reducing risks. As part of this monitoring, schools should investigate incidents to ensure that they are taking appropriate corrective action, sharing learning and putting necessary improvements in place.

6.3 Generally, schools should regularly (at least annually) consider how they measure their performance. They should set up an effective monitoring system, backed up with sensible and realistic performance measures.

6.4 As the country learns to live with COVID-19, schools must regularly review and update risk assessments - treating them as ‘dynamic documents’, as the circumstances in your school and the public health advice changes.

6.5 Where there is a major health and safety incident at the school, the Health, Safety and Wellbeing team from SMBC will assess the effectiveness of the school’s procedures and its response. They will also, make recommendations for necessary changes to policies and procedures.

# Links with other policies and procedures

7.1 The health and safety policy has direct and intrinsic links to other policies, e.g.:

1. Data Protection Policy
2. School Uniform Policy
3. Lone Working
4. Critical Incident
5. Supporting Pupils with Medical Conditions

# Useful contact details

The Corporate Health and Safety team:   
Phone: 0161 474 3056

Email: [healthandsafety@stockport.gov.uk](mailto:healthandsafety@stockport.gov.uk)

## 

**5.0 APPENDICES**

**APPENDIX 1**

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| **ACCIDENT AND OTHER REPORTING PROCEDURES** |

In accordance with the Local Authority’s 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.

* Incident and Illness Registers are located in the School Office and outside Year 3/4 during lunchtimes and are used to record any incidents/accidents to pupils; significant incidents/accidents 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 Headteacher, 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.
* Any Health & Safety concern, near miss, or other concern about defects should be reported using the Hazard Report Form - copies in the School Office.

**Reporting to the Health and Safety Executive (HSE)**

Incidents involving a fatality or major injury will be reported immediately to the Local Authority’s Health, Safety and Wellbeing 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 weekends and holidays).

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

**APPENDIX 2**

**AIR CONDITIONING EQUIPMENT**

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 4 January 2011, all air conditioning systems over 12 kW combined cooling capacity require 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 Venturi (sub-contracted by Three Sixty SHG Ltd). The system will be tested bi-annually by them.

Any defects on the system will be reported immediately to Three Sixty SHG Ltd.

**APPENDIX 3**

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| **ASBESTOS** |

The Local 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.

Asbestos is known to exist in:-

a) The ceiling tiles above the water tank in the boiler room (surface sealed),

b) Backing panel to the electric meters in the Site Manager’s Office (material remains undisturbed)

c) Cement undercloaking boards to the roof verge in the ‘Rainbow Pod’ (outside building)

For any clarification, advice and assistance the Headteacher will contact the Health, Safety and Wellbeing Team; Tel. 0161 474 3056 or email [healthandsafety@stockport.gov.uk](mailto:healthandsafety@stockport.gov.uk)

The Establishment’s Asbestos Authorising Officer is the Site Manager (who completed an Asbestos Awareness course in January 2020).

The Authorising Officer 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 the School Business Manager as soon as possible 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 the Headteacher, Katherine Muncaster.

**APPENDIX 4**

**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 with the School Office.

A catering equipment and ventilation contract is in place with Impact Hygiene Limited (sub-contracted by Three Sixty SHG Ltd) and inspections are undertaken annually by them.

Any defects will be reported immediately to the School Business Manager as soon as possible.

**APPENDIX 5**

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| **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 the School Office where they will be asked to sign in and wear an identification badge. Unless they have undergone the necessary DBS check contractors will not be left unsupervised if children are on-site. Contractors will be given guidance on fire procedures, local management arrangements, asbestos, and vehicle movement restrictions as appropriate.

The Site Manager 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 Board would be considered the ‘client’ and therefore have additional statutory obligations.

These are managed by the Headteacher, Katherine Muncaster, who will ensure that landlord’s consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought. This would include whether CDM[[1]](#footnote-1) regulations will apply.

The Headteacher, and the School Business Manager, 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 Contractor’s Site Manager has DBS clearance. Again, unless they have undergone the necessary DBS check, contractors will not be left unsupervised if children are on-site.

**APPENDIX 6**

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| **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) e.g. 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.

**APPENDIX 7**

**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 gulleys, 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.

A drainage system and monitoring contract is in place with AEC (sub-contracted by Three Sixty SHG Ltd), and inspections are undertaken annually by them.

Any defects will be reported immediately to the School Business Manager.

**APPENDIX 8**

**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 NICEC (National Inspection Council for the Electrical Contracting Industry).

A fixed wiring inspection report should be left on site following each visit in the School Office.

The last fixed wiring inspection took place in January 2020 (through contract with Stockport Homes). Inspections are undertaken on a five-yearly cycle. Next inspection due Jan 2025.

Any defects will be reported immediately to the School Business Manager.

**APPENDIX 9**

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| **FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS** |

The Headteacher 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.

The Site Manager completed Fire Warden (Fire Marshall) training in January 2020.

**Fire Instructions**

These documents are made available to all staff and included in the School’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 separate guidance and a summary posted in each classroom.

These procedures will be reviewed at least annually.

Emergency contact and key holder details are maintained by Stockport Town Hallandupdated following any changes.

Personal Emergency Evacuation Plans (PEEPs) are to be completed to assist in the evacuation of a person with a disability.

**Fire Drills**

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

**Fire Fighting**

1. The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if they have received relevant training and it is safe to do so without putting themselves at risk**, using portable fire fighting equipment.
2. Ensure the alarm is raised BEFORE attempting to tackle a fire. Staff are made aware of the type and location of portable fire fighting equipment and receive basic instruction in its correct use.
3. **Details of service isolation points**:

i) GAS – School Boiler Room

ii) WATER – School Boiler Room

iii) ELECTRICITY – Site Manager’s Office

1. **Details of chemicals and flammable substances on site**. An inventory of these will be kept by the Site Manager, for consultation.

**APPENDIX 10**

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| **FIRE PREVENTION, TESTING OF EQUIPMENT** |

**TESTING OF THE FIRE ALARM SYSTEM**

Fire alarm call points will be tested weekly in rotation by the Site Manager, and a record kept in the fire log book. This test will occur on Fridays between 7am and 8am.

Any defects on the system will be reported immediately to Three Sixty SHG Ltd (Three Sixty), Email. [TSFMServices@wearethreesixty.ltd](mailto:TSFMServices@wearethreesixty.ltd), Tel. 0161 474 5557.

A fire alarm maintenance contract is in place with Barlows (sub contracted by Three Sixty SHG Ltd) and the system tested annually by them.

**INSPECTION OF FIRE FIGHTING EQUIPMENT**

Three Sixty SHG Ltd (Three Sixty), through their sub-contractor Barlows, undertake an annual maintenance service of all fire fighting equipment.

The Site Manager completes monthly 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 directly to Three Sixty SHG Ltd (Three Sixty).

**EMERGENCY LIGHTING SYSTEMS**

These systems will be checked for operation monthly in house by the Site Manager and **6 monthly** by Barlows (sub contracted by Three Sixty).

Test records are located in the School’s fire log book.

**MEANS OF ESCAPE**

The Site Manager completes daily checks for any obstructions on exit routes and ensures all final exit doors are operational and available for use.

**APPENDIX 11**

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| **FIRST AID AND MEDICATION** |

**FIRST AID KITS ARE LOCATED AT THE FOLLOWING POINTS:**

* In each classroom
* Outside the Headteacher’s Office
* Outside Year 3/Year 4 during lunchtimes

**The School Office** is responsible for regularly checking that the contents of first aid kits are complete and replenished as necessary. A check should be made at least termly. Emergency inhalers are located in the School Hall and in the disabled toilet area.

A defibrillator is available outside the Headteacher’s Office and outside Year 4. The School Office is responsible for checking the batteries and expiry date of the pads.

The majority of support staff are trained in basic first aid. A number of staff are also trained in paediatric first aid. Their names are displayed prominently around the School.

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

**TRANSPORT TO HOSPITAL**

If the first aider or Headteacher 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.

**ESSENTIAL CONTACT NUMBERS**

Hospital A&E department - **Stepping Hill** Hospital Poplar Grove Hazel Grove Stockport SK2 7JE. Tel. 0161 483 1010

**In EMERGENCY – Phone 999**

For non-emergency medical advice - Phone 111

**SCHOOL NURSE**

Heaton and Tame Valley Team

Stockport NHS Foundation Trust

Office: 0161 835 6076/ Mobile: 07738261225

Email:  Victoria.hudson@stockport.nhs.uk

Website: [www.stockport.nhs.uk](http://www.stockport.nhs.uk/)

**ADMINISTRATION OF MEDICINES**

All medication will be administered to pupils in accordance with the Local 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 Headteacher.

Records of administration will be kept by 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 a locked fridge in the Staff Room.

Where children need to have access to emergency medication i.e. asthma inhalers, epi-pen etc., they will be kept in the red medical kit bags in each classroom clearly labelled.

**Medical Conditions and Health Care Plans**

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

These plans are reviewed annually by the School Business Manager and the School Nurse and details of relevant children and written precautions/ procedures made available to staff.

Staff undergo specific training related to health conditions of pupils and administration of medicines (e.g. diabetes, epilepsy, anaphylaxis, etc.) by a health professional as appropriate. Training records are kept in the School Office.

**APPENDIX 12**

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| **FLAMMABLE AND HAZARDOUS SUBSTANCES, AND PERSONAL PROTECTIVE EQUIPMENT (PPE)** |

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 School’s nominated person responsible for substances hazardous to health is the Site Manager (who completed a COSHH Awareness course in January 2020)

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 e.g. 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.
* No new product is introduced to School without the express agreement of the Headteacher.

PPE is provided free of charge where the need is identified as part of the risk assessment. This includes gloves and, where necessary, goggles, and further details are provided in the COSHH assessments for products used in School. Requests for additional PPE for other activities will be considered favourably by the Headteacher, who will arrange the necessary purchase. Staff should not bring their personal items of PPE to School.

**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.
* The member of staff in charge of radioactive sources (RPS) is the Site Manager, and he is responsible for ensuring all records pertaining to radioactive sources are maintained.

**APPENDIX 14**

**GAS INSTALLATIONS**

#### 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 in the School Office.

A gas inspection contract is in place with Three Sixty SHG Ltd (Three Sixty) and undertaken every 5 years by them (last test January 2019). Next inspection due Jan 2024.

Any defects will be reported immediately to the School Business Manager.

**APPENDIX 15**

**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 Office.

A gate and barrier inspection contract is in place with Triad (sub-contracted by Three Sixty SHG Ltd and undertaken annually by them.

Any defects will be reported immediately to the School Business Manager,

**APPENDIX 16**

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| **HEALTH AND SAFETY INFORMATION & TRAINING** |

**Consultation**

The School Health & Safety Working Party is chaired by Trudy McLindon and meets termly, and health and safety is a regular agenda item of the full Governing Board. Working Party is The Chair of Governors, Business Manager and the Site Manager.

The full Governing Board meets three times per year at which it is ableto discuss health, safety and welfare issues affecting staff, pupils and visitors. Action points from meetings are brought forward for review by school management.

**Communication of Information**

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

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

For any clarification, advice and assistance the Headteacher will contact the Health, Safety and Wellbeing Team; Tel. 0161 474 3056 or email healthandsafety@stockport.gov.uk

**Health and Safety Training**

Health and safety induction training will be provided and documented for all new employees by the Headteacher, Katherine Muncaster.

The Headteacher 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, (e.g. use of hazardous substances, work at height, etc.);

Refresher training where required.

Training records are held by the School Business Manager, who is responsible for compiling records of relevant health and safety training 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 Headteacher will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing to the Headteacher’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.

**APPENDIX 17**

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| **HEALTH AND SAFETY MONITORING AND INSPECTIONS** |

A general inspection of the site will be conducted termly and be undertaken/co-ordinated by the Headteacher, the H&S Governor, the School Business Manager and the Site Manager.

Monitoring inspections of individual classrooms will be carried out by class teachers who carry out annual risk assessments and ensure that their classrooms are safe and free of unnecessary obstructions and hazardous items.

The person(s) undertaking such inspections will complete a written risk assessment and submit this to the Headteacher. Responsibility for following up items detailed in the safety inspection report will rest with the Headteacher, the School Business Manager and the Site Manager.

The Health & Safety Governorwill be involved/undertake an audit/inspection on an annual basis and report back to both the relevant Committee and full Governing Board 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.

**APPENDIX 18**

**HEATING AND VENTILATION SYSTEMS**

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, to the School Office.

A gas inspection contract is in place with Dodd Group (sub-contracted by Three Sixty SHG Ltd and undertaken annually by them.

Any defects will be reported immediately to the School Business Manager.

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 Office.

A heating control inspection contract is in place with Three Sixty SHG Ltd (Three Sixty) and undertaken annually by them.

Any defects will be reported immediately to the School Business Manager.

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 Office.

A ventilation system inspection contract is in place with Impact Hygiene (sub contracted by Three Sixty SHG Ltd) and undertaken annually by them.

Any defects will be reported immediately to the School Business Manager.

**APPENDIX 20**

**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 Local 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.

**APPENDIX 22**

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| **LEGIONELLA** |

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

For any clarification, advice and assistance the Headteacher will contact the Health, Safety and Wellbeing Team; Tel. 0161 474 3056 or email healthandsafety@stockport.gov.uk

The Duty Holder is the Headteacher.

The School Business Manager attended a Managing Health and Safety in Schools Course in July 2022 which included ‘Managing Legionella’.

TECS (sub-contracted by Three Sixty) conduct monthly water hygiene visits.

HSL (sub-contracted by Three Sixty) conducted the last Legionella Risk Assessment (January 2021). These inspections occur biennially.

The Site Manager is responsible for ensuring that operational controls are being conducted and recorded in the water log book.

The Site Manager will be responsible for undertaking basic operational controls in lieu of a water risk assessment.

This will include identifying and flushing rarely used outlets on a weekly basis and after school holiday periods.

**APPENDIX 23**

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| **LETTINGS/SHARED USE OF PREMISES** |

Lettings are managed by the School Business Manager, following Local Authority guidance.

A specific Lettings Policy is provided to persons hiring the School buildings/grounds, which details the specific restrictions on use of equipment, staffing requirements, first aid provision, fire and emergency arrangements, emergency lighting, public entertainment licence, etc.

**APPENDIX 24**

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| **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.** **The Site Manager carried out a Manual Handling course in March 2020. Annual whole school manual handling training is offered by the LA’s Health, Safety and Wellbeing Team.**

All manual handling activities which present a significant risk to the health and safety of staff will be reported to the Headteacher, Katherine Muncaster, 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).

Staff who help support pupils with challenging behaviour undergo ‘Team Teach’ training which includes a range of de-escalation and positive handling techniques.

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 Office.

An equipment inspection contract is in place with Three Sixty SHG Ltd (Three Sixty) and undertaken annually by them.

Any defects will be reported immediately to the School Business Manager

**APPENDIX 25**

**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](http://www.hse.gov.uk/work-equipment-machinery/inspection.htm)[1] and [maintenance](http://www.hse.gov.uk/work-equipment-machinery/maintenance.htm)[2]). 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](http://www.hse.gov.uk/work-equipment-machinery/thorough-examinations-lifting-equipment.htm)[3]'. 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.

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

An equipment inspection contract will be put in place when the hoist becomes operational.

**APPENDIX 27**

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| **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 Headteacher’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, e.g. access to a telephone or mobile telephone, etc.
* When working off site (e.g. when visiting homes) notify a colleague of their whereabouts and the estimated time of return. Staff undertaking home visits should 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.

**APPENDIX 29**

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| **OFFSITE VISITS** |

All offsite visits and journeys will be planned following Local Authority procedures and guidance

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 Headteacher 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 Headteacher,who will check the documentation and planning of the trip and if acceptable approve the visit.

The Local Authority’s Health and Safety Team must be notified of all Level 3 and 4 visits using an on-line form. In general, such visits/journeys involve hazardous and/or adventurous activities, on a daily basis, to remote or demanding geographical areas or residential visits. The link to the on-line form is hosted on both Office Online and SLA Online. The H@S team have also provided a toolkit to help staff navigate the new procedure.

Any questions should be directed to;

Ann-Marie McCullough - Health, Safety & Wellbeing, People & Organisational Development, Stockport MBC

Tel No. 0161 474 4290

E-mail ann-marie.mccullough@stockport.gov.uk

**APPENDIX 30**

**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

An equipment inspection contract is in place with Triad (sub-contracted by Three Sixty SHG Ltd and undertaken annually by them.

Any defects will be reported immediately to the School Business Manager.

**APPENDIX 31**

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| **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.

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

Equipment restricted to those users who are authorised/have received specific training is labelled accordingly.

All staff are required to report to the School Business Manager or the Headteacher 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**

Class teachers 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 Inspexx (sub-contracted by Three Sixty SHG Ltd).

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

Major fixed wiring circuits will be checked at least once every five years (last inspection January 2020).

**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 the Site Manager will conduct a formal termly inspection of the equipment. PE and Play equipment is subject to an annual inspection by Triad (sub-contracted by Three Sixty SHG Ltd.

**APPENDIX 32**

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| **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 the Headeacher following Local Authority guidance.

These risk assessments are available for all staff to view and are held centrally on in the School/Headteacher’s 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 class teachers.

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 teachers and subject leaders 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 via the lesson plan.

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.

**APPENDIX 34**

**STAGE EQUIPMENT**

The inspection and testing of stage lighting equipment is subject to ‘Safe Work of Equipment Regulations1998’.

An annual test is required to test and inspect the electrical and mechanical aspects of equipment used in school productions.

In the event of any items being identified as unsafe, these will be taken out of service immediately and the school informed.

A full report should be provided to the school with test results, system condition and repairs required.

A stage equipment inspection contract is in place with Torpedo (sub-contracted by Three Sixty SHG Ltd and undertaken annually by them.

Any defects will be reported immediately to the School Business Manager.

**APPENDIX 36**

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| **STRESS/WELLBEING** |

The School and Governing Board 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.

The School’s wellbeing co-ordinator is the Headteacher.

* Each member of staff is encouraged to set their own well-being objectives through the appraisal/performance management cycle.
* Any concerns over well-being or stress should be raised with the Headteacher or a member of the School’s core leadership team.
* In particularly stressful circumstances, a stress risk assessment may be completed.

**APPENDIX 38**

**TREE SURVEYS**

It is recommended that surveys of trees on school land should be carried out every 2 years by a specialist contractor.

Tree work is usually identified in Priorities 1, 2 and 3. Priority 1 is the most urgent work and should be carried out within the next 3 months or at the earliest opportunity

Ideally priority 2 work should be carried out at the same time, however, by definition, this work is not as urgent as the priority 1 work and could be left for twelve months when it can be reviewed on the next inspection, as could all priority 3 works

All work is carried out to B.S.3998 Recommendations for tree work.

Both method statements and risk assessments should be made available.

All waste should be carried and disposed of under a waste transfer note as covered in the Environmental Protection Act 1990.

A full report should be provided with the location and condition of all trees on the School site, which is kept in the School Office.

A tree inspection contract is in place with Hale Grounds Maintenance and undertaken by them.

Any defects will be reported immediately to the School Business Manager.

**APPENDIX 39**

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| **VEHICLES ON SITE** |

Vehicular access to the School is restricted to School staff and visitors only and is 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.

Vehicles using the School car park must take particular care when reversing due to the constricted space, and equal care when exiting to the main road because of visibility restrictions.

**APPENDIX 40**

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| **WORK EXPERIENCE** |

The School has a separate work experience policy which is regularly reviewed and updated. The Headteacher 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 people2 and supporting documentation completed.
* Where work placements form part of the vocational qualification offered by an 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 on to 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.

In order to be deemed competent an individual should hold a suitable nationally accredited/recognised qualification(s) eg. 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, 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..

**APPENDIX 41**

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| **WORK AT HEIGHT** |

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 on to chairs etc.

The School’s nominated person responsible for work at height is the Headteacher.

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.

Before allowing any member of the team to work at height work the Headteacher must instruct workers to follow these simple steps:

* **avoid** work at height where it's *reasonably practicable This means balancing the level of risk against the measures needed to control the real risk in terms of money, time or trouble. However, you do not need to take action if it would be grossly disproportionate to the level of risk to do so.*
* where work at height cannot be easily avoided, **prevent** falls using either an existing place of work that is already safe or the right type of equipment. Ladders must be of an appropriate type and properly secured.
* **minimise** the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated. In particular your workforce must not be allowed to work at height if they are working alone outside normal operating hours.

Staff must take care when using steps and should refer to the Site Manager, when high lifting is required. The Site Manager has undergone Working at Height Awareness training (March 2020)

Pupils must not be required to work at height under any circumstances.

Contractors working at height will be supervised in their activities by the Site Manager and risk assessments may be carried out under specific circumstances, such as maintenance of the School roof.

Members of staff are not required to access the School roof.

Dos and don’ts of working at height

**Do….**

* as much work as possible from the ground
* ensure workers can get safely to and from where they work at height
* ensure equipment is suitable, stable and strong enough for the job, maintained and checked regularly
* take precautions when working on or near fragile surfaces
* provide protection from falling objects
* consider emergency evacuation and rescue procedures

**Don’t…**

* overload ladders – consider the equipment or materials workers are carrying before working at height. Check the pictogram or label on the ladder for information
* overreach on ladders or stepladders
* rest a ladder against weak upper surfaces, e.g. glazing or plastic gutters
* use ladders or stepladders for strenuous or heavy tasks; only use them for light work of short duration (a maximum of 30 minutes at a time)
* let anyone who is not competent (who doesn’t have the skills, knowledge and experience to do the job) work at height

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 School’s behalf. [↑](#footnote-ref-1)