

Beaver Road Primary School

HEALTH and SAFETY POLICY.

Version	Changed by	Comments / Changes	Date
0.1 Draft	Education Business Services	First draft	24 th April 2003
1.0	Andrew Harty	Reviewed & agreed at full governors meeting	6 th July 2009

HEALTH AND SAFETY POLICY FOR BEAVER ROAD PRIMARY SCHOOL.

This statement of Safety Policy is produced in respect of Beaver Road Primary School and forms the basis of future planning and implementation of Health and Safety matters within the school.

1. STATEMENT OF GENERAL POLICY.

- 1.1 The Governing Body is working in conjunction with information, procedures and codes of practice implemented by the Health and Safety Policies of both, Manchester City Council and the Manchester City Council Education Committee. All Information will to be properly communicated to the Governing Body along with relevant Health and Safety Acts and Regulations as indicated in this policy.
- 1.2 The planning and implementation of the policy is the direct responsibility of the Headteacher, ensuring that Managers, Teachers, Supervisors and all employees at all levels are required to co-operate with it. Arrangements are also made to bring it to the notice of all staff, including new employees and supply teachers, agency workers and volunteers.
- 1.3 The Governors recognise the need to consult staff on Health and Safety matters and the need to consult individuals before allocating particular Health and Safety functions. The School's Health and Safety Committee has been established for this purpose.
- 1.4 It is the Governors policy to take steps within their power to prevent personal injury, health hazards and damage to property. It is also the Governors policy to extend this protection to pupils, contractors and members of the general public from foreseeable risks as far as are practicable.
- 1.5 The Governors recognise their responsibility under the Health and Safety at Work Act so far as is reasonably practicable to:
 - a) Provide site, equipment and systems of work which are safe and without risks to health,
 - b) Make arrangements for ensuring (as far as is reasonably practicable and without risks to health), the safe handling, storage and transportation of articles and substances.
 - c) Provide adequate training, information, instruction and supervision as far as is reasonably practicable to enable staff employed in the school and pupils to perform their work in safety and efficiently.
 - d) To promote the development and maintenance of sound safety, health and welfare practices.
 - e) To maintain the premises in a condition that is safe and without risk to health and the maintenance of access to and egress from the premises.
 - f) To provide and maintain a working environment that in so far as is reasonably practicable is safe, without risk to health and includes adequate welfare facilities for staff and pupils.
 - g) To ensure sufficient funds are available to provide as necessary protective clothing/equipment to all staff employed in the school, for the safe use of machinery, equipment and substances.
 - h) Maintain a close interest in all Health and Safety matters insofar as they affect activities in the premises under the control of the school.

- 1.6 It is recognised by the Governors that whilst the Local Education Authority would be responsible for capital expenditure, central administration and subsequently professional advice and information in Health and Safety matters, any change in those responsibilities may involve the school seeking outside specialist/consultants.
- 1.7 The school Governors will require the School Business Manager to present periodic reports on Health and Safety matters in order to determine the strengths and weaknesses and to determine the way forward.
- 1.8 All employees have a legal responsibility to co-operate with the employer and therefore the Headteacher or his delegated representative (SBM) so as to achieve a healthy and safe workplace and to take reasonable care for themselves and others who may be affected by their actions and/or omissions.
- 1.9 The Governors feel strongly that Health and Safety is an area where everyone involved in the school needs to work in partnership. The Health and Safety at Work Act places responsibilities on both employers and employees: - the Health and Safety of those who work and are taught in the institution is the common objective of us all.
- 1.10 Governors are aware that employee's responsibilities fall on every individual member of staff and that they all have a degree of accountability.

2. **ORGANISATION.**

2.1 The Governors.

- 2.1.1 The Governors recognise the need to identify organisational arrangements in the school for implementing, monitoring and controlling Health and Safety matters. The Governors will try to ensure that the school budgets reflect the finance necessary to implement Health and Safety matters. Governors will satisfy themselves in consultation with the Headteacher/SBM that the provisions of Health and Safety legislation relating to buildings, equipment and staff are being met. To this end Governors have constituted a Health and Safety Sub-committee, which will meet from time to time as appropriate, receive reports from the Headteacher/SBM and carry out Health and Safety inspections. They may also establish a School Safety Committee with Trade Union Safety Representative input if found necessary. A summary of the individual duties including reporting arrangements and hence the organisation and accountability are as follows: -

2.2 The Headteacher.

- 2.2.1 The Headteacher is responsible and accountable to the Governors for implementing this school safety policy and for all matters relating to Health, Safety and Welfare within the establishment.
- 2.2.2 The management of certain day-to-day Health and Safety matters (NB duties not responsibility) will be delegated to SBM.
- 2.2.3 The Head (or delegated representative) must be aware of all the contracts and/or third parties entering the school to undertake maintenance, service or works contracts. When contractors carry out building or plant maintenance work, it is the employer's responsibility to ensure that a competent contractor is employed and to oversee the planning and safe execution of the work.
- 2.2.4 The Governors will require the Headteacher to ensure the school safety policy is effectively implemented and understood at all levels. The policy will be regularly monitored, effectively controlled and revised as necessary.
- 2.2.5 The Head is responsible for ensuring that all new, amended or dated material regarding Health and Safety matters is brought to the attention of the relevant personnel immediately upon receipt and of sending a copy to the Chair of the Governors Health and safety Sub-committee and appropriate Senior Manager.

IT IS IMPERATIVE THAT THE HEAD CARRIES THIS OUT.

- 2.2.6 The Head (or delegated representative) must ensure that the agreed procedure for reporting all defects, hazards and problems regarding Health and Safety matters functions efficiently and effectively.
- 2.2.7 The Head will arrange that all accidents are investigated immediately following their occurrence and that accidents are reported in accordance with the Education Committees procedures.
- 2.2.8 The Head (or delegated representative) will arrange for the establishment of emergency procedures as appropriate (e.g. fire procedures) and for periodic testing e.g. by means of fire drills and testing of fire alarms.
- 2.2.9 The Head (or delegated representative) will ensure that a record of such tests is kept together with a record of fire drills, alarm checks and back-up battery checks for inspection as required.
- 2.2.10 The Head (or delegated representative) will arrange for the frequent and regular inspection of the premises and of equipment in order to identify any defects, which may be present.

- 2.2.11 The Head (or delegated representative) will arrange for the reporting and as appropriate the repair, of any defects in the workplace or equipment and the withdrawal from service of any equipment, which is made unsafe because of such defects.
- 2.2.12 The Head will bring to the notice of the Chief Education Officer any matter affecting health and/or safety of staff or pupils, which is beyond the scope of own authority to deal with.
- 2.2.13 The Head (or delegated representative) will liaise as appropriate with staff of other departments of the Council in order to ensure that work is carried out by them on the premises is done without risk to themselves, staff or Pupils/visitors.
- 2.2.14 The Head will be a member of the school Safety Committee, arranging meetings as necessary to resolve uncertain areas of responsibility, considering problems or recommendations and referrals to the Governing Body (via the Governors Health and Safety Committee).
- 2.2.15 The Head (or delegated representative) will seek advice, when appropriate, from outside agencies that are able to offer expert opinions.
- 2.2.16 The Head (or delegated representative) shall have the right to stop what are considered unsafe practices, or the use of any plant tools equipment, machinery etc., which is equally considered to be unsafe.
- 2.2.17 The Head (or delegated representative) shall arrange for improvement to premises and (with appropriate members of staff) plant tools equipment, which are the establishment's responsibility.
- 2.2.18 The Head with the Health and Safety Committee shall review from time to time: -
- a) The necessary repairs and maintenance
 - b) The provision of First Aid in school.
 - c) Fire and evacuation procedures.
 - d) Other emergency and security procedures.
- 2.2.19 The Head will monitor, ensure and inform the Governing Body that appropriate training has been or will be given to staff to enable them to fulfil their responsibilities. This will be done so the duties can be carried out in a safe manner and to ensure that members of staff are made aware of any hazards relating to their work and the methods employed to deal with such hazards. This must include new appointments and transfer of staff within the premises to other functions. This will be delegated to the SBM.

- 2.2.20 The Head will ensure that all schemes of work for pupils, including work experience arrangements (if applicable) provide adequate information, instruction and supervision for Health and Safety matters.
- 2.2.21 The Head (or his delegated representative) may consult with approved trade union representatives on all health, safety and welfare matters and co-operate with them in the execution of their duties if judge necessary.
- 2.2.22 The Head will at all times ensure that all members of staff maintain adequate supervision in respect of any person over whom they exercise control i.e. staff and/or pupils particularly when they are concerned with potentially dangerous machines, substances or activities.
- 2.2.23 The Head will ensure that all members of staff are made familiar with the procedures to be followed in case of fire or other emergency and know the location of and how to use fire equipment.
- 2.2.24 The Head shall ensure that all members of staff consult where necessary with the LEA Safety Officer to ensure that equipment and methods of working are safe and without risk to health and comply with the relevant statutory requirements.
- 2.2.25 The Head shall arrange for the Safety Officer and/or workplace Safety Representatives to be accompanied on inspections if required and co-operate with them on matters of Health and Safety.
- 2.2.26 The Head (or delegated representative) will arrange for the review as appropriate of methods of work with particular regard to the introduction of new equipment, materials or substances.
- 2.2.27 The Head (or delegated representative) will ensure that safety manuals, codes or practice; guidance notes etc. are readily available in the appropriate departments for staff reference.
- 2.2.28 The Head shall apply the Governors Policy for off-site visits and outdoor pursuit's activities.

2.3 Furthermore the Head or Delegated Representative(s) is

- 2.3.1 To be responsible for co-ordinating all contractual work and maintenance carried out on school premises. Day to day oversight will be delegated to the SBM.
- 2.3.2 To liaise with all responsible members of staff and to ensure safety procedures and policy agreements are adhered to and are reflected in the different areas of the Safety Policy.

- 2.3.3 To ensure that all relevant regulations, codes of practice and guidance notes appropriate to specialist area are communicated.
- 2.3.4 To ensure insofar as is practicable that strict procedures are laid down for building work such as roofing, excavation and drainage, alterations to building structures, refurbishment and renovations or remodelling schemes.
- 2.3.5 To ensure good communications relating to Health and Safety matters within the school.
- 2.3.6 To be responsible for liaising with City Engineers over Health and Safety matters regarding “Grounds and Maintenance Service Contracts”. Day to day oversight will be delegated to the SBM.
- 2.3.7 To be responsible for identifying the location of known hazardous substances and materials (e.g. asbestos, lead, radioactive materials, flammable materials etc.).
- 2.3.8 To be responsible for providing a procedure to ensure that where showers have not been used for 2/3 days, flushing is carried out in accordance with LM21. The Senior Manager should also be aware of the HSE Guideline HS (G) 70 “The Control of Legionellosis” and arrange the carrying out of risk assessment of the premises.
- 2.3.9 To be responsible for ensuring competent person(s) or specialists are consulted as necessary to advise on Health and safety matters. Areas of concern are likely to be technical issues, sampling, monitoring and auditing requirements.
- 2.3.10 To be responsible for ensuring that property surveys of the school building are carried out and those regular inspections are completed with defects reported accordingly.
- 2.3.11 Responsible for co-ordinating the implementation of COSHH Regulations and of ensuring that the Site Manager, teaching & support staff and other relevant staff take appropriate action under these regulations.
- 2.3.12 To hold available for inspection a COSHH file containing assessments of chemical risk as well as control measures to be taken by other appropriate staff. This file should contain a complete inventory along with their location. A copy of this list should also available in the Business Office.
- 2.3.13 To be responsible for organising the yearly check of all portable electrical equipment and of ensuring that a central register of this equipment is kept and all staff are aware of the need for electrical safety checks.

2.4 Teachers

2.4.1 Teachers have a duty to: -

- (i) Develop safety awareness within their respective classroom.
- (ii) Initiate and participate in accident investigations where necessary.
- (iii) Take immediate action to stop unsafe practices and the use of unsafe equipment and inform the Head/SBM as soon as possible.
- (iv) Enforce all rules and regulations concerning the use of guards and/or protective clothing/equipment (if applicable).
- (v) Maintain, good housekeeping in their classroom at all times.

2.4.2 Teachers are responsible and accountable to the Head for all matters relating to health, safety and welfare within their classroom .

2.4.3 In the exercise of this responsibility Teachers must ensure that: -

- (i) All staff under their control receives instruction in their duties, regarding Health and Safety matters.
- (ii) All staff under their control is adequately trained to carry out their duties efficiently and effectively.
- (iii) Heads of specific curricular areas must make themselves aware of regulations, codes of practice and guidance notes appropriate to their specialist areas.
- (iv) All statutory notices placards; regulations are displayed as appropriate to their workplace.

2.4.5 All problems, defects and hazards in their classroom are reported to the Site Manager.

2.4.6 A copy of the Fire Drill regulations and assembly points are prominently displayed in all rooms and/or areas for which they are responsible.

2.4.7 They carry out regular safety inspections of their classroom

2.4.8 They report and if appropriate make recommendations to the Headteacher, Line Manager, on any practices, premises, equipment etc. which give rise to Health and Safety concerns.

2.5 Teachers must also.

- 2.5.5 Take responsibility and accountability for the implementation of the school safety policy in the performance of their duties.
- 2.5.6 Be familiar with the school's safety policy, the implementation of that policy and equally any procedures, arrangements and practices relating to their classroom as well as its policy.
- 2.5.7 Conform to responsibilities as laid down in the School Policy and its safe working arrangements.
- 2.5.8 Ensure that where conditions apply, all pupils or persons under their control receive instruction to operate in a safe and efficient manner.
- 2.5.9 Report to the Site Manager and Line Manager, all problems, defects and hazards that are brought to their notice.
- 2.5.10 Supply Teachers are made aware of the school Health and Safety Policy and of any special arrangements, procedures, relating to their work area before commencing work.

2.6 Site Manager.

- 2.6.1 The Site Manager is responsible and accountable to the Head/SBM for all matters relating to health, safety and welfare within the sphere of her/his activity.
- 2.6.2 The Site Manager must ensure he is familiar with the schools Safety Policy and that cleaning staff are equally aware of any implications of the policy as it affects their work activities (e.g. storage arrangements for materials, equipment, substances etc.).
- 2.6.3 The Site Manager must report to the Head/SBM using the school's procedure when reporting defects, hazards that are brought to her/his notice.
- 2.6.4 The Site Manager is responsible for ensuring that everything received from suppliers (for direct school use), machinery, equipment, substances etc. is accompanied by adequate information and instruction prior to use. For example Manufacturers Data Sheets.
- 2.6.5 In the case of cleaning equipment the Site Manager is responsible for ensuring that staff under her/his controls are adequately informed, instructed and trained in using all such items before actual use.
- 2.6.6 The Site manager must inform the Head/SBM whenever contractors are due to enter the school to undertake maintenance, service or works contracts.

2.6.7 The Site Manager should carry out weekly inspections of both the interior and exterior fabric of the building and either takes appropriate remedial action or report matters of a Health and Safety nature to the Head/SBM.

2.7 Trade Union Appointed Workplace Safety representative(s).

2.7.1 These Safety representatives will be encouraged by the Head to fulfil their duties as well as being released for appropriate training. The Head/SBM will also consult regularly with the Safety representatives on Health and Safety matters, normally via the School Safety Committee.

2.7.2 She/he will be entitled to inspect the school in accordance with agreed Trade Union procedures.

2.7.3 The time scales for such inspections, monitoring and auditing procedures will be arranged in consultation with the Head.

2.7.4 The Safety Representative has the right to receive any subsequent reports regarding accidents, injuries and any inspections carried out by HSE or other authoritative bodies.

2.8 School Staff/Employees.

2.8.1 All staff/employees must be made aware of what is expected of them and in particular in relation to the department in which they work. Departmental procedures and practices must be clearly defined with adequate instruction and training provided as necessary.

2.8.2 All staff/employees have responsibilities under the Health and Safety at Work Act and are required to report any possible hazards to the Site Manager and Line Manager.

2.8.3 All staff/employees are given access to the schools Health and Safety policy and are to make themselves familiar with all documents relating to Health and Safety in the school. They should pay particular attention to their particular work activities.

2.8.4 A copy of the school Health and Safety policy is available at all times in the Staff Preparation Room (PPA Room.)

2.9 Role of Specialist Advisors.

- 2.9.1 The Governors recognise there will be occasions when the school will require specialist advice on air monitoring, local exhaust ventilation systems (LEV) specific inspections, etc. The procedures to be adopted and recommendation for outside advice will be decided and clarified at the Governors Health and safety Sub-committee level.

3 ARRANGEMENTS.

3.1 School Safety Committee.

The membership of the Safety Committee includes:

The Headteacher, Chair of the Governors' Health and Safety Sub-committee, a school designated representative with Health and Safety responsibility, e.g. Deputy Head, SBM, etc. If required, or necessary a Trade Union Safety Representative might be included.

4 GENERAL MATTERS.

4.1.1 Accident reporting/Investigation.

The reporting procedures are:

If any member of staff (teaching or support staff), pupils, parents, visitors, contractors etc, is involved in an accident in school it should be reported to the Business Office. A member of staff in the Business Office will ask for an Accident Form to be completed and signed. The SBM will read the accident report and determine if there are any risk controls that can be put into place to stop the accident happening again. The SBM may ask the individual for more information or ask to be taken to the location where the accident occurred. If necessary Risk Controls will be put into place, recorded and filed in the Accident Reports File in the Business Office.

Fatal or major injuries should be reported by telephone to the Chief Education Officer. In the event of a fatal or major injury or a "reportable dangerous occurrence", nothing at the site of the accident must be moved except for the purpose of helping the injured until an investigation has been carried out. Trade Union Safety Representatives must be informed of major injuries and dangerous occurrences in order to carry out or participate in an accident investigation. Where appropriate, witness statements should be obtained. All records should be retained for at least five years. Where an employee is incapacitated from work, as a result of an accident, for more than three consecutive days or has spent more than 24 hours in hospital a written report is required by the HSE within seven days of the accident. A written confirmation of incidents reported by phone is also required (RIDDOR.)

4.1.2 Emergency procedure for accidents involving a pupil.

If it is appropriate to give First Aid for trained designated first aider. Non first aiders should locate the nearest or duty first aider.

Medical room or first aid area are not to become a repository for “sick” children. If a pupil is too ill to remain in a lesson parents should be contacted to pick their child up.

If a student is taken seriously ill and on advice of a qualified first aider requires an ambulance then the usual procedure is to ask the office to phone 999 for an ambulance. They will then carry out the following procedures:

- (i) Record the member of staff making the request and the time, the name of the pupil and class and the symptoms affecting the pupil.
- (ii) It should be ascertain from the member of staff making the request, who is going to accompany the pupil to hospital and note.
- (iii) Inform the nearest member of the Senior Management Team who will arrange cover for class being left and/or accompany the student to hospital or arrange for another member of staff to do so.
- (iv) Find the emergency contact number of the pupil and arrange parents/guardians to meet the ambulance at the appropriate hospital.

If an undue delay appears likely then staff should contact the ambulance service direct but then advise school office that will then inform the nearest member of the Senior Management Team.

4.1.3 First Aid Provision.

The name of all first aid trained staff is available in the PPA Room. There are a number of trained first-aiders on site who have appropriately stocked first aid boxes. These cover all high-risk areas (e.g. Science, Technology, and PE etc.). The Senior Leadership Team will ensure that a timetable indicating the location of trained first aiders is produced early in the school year. A copy will be available in the PPA Room.

4.1.4 Fire precautions.

The arrangements for general fire safety will be in accordance with details in the Fire Safety Policy (copy available in PPA Room.) The school “Fire Log Book” will be used to record tests, drills, training, and visits by the Fire Officer Etc.

4.1.5 Housekeeping (Cleaning Arrangements).

Heads of Year Groups will make regular checks of their year groups maintaining tidy, clean work areas and adequate storage space.

4.1.6 VDU Regulations.

Workstation and Personnel Assessment will be carried out under Health and Safety (Display Screen Equipment) Regulations. Eyesight tests will be made available. Remedial action will be taken when considered necessary. See SBM if you require an eyetest.

5 **TRAINING.**

Training is always to be viewed as a constant requirement, based on the ability to recognise who requires it and when. New employees/entrants and supply staff will require either a level of awareness relevant to their task or a more in-depth training programme. New technology, legislation, regulation and standards are all factors, which determine a fresh approach to training requirement, and indeed a re-training programme for existing staff.

5.1.1 There are various categories of training requirements in school. They can be defined as induction, training informative/awareness training and specific “hands-on” training.

5.1.2 Induction Training.

This will apply to new employees. They will be made aware of policies and procedure, fire precautions, first aid and welfare arrangements. This will take place in inset days at the beginning of the academic year. Training delivered by Senior Leadership Team.

5.1.3 Specific Training.

This is a “hands-on” training approach where it is recognised by Governors that employees will require an accepted level of competence to perform their tasks. e.g.

- (i) **First Aid** – The school will maintain adequate members of staff trained in first aid.

6 **STATUTORY REQUIREMENTS.**

6.1.1 COSHH (Control of Substance Hazardous to Health).

The Governors recognise the need for the school to carry out risk assessment of all areas in accordance with the regulations.

6.1.2 It is a legal requirement to carry out risk assessments for operations involving chemicals and mechanical and electrical hazards. Heads of year groups will be required to make provision for this in their departmental safety policy.

6.1.3 Working in conjunction with the school chemical register and the SBM, member of staff responsible for COSHH, it will be ensured that assessments have been carried out and that further monitoring is in place as required.

No new substances must be taken into use in the school until they have been cleared with the designated member of staff.

Review of practise and procedure must take place periodically in all areas of the School.

Heads of year groups are advised to consult with the SBM if they have any doubts in this area.

6.1.4 The Governors recognise there will be occasions to refer to outside specialists for air monitoring and the checking of ventilation systems already installed for the removal of dusts, vapours, gases etc.

Provision will be made to ensure this takes place regularly. A register of all such tests will be kept by the SBM.

6.2 Checking of Portable Electrical Equipment.

6.2.1 All staff have a responsibility as users for carrying out a visual check of all electrical equipment so as to ensure that cables are in good condition, are secured in the cord grip and that the plug is not damaged.

6.2.2 All staff have a responsibility as users for ensuring that there are no trailing leads, that is this is unavoidable then safety mats cover the leads and that all electrical equipment (especially computers), which is not required to be left on, is switched off after use.

6.2.3 All staff have a responsibility for ensuring that after equipment use all trailing electrical flex is safely wound up.

6.2.4 The SBM will ensure that all portable electrical equipment is checked once per annum.

- 6.2.5 The testing and checking of the school's fixed electrical installation is carried out on a five yearly basis as per the requirements of the Electricity at Work Regulations of 1989 and to the standards of the Institute of Electrical Engineers.
- 6.3 Site Machinery/Equipment.
- 6.3.1 The Governors recognise that initially it may be required to seek specialist advice in determining the safety requirements for:
- (i) Adequate and correct guarding of machinery.
 - (ii) General inspection of site, equipment and machinery.
 - (iii) Storage and transportation of toxic substances, gasses etc.
 - (iv) Disposal of toxic and other waste substances and materials.
- 6.3.2 It is recognised that certain items of machinery/equipment need to be checked and certificated in accordance with legislation and this should be arranged by the SBM who will record the information and share this information with the Health and Safety Committee/LEA Health and Safety Officer upon request.
- 6.3.3 SBM in conjunction with Cleaning Agency will be responsible for defining safe systems of work for cleaning and maintaining machinery/equipment/site.
- 6.4 Contractors on Site.
- 6.4.1 All contractors entering or working on school premises will be the responsibility of the Head/SBM/ Site Manager.
- 6.4.2 Appropriate details of the Health and Safety Policy will be conveyed to all known contractors by the SBM. It may be necessary for pre-contract meetings to be held to arrange work methods and safety precautions. The ultimate responsibility that contractors are in fact complying with agreed practices is that of the Headteacher:
- 6.4.3 It will be the responsibility of the School Office to enter details of all visitors in the School Visitors book. Appropriate collection of or guidance to the person being visited is given. All visitors will have their attention drawn to fire/emergency procedures. The visitors' book will be retained for a period of three years.
- 6.4.4 The Headteacher/SBM will be responsible for setting out safe systems for maintaining the fabric of the buildings and making Governors aware of any specific problems.
- 6.4.5 Contractors using naked flame at the school are issued with Hot Work permit before any work is started.

6.5 Off-site and Outdoor Pursuits Trips.

6.5.1 Procedures for off-site visits and Outdoor Pursuits trips are as in the Governors Policy Statement. Only staff recognised through National Qualifications (which should always be checked in advance) or who are registered under the LEA Registration Scheme may supervise Outdoor Pursuits Activities. The Head of PE and Outdoor Pursuits are responsible for keeping the school register of Outdoor Pursuits qualifications.

6.6 Emergency Procedures.

6.6.1 In the event of accidents, fires, explosions and spillages the Head/SBM must be immediately informed.

6.7 Work Experience.

6.7.1 The Head of Careers is directed to make her/him aware of and act on any guidance provided on placement and inspection procedures.

6.8 Use of School Premises Outside Hours.

6.8.1 The Governors Letting Policy is now operative.

6.9 Security to Prevent Unauthorised Access.

All staff must wear security passes at all times and ensure their visitors report to the school office.

6.10 Noise and Vibration.

6.10.1 The Governors recognise there may be problems experienced with noise and vibration. Staff to report to SBM who will report all such cases, when and if required and necessary specialist advice will be sought to monitor the hazard.

6.11 Communicating Information to Employees.

6.11.1 The Head/SBM will be responsible for ensuring that any regulations, information, guidance notes etc, received are passed immediately to staff that have a direct interest.

6.11.2 As this will normally relate to Curriculum activities, the information will have to be passed on or highlighted in that Curriculum area's Safe Systems of Work.

6.12 Reference Material.

6.12.1 The requirements for the display of appropriate safety signs, notices, placards etc., are the responsibility of the Headteacher/SBM.

7 HEALTH AND SAFETY PERFORMANCE.

7.1 The Governors will require in the Head's report a commitment by the Headteacher that Curriculum Area's self inspection has been carried out and that monitoring to substantiate this has been undertaken by a suitably qualified and experienced person(s.)

7.2 The Governors with the Head will identify from the report, strengths and weaknesses in the conduct of Curriculum area inspections, in order to remedy situations and to plan successfully, future objectives regarding Health and Safety matters.

8 AUDITING.

8.1 The Governors will also require in the report an audit on Health and Safety matters, providing an objective assessment. The audit should provide an examination of departmental records. The audit will be carried out periodically by the LEA.

8.2 Other areas of concern for auditing will be:

- (i) the policy – is it working, how effective and at what levels?
- (ii) the organisation – does it function properly, does it plan and implement and does it monitor and control?
- (iii) Inspection Procedures – by whom, what standards, what training and so on?

9 RESPONSIBILITIES.

The overall and final responsibility for Health and Safety within the establishment and for ensuring that the detailed requirements of this policy are carried out is that of the Headteacher. Everyday functions are delegated to designated member of staff.

9.2 The following listed members of staff are responsible for Health and Safety matters in specialist areas:

(i)	General Building – Caretaking- Site Manager.	Linda Melia delegated to
(ii)	General school external and internal fabric	Linda Melia delegated to
(iii)	Cleaners store areas Shawcare.	Linda Melia delegated to
(iv)	General Building – Cleaning-	Linda Melia
(v)	General Building – Administration	Linda Melia
(vi)	General Building – Reprographics	Linda Melia
(vii)	Classroom Nursery	Julie Mellish
(viii)	Classroom Reception	Julie Mellish
(ix)	Classroom YR1	Julie Mellish
(x)	Classroom YR1	Julie Mellish
(xi)	Classroom YR1	Julie Mellish
(xii)	Classroom YR2	Julie Mellish
(xiii)	Classroom YR2	Julie Mellish
(xiv)	Classroom YR2	Julie Mellish
(xv)	Classroom YR3	Paul Anderson
(xvi)	Classroom YR3	Paul Anderson
(xvii)	Classroom YR3	Paul Anderson
(xviii)	Classroom YR4	Paul Anderson
(xix)	Classroom YR4	Paul Anderson
(xx)	Classroom YR4	Paul Anderson
(xxi)	Classroom YR5	Paul Anderson
(xxii)	Classroom YR5	Paul Anderson
(xxiii)	Classroom YR5	Paul Anderson
(xxiv)	Classroom YR	Paul Anderson
(xxv)	Classroom YR	Paul Anderson
(xxvi)	Classroom YR	Paul Anderson
(xxvii)	Physical Education:	Paul Anderson
(xxviii)	Halls	David How
(xxix)	Library	David How
(xxx)	Staff room / kitchen	David How/Sandra Butler

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

9.4 Any employee observing Health and safety situations, which require attention, shall as soon as possible notify the situation to the appropriate person designated in 9.2.

9.5 Consultation between management and employees is provided for by the school's Health and Safety Committee.

9.6 Other Areas of Responsibility.

- (i) Safety Training: SBM
- (ii) Safety Inspections: SBM
- (iii) Accident Investigations: (SBM).
- (iv) Maintenance of Plant and Equipment: (Site Manger.)

9.7 First Aid

Please see upto date information located in PPA Room.

The reporting of accidents/injuries are as per the requirements of the Reporting of Injuries and Dangerous Occurrences regulations of 1985 and as detailed in Note RO11 of the Manchester Heads Guidance Notes.

9.8 General Fire Safety.

Evacuation of the establishment will be carried out at least once per term as detailed in Note RO30 of the Manchester Heads Guidance Notes.

Responsibility for checking Fire Safety Procedures and Equipment is as follows:

- (i) Check of Escape Routes and especially fire exists: Linda Melia
- (ii) Co-ordination for general COSHH procedures: Linda Melia
- (iii) Procedures COSHH in Reprographics areas: Linda Melia
- (iv) Responsibility for COSHH procedures for
Site Manager Cleaners Shawcare

9.9 Housekeeping Responsibilities.

- (i) Cleanliness and disposal of general waste: Linda Melia
- (ii) Disposal of Chemical Waste: Linda Melia
- (iii) Storage of General Materials: Linda Melia/Julie
Mellish
- (iv) Storage of Hazardous Material: Linda Melia/Julie
Mellish/Shawcare

9.10 LEA Health and Safety Officer.

The LEA Health and Safety Officer is Alan Robinson (07900 418606)

Date: _____

Signed: Chair of Governors _____

Signed: Chair of H&S Committee _____

Signed: Headteacher _____

Updated by _____ 16th July 2009