



HEALTH & SAFETY POLICY
FOR SCHOOLS WITHIN
THE KEYS FEDERATION ACADEMY TRUST

St. Peter's C. of E. Primary School, Hindley
Hindley Green Community Primary School
St. John's C. of E. Primary School, Hindley Green
St. John's C. of E. Primary School, Abram



May 2018

Health and Safety Policy

1. General Statement of Intent

The CEO, Director of Academy Excellence, Principals and Directors of Schools within the Keys Federation Academy Trust recognise they have overall responsibility for the organisation and implementation of a Health and Safety Policy, and that key personnel within the management structure are identified and their health and safety roles defined within their areas of employment. The employee's duty to co-operate with the employer is recognised.

The Trust's management accept the responsibility for ensuring all necessary arrangements for maintaining safe environments are implemented and monitored. Schools within the Keys Federation Academy Trust recognise the importance of health, safety and welfare regarding the successful operation of its activities and believe the active participation of all staff is essential in maintaining the highest standards in preventing accidents. All activities will be conducted using appropriate control measures to minimise the risks to the health and safety of all staff, pupils and others, who may be affected by our activities.

The Keys Federation Health and Safety Policy detailed herein will be brought to the attention of all staff, and will be subject to regular reviews to ensure it reflects the school's activities.

SHARON BRUTON

CEO

Signature

Date – May 2018

JENNY ADAMS

Director of Academy Excellence

Signature

Date – May 2018

NICOLA GREEN

Principal (St. Peter's)

Signature

Date – May 2018

DEL AFFLECK

Principal (HGCP)

Signature

Date – May 2018

JASON HEATLEY

Principal (St. John's, Hindley Green)

Signature

Date – May 2018

LAURA BUTCHER

Acting Principal (St. John's, Abram)

Signature

Date – May 2018

BAREND ANTHON

Chair of Board of Directors

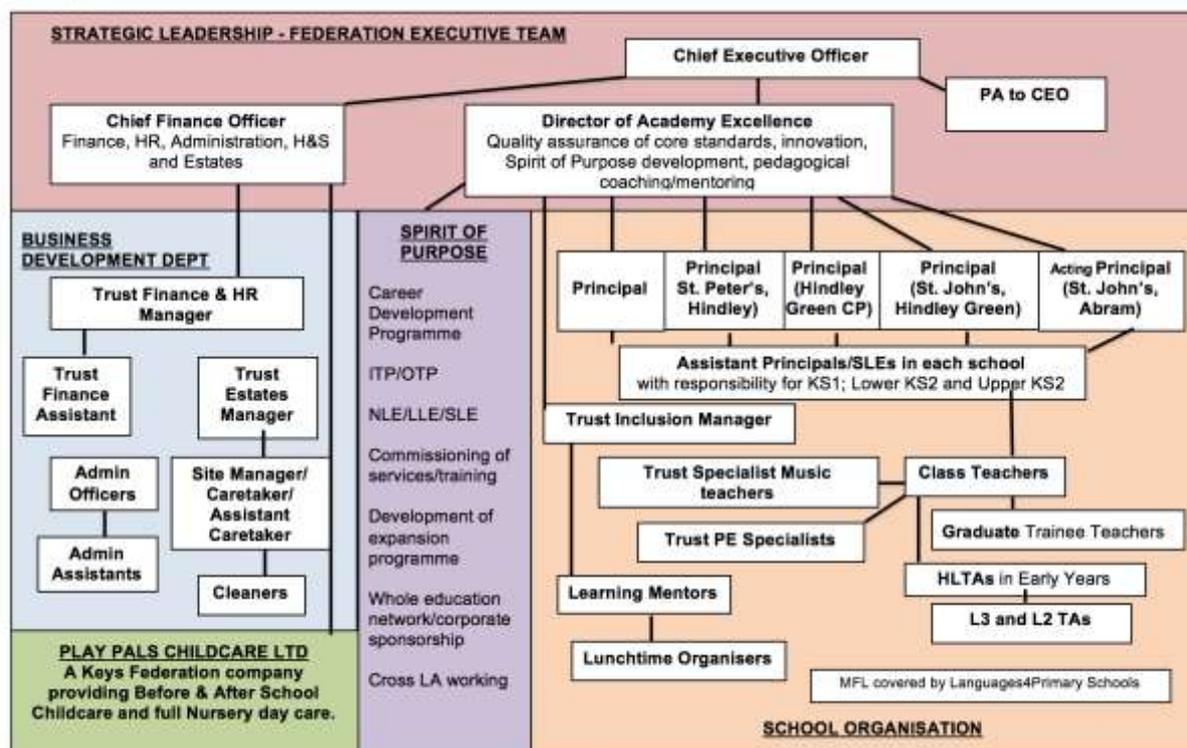
Signature

Date – May 2018

2. Trust/School Organisation

2.1 The CEO, Director of Academy Excellence and Board of Directors recognise the need to identify organisational arrangements in the schools for implementing, monitoring and controlling of Health and Safety matters. Where possible, the Directors will ensure the school budgets reflect the necessary funding to provide suitable and sufficient training for those with Health and Safety responsibilities.

A summary of individual duties, including reporting arrangements, is available for reference in the Local Authority's Health and Safety Manual, a copy of which is held in the Staffrooms.



2.2 Designated persons with Safety Responsibilities

The ultimate responsibility for all aspects of health and safety at work within the schools of The Keys Federation Academy Trust rests with the Board of Directors, who have delegated this area to the Directors' Resources Committee. The CEO, Director of Academy Excellence, Principals and Chief Finance Officer are responsible for the effective implementation of the H&S policy and for encouraging staff to implement health and safety arrangements.

Operational Responsibilities	Staff name/designation	Date
Competent person appointed to advise on Health & Safety	LA Health & Safety Officer	May 2018
Premises	Principals, Federation Estates Manager and Premises staff	May 2018
Fire	Principals and Premises staff	May 2018
First Aid	Trust accredited first aiders	May 2018
Medication	Trust accredited first aiders	May 2018
Care & Welfare	Trust Inclusion Manager	May 2018
Catering	School Cooks (DOLCE)	May 2018
Supervision (non Teaching)	Principals	May 2018
Crossing Patrols	Metrofresh	May 2018

Swimming	Principals/HLTAs/Cover Supervisors/Learning Mentors/TA's	May 2018
Visits/activity holidays	Class Teachers	May 2018
PE	PE Subject Leaders/PE Specialists	May 2018
Science	Science Subject Leaders	May 2018
Design and Technology	DT Subject Leaders	May 2018
Art	Art Subject Leaders	May 2018
Information Technology	ICT Subject Leaders	May 2018
Out of School Activity Co-ordinator	Principals	May 2018
Play Pals Before & After School Club	Play Pals Managers and Deputy Managers	May 2018

3. Arrangements

The arrangements described below are the minimum standards that will be achieved to maintain a safe environment, both for staff, pupils and others visiting the schools.

Additional information is contained in the LA's Safety Manual. The Principals and Office staff will keep the manual up to date and bring to the attention of the staff any arrangements for staff to receive training on issues of Health & Safety.

If staff have any concerns about Health and Safety, they should ensure they inform the Principal, Director of Academy Excellence or the Chief Finance Officer and complete a record of concern form available from the Staffroom.

3.1 Accidents

In the event of an accident, the staff should contact the Principal, Director of Academy Excellence or one of the Trust's qualified first aiders. Should an accident occur in school hours or under staff supervision, the accident must be reported to the Principal and a pupil accident form completed. Any injury incurred by staff members during working hours must also be reported to the Principal and recorded on the appropriate accident form.

At lunch times, the Lunchtime Organisers will deal with minor injuries and inform individual class teachers. All minor accidents and "near misses" must be recorded on the minor incident sheet. In the event of a major accident 'Riddor' procedures will be implemented.

All significant accidents or incidents that are considered to be dangerous and near-miss situations should be reported to the Principal, who will carry out an immediate investigation into the incident in order to identify the cause of the accident and measures to be taken to prevent a reoccurrence. Investigations such as these are essential in order that accidents, damage to equipment and property, and losses are kept to a minimum. All such investigations should be reported to the Resources Committee.

3.2 Contractors

All contractors will abide by the Trust's safety and emergency procedures contained within the Contractor Induction Pack. Everyone signs in and out when on site. All contractors will be asked to sign the asbestos register if doing work in schools.

All contractors must ensure that accidents on the school sites involving their personnel are reported to the Principal as well as their own reporting chain.

3.3 Control of Substances Hazardous to Health (COSHH)

Federation Estates manager, site managers, caretakers, assistant caretakers and cleaners to store all substances in a safe manner kept out of reach of children. All staff are not to bring unauthorised chemicals into the school. COSHH assessment to be conducted by relevant qualified personnel & the Principal, and recorded.

3.4 Communicating Health and Safety Information

General safety information and the statutory poster on display. Further information is contained in the LA's Safety Manual, a copy of which is available in the Staffrooms.

3.5 Electrical Equipment

All portable electrical equipment will be tested on an annual cycle. The Trust's Premises Staff will also visually examine portable electrical equipment regularly. Staff and volunteer helpers are also to be encouraged to inspect electrical equipment before and after use. No unauthorised equipment is to be brought into schools.

3.6 First Aid and Medication

All children requiring first aid treatment are to report to a first aider. The first aid boxes are situated in the Medical Room and also near KS1 and KS2 entrance doors in St. Peter's; outside the main hall in St. John's, Hindley Green; in the disabled toilets near the KS1 and KS2 playground exits in HGCP and in a cupboard outside the Caretaker's room at St. John's Abram. There are small amounts of first aid supplies in classrooms and Phase areas for minor incidents, e.g. nose bleeds etc.

Medicines – Children are not allowed to bring medicines into school unless they are prescribed by a GP or for medical conditions that are of a more permanent nature. Any medicine or inhaler must be clearly labelled with the child's name, class and dosage. Medicines must be kept in a secure place out of a child's reach and a record will be kept of the medication taken in school. Parents/carers must also complete a form to state the dosage, when last given and the time for the next dosage. They must also sign to give permission for the child to take the medication on school premises. Large quantities of any medicine are not acceptable and schools will not accept any medication not prescribed by the GP for that individual. Where prescribed medication needs to be kept in a refrigerator, this will be placed in an airtight container clearly labelled. There are staff members trained in managing medications in each Keys Federation school.

Asthma inhalers are kept in a safe but accessible place in each classroom. Each child may use their inhaler as required, under the supervision of the class teacher or TA. These are taken out of class during PE and on school visits. All inhalers and spacer tubes are clearly marked with the user's name. It is the responsibility of parents/carers to ensure inhalers are within the use by date and operational. A record will be kept of all medication administered.

Where children may need emergency medication, e.g. Epi-pen, rectal valium etc, training will be given to all staff.

See First Aid Policy and Supporting children with Medical Conditions Policy for further information. Staff medication is to be used with discretion and stored out of pupils' reach.

Each of The Keys Federation schools has a defibrillator on schools premises with staff trained in its useage. These are checked regularly.

3.7 Fire Prevention

Section 22 (page 5 and 6) of the Health & Safety Policy and Safety Manual states the school fire/emergency procedure. Fire alarms to be tested weekly by the Premises staff. All drills and tests to be recorded. All flammable materials to be

correctly stored. The Principal will liaise with Site Manager /Caretaker/Assistant Caretaker regarding conducting a fire practice once per term. There will be a review of procedures after each fire practice.

3.8 Field Trips and Visits

Principals are the H&S and out of school activity co-ordinator and the use of the LA EVOLVE software is encouraged for trips and visits. Class teachers are responsible for completing out of school activity forms and risk assessments, ensuring parents advised of visits, pupils briefed and put into groups etc. Risk assessments to be carried out, recorded and helpers briefed. Inhalers, Epi-pens etc. to be taken as necessary.

3.9 General Housekeeping

All materials and equipment to be put away and stored safely after use. Cleaning, maintenance and repair activities should not be carried out in the presence of pupils. All walkways, paths, stairways, floors, emergency exits etc, to remain clean and unobstructed to provide a safe means of access. Shelves and cupboards should be stacked neatly and not overloaded.

3.10 Ladders and Access Equipment

To be checked every six months by the Site Manager/Caretaker/Assistant Caretaker and results recorded. Faulty equipment will not be used until repaired.

3.11 Lifting and Manual Handling

If required, staff are to carry out a manual handling risk assessment before lifting/moving equipment, furniture etc. Where possible, staff are to work in pairs or mechanical equipment to be used. Premises staff will also be encouraged to undertake necessary training on lifting and manual handling procedures.

3.12 Personal Protective Equipment

Appropriate PPE, where provided, for use by pupils and staff, must be worn and used correctly. Any faults to be reported to the teacher in charge.

3.13 PE Activities

Supervision, conduct and use of equipment to be used within the guidelines laid down in the LA manual and BAALPE publications. An annual inspection of all PE equipment is undertaken by an external contractor and any recommendations from this are acted upon.

3.14 Risk Assessments

The responsibility for assessing and controlling risks rest with all personnel within the schools. All staff are to carry out appropriate risk assessments of the activities they undertake, record, and where necessary, inform other colleagues and the Principals.

3.15 Supervision of pupils during non-curriculum time

The minimum supervision ratio during play/lunch break will be adhered to and Learning Mentors will also be responsible for supervising lunchtime periods. The Senior Leadership Teams are responsible for appointing and briefing staff for supervision duties, lunchtime duties and responsibilities. Extra Lunchtime Organisers are appointed where needs demand.

3.16 Smoking

Smoking is prohibited on school premises and grounds and also during school visits/field trips. This includes the use of vapour/electronic cigarettes.

3.17 Security/Visitors

All visitors are to report to the school receptions to sign in and out using the Inventory signing in system. Visitors will be escorted whilst on school premises where necessary. It is the duty of all personnel within the schools to ensure the health and safety of all visitors to the schools.

3.18 Resources Committee

The Senior Leadership Teams and Federation Estates Manager will conduct premises inspections and present findings to Resources Committee every 12 months. The Resources Committee will monitor the maintenance of all the premises and develop and implement appropriate safety procedures.

3.19 Swimming

During swimming lessons, the staff/pupil ratio will not be greater than 1:20. At least one adult will be female. Transport arrangements will be in line with LA guidance, and children will be accompanied by either a Teacher, HLTA, Learning Mentor or L3 Teaching Assistant/Cover Supervisor.

3.20 Transport

At all times, whenever vehicle transport is required to be used by the pupils and staff, all passengers, regardless of age, will be provided with one seat each, and seat belts will be worn. When travelling in staff or parent/carers cars, permission will be sought beforehand and booster seats used when necessary.

When travelling in the Trust minibuses, the driver will be a staff member who has undertaken suitable driver training. Children will be provided with one seat each and seat belts will be worn.

The Federation Estates Manager will ensure monthly safety checks are completed on the minibuses and all statutory requirements regarding routine maintenance are completed.

3.21 Training

All staff employed at, or by the schools, will receive appropriate instruction and training to carry out all the tasks/activities requested of them.

3.22 VDU/DSE Users

Regular users to have a risk assessment of their workstation and appropriate measures taken to minimise any hazard/risk. Appropriate information and training provided.

3.23 Violence to Staff

The schools will conduct a risk assessment and keep under regular review any risk of injury, physical or verbal, to the health and safety of staff. Appropriate control measures will be taken when necessary. All violent incidents to be investigated and reported to the LA Health and Safety Officer and the Board of Directors.

3.24 Children leaving school premises during the day.

If it is necessary for children to leave schools, e.g. doctor's appointment, sick etc, they must be collected by a known responsible adult. Children will not be allowed to leave unsupervised. All incidents of children leaving schools will be noted in a book stored in the offices or entered on the inventory computer screen in the main entrance.

3.25 Mobile Phones, Mobile Technology, Cameras

These must not be used in front of children, except in a real emergency, e.g. field trip if a child is ill or hurt. Visitors/contractors are prohibited from using mobile phones, mobile technology or cameras whilst on site.

3.26 Outdoor Play Equipment

Outdoor play equipment is inspected regularly by the Premises Staff and/or Teaching Assistants responsible for Outdoor Play. Faults are reported to the Principals. An annual inspection is completed by external contractors and any recommendations from these inspections are acted upon.

3.27 Legionellosis

The primary aim is to prevent the build-up of the Legionella pneumophila organisms in water systems and to prevent inhalation of infected water droplets.

Control measures are in place as follows:

- All showers are to be turned on and left running for five minutes weekly.
- The water temperature is regulated and checked monthly.
- Records are to be maintained of all flushing, cleaning and temperature checks carried out.
- Water storage tanks are to be covered.
- Records are to be maintained of any maintenance, water treatments or disinfection.

3.28 Substance Abuse/Misuse

Persons under the influence of alcohol/drugs will be asked to leave the school premises and grounds.

All cases of suspected intoxication will be referred to the local police and to the hospital. If it does not endanger ourselves, the recognised and qualified members of staff may administer first aid. In extreme circumstances the ambulance will be alerted.

Should items used for substance abuse/misuse be found on the premises/grounds, these items will be retrieved by the premises staff, using the sharps and drug handling equipment provided, otherwise the drug clearing team will be contacted. The local police/GMP drug unit will be informed.