

Millwood Primary Special Schools Health & Safety Policy

Issue 7.0
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**Millwood Primary Special School
School Street
Radcliffe
Bury
Lancashire
M26 3BW**

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1. INTRODUCTION

Purpose of Policy

The Health and Safety at Work etc Act 1974 provides a comprehensive system of law covering health and safety of people at work. It is a legal requirement that every employer, with more than five employees, must produce a written statement in respect of their health and safety policy and arrangements.

This Policy is important for everyone at school as it sets out the organisation and arrangements for dealing with different areas of risk affecting staff, pupils and others such as visitors.

The intention of this policy is to provide a health and safety management tool, which is specific to the needs of schools.

Arrangements for managing health and safety must be under constant review and amended to suit each separate establishment. It is necessary for each school to produce its own customised, local health and safety documentation.

This policy should be read in conjunction with the Bury Council's Health & Safety Policy, a copy of which can be found on the Learning Platform

Scope

This policy is applicable to all employees of our School.

Document Authority

The policy is issued under the authority of the Head teacher of school and is a controlled document. Uncontrolled copies may be out of date and should therefore not be regarded as current policy.

Amendment Control

Amendment history:

Amendment No	Date	Amended by	Details
1	April 2012	J Hurst	New School Site
2	Nov 2012	H Chadwick	Change names of governors Add minimum working temperatures
3	Sept 2014	J Hurst	Change of premises manager.
4	June 2016	J Hurst	Addition of policies
5	Sept 2016	J Hurst	Change of premises manager. Addition of policies and risk assessments
6	Sept 2016	J Hurst	Change names of governors
7	Sept 2018	J Hurst	Change of Duty officer (site)

2. POLICY AND OBJECTIVES

General

Management of health and safety is about creating a health and safety culture dedicated to eliminating accidents and promoting best practice. Such a culture will also contribute to the physical and mental well being of everyone at school, to the benefit of themselves and of others. It is also concerned with ensuring that health and safety legislation is complied with **at all times**.

The school has various obligations under Health and safety law to take all reasonable steps to ensure the health, safety and welfare of all staff. There is also a duty to ensure that pupils, staff, contractors and others are not put at risk by school activities.

Health and safety legislation and school rules have the same purpose - to minimise the likelihood and severity of injury, ill-health and damage which can arise from incidents and conditions within or connected with school. As well as meeting obligations to provide a safe and healthy teaching environment for pupils while in school or during educational activities, there should be good examples set and actively encouraged which include recognising hazards, assessing risks and taking appropriate precautions, thus providing valuable lifelong knowledge and attitudes, which will benefit whether at home, at work or during leisure activities.

It is essential for the success of the Health and Safety Policy that employees recognise their responsibilities under Section 7 of the Health & Safety at Work etc Act 1974, in co-operating with management and taking care of themselves and others whilst at work.

All staff should be able to access the Health and Safety Policy, incorporating the Policy Statement and Arrangements, via the shared area.

This policy should be read in conjunction with:

- The Health and Safety at Work etc Act 1974 and other statutory regulations
- Any current Council Guidance, Codes of Practice or other health and safety documentation
- Applicable Guidance and information from other sources e.g. HSE, CLEAPSS, BAALPE, etc.

Other sources of Health and Safety information:-

1. Health and Safety Management Manual
2. Risk Assessments
3. Risk Assessment Action Plans
4. School local policy documents
5. Council/HSE Guidance

Objectives

The primary objectives of this policy are:

- To ensure compliance, throughout the school, with relevant statutory health and safety legislation;
- To provide a framework for setting and monitoring performance standards; and
- To ensure effective risk management throughout the school.

HEALTH AND SAFETY POLICY STATEMENT

The Governing Body of our school will meet its responsibilities under the Health and Safety at Work etc Act 1974 and other health and safety legislation to provide safe and healthy working conditions for employees, and to ensure their work does not adversely affect the health and safety of others such as pupils and visitors.

Our commitment is to:

- Develop and embed a safety culture that recognises the importance and value of effective safety management.
- Clearly define for all staff their responsibilities and allocation of duties within the safety management system.
- Identify the hazards to employees and third parties affected by work. Effectively manage all significant risks to safety and health and reduce them to the lowest reasonably practicable level.
- Consult with staff at all levels on safety and health issues and encourage active participation.
- Ensure that all staff are provided with adequate and appropriate safety and health information and training, are competent in safety and health matters and are only allocated tasks commensurate with their skills.
- Provide a safe, healthy working and learning environment. Ensure adequate welfare facilities exist throughout the school.
- Comply with and wherever possible exceed legislative health and safety requirements.
- Establish and measure our safety performance against objectives
- Continually improve our safety performance
- To work, through continuous improvement to prevent accidents and work-related ill health

We all have a personal responsibility to act in a safe manner at all times and to ensure that others do likewise.

Signed by: Dilon Hilton Date:
 Chair of Governors

Signed by: Helen Chadwick Date:
 Head teacher

3. ORGANISATION & RESPONSIBILITIES

A) BURY COUNCIL CORPORATE RESPONSIBILITIES

THE ROLE OF THE COUNCIL AND SUPPORT SYSTEMS FOR SCHOOLS

As a Council, Bury has a range of responsibilities with regard to health and safety standards within the borough's schools. These responsibilities cover:

- Setting of policies and standards – that schools are expected to achieve and/or take e.g. necessary in order to comply with legislation.
- A Standard's Document covering general requirements that apply to all schools
- General advice and guidance issued in support of the Standard's Document providing practical detail on how to meet the required standards and actions.
- Provision of training, briefing sessions etc
- Support services e.g. Occupational Health and Counselling, Health and Safety, Architectural and Building Maintenance Services*
- Performance monitoring arrangements (see section 5)
- Issue of formal instructions to schools requesting action to be taken where health and safety standards need to be improved e.g. where standards and essential advice are not achieved or taken
- Formal action – use of council powers should school managers fail to take appropriate action in response to an instruction

** Basic Service Level Agreements provide for a basic service. Higher levels of service may be provided through negotiation and additional purchasing.*

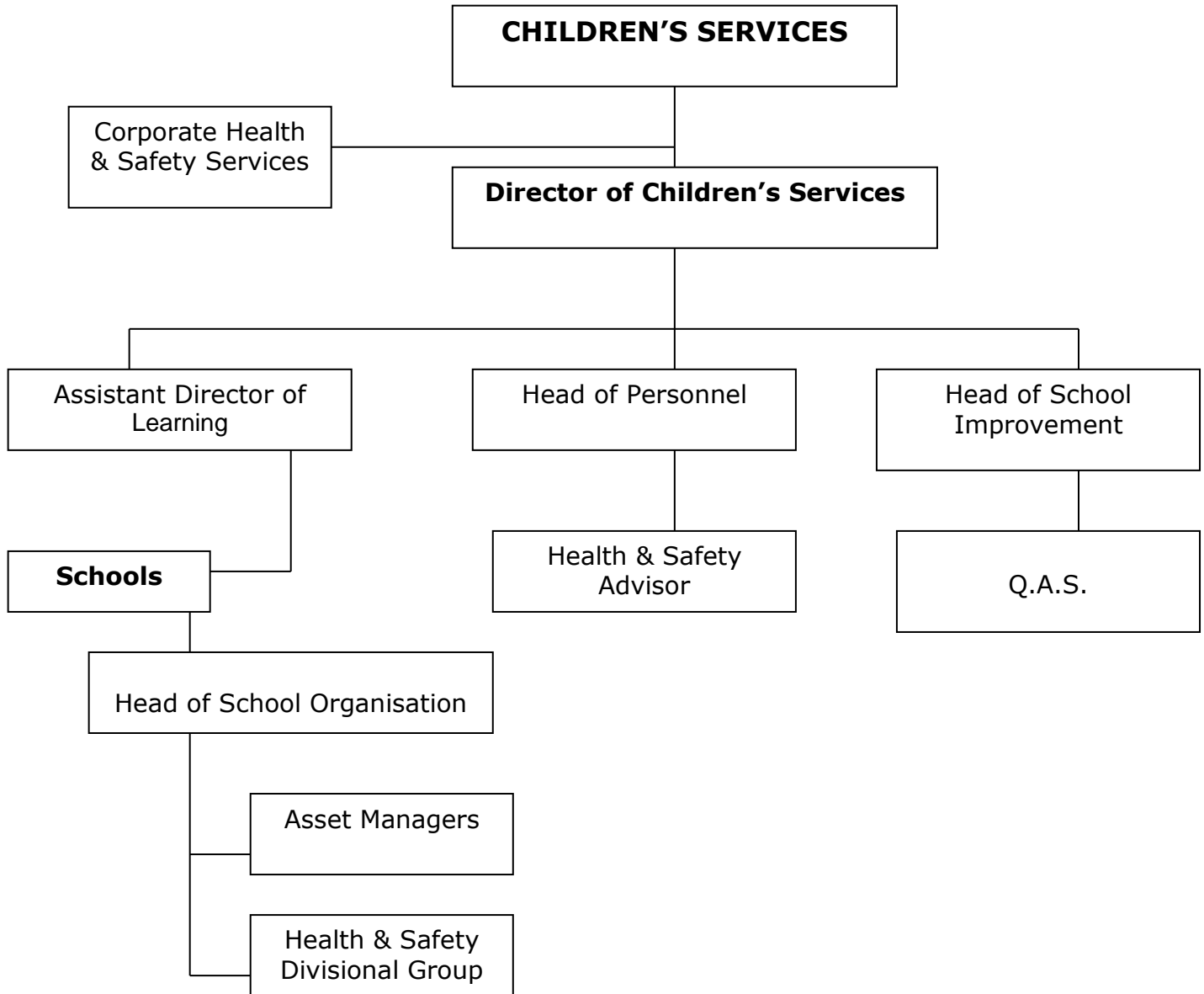
The Schools are responsible for implementing arrangements that ensure suitably high health and safety standards are achieved.

Comprehensive health and safety guidance already exists for schools but Bury Council recognises a need to review existing arrangements with a view to:

- Ensuring that schools receive the support that they need
- Ensuring that guidance, advice, training, etc. is responsive to the needs of schools
- Ensuring that consultation and feedback arrangements are in place to assist the council to respond to the needs of schools and those working within them
- Providing clarity as to essential arrangements that schools must have in place
- Providing clarity as to the role of the council and the systems that will be adopted to ensure that it is able to meet all its responsibilities

CHILDREN'S SERVICES ORGANISATION STRUCTURE

This is an organisation structure of health and safety management within Children's Services. The responsibilities of staff are given in the Children's Services Departmental Health and Safety Policy



B) RESPONSIBILITY FOR HEALTH AND SAFETY IN SCHOOLS

The purpose of this policy is to clarify the responsibilities of Governors, Head teachers and the Council regarding health and safety.

Individuals with specific responsibility for *managing* health and safety will be named on the Health and Safety Law Poster, which is prominently displayed so that all staff members can obtain the information without reference to third parties.

LEGAL REQUIREMENTS

- All schools have a duty to comply with the legal requirements outlined in the Health and Safety at Work etc Act 1974 and its associated regulations.
- Education **employers** have duties to ensure, so far as is reasonably practicable:
 - the health, safety and welfare of teachers and other education staff
 - the health and safety of pupils in-school and on off-site visits
 - the health and safety of others in school, including visitors, volunteers involved in any school activity, contractors etc.

In schools, the **employer** will either be the Council or the Governing Body. However, where there are staff employed by the Council working on the premises of foundation, foundation special, voluntary aided or independent schools, the Council as their employer has responsibility for their health and safety. The governing body also has responsibilities towards them, as visitors.

- a) The **COUNCIL** is the employer in community schools, community special schools, voluntary controlled schools, maintained nursery schools and pupil referral units
- b) The **GOVERNING BODY** is the employer in foundation schools, foundation special schools and voluntary-aided schools.
- c) For independent schools, the employer is usually the **governing body or proprietor**.

Education Legislation (mentioning Health &/or Safety):

Schools Standards and Framework Act 1998 – Section 39:

(3) The governing body and head teacher of—

- (a) a community or voluntary controlled school, or
- (b) a community special school,

shall comply with any direction given to them by the council concerning the health or safety of persons on the school's premises or taking part in any school activities elsewhere.

Education & Inspections Act 2006 – Schools causing concern:
(Part 4 sections 59/60)

A local education authority may give a warning notice to the governing body of a maintained school (i.e. community, foundation, voluntary, special, nursery schools), where the authority are satisfied:

(i) that the standards of performance of pupils at the school are unacceptably low, and are likely to remain so unless the authority exercise their powers under this part,

or

(ii) that there has been a serious breakdown in the way the school is managed or governed which is prejudicing, or likely to prejudice, such standards of performance,

or

(iii) that the safety of pupils or staff of the school is threatened (whether by a breakdown of discipline or otherwise).

A Guide to the Law for School Governors September 2008:
(Chapter 15, section 6 - in relation to pupil health & safety.)

A Council has no responsibilities for, and no power to intervene in, pupil health and safety in schools where the governing body is the employer, except where safety is threatened by, for example, a breakdown in discipline.

Governing bodies

In all schools, the governing body controls the school premises (subject, in some cases, to the direction of the Council). Even if they do not employ school staff, governing bodies, to the extent that they control school premises, must take all reasonable measures to ensure that the premises and equipment on the premises, are safe and do not put the health of pupils (*and others*) at risk while they are on the premises.

The governing body (and head teacher) of a community, voluntary controlled, community special and maintained nursery school must comply with any directions given by the Council concerning the health and safety of persons in school, or on school activities elsewhere.

Categories of Schools:

Council `maintained' schools

A council maintained school is one that is funded by the council and will be one of the following:

- foundation school
- community school
- voluntary controlled school
- voluntary aided school
- nursery school. Early education for eligible three and four year olds may be offered in nursery schools, nursery classes or in reception classes in primary schools. All these are examples of local education authority maintained schools, but some eligible three and four year olds may be offered places in private day nurseries or independent nursery schools
- special school. Some special schools are council maintained schools. These could be community, voluntary or foundation special schools. Pupils at a maintained special school usually have been assessed and given a statement of special educational needs (SEN). Some special schools are independent schools.

Community schools

In a community school:-

- the council owns the land and buildings, but the governing body is responsible for running the school
- the council funds the school
- the council employs the staff
- the council provides support services, for example, psychological services and special educational needs services
- the pupils have to follow the national curriculum
- the admissions policy is usually determined and administered by the local education authority

Voluntary schools

There are two types of voluntary schools: 1) controlled 2) aided:

Voluntary controlled schools

A voluntary controlled school can also be called a religious or faith school.

In a voluntary controlled school:

- the land and buildings are owned by a charity, often a religious organisation such as a church
- the charity appoints some of the members of the governing body, and the governing body is responsible for running the school
- the school is funded by the council
- the council employs the staff
- the council provides support services
- the pupils have to follow the national curriculum

- the admissions policy is usually determined and administered by the council.

Voluntary aided schools

Voluntary aided schools are usually called religious schools or faith schools. In a voluntary aided school:-

- the land and buildings are normally owned by a charity, often a religious organisation such as a church, but the governing body is responsible for running the school
- the school is funded partly by the council, partly by the governing body and partly by the charity
- the governing body employs the staff (N.B. refer to staffing guidance accompanying the Education Act 2002 – sections 35(8), 36(8))
- the council provides support services
- the pupils have to follow the national curriculum
- the admissions policy is determined and administered by the governors in consultation with the council and other relevant schools in the area.

Foundation schools

In foundation schools:-

- the land and buildings are owned by a governing body, who are also responsible for running the school
- the council funds the school
- the governing body employs the staff (N.B. refer to staffing guidance accompanying the Education Act 2002 – sections 35(8), 36(8))
- the council provides support services
- the pupils have to follow the national curriculum
- the admissions policy is determined and administered by the governing body, in consultation with the council and other relevant schools in the area.

There are various sorts of schools that are not maintained by the council which include:-

- Independent schools
- Academies
- Special schools not maintained by the council
- Children's Centres not maintained by the School
- Private and Voluntary Childcare Providers
- Before & After School Clubs
- Sixth Form Colleges

** School will need to amend to suit their particular establishment (e.g. a school may have a nursery attached, which they wish to be included by this Policy)*

For the categories of schools in Bury, refer to the school finder internet page on Bury MBC website.

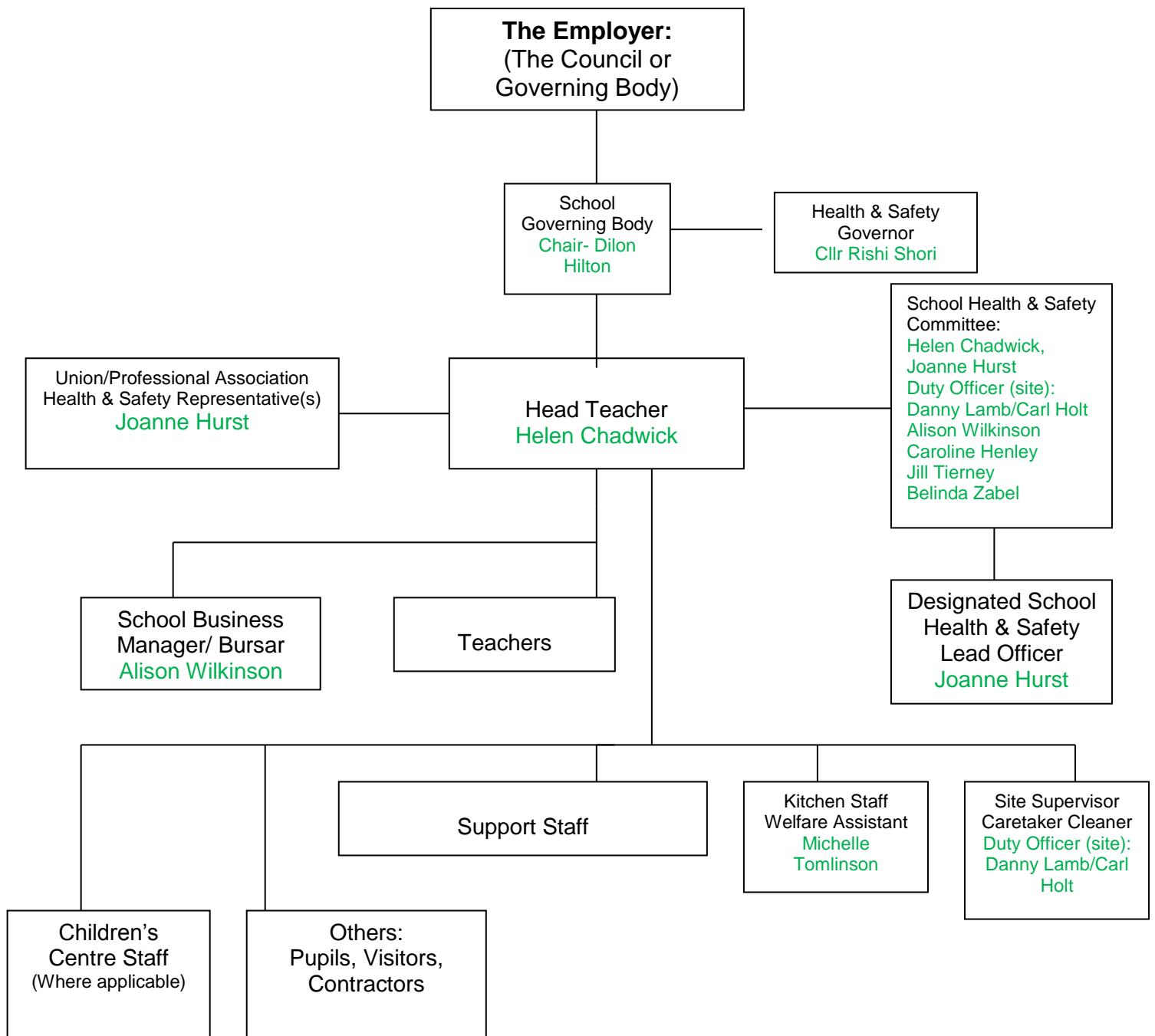
H.S.E.'s model Health & Safety Management System:

RESPONSIBILITIES

	Council	Governing Body	Head teacher
Policy	Produce generic policy that schools can adapt and adopt	Produce school policy – may adopt or adapt Council policy	Implement and manage the policy
Organisation	Advise schools as to which functions are required	Outline in the policy who does what, how and when. Allocate the resources required to enable functions to be undertaken	Identify who will undertake specific functions and provide the resources to enable them to fulfil their role
Planning & Implementing	Advise on and provide assistance to the Head teacher and Governing body when required. Act as source of competent assistance	Identify activities and systems that require risk control. Ensure risk assessments are carried out for activities undertaken	Produce a health & safety action plan that identifies what measures need to be put in place to reduce risk. Implement the plan. Ensure risk assessments are undertaken by staff
Training and development	Provide or recommend relevant training courses and development opportunities for governors and staff.	Ensure governors attend training courses so that they understand their responsibilities. Ensure staff have the resources to attend training courses	Evaluate training and development needs and incorporate into staff development as necessary
Monitoring	Check that the Governing Body and Head teacher have systems and procedures in place to reduce risk. Investigate accidents. Auditing wider management systems	Monitor to ensure that the measures identified by the Head teacher are implemented and that all other aspects of the health and safety policy are maintained	Check that systems and procedures are implemented and used and that risk is reduced. Investigate accidents and act on incident reports. Report findings to the Governing Body
Review	Audit policy and sample audit schools against legal requirements	Undertake a regular audit of the schools' policy and systems to ensure that risks remain reduced	Audit activity identified on the action plan against completion of objectives set. Report to Governing Body

c) Organisation Structure

This is an organisation structure of health and safety management. The responsibilities of staff are given in this section of this policy



The Employer

The employer must:

- have a health and safety policy and arrangements to implement it
- ensure that its health and safety policy is carried out
- assess the risks of all activities, introduce measures to manage those risks and inform employees about those measures
- provide health and safety guidance to the school and ensure that employees who are delegated tasks are competent to carry them out
- ensure staff are competent to carry out their duties. Provide health and safety training commensurate with the role.
- monitor how well school is complying with its policy

In practice, employers may delegate specific health and safety tasks to individuals (the Council may delegate specific tasks to schools), but the employer retains the ultimate responsibility no matter who carries out the tasks.

The employer should therefore maintain an audit track, making clear who is doing what and confirming that these tasks are being carried out.

The Governing Body

The Governing Body are responsible for determining and approving the health and safety policy and for ensuring that resources are directed to implementing the policy.

Example duties may include:

- Ensuring appropriate health and safety management systems (procedures etc) are designed, developed, disseminated, implemented and regularly reviewed.
- Ensuring Health and safety management systems are monitored to ensure their effectiveness
- Ensuring the Health & Safety Policy and performance is reviewed as appropriate, typically at least annually
- Ensuring the resources made available to implement the management systems provide sufficient capacity to ensure the effective control of risks.
- Ensuring a school Safety Committee is established along with appropriate and agreed terms of reference.
- Ensuring appropriate facilities and information for accredited Union & other Safety Representatives are provided to enable them to fulfil their duties.
- Ensuring all reasonable facilities and information are provided to the officers of the Council; Inspectors of the Health and Safety Executive, and any other health and safety officials, as appropriate.
- Ensuring safety takes priority over commercial, operational, environmental or social pressures, since no task is deemed more important than health and safety – failing to maintain a safe place of work is a breach of **criminal law**.

These duties also extend to:

- including 'managing health & safety' on the agenda of Governors' meetings.
- receiving all reports on health and safety resulting from any inspection, audit or monitoring carried out by the School, the Council or an enforcement agency such as the Health and Safety Executive;

Governors may be expected to make reports on health and safety matters to:-

- the council, when requested to do so for the purpose of monitoring the implementation of the School's health and safety policy;
- to parents, through Governors' Minutes, Annual Reports etc.

The Health and Safety Governor

Name: Cllr Rishi Shori

Example duties may include:

- Working with the school Health & Safety Committee / Lead Officer to ensure appropriate health and safety management systems are implemented and regularly reviewed.
- Monitoring the school's health and safety policy, making sure adequate procedures are in place to carry out the policy.
- Keeping the Governing Body informed of health and safety issues
- Ensuring the school keeps effective health and safety records
- Keeping up to date and informed with current health and safety legislation and best practice e.g. through attending appropriate training

The Head teacher

The Head teacher has overall responsibility for health and safety within school which includes day to day health and safety management and implementation of this policy. Other responsibilities include ensuring that:-

- safety policies and controls, that are required to ensure statutory compliance, are approved by the Governing Body and effectively implemented.
- any health and safety matters raised and guidance received from the Council are brought to the attention of the Governing Body.
- everyone has sufficient knowledge and understanding of, and the ability to comply with and implement all statutory regulations relevant to the activities under their control.
- all staff have adequate skills and experience and have been suitably trained to perform their work safely. All staff members are fully aware of and fully understand the Health and Safety Policy. Co-operation of all staff is achieved through the promotion of a positive health and safety culture.
- risk assessments are carried out and arrangements made to manage the risks. Ensure arrangements exist for the delivery of expert assistance from specialists to be used where necessary to assess and determine risk and to provide advice on how to reduce or control that risk.
- the workplace is environmentally safe and safe working methods are adopted with specific instructions where necessary.
- the correct equipment for the performance of the task is available and is in a safe and serviceable condition.
- accidents, incidents, work related ill health and dangerous occurrences are reported, investigated and where appropriate, preventative measures taken.
- specific procedures in relation to Purchasing Goods and Services; The Control of Contractors; First Aid; Equipment use; Off-site Visits etc., are designed, developed, disseminated, implemented & regularly reviewed.
- a system is in place to discuss with any member of staff, health and safety problems not solved at a lower level or through the established arrangements
- there are adequate arrangements for co-operation and consultation with Trade Union appointed safety representatives, safety advisors and the Council on health and safety matters.
- there are adequate arrangements for co-operation and Co-ordination with the Council, when the Council uses school premises outside of school hours.

The School Health and Safety Committee

The School Health and Safety Committee comprises:

Name	Title role
Helen Chadwick	Headteacher
Joanne Hurst	Designated School Health & Safety Lead Officer/Assistant Headteacher/Governor
Danny Lamb, Carl Holt	Duty Officers Site
Caroline Henley	Deputy Headteacher
Jill Tierney	Assistant Headteacher
Alison Wilkinson	School Business Manager/Premises Manager
Belinda Zabel	School Nurse

The terms of reference of the Committee are to:

- monitor the implementation of Health and Safety Policies and safety procedures throughout the school;
- review safety measures and to advise the Head teacher and Governing Body of any necessary changes to those measures;
- ensure that there are arrangements for the dissemination of information on health and safety matters to all staff and pupils;
- receive reports of accidents, incidents and dangerous occurrences and to draw the attention of the Head teacher and Governors to any necessary preventative/remedial action;
- receive reports from the Council safety representatives and external health and safety agencies;
- ensure that arrangements are in place to protect the health, safety and welfare of staff, pupils and visitors to the school, and to review these as necessary;
- receive audit and monitoring reports and advise the Governors and Head teacher of any necessary preventive and/or remedial action arising from those reports;
- assist in reviewing the School Health and Safety Policy and risk assessments annually or as required.

The Designated School Health and Safety Lead Officer

In some cases schools may wish to appoint a school health and safety lead officer. In these cases the lead officer shall:-

- co-ordinate the whole School programme of Health and Safety by ensuring full consultation and participation of all staff, through appropriate meetings and consultation
- monitor, through inspection of all areas on a regular basis, to identify potentially unsafe situations or working practices. Inform the Head teacher of any problems/deficiencies and ensure that the appropriate action has been taken
- ensure safety measures are being maintained and safe working practices are being followed by staff and pupils. Provide advice on improvements to practices and procedures as appropriate.
- administer the system for reporting, recording and investigating accidents and take all reasonable steps to prevent recurrences. Report as necessary to the Council /appropriate office.
- ensure that effective arrangements are in place and staff and pupils are aware of all procedures, including those that deal with emergency situations, security, first aid etc.
- ensure all equipment is regularly inspected and maintained in safe working order and that any defective equipment is removed from use.
- ensure new employees are briefed about safety arrangements and are given a copy of the School's Health and Safety Policy (this document) an the opportunity to read it
- ensure the provision of risk assessments appropriate to their work, inform of hazards and ensure they have the necessary information instruction and training to carry out their duties without risk to health or safety.
- arrange for contractors and visitors to be informed of any hazards on site of which they may be unaware and the emergency procedures
- ensure temporary employees are given sufficient information, training and supervision to enable them to be safe and without risk to health
- ensure health surveillance for staff is provided when appropriate.

Teaching Staff

Teaching staff timetabled to be in charge of classes are responsible for assisting the Head teacher to:

- apply the school's Health and Safety Policy to their own department or area of work and be directly responsible to the Head teacher for the application of the health and safety procedures and arrangements.
- carry out regular inspections of their areas of responsibility to identify potentially unsafe situations or working practices and notify the Head teacher.
- ensure tasks are never performed that they believe to be dangerous or for which they have not the experience, or received appropriate instructions and training, or where the correct equipment to carry out the task is not available.
- work in a safe manner in accordance with safety instructions.
- use the work equipment supplied for the task in accordance with the manufacturer's instructions. Report and take out of use any defective equipment.
- use any personal protective equipment, which has been deemed necessary and provided, subject to being trained to the required level of competence in its use.
- conduct regular reviews of activities to ensure risk assessments are current and appropriate. Ensure risk assessments are undertaken and control measures implemented for the particular curriculum activity for which they are responsible.
- ensure familiarity with and adherence to the Specific School Arrangements and Procedures which include: Fire & Emergency; First Aid; Accident/Incident Reporting; Playground Safety; School Trips etc.
- take reasonable care for their own health and safety whilst at school or during school activities and that of other persons including colleagues, and pupils who may be affected by how they work or behave.
- ensure, so 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.
- exercise effective supervision of their pupils, giving clear instructions and warnings to pupils as often as necessary. Integrate all relevant aspects of safety into the teaching process.

School Support Staff

All members of staff have responsibilities which are imposed by law; therefore *all* staff will assist the Head teacher by:

- Supporting the implementation of health and safety arrangements as required by legislation
- Taking reasonable care for your own health and safety and others, whilst at school or during school activities.
- Co-operating with the school as far as is necessary to enable the school to comply with its legal obligations regarding health and safety.
- Inform the Head teacher of any known or suspected unsafe equipment, substances or system of work.
- Not deliberately or recklessly interfering with or misuse anything provided for the purposes of health and safety.

In particular the Site Supervisor may have responsibility to:

- Assist the Head teacher in ensuring that health and safety implications are considered in connection with the security, cleaning and maintenance of the buildings.
- Assist with the monitoring of Contractors on site to ensure their working procedures do not endanger the health, safety and welfare of staff, pupils and visitors.
- Ensure cleaning staff are aware of safe working practices.

All Employees

The Health and Safety at Work Act (1974) and Management of Health and Safety at Work Regulations (1999), require every employee whilst at work to take reasonable care for the health and safety of themselves and of any other persons, including pupils and visitors, who may be affected by their acts or omissions at work.

All employees are expected to:-

- know those special safety measures and arrangements to be adopted in their own working areas and ensure they are applied;
- inform the Head teacher or the School Health and Safety Lead Officer of any training they feel they need to carry out their responsibilities;
- use and not wilfully misuse, neglect or interfere with things provided for their own safety and/or the safety of others;
- co-operate with other employees in promoting improved safety measures in their School;
- co-operate with the appointed safety representatives and the enforcement officer of the Health and Safety Executive or Public Health Authority.

All employees are empowered to:

- take the final decision as to whether or not the working environment presented to them is safe. This means that each member of staff **always** takes the final decision as to whether they need additional back-up or need to make some other special arrangement to undertake their work safely.
- **stop their work** – If at any time any member of staff feels that the working environment presented to them is unsafe, they must not start the task in question or, where the activity has already commenced, stop it immediately. They should then contact the Head Teacher without delay or implement any local arrangements for dealing with such a situation.

Responsibilities to those who are not Council employees

Whilst the Health and Safety at Work Act mainly places duties on the employer in respect of employees, there is also an obligation to consider other persons who use their premises, such as pupils, visitors and contractors to ensure that such persons are not exposed to risks to their health and safety.

4. ARRANGEMENTS / PROCEDURES

4.1. HEALTH AND SAFETY MANAGEMENT - ESSENTIAL ARRANGEMENTS IN SCHOOLS

Each school must have and maintain suitable arrangements for the management of health and safety as detailed within this document. Arrangements must include:

A general statement of health and safety policy, which:

- a) clearly identifies where, and by whom, health and safety responsibilities and accountabilities are held
- b) clearly identifies how, and to whom, health and safety management tasks are delegated
- c) details the arrangements for reviewing health and safety arrangements and for introducing new and/or improved arrangements
- d) details the arrangements for ensuring that staff are competent in the delivery of their health and safety duties e.g. through the provision of staff information, staff development opportunities, staff training, etc.

Systems for carrying out risk assessments and developing high standards of health and safety. These must include:

- a) providing safe and healthy working conditions, work practices, and arrangements
- b) identifying needs for the development and implementation of safe conditions, procedures, provision of equipment, and emergency arrangements
- c) taking full account of recognised good practice, including; statutory requirements, national and professional codes and guidance, Council standards and arrangements
- d) identifying any special needs and additional arrangements that are necessary or desirable for individuals who may need additional support, given any concerns with regard to their health or disabilities that may exist

Systems for consulting on health and safety.

- a) The Council accepts that in order to comply with the duties placed upon it, consultation with employees, trade union representatives, health and safety representatives, health and safety officers and others is vital.
- b) The Council will therefore consult with any or all of these groups and hopes to receive their co-operation in order to ensure the Health and Safety at work of its employees and the health and safety of others on school premises.
- c) Our nominated personnel are:

Employee representative(s) for the school is:	<i>Joanne Hurst</i>
Consultation with employees is provided via:	<i>Individual staff appraisals; Review of documents; Weekly team meetings; Weekly staff and briefing meetings, Circulation of draft documents for consultation; Circulation of ratified documents for reading, Weekly circular, Memo's, Termly Health & Safety walk arounds that are shared with all staff and actions to be completed identified, CPD request data, suggestions box.</i>

Systems for ensuring the promotion of a positive health & safety culture.

The effective implementation and monitoring of this Policy is paramount to develop a positive health and safety culture. Promoting this culture involves:

a) Communication

A reliable health and safety information system is important. We will ensure that:

- All employees receive appropriate health and safety information so they can undertake their duties safely.
- Encourage regular discussions regarding health and safety matters.
- Provide information on our health and safety performance to parents, visitors etc., as appropriate

b) Co-operation

Participation is essential to control risks effectively. We will ensure that:

- Our Safety Committee meets regularly to consult on health and safety issues
- We encourage health and safety issues to be discussed informally during departmental meetings, thereby sharing information and knowledge
- We will provide health and safety problem solving discussion groups, for example following an accident or incident

c) Control

Everyone at school can contribute to controlling health and safety risks. We will ensure that:

- Everyone is aware of their responsibilities - understand what is required of them and how they will be held accountable
- Provide adequate supervision
- Temporary staff are given special attention

d) Competence

It is essential that any staff member directed to carry out a task is competent to undertake it. We will ensure that:

- We will take into account the employees individual capabilities regarding health and safety when assigning tasks.
- We will provide adequate health and safety training, along with task related training which is suitable to the individuals needs.
- Evaluate the competence of employees following training
- Provide competent people to assist in the measures needed to comply with health and safety law.

Safety Representatives

The school recognises and accepts that safety representatives must be given paid time necessary to carry out their functions and undergo training in those functions, as is reasonable in the circumstances.

Safety Representatives functions are to:

- Investigate potential hazards and dangerous occurrences at the workplace, and complaints by employees relating to health, safety and welfare at work, and examine the causes of workplace accidents.
- Make representations to the Head Teacher/Governing Body on the above investigations, and on general matters affecting the health and safety of the employees they represent.
- Inspect the workplace.
- Represent employees in dealings with health and safety inspectors
- Attend health and safety committee meetings.

All arrangements must be kept under review and be developed as is necessary or desirable.

This requires:

- Monitoring of the effectiveness of arrangements
- Making appropriate changes and improvements to existing arrangements and/or their implementation
- Introduction of new arrangements as appropriate.
- Taking into account any changes in; organisational structures, duties relating to specific posts, and personnel

**** The arrangements below, from time to time, refer to Council documents. Please note that some of these documents may be under review, and may require updating in the light of recent legislation. In this case, schools need to adhere to the current legislation.***

4.2. HEALTH & SAFETY TOPIC/ACTIVITY

ACCIDENTS

Accident/Incident Reporting Procedure:

The Governing Body is aware of its statutory duty under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). Corporate Health & Safety Services has responsibility to report under RIDDOR to the H.S.E.

Schools have a duty to record:-

- any accident to any person occurring on school premises;
- any accident to a member of staff at any location whilst on school business;
- any accident to a pupil off-site whilst under the supervision of a member of staff e.g. school trips.

Any employee who witnesses an accident, dangerous occurrence, violent incident or near miss, or to whom one is reported, should follow the 'Educational Establishments Incident Reporting Procedure and Millwood School's Staff Injury and Distress Policy', which are located in the AHT's office- blue file for staff and black file for pupils located on Joanne Hurst's desk within 24 hours or as soon as possible after the event. All incident reports **must** be brought to the attention of the Assistant Head teacher- Joanne Hurst or in her absence a member of the Senior Leadership Team before being sent to the Council.

Where accidents are found to be caused by faulty equipment, premises or unsafe systems of work, **immediate** action must be taken to remove or isolate the hazard and warn people until the necessary modifications or repairs can be made.

A copy of all accident reports must be kept in a secure location. The information contained in these documents must be treated as confidential in accordance with the requirements of the Data Protection Act 1998.

Accident/Incident Investigation

Joanne Hurst will initially investigate the circumstances of all accidents/incidents. The depth of an investigation will vary according to the severity or potential severity of the accident/ incident and may include discussions with the Helen Chadwick, head teacher and Cllr Rishi Shori, Health and Safety Governor . In some minor cases a brief discussion with a member of staff may be adequate. This information will be shared with the head teacher, Helen Chadwick and the Governors on a termly basis

Monitoring of accidents will be undertaken to identify any trends, hazardous areas or accident 'blackspots.' Termly reports will be passed to the Governing Body for comments and action to be taken.

The Council Health & Safety Advisor may investigate serious accidents. Records of investigations must be kept with any incident reports.

Refer to Council documents:

- For employees - Accident/Incident Reporting Procedure HS02 A Code of Practice to be used in conjunction with HS01

- For pupils/students –Pupil/Student Reporting Procedure HS2 (P) to be used in conjunction with HS1 (P)
- Educational Establishments Incident Reporting Procedure

Refer to School documents

- Staff Injury and Distress Policy- shared drive
- First Aid Policy- shared drive
- Grievance Policy- shared drive
- Complaints Policy- shared drive
- Professional Relations Policy- shared drive
- Staff Personal Care Policy- shared drive
- Care and Control Policy- shared area
- Code of Conduct Policy - shared drive
- Manual handling, working at heights, lone working with and without pupils risk assessments

ALCOHOL, DRUGS & SUBSTANCE MIS-USE

The School recognises that alcohol and substance abuse is a health and social concern, which should be treated in a constructive and confidential manner. It can affect an employee's quality of work and put themselves, their colleagues and others receiving services at risk. It believes that early identification and appropriate treatment is the most effective way of dealing with such abuse.

Refer to Council document:

- Management Handbook 2 section 2.1. – Alcohol & Drug Policy (Jan 2008)

Refer to School Documents:

- Smoking Management Policy- shared Drive
- Code of Conduct Policy - shared drive

ANIMALS

Living things make an important contribution to the education of children. There must always be proper planning for their correct care and maintenance, including the potential difficulties of weekends and holiday times. Pupils will receive instruction of potential hazards associated with keeping and caring for animals.

Teachers to be conversant with Primary Science Guidance from CLEAPSS School Science Service, refer to Association for Science Education ASE "Be Safe" 3rd Edition 2001 booklet & The National Association of Advisers & Inspectors in Design & Technology "Make it Safe" 5th Edition 2001 booklet if required.

Any schools keeping animals will require arrangements to be in place.

Animal	Person Responsible	Action	Frequency
Fish	Aqualease	Clean filters Clean tank which incorporates removing half the quantity of water and refilling with fresh. Change/rearrange plants Replace fish as and when required due to size and customer requirements.	Monthly
	Premises Staff	Feed	Every day with supplied fish food and measuring cup for correct quantities

Refer to School Document:

- H and S Group File in Premises Office
- Risk assessments- activities
- Risk assessments- Educational visits

ASBESTOS MANAGEMENT

Millwood school is asbestos free

Refer to Council documents:

- Asbestos Policy – Management Guide and Asbestos Briefing Note BN001 23/07/09 (Architectural Services)
- HST 12 Control of Asbestos at Work Regulations

Refer to School Document:

- Identification and Assessment Survey File carried out by LK Associates Ltd. Located in Premises Office. Survey is carried out every 12 months for a condition update. Now new premises where asbestos is not present.

AUDIT

The aim of an audit is to provide an assessment of the validity and reliability of the management planning, control systems and training directed at minimising risks to the health and safety of all employees and others at school and to the environment.

Section 5 of this Policy outlines the scope and auditing routines to be carried out in school. It includes a review of the working of the health and safety management system at least once in every 12 month period, to identify any failures in control, cooperation, communication, competence and documentation. The school's Health & Safety Policy shall also be audited once a year to ensure its applicability and effectiveness.

Audits are to be conducted by Governors, Head Teachers and Council Health and Safety Advisors (on request). Recommendations will be made, giving priorities to the main weakness to enable managers to correct any deficiencies in performance.

Person	Date	Findings	
Anita Brereton	20 th May 2011	Please refer to H & S file section 6	This was an information sharing session with Catherine Jackson, Derek Spencer and Joanne Hurst
Lorraine Mcrorie	19 th July 2012	Health and Safety Plan- action	all actions are complete. Please see Health and Safety Governing Body Report 2014

Refer to Section 6 – Reviewing Performance and Auditing

Refer to School documents:

- Health and Safety File section 6 located in AHT office

BOMB THREAT

No solution can be offered to eliminate either bomb threats or planted bombs, so our school has implemented both good physical security and comprehensive bomb threat response plans. Even the best contingency plan will not prevent bomb threats from disrupting normal daily activities. However this disruption can be minimised if the recipient of the threat knows how to handle it.

Refer to Council document:

- [Management Handbook 3 – section 3.4.1 – Bomb Threat Procedure \(Jan 2002\)](#)

Refer to School documents

- [Emergency Evacuation Policy- Shared Drive and Fire Logbook located in AHT office](#)
- [Emergency Procedures Documentation- shared drive and Emergency Planning File located in AHT office](#)
- [Critical Incident Policy - shared drive](#)
- [Business Continuity - shared drive](#)

CATERING

Catering staff should be thoroughly trained in all aspects of food hygiene and health and safety, including COSHH regulations.

There are many hazards and risks associated with the catering activities which must be assessed and controlled. Appropriate training must be provided and school will monitor to ensure staff are following safe systems of work.

Refer to School Documents

- [Health and Safety training, section 5 of Health and Safety File](#)
- [Health and Safety Planner, section 5 of Health and Safety File](#)
- [Communication with Sonia Smith section 5 of Health and Safety File](#)

CLEANING/CARETAKING

Caretakers, cleaners and site managers are key members of the school staff and undertake a wide variety of tasks in and around the premises, including:

- Working at height
- Using electrically powered work equipment
- Using substances hazardous to health
- Manual handling
- Lone Working
- Site Security
- Building and site maintenance
- Control of contractors
- Emergency procedures – testing and maintenance
- Working in boiler houses and switch rooms
- Health & Safety monitoring.

There are many hazards and risks associated with the activities they undertake, which must be assessed and controlled. Appropriate training must be provided and school will monitor to ensure staff are following safe systems of work.

Refer to School Documents

- [Health and Safety training, section 5 of Health and Safety File](#)
- [Health and Safety Planner, section 5 of Health and Safety File](#)

- [Communication with Sonia Smith section 5 of Health and Safety File](#)
- [Risk assessments for premises- shared area](#)

CONTRACTORS – SELECTION AND CONTROL

The school has a duty of care to all persons working on the premises; this duty also extends to contractors. It is therefore imperative that good health and safety controls are put in place to provide both information about risks in the area(s) where contractors are engaged in work, and control measures over the works being undertaken.

School will ensure:

- Everyone working on school premises knows the health and safety standards that have to be achieved
- Head teachers/Governors are clear about their role
- Key issues relating to the work to be carried out are identified and addressed.
- Performance is monitored and reviewed.
- Contractors on site are shown the documents listed below. They will read said documents after a briefing of the premises layout. Once understood they are expected to sign those documents before work can commence
- Any asbestos issues within the work area are fully explained to the contractors and the asbestos management document is made available to them. If there are any issues arising from the document, LK Associates Ltd will be contacted to answer any questions arising.

Refer to Council documents:

- [HST24a – Control of Contractors – Guidelines for Premises Managers, Head Teachers or Designated Representatives](#)
- [HS24 - Use of Contractors](#)
- [HS24b - Instructions for Contractors](#)

Refer to School Documents

- [Emergency Evacuation Policy](#)
- [Lone worker risk assessment](#)
- [Lock down Policy](#)

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

The Control of Substances Hazardous to Health Regulation (Amendment) Regulations 2004 (COSHH) require the school to assess the risks to the health of employees posed by the use, storage and movement of toxic, harmful, irritant and corrosive substances, these may include substances in use in CDT, Art and Science classes. The school will do this by:

- Identifying hazardous substances, assessing the nature of their hazards and the associated risks. A record of this assessment will be undertaken and reviewed annually
- Ensure that Manufacturers Safety Data Sheets are obtained and this information, along with the risk assessment are communicated to the users.
- Where possible, we shall use less harmful substances.
- Ensuring all harmful substances are appropriately labelled and stored securely

- Maintain a COSHH register of all substances to ensure adequate control
- Information, instruction and training will be provided to all users as appropriate
- Control measures as determined through risk assessment are monitored to ensure their effectiveness. e.g. use of PPE

Refer to Council documents:

- [HS07a - Procedure for Hazardous Substance Assessment](#)
- [HS07 - Hazardous Substances Risk Assessment Form](#)

Refer to School Documents

- [Health and Safety training, section 5 of Health and Safety File](#)
- [Health and Safety Planner, section 5 of Health and Safety File](#)

CURRICULUM HEALTH AND SAFETY

The school understand their duty to ensure the health and safety of all staff, pupils and anyone else who may be affected by school activities.

Teachers are responsible for risk assessing their own environment, pupils and activities to ensure that all risks are reduced to the lowest level possible. Certain lessons require more stringent instruction and training i.e. Science, D&T, Music, P.E. & Art.

Risk assessments for each of these curriculum lessons are undertaken with reference to guidance from CLEAPSS School Science Service; Association for Science Education ASE "Be Safe" 3rd Edition 2001 booklet & The National Association of Advisers & Inspectors in Design & Technology "Make it Safe" 5th Edition 2001 booklet. BAALPE guidance 'Safe Practice in Physical Education and School Sport.'

Staff also instruct children in general class safety rules e.g. how to carry scissors, using electrical equipment with dry hands, tucking chairs underneath the tables etc.

School have procedures in place to deal with emergencies.

Children are made aware of potential hazards as part of their curriculum learning.

Refer to Council documents:

- [Management Handbook Section 5-5 Instructions to Science Teachers and Technicians in Schools \(2002\)](#)
- [Local Rules for Use of Sealed Radioactive Sources \(April 2008\)](#)

Refer to School documents

- [Risk Assessment File: Each class has own section with individual pupil risk assessments for hydro, rebound therapy and S.I., ISP's including educational visits, and classroom activities located in classes and on shared area, teachers folders, classes, indoor and outdoor risk assessments](#)
- [Risk Assessment File: Specific activities, equipment, and locations have own risk assessments see indoor and outdoor risk assessments plus ISP's](#)
- [Each child has an All About Me booklet which has information on medical history, medical needs, medication requirements and protocols, allergies, behaviour and IBP's, sensory needs and care needs.](#)
- [Each child has an ISP](#)
- [Risk Assessment: File Individual pupils also have specific risk assessments as necessary](#)
- [Curriculum Policies located on shared drive including E Safety](#)

DISABILITY AND SPECIAL EDUCATIONAL NEEDS

The school is responsible for carrying out a risk assessment of any individual who has a disability, medical condition, food allergy, or special needs e.g. emotional/ behavioural difficulties. These risk assessments will encompass:

- Emergency evacuation plans
- First Aid assessment of need
- Environment i.e. access / egress in and around school
- Tasks & Activities undertaken
- Welfare requirements
- Specific training requirements

Refer to School documents

- Risk Assessment File: Each class has own section with individual pupil risk assessments for hydro, rebound therapy and S.I., ISP's including educational visits, and classroom activities located in classes and on shared area, teachers folders, classes, indoor and outdoor risk assessments
- Risk Assessment File: Specific activities, equipment, and locations have own risk assessments see indoor and outdoor risk assessments plus ISP's
- Each child has an All About Me booklet which has information on medical history, medical needs, medication requirements and protocols, allergies, behaviour and IBP's, sensory needs and care needs.
- Each child has an ISP
- Risk Assessment: File Individual pupils also have specific risk assessments as necessary
- PMLD/ASC Policies - shared drive
- Administration of medicines policy- shared area

DISPLAY SCREEN EQUIPMENT

The school recognises its duties under the Health and Safety (Display Screen Equipment) Regulations (amended 2002) to protect the health and safety of employees who habitually use DSE at work.

The Head teacher is responsible for the following:

- Identifying all DSE users
- Carrying out a risk assessment (following guidance provided by the Council)
- Preparing an Action Plan and report for users as applicable.
- Ensuring Action is undertaken as per risk assessment – implement procedures to conform with the requirements of the regulations
- Make provisions for any training required
- Make any medical arrangements considered necessary and communicate this information to all staff involved.
- Regularly monitor and review the risks to staff when using DSE

Refer to Council documents:

- HST19: Health and Safety (DSE) Regulations
- HS05a: Procedure for DSE Assessments
- HS05(Rev.06): Workplace Self Assessment Questionnaire

Refer to School documents

- DSE risk assessments located in Risk Assessment File located in AHT office

DRIVING AT WORK

Although many people drive as part of their job, they are not aware that up to a third of all road crashes involve somebody who was driving for work at the time.

The Health & Safety Executive, in partnership with the Department for Transport, has produced guidance which makes clear that as an employer, manager or supervisor you have a legal responsibility to ensure the health and safety of all employees at work, and that this applies as much to on-the-road work activities as it does to all work activities

Schools are expected to develop a systematic approach to managing work related road safety. Bury Council has produced the Occupational Road Risk Policy to assist with managing this task.

Refer to: [Bury MBC Occupational Road Risk Policy](#).

Refer to School documents:

- Designated mini bus drivers completed questionnaire which highlights issues related to insurance policy document. Kept in mini bus file located in premises management office
- MIDAS approved training supplied by the LA for new drivers/refresher course as and when required. Document located in DHT office
- Insurance document/MOT/Tail lift inspections/Servicing documents Kept in mini bus file located in premises management office
- Drivers daily inspection sheets prior to usage are kept in the aforementioned file located in the office resource area. Defects are reported and dealt with accordingly.
- Health and Safety training for tail lift and clamping, section 5 of Health and Safety File
- Health and Safety Planner for tail lift and clamping, section 5 of Health and Safety File

Staff personal car insurance details

- Drivers completed questionnaire which highlights issues related to private/business use on their current insurance policy document. Kept in Health and Safety File, section 7, located in AHT office

EDUCATIONAL VISITS

Taking children out of school is a major responsibility for staff and careful planning is essential to ensure that a visit is safe and enjoyable.

All visits are planned with reference to our School Policy and Bury Council's 'Guidelines for Good Practice on Educational Visits and Off-Site Activities'

Corporate Procurement have previously issued guidance for schools booking coaches and minibuses on the Procurement for Schools web pages.

All coach/minibus companies operating any vehicles with more than 8 passenger seats must be licensed by the Traffic Commissioner, supported by the Vehicle and Operator Services Agency (VOSA). The role of the Traffic Commissioner and VOSA is to provide a range of licensing, testing and enforcement services to assist in

improving the roadworthiness of vehicles and to ensure compliance of operators and drivers.

All coach/minibus operators that are licensed will hold the appropriate Operators Licence and are required to display a licence disc in the windscreen of the vehicle. Any operators that do not hold the an operator licence or fail to display the licence disc in the vehicle are operating illegally and should not be used for any transport requirements.

Full guidance on arranging transport and a checklist are on the website, link below:

<http://intranet.bury.gov.uk/CorporateServices/CorporateProcurement/ProcurementForSchools/AdviceandGuidance/Guidelines+for+Arranging+Transport.htm>

Refer to:

- Bury Council Management Handbook 9 section 9.9 Guidelines for Good Practice on Educational Visits and Off Site Activities (Sept 2004)
- Department for Education – Health & Safety of Pupils on Educational Visits (HASPEV).

Refer to School documents:

- School Off Site Visits Policy- shared drive
- Minibus Checklist pro forma- shared drive
- Designated mini bus drivers completed questionnaire which highlights issues related to insurance policy document. Kept in mini bus file located in premises management office
- MIDAS approved training supplied by the LA for new drivers/refresher course as and when required. Document located in DHT office
- Insurance document/MOT/Tail lift inspections/Serviceing documents Kept in mini bus file located in premises management office
- Drivers daily inspection sheets prior to usage are kept in the aforementioned file located in the office resource area. Defects are reported and dealt with accordingly.
- Health and Safety training for tail lift and clamping, section 5 of Health and Safety File
- Health and Safety Planner for tail lift and clamping, section 5 of Health and Safety File
- EVC Policy
- Mini bus checklist
- First aid policy- all visits off site have a paediatric first aider with them.

Staff personal car insurance details

- Drivers completed questionnaire which highlights issues related to private/business use on their current insurance policy document. Kept in Health and Safety File, section 7, located in AHT office
- Risk Assessment File: Each class has own section with individual pupil risk assessments for hydro, rebound therapy and S.I., ISP's including educational visits, and classroom activities located in classes and on shared area, teachers folders, classes, indoor and outdoor risk assessments

- Risk Assessment File: Specific activities, equipment, and locations have own risk assessments see indoor and outdoor risk assessments plus ISP's
- Each child has an All About Me booklet which has information on medical history, medical needs, medication requirements and protocols, allergies, behaviour and IBP's, sensory needs and care needs.
- Each child has an ISP
- Risk Assessment: File Individual pupils also have specific risk assessments as necessary
- Risk assessments for related activity/venue/travel arrangements, adventurous activity-EV4 are submitted and authorised by the Educational Visits co-ordinator or a member of SLT and copies are kept for in excess of 20 years these are located in office resource area
- Every off site visit has a paediatric first aider with them.

ELECTRICAL SAFETY

The Electricity at Work Regulations 1989 covers the legal requirements for electrical safety, this includes schools. All electrical equipment needs to be regularly maintained and electrical hazards identified and dealt with promptly. The regulations require implementation of sound health and safety principles as detailed in the Health & Safety Executives' guidance.

The onus is very much on employers to assess the work activities which utilise electricity, or which may be affected by it, perhaps by virtue of being in the same vicinity, etc. and to define all foreseeable risks associated with them. The criteria which should be considered is whether any work on or near electrical systems gives rise to danger and/or personal injury.

The provisions do not stop at merely preventing electric shock but also require the employer to have regard to all foreseeable risks. These should include the suitability, design, construction and installation of electrical systems for specific tasks, the possibility of adverse, including environmental effects and necessary precautions due to the siting of such systems, and the provision of suitable and adequate protection/precautions.

Refer to Council documents:

- HST56 – Reducing and Controlling Risks from Electricity at Work
- HST16 – Electricity at Work Regulations 1989
- HST80 - Safe use of electrical powered tools

Refer to School documents:

- PAT testing file- Premises Management Office
- Fire risk assessments kept in Fire logbook located in AHT office
- Health and Safety Walk arounds kept in Health and Safety file, section 8, located in AHT office
- Maintenance Request for Premises Management Team file located in staff room
- Fire alarm system serviced yearly, intruder alarm system serviced quarterly. Servicing documents are located in folder kept adjacent to alarm panel located in main office area. Intruder alarm documents are located in a metal cabinet marked ADT, located within the premises managers utility room.

ENVIRONMENTAL MANAGEMENT

Whilst health and safety is a key factor in the management of the School, consideration must also be given to the management of good environmental practices. It is important to ensure that whatever tasks are undertaken, they will not adversely affect the local environment.

To this end, it shall be the policy that our School will not allow any personnel to conduct their business in such a way as to pollute or contaminate the environment nor utilise, unnecessarily, the non-renewable resources of the planet on which we live.

Refer to Council documents:

- Management Handbook 5 section 4-65 Litter (2002)
- HST81 Discarded hypodermic needles and syringes (2008)

Refer to School Documents:

- Environmental Management Plan document for drivers with reference to carbon monoxide fume pollution near entrance/exit points of the school.

EXTENDED SCHOOL AND COMMUNITY USE / EVENTS

School need to consider the impact extended services will have on health and safety. Safety at work is a shared responsibility and it is essential all partners involved in extended services activities communicate to ensure health & safety is managed.

Where school rooms and facilities at school are used or hired on a regular or occasional basis e.g. events outside normal school hours which are managed by the PTA - a pre-use/hire liaison between the school and the event organiser is essential to ensure that hirers/users do not put school staff, pupils or premises at risk.

Where the hirer/user's activities may pose a foreseeable risk to participants, the hire/use agreement will make it clear that they are responsible for ensuring that the activities are properly supervised by suitably qualified and experienced persons. The school will also require users and hirers to provide copies of their records of risk assessments.

The pre-use/hire agreement will contain instruction and information on health and safety issues e.g. fire evacuation plan, security, first aid etc.

The school may seek further advice (from the council) and if necessary, has the power to refuse or terminate a hire/use agreement.

For Bouncy Castle use - Refer to Council documents:

- HST15 Play Inflatables Safety Checklist
- HST15a Guidelines for Safe Use of Play Inflatable Devices
- HST15b Pool Inflatables

Refer to School Documents:

- Risk assessment File located in AHT office, containing individual risk assessments for specific activities e.g. hydro, activity risk assessments e.g. dance, play schemes, after school club, community cinema, Puddle ducks
- After School Club file located in HLTA office
- Bury Schools Emergency Procedures file, Emergency Planning risk assessments section, page 38. Located in AHT office
- Lettings Door Policy - shared drive
- Hydrotherapy pool policy and associated risk assessments

FIRE SAFETY

The Regulatory Reform (Fire Safety) Order 2005 places a duty upon schools to carry out a fire safety risk assessment. Responsibility for complying with the Order rests with the 'responsible person'. In a workplace, this is the employer and any other person who may have control of any part of the premises e.g. the occupier or owner.

The Head teacher shall ensure that an up to date risk assessment is in place and that procedures are established, implemented, reviewed, revised and maintained so as to minimise risk to all parties in the event that a fire or other major incident occurs.

These procedures shall be reviewed on a regular basis to ensure their adequacy; that responsibilities are assigned and understood and that training and fire drills are effective so hazards are correctly assessed.

Refer to:

- [FST01 – Bury MBC Emergency Planning Service – Fire Safety Guidance](#)
- [FST04 – Fire Risk Assessment Guidance; FS04 – Fire Risk Assessment Form](#)
- [FS04a – Fire Risk Assessment Checklist](#)
- [HM Government Educational Premises Fire Risk Assessment Guide](#)

Refer to School Documents:

- [Emergency Evacuation Policy on shared drive](#)
- [Emergency Evacuation File in AHT office](#)
- [Fire risk assessments in Emergency Evacuation file in AHT office also on shared area, teachers folders, policies and key docs.](#)
- [Bury Schools Emergency Procedures file in AHT office also on shared area, teachers folders, policies and key docs.](#)
- [Fire Risk Assessment- shared area and staff room](#)

FIRST AID

The Governors and Head teacher accept their responsibility under the Health and Safety (First Aid) Regulations 1981 (recently updated to include revisions to training) and acknowledge the importance of providing first aid for employees, children and visitors (non employees) within the school.

The Regulations lay down three broad duties. These are:

- the duty of the employer to provide first aid
- the duty of the employer to inform employees of the arrangements made in connection with first aid
- the duty of the self-employed person to provide first aid equipment.

The school will ensure:

- A First Aid Assessment of Need is undertaken which includes provision for first aid on school visits and journeys.
- Adequate first-aid equipment and facilities are provided
- First-Aiders and/or Appointed Persons are appointed and receive appropriate approved training
- Adequate records are kept of all persons trained in first-aid and ensuring their training is kept up to date.
- All staff and others within school are made aware of first-aid arrangements, location of first-aid equipment and personnel.

- Reviewing the provision of first-aid on a regular basis, or whenever there is any significant change in the workplace or workforce.

Refer to:

- HST09 – First Aid Regulations
- HST09a First Aid Training
- HS11 First Aid Requirements Assessment
- HS21 First Aid Register Form
- DFEE – Guidance on First Aid for Schools

Refer to School Documents:

- First Aid Policy located on shared drive
- Staff Injury and Distress Policy on shared drive
- Grievance Policy on shared drive

INTERACTIVE WHITEBOARDS

The Head teacher will ensure the schools commitment in complying with the legislative requirements to adequately risk assess the use of Interactive Whiteboards and follow the guidance issued by the NUT & HSE.

The school will ensure:

- a) Training in the safe use of the equipment & health and safety issues is provided.
- b) Whiteboards are fitted at the optimum level to minimise the need for straining to reach the higher areas or for stooping to use the lower parts of the board.
- c) Projectors are, wherever possible, placed out of the reach of the pupils. A ceiling mounted projector is the ideal solution.
- d) Whiteboards will be mounted at a comfortable height for use by pupils.
- e) If there is a requirement for the equipment to be mobile around the school, it will be ensured that the unit is anchored firmly when in use, and that trailing power cables are covered and secured.

The school will also ensure that pupils are always adequately supervised whilst the projector is operating, and staff & pupils have been trained to follow safe routines of projector use.

Refer to:

- H.S.E.'s advice on use of Interactive Whiteboards
- Becta advice on – the use of Projectors

LONE WORKING

There could be occasions when school staff are considered as lone workers e.g. peripatetic teachers, cleaners, caretakers, school crossing patrols etc. In effect, any one who is isolated from other staff is a lone worker. It also must be remembered that it is possible for someone to be a lone worker even though there may be other employees on site i.e. a cleaner may be working in one section of a building, whilst other staff may be elsewhere.

The law requires that at least two people must be involved in certain types of work and specifies the safe system to be followed e.g. working in

confined spaces, working at height, working on live electrical systems. The risk assessment carried out on all lone working tasks may identify the need for two workers to ensure a safe system of work.

The school will ensure that:

- Once lone workers have been identified, we will assess the individual to ensure they are suitable for lone working
- A risk assessment will be carried out on all tasks to ascertain the level of risk associated with lone working
- Safe working procedures will be established including emergency procedures and the arrangements for supervision and monitoring.
- An effective communication system will be established
- Training will be available as necessary to ensure the lone worker understands the risks involved and control measures identified by the risk assessment.

Refer to Council document:

- [HST61 & HS61a Working Alone in Safety](#)

Refer to School Documents:

- [Lone working risk assessment for premises management team located in Staff risk assessment file in AHT office](#)
- [Lone Working Risk Assessment located on shared drive](#)
- [Lone working with children Risk Assessment located on shared drive](#)

MAJOR INCIDENTS & EMERGENCY PREPAREDNESS

A major emergency in a school can arise out of many different events. Should a critical incident occur it may have a major impact on staff and children. It is the responsibility of our school to have local arrangements in place to plan for responding to a major incident or emergency. We also acknowledge the Council's Major Incident Plan and Guidance.

Our arrangements endeavour to lessen the effect of a major incident on the staff, children and parents at our school. We will ensure they are shared with relevant personnel and regularly reviewed. It is anticipated that by adopting the procedures outlined in our Emergency Plan, we will provide a more secure environment for everyone associated with our school.

Refer to Council document:

- [Management Handbook - Major Incidents and Emergencies in Schools \(December 2010\)](#)

Refer to School documents:

- [Emergency Planning File- shared drive, Emergency Planning file located in AHT office](#)
- [Business Continuity Plan- shared drive, Emergency Planning file located in AHT office](#)
- [Critical Incident and Crisis Management Policies - shared drive](#)
- [Lock down Policy](#)
- [Hazard risk assessment](#)

MANUAL HANDLING

The school recognises its duty under the Manual Handling Operations Regulations 1992, to prevent manual handling injuries to employees.

Manual Handling involves the movement of loads by hand or bodily force and should be avoided. Any task involving the risk of manual handling will be assessed, recorded and the information disseminated.

The Head teacher will ensure the following:

- That the need for manual handling is avoided as far as is reasonably practicable
- A thorough risk assessment is made of the risk of injury from any hazardous manual handling that cannot be avoided
- That the risk of injury from hazardous manual handling is reduced as far as is reasonably practicable.
- Involve the services of a trained manual handling assessor (where necessary)

The risk assessment process will consist of the following:

- All manual handling tasks are identified
- Individuals most at risk from manual handling tasks are also identified
- Control measures are implemented and understood by all members of staff
- Provide mechanical assistance where appropriate and monitor to ensure they are used.
- Ensure that staff at risk are fully trained to use any mechanical assistance and to carry out any manual handling tasks
- Develop a coherent overall prevention policy

Periodically review the assessments and performance via feedback from staff and review any incidents and/or work-related ill health as a result of mechanical and manual handling

Refer to Council documents:

[HS04 Manual Handling Assessment Form](#)

[HS04a Procedure for Manual Handling risk assessments](#)

[HST71 Lifting Operations and Lifting Equipment Regulations 1998](#)

Refer to School documents

- [Health and Safety training, section 5 of Health and Safety File](#)
- [Health and Safety Planner, section 5 of Health and Safety File](#)
- [Manual handling Risk Assessment -shared drive](#)
- [Premises risk assessments- shared area](#)
- [CPD documentation- whole school training](#)

Moving and Handling Pupils

School recognises the need for effective procedures to prevent injury to staff when moving and handling pupils with special educational needs who have mobility difficulties. School will follow a 'Pupil Moving & Handling Policy' which outlines the requirement for risk assessing, training, provision of suitable equipment, consideration of pupil safety and dignity, employee duties and monitoring requirements.

Pupils requiring assistance with mobility should be risk assessed and a Moving and Handling Assessment Plan drawn up. Consideration should be given to the use of specialist handling equipment such as hoists and

sliding aids. Suitable equipment and furniture should be used to reduce the risk of musculo-skeletal injury.

Refer to School documents

- [Health and Safety training, section 5 of Health and Safety File](#)
- [Health and Safety Planner, section 5 of Health and Safety File](#)
- [Individual Moving and Handling Assessment Plans in children's All About Me booklets and in Moving and Handling Assessment Plans in Risk Assessment File](#)
- [ISP's for pupils](#)
- [Moving and Handling Policy on shared drive](#)
- [CPD documentation- whole school training](#)

MEDICINES

A clear policy understood and accepted by staff, parents, children and young people provides a sound basis for ensuring that children and young people with medical needs, receive proper care and support in school.

The Head Teacher has the responsibility for devising the policy, taking into account the Bury Council Policy on 'The Management of Medicines and Health Needs of Pupils in Bury Schools.'

Formal systems and procedures in respect of administering medicines, developed in partnership with parents and staff, are available to back up the policy. Our Policy is reviewed and updated on a regular basis.

Our policy covers:

- Procedures for managing prescription medicines which need to be taken during the day;
- Procedures for managing prescription medicines on trips and outings;
- A clear statement on the roles and responsibilities of staff managing administration of medicines, and for administering or supervising the administration of medicines;
- A statement of parental responsibilities in respect of their child's medical needs
- The need for prior written agreement from parents for any medicines to be given to a child or young person;
- The circumstances in which a child or young person may take any non-prescription medicines;
- The settings policy on assisting children and young people with long-term or complex medical needs;
- Children and young people carrying and taking their medicines themselves;
- Staff training in dealing with medical need;
- Record keeping;
- Safe storage of medicines;
- Access to the school's emergency procedures;
- Risk assessment and management procedures.

Whilst school staff in charge of pupils have a common law duty to act as any reasonably prudent parent would, to make sure that pupils are healthy and safe on school premises (and this might in exceptional circumstances extend to administering medicine and/or taking action in an emergency), school staff should not, as a general rule, administer medication without first receiving appropriate information and/or training

Refer to:

- Management Handbook 7 section 7.10 'The Management of Medicines and Health Needs of Pupils in Bury Schools: Supporting Pupils with Medical Conditions'
- 'Advice on Supporting Pupils with Medical Needs and Medication in Schools.'

Refer to School documents

- Health and Safety training, section 5 of Health and Safety File
- Health and Safety Planner, section 5 of Health and Safety File
- Administration of Medicines Policy - shared drive
- Administration of medicines risk assessment- indoor risk assessment
- Asthma Policy-- shared drive
- Infection Control Policy- shared drive
- Medical Emergency Protocol- shared drive
- CPD documentation- whole school training

NEW & EXPECTANT MOTHERS

The term "new or expectant mothers" includes pregnant women, mothers who are breastfeeding, mothers who have given birth in the last six months and women who have miscarried after 24 weeks of pregnancy. The school has a responsibility to ensure that all reasonable precautions are taken to provide protection for pregnant employees.

The school will:

- Assess the risks to the health and safety of the woman concerned arising from her duties and seek to eliminate or reduce those risks. If a particular risk cannot be eliminated, the school will consider suitable alternative working arrangements.
- Keep the risk assessment under review during pregnancy, as the possibility of damage to the foetus will vary at different stages and must also be reviewed following return to work.
- Provide clean and comfortable facilities for the woman to rest, and where appropriate, breastfeed or express and store milk. Provide somewhere for her to lie down, if necessary.
- Offer the woman extra assistance with lifting for the duration of the pregnancy
- Carry out a specific D.S.E. risks assessment, particularly where the woman spends much of the day at a computer. This may result in her duties being re-organised to alleviate any concerns.

Refer to Council documents:

HST53 - New and Expectant Mothers

HST53a - New and Expectant Mothers at Work Checklist

HST53b - New and Expectant Mothers Risk Assessment Form

Management Handbook 2 section 2.7.4 - Maternity Provision for Teaching and Non-Teaching Staff

Refer to School Documents:

- Staff risk assessment file located in AHT office

NOISE

The Control of Noise at Work Regulations 2005 apply to all workplaces, including schools, and require employers to carry out assessments of the noise levels within their premises and take appropriate preventive action where necessary.

School will:

- assess the risks to employees from noise at work
- take action to reduce the noise exposure that produces those risks
- provide employees with hearing protection if noise exposure cannot be reduced enough by other means
- ensure that legal limits on noise exposure are not exceeded
- carry out health surveillance where there is a risk to health.

Refer to Council documents:

- HST14 Noise at Work Regulations 2005
- HST14a Health Surveillance Questionnaire

OCCUPATIONAL HEALTH

The school has a commitment to the health and welfare of its staff. The school's occupational health service is provided by Catherine Chisholm Occupational Health Unit. The Annexe, Town Hall, Knowsley Street, Bury BL90SW. Tel: 0161 253 5055.

The Occupational Health department can be contacted directly through the Council or by referral from the Head teacher.

The aims of the occupational health service are to:

- carry out necessary medical screening for any staff working with processes, materials or substances that require them to receive health supervision; Health surveillance - monitoring required because of statutory requirement or identified through risk assessments
- health screening - personal health status (cardiac risk, diabetes, etc.)
- provide advice on ergonomics, e.g. relating to computer technology and manual handling;
- advise on workplace risk assessments and to provide advice on issues relating to workplace ergonomics, occupational hygiene and safety. This work is undertaken in conjunction with the a health and safety advisor;
- give general medical and health advice and information to all members of staff when requested and offer a variety of health education and health promotion programmes to encourage the health and fitness of all members of staff;
- carry out fitness to work assessments with an primary view to identifying any reasonable support ;
- advise {Council Human Resources and the Head teacher} in the event of illness on the fitness to return to work and/or rehabilitation needs of individuals. Assist those individuals when they return to work to enable them to settle into their work pattern with minimum stress and disruption.

CONTROL OF INFECTION AND COMMUNICABLE DISEASES

All members of staff must inform the Head teacher if they are ill and indicate if it is infectious (i.e. if it can be passed on to others).

Staff and pupils must not attend school when they are ill with an infectious disease (unless a minor illness, such as minor colds), as this may pose a risk to others.

Advice as to whether an illness is "infectious" should, in the first instance, be sought from their GP (by the patient) or the school nurse who can advise as to whether they should attend school.

Any suspected outbreak of an illness, e.g. diarrhoea, vomiting etc., must be reported to Helen Chadwick, SMT

The following health & hygiene procedures should be put into practice:

- Promoting personal hygiene, particularly in young children. Effective hand washing procedures should be followed.
- Body spillages should be dealt with immediately with the approved sanitising procedure
- Robust cleaning regimes should be put into place to reduce dirt and waste thereby reducing the potential of bacteria entering the school.
- Refer to local procedures for cleaning and disinfection throughout school

Refer to:

- [Bury Council Occupational Health intranet pages](#)

Refer to School Documents:

- [Trigene COSHH register in Health and Safety File located in AHT office](#)
- [Infection Control Policy on shared drive](#)
- [H1N1 risk assessment on shared drive](#)
- [Work life balance policy in process of being written](#)
- [SAS scheme for medical and well-being](#)

PERSONAL PROTECTIVE EQUIPMENT/CLOTHING

The school is committed to complying with the legislative requirements stated within the Personal Protective Equipment at Work Regulations 1992 (as amended under the Health and Safety (Miscellaneous Amendments) Regulations 2002).

The Head teacher will be responsible for identifying and issuing PPE based upon a risk assessment relevant to the specific task being considered. Where the need for PPE has been identified and its requirement is unavoidable. The Head teacher will follow the guidance and implement the required control measures.

The school has a responsibility to any third parties who could be put at risk (i.e. visitors to site) and must provide them with suitable PPE. School management will monitor and enforce the correct use of PPE.

Employees **MUST** use the equipment provided, failure to do so may render them liable to disciplinary action. Each member of staff shall use equipment supplied in accordance with the training provided and immediately inform his Head teacher if:

- The equipment is lost
- The equipment is damaged
- They believe it is not providing sufficient protection

Refer to Council documents:

- HST22 Personal Protective Equipment at Work Regulations 1992 (PPE)
- HS10 P.P.E. Suitability Assessments
- HS10a Procedure for completion of Suitability Assessments

PLAYGROUND SAFETY

The school is committed to complying with the legislative requirements stated in the Management of Health and Safety at Work Regulations 1999 that owners and managers of premises should undertake a risk assessment of their facilities - this includes the children's playground.

The school maintains knowledge & awareness of the general potential hazards in outdoor playground environments.

School will ensure the following procedure is adhered to:

- Regular inspections of the playground area will be performed.
- Play equipment is subject to regular inspection and will be visually checked each time it is used.
- Play on climbing equipment will be supervised at all times.
- Ball games will only be played in areas designated for them.
- Pupils will only be allowed to use the field areas when weather permits and they have been told to do so.
- Pupils will not be allowed to enter car parks or any roadway during the course of the school day.

Playground Supervision is to be provided by Helen Chadwick, teachers, TA's, mid day supervisors and Bury FC (including playground supervisors) to ensure suitable supervision at all times, this will also minimize the risk of accidents at break and lunch times when accidents can occur more frequently. The recommended ratios for midday supervisors is: Infants 1:25; Juniors 1:50 and High Schools 1:100

The school maintains knowledge & awareness of BAALPE Guidance "Safe Practice in Physical Education & School Sport".

All new equipment purchased will conform to the relevant British Standards European Norms - current standard for Playground Equipment is BS EN 1176: 2008.

Refer to:

- DCSF – Managing Risk in Play Provision (Play England)
- ROSPA – BSEN 1176 – Playground Equipment Standard
- Refer to School Documents:
 - Outdoor Risk assessments including photo directory – shared area
 - Termly Health and Safety walk arounds, reports kept in Health and Safety file, section 8, located in AHT office
 - Daily inspections by class teams before use
 - Daily inspections by premises team- files located in premises office
 - External inspections and maintenance documentation- files located in premises office
 - ISP's in place for all pupils.
 - Annual Sportsafe maintenance inspection

PROCUREMENT

School is responsible for ensuring that services are delivered in a manner that achieves appropriate standards of health and safety, especially with

regard to clients and others who may be affected through the service provision

School also acknowledges its responsibility for ensuring that the service provider is equipped with the necessary and appropriate knowledge to allow the work to be carried out in a suitably controlled manner.

Where a School's service specification details the manner of service delivery, specific working practices, resources, and demands; then the school will have responsibility for the health and safety standards in relation to staff delivering the service, in addition to clients and others in so far as the specification impacts on health and safety standards. For those contracts which have not been through the Council Procurement process, refer to:

HS 22 (rev) Contractor Health and Safety Assessment Nov 08.

- Refer to School Documents:
CDM information located on CDM iPad

PUPIL RESTRAINT

Using force to restrain or physically direct a pupil should always be regarded as a last resort. There are situations in which there is no safer alternative, but schools and individual members of staff can minimise the chances of these arising by:

- creating a calm, orderly and supportive school climate that minimises the risk of violence of any kind
- an active approach to teaching pupils how to manage strong emotions
- effective management of individual incidents. Staff should communicate calmly with the pupil throughout the incident.

Section 93 of the Education and Inspections Act 2006 (which replaces section 550A of the Education Act 1996), enables anyone who, in relation to a pupil is a member of the staff of school at which education is provided for the pupil, to use reasonable force in specified circumstances.

Our School Policy includes both the use of force to restrain a pupil (for example, to prevent them injuring somebody) and the use of force to compel a pupil to comply with a reasonable instruction. We keep systematic records of incidents where staff have used force.

Refer to:

- [Bury Council's 'Advice and Guidance for Head teachers, School Staff and Governors on the Use of Force to control or restrain pupils.'](#)

Refer to School Documents:

- [Care and Control Policy on shared drive](#)
- [Behaviour Management Policy on shared drive](#)
- [Team Teach documentation](#)
- [Pupil's Individual Behaviour Plans located in their All About Me files](#)
- [Use of Reasonable Force,](#)
- [Seclusion and Safe space,](#)
- [Seclusion Policy](#)

The DCSF provides additional guidance on physical intervention with pupils who display extreme behaviour associated with learning disability and/or autistic spectrum disorders and pupils with severe behavioural difficulties

RISK ASSESSMENT

The school is obliged by law to apply the risk assessment process to all of its activities and situations and then to take action where appropriate. The legal requirement for risk assessment is contained in The Management of Health and Safety at Work Regulations 1999 - a suitable and sufficient assessment of the risks to the health and safety of employees and any other person who may be affected by their work i.e. Pupils, visitors etc., must be undertaken by the managers of school.

Other regulations have risk assessment provision, which are more specific and generally require the employer to do particular things for certain groups of people.

The most common ones are:

Manual Handling Operations Regulations (1992);
Personal Protective Equipment at Work Regulation (1992);
Health and Safety (Display Screen Equipment) Regulations 1992;
Noise at Work Regulations 1989;
Control of Substances Hazardous to Health Regulations 2000;
Control of Asbestos at Work Regulations 1987;
The Health and Safety (First Aid) Regulations 1981;
Management of Health and Safety at Work (Amendment) Regulations 1994
New and Expectant Mothers at Work;
Young Persons at Work;
Workplace Health and Safety Welfare Regulations.

Individual pupils

Educational Visits

Hydrotherapy

Swimming

Premises

S.I.

Rebound

After School Club

Indoors

outdoors

Management procedures will be the driving and controlling force behind the risk assessment process and should relate to the school as a whole. Such procedures should ensure that separate risk assessments are integrated to form a comprehensive risk management policy for the entire school.

Refer to Council documents:

- Bury Council School Risk Assessment Strategy
- HS03 - Work Activity Risk Assessment
- HS03a –Procedure for Work Activity Risk Assessment
- HS03c – Procedure for Young Persons
- HS04 & HS04a – Procedure for Manual Handling
- HS05 & HS05a – Procedure for D.S.E.
- HS10a – Procedure for P.P.E
- HST53 – Procedure for New & Expectant Mothers

Refer to School Documents:

- Indoor and outdoor risk assessments in classes and on shared area
- ISP's in classes and on shared area
- Staff Risk Assessment file located in AHT office
- Pupil's Risk Assessment file located in AHT office
- Training record located in Health and Safety file section 5
- Moving and Handling Policy on shared drive

SAFE SYSTEMS OF WORK (SSW)

The school recognises that in some instances a Safe System of Work may be required. Many hazards are clearly recognisable and can be overcome by physically separating people from them e.g. by using guarding on machinery. A safe system of work is needed when hazards cannot be physically eliminated and some element of risk remains. These principles are applied to our everyday routine work as well as to more special cases such as:

- Cleaning and maintenance operations
- Employees working away from the school or working alone
- Controlling the activities of contractors

A safe system of work is a formal procedure that results from systematic examination of a task in order to identify all hazards. It defines safe methods to ensure that hazards are eliminated or risks minimised.

The safe system of work may be defined orally, by simple written procedure or in exceptional circumstances cases by a formal permit to work scheme.

Refer to council document:

- HST24d – Hot works permit
- Asbestos Management Policy Guidance Document – Appendix 5 Permit to Work

Refer to school documents

- Staff personal care Policy located on shared drive
- Staff Risk Assessment file located on shared drive
- Staff Injury and Distress Policy on shared drive
- Moving and Handling Policy on shared drive

SAFEGUARDING

School is committed to ensuring that all employees work in an environment that is free from abuse or harm.

Bury Council has many safeguarding Policies and Procedures to follow.

Refer to Council documents:

- Bury Safeguarding Children Board – Safeguarding Procedures
- Safeguarding Children and Young People Code of Practice for recruitment and selection in schools.

Refer to school documents

- Safeguarding Policy on shared drive
- CYPIC Policy on shared drive
- Race Equality Policy on shared drive
- Training record located in DHT office
- Grievance Policy on shared drive
- Working Beyond Retirement Policy on shared drive
- Staff Injury and Distress Policy on shared drive
- Staff Personal Care Policy located on shared drive
- E Safety policy located on shared area
- Lone working with pupil risk assessment on shared area
- Acceptable use policy on shared area
- Administration of Medicines,
- Asthma,
- Care and Control,
- Intimate Care,
- Professional Code of Conduct,
- Disciplinary Procedure,
- Disability, Equality and Access,
- Acceptable Safe Use of ICT,
- E safety,
- Anti bullying,
- Capability Procedure,
- Code of Conduct for Staff,
- Complaints,
- Health and Safety,
- Hydrotherapy,
- Infection Control,
- iPad,
- Library, Lone Working,
- Managing Allegations,
- Medical Emergency Protocol,
- Moving and Handling,

- Safeguarding,
- Prevent,
- Seclusion and Safe space,
- Soft play and Rebound Room Rule of Play,
- Staff Personal Care,
- Use of Reasonable Force,
- Whistleblowing,
- Fire Safety,
- Professional Code of Conduct
- Lock down Policy

SAFETY INSPECTIONS

Inspecting the school to ensure it remains a safe place for all is the responsibility of all staff. Any concerns should be reported to the Head teacher immediately. The Head teacher is responsible for ensuring appropriate action is taken.

In addition to the day to day general requirement to identify hazards and risks in school, the Premises Manger and AHT carry out health and safety walk rounds each term. Hazards and risks are identified and recorded on the Inspection checklist. Persons responsible for rectifying actions are documented and staff report back when the actions have been completed.

The AHT is responsible for ensuring successful action is taken and provides a report on action to the Governors. Further information relating to reports, timings, checklists etc., can be found in Section 5 – Performance Management (Monitoring)

Slips, trips and falls account for a high percentage of injuries in school. It would be unrealistic to expect children not to fall, particularly at playtime. However, staff should be alert to, and report, any condition considered hazardous. Such conditions can include uneven surfaces, holes, wet or slippery surfaces, worn carpets and trailing cables.

Maintenance and inspection of equipment and premises

- All equipment is maintained & inspected at a minimum of the periods laid down by the applicable legislation & guidance &/or to manufacturers recommendations.
- Each piece of equipment is also subject to a user's visual inspection every time prior to use.
- All portable electrical apparatus will be checked annually using an approved safety checking service in line with statutory requirements.
- Workplace Audit - A comprehensive inspection of the school premises is carried out every five year basis. The inspection includes the school building(s) both internal and external and the full extent of the school grounds. It also considers any external influences that may affect the school premises. The results of this inspection are documented and any actions required are assigned responsibility and completion dates.
- Current risk control measures are reviewed to ensure effectiveness.

Examples of items/ equipment and area's subject to maintenance and inspection:

Equipment:

- 1) Fire, Emergency and Security
- 2) P.E. Equipment

- 3) Play Equipment
- 4) ICT Equipment
- 5) Science Equipment
- 6) Cleaning and Hygiene Equipment
- 7) Access/ Mechanical Handling and Lifting Equipment
- 8) Electricity, Gas, Water and Other Services Equipment
- 9) Heating, Ventilation, Dust / Fume Extraction Equipment
- 10) Welfare Provisions / Facilities Equipment
- 11) Furniture and Fittings
- 12) Fixed Play Equipment
- 13) Machinery and Tools, checked electrically during portable appliance testing
- 14) D&T Equipment
- 15) Swimming Pool Equipment
- 16) Compressed Gas Equipment

Refer to School Documents

- [Health and Safety Group files located in Premises Management Office](#)

Area's

- Building(s) Internal – classrooms, staff rooms, corridors, staircases/ stairwells, hall, kitchen, gymnasium, store/ stock rooms, walls, ceilings, floors, lighting, windows and glazing & doors etc.
- Building(s) External – walls, windows and glazing, guttering, roof tiles, fall pipes, overhead structures & steps etc
- External Area's – playground, playing field, pedestrian/ vehicular access, paths, ponds, drainage & ground condition etc.
- Hydro Pool
- Fuel Tanks
- Refuse storage area's

Please note: this list is not exhaustive; it is to provide examples of the items inspected during a comprehensive inspection.

Refer to School Documents

- [Health and Safety Group files located in Premises Management Office](#)
- [Termly Health and Safety walk arounds, reports kept in Health and Safety file, section 8, located in AHT office](#)
-

SCHOOL UNIFORM

School uniform is optional for children at Millwood school however we do encourage children to wear the school uniform when attending school, or participating in a school-organised event outside school hours. Footwear and outdoor clothing should be suitable for school i.e. shoes with sensible heel, waterproof and warm in winter.

SECURITY

Security in school covers several different types – personal safety, pupils in school – abduction ; unauthorised persons on premises; theft and burglary of equipment; damage to premises ; security of information relating to pupils – confidentiality etc; school staff DBS checks;

Equipment

Equipment is sited or protected to minimise the risk of theft, (including security marking), damage (e.g. fire, water, impact), and power failure (e.g. uninterruptible power supply or UPS). Cabling is protected from interception or damage (e.g. use of conduit, fibre, avoidance of public areas, routed underground, away from communications cables). Equipment is correctly maintained and serviced by authorised personnel.

Employees/Voluntary Staff

Security responsibilities are clearly documented and, where appropriate, addressed at the recruitment phase and included in contracts of employment. Personnel screening processes for permanent and temporary staff include appropriate controls (e.g. availability of satisfactory references, confirmation of claimed academic and professional qualifications, independent identity checks).

Refer to Council document:

- [Safeguarding Children and Young People Code of Practice for recruitment and selection in schools](#)
- [Vetting and Barring](#)

I.C.T.

All users of ICT systems are required to sign up to the school's acceptable use policy and agree to abide by the protocols laid down for staff/pupils. Parental consent is obtained for use of the Internet, pupils sign up to an acceptable use policy.

Refer to Council document:

- [Digital Safety in Bury Schools – Practical Guidance 2009.](#)

Refer to School Documents

- [Acceptable safe use of ICT Policy and Declaration - shared drive](#)
- [E Safety Policy - shared drive](#)
- [iPad](#)
- [Code of Conduct](#)

Premises

The school takes the likelihood of environmental security breaches very seriously. A full security risk assessment will be undertaken by the Head teacher, to ascertain the level of risk and to determine adequate control measures.

All visitors to school must arrive at reception and complete the visitor's book and be accompanied at all times whilst on the premises. Visitors must sign out on leaving school.

Pupils

During outside play, no child is allowed to leave the school grounds for any reasons unless with their parents or a nominated person. Prior agreement must be made with the class teacher. The class team and SLT will be informed if a child is being collected at before the end of the school day. The pupil's name will be written on the staff board and the pupil will be signed out in reception by the member of staff who carries out the handover.

The introduction of any security measures outlined below will depend on the specific local risks identified in the risk assessment.

Security measures considered and implemented:

- Visitors' access control – use of visitor signing in/out – badge system, key fob system
- Restricting public access to the school or grounds- keypads on doors, key fob system
- A limited number of entrances & exit points (while maintaining emergency exits)
- CCTV
- Clearly defined boundaries and signs.
- External lighting
- Secure doors and windows
- Out-of-hours access procedures
- An appropriate fire alarm system
- Additional fire compartmentalisation
- Cash handling procedures
- Buildings cleared of materials that can be used for arson or vandalism
- Control of contractors' works
- Parent and community involvement
- Property marking
- Security of computer equipment
- Intruder alarm system covering rooms to the external elevation of the school building plus three main corridor areas.
- Installing entry control or surveillance systems e.g. cctv

The school will also ensure that procedures are in place, communicated and understood by all staff of what to do when responding to security incidents. All staff are aware of their responsibilities to report such incidents to the Head teacher as quickly as possible. We will provide training to operate any equipment provided in the interests of school security e.g. access to telephones, panic alarms.

Refer to:

- Management Handbook 3 section 3.16 – Code of Practice for Schools CCTV (Sept 2006)
- A security Guide for preventing crime in Bury Schools – a practical guide to School Security.

SERVICES

The locations of the positions of all main service isolation points are as follows:

SERVICE	LOCATION OF ISOLATION POINT DETAILS
Electricity	Main utility metre is located on entrance boundary line in sub station. Sub station adjacent to main plant room
Gas	Main utility metre is located on entrance boundary line in sub station. Main plant room
Water	Main utility metre is located on entrance boundary line in sub station. Main plant room Separate water mains supply which feeds sprinkler system located in grounds near service yard

Electricity

Refer to the 'Electrical Safety' section.

Gas

Gas is a very dangerous substance if allowed to escape to the atmosphere.

If anyone on the premises becomes aware of or has reason to suspect that gas is escaping into the premises, they must inform the Head teacher Premises Management Team and take **immediate** reasonable steps to cause the supply of gas to be shut off at such a place as may be necessary to prevent further escape of gas.

Where an escape of gas has been stopped by shutting off the supply, no person shall cause or permit the supply to be re-opened until all necessary steps have been taken to prevent gas escaping again.

The Head teacher, Crisis Management Team or Premises Management Team will decide whether part or all of the building(s) should be evacuated.

Gas Emergency Procedure:

- i) **Extinguish** all naked flames. Do not use matches and do not smoke. (Investigating a suspected gas leak with a source of ignition is a criminal offence).
- (ii) **Do not** switch on or off any electrical appliances & equipment, including lights, fire alarms & doorbells etc, as tiny sparks caused by such an action could cause an explosion.
- (iii) **Do not** use a telephone in the affected area. Find one nearby (telephones may produce tiny sparks, and you may also be affected by the gas as you speak).

- (iv) **Open** all doors and windows leading to fresh air from the affected areas. **Do not** open doors into non affected areas.
- (v) **Do not** enter gas filled areas (e.g. cellars or confined spaces)
- (vi) **Evacuate** the area by word of mouth. **DO NOT** use the Fire Alarm for this purpose, as sparks may be produced by the bells
- (vii) Prevent any persons from entering the affected areas by locking doors, signs, or patrolling, until specialist help arrives and can declare the area safe.
- (viii) **Isolate** the main gas supply BY TURNING OFF the Meter Control Gas Valve or the Isolation Valve.

THEN TELEPHONE IMMEDIATELY:

- National Gas Emergency Number: 0800 111 999
- IF GAS SHUT OFF, do not restore supply until the necessary repairs have been completed
- IN THE EVENT OF FIRE, OR INJURY, contact the appropriate Emergency Services directly.

All Gas appliances in school must be subject to regular inspection and testing by a competent (Gas Safe Registered) person. School must keep records of inspections.

Liquefied Petroleum Gas (LPG) Heaters

There may be times when emergency arrangements need to be made for the use of temporary heating in schools when failure occurs to the main heating plant. LPG heaters are sometimes used, and when this occurs stringent regulations must be adhered to.

Refer to Council documents:

HST62 – Use of Portable LPG appliances

HST63 – Storage of LPG in cylinders

Water

Water systems in school need to be monitored to ensure that the supply doesn't become contaminated. Regular maintenance and inspection of the water systems should be undertaken. The threat of disease, such as Legionnaire's disease needs to be managed.

Refer to Council document:

- HST17 – Management Standards for the Control of Legionella Bacterial in Water Systems.

Refer to School Documents

- IWS handbook/risk assessment book with current check sheets
- Health and Safety Group files located in Premises Management Office
- Legionnaire's Disease risk assessment located on shared drive and Risk assessment file in AHT office

SLIPS, TRIPS & FALLS

Although they are often seen as a trivial matter, slips, trips and falls are actually the single biggest causes of major injuries in the workplace, accounting for over a third of all major occupational injuries reported to the Health and Safety Executive. Slips or trips also cause half of all reported injuries to members of the public.

The Health and Safety at Work etc. Act 1974 (HSWA) requires employers to ensure the health and safety of all employees and anyone who may be affected by their work. This includes taking steps to control slip and trip risks. Employees must not endanger themselves or others and must use any safety equipment provided. Manufacturers and suppliers have a duty to ensure that their products are safe. They must also provide adequate information about appropriate use.

The Management of Health and Safety at Work Regulations 1999 build on HSWA and includes duties on employers to assess risks (including slip and trip risks) and where necessary act to safeguard health & safety.

The Workplace (Health, Safety and Welfare) Regulations 1992 requires floors to be suitable, in good condition and free from obstructions. A person must be able to move around safely.

All staff in school are responsible for good housekeeping to minimise the risk of slips, trips and falls. Risk assessments should identify hazards which may result in a slip, trip or fall, along with robust control measures to reduce risks to anyone who could be affected in school.

Section 5 – Performance Measurement outlines our Active Monitoring schedules, which also includes the requirement to check housekeeping during ad-hoc ‘Safety Tours.’ and termly Health and Safety walk arounds.

Joanne Hurst will initially investigate the circumstances of all accidents/incidents. The depth of an investigation will vary according to the severity or potential severity of the accident/ incident and may include discussions with the Helen Chadwick, head teacher and Debi Walker, Health and Safety Governor . In some minor cases a brief discussion with a member of staff may be adequate. This information will be shared with the head teacher, Helen Chadwick and the Governors on a termly basis

Monitoring of accidents will be undertaken to identify any trends, hazardous areas or accident ‘blackspots.’ Termly reports will be passed to the Governing Body for comments identifying the action that has been taken.

The Council Health & Safety Advisor may investigate serious accidents. Records of investigations must be kept with any incident reports.

Refer to Council document:

- HST10 - ‘Preventing Slips, Trips & Falls in the Workplace’

Refer to School Documents

- Staff Injury and Distress Policy- shared drive
- First Aid Policy- shared drive
- Personal Care Policy- shared drive
- Grievance Policy- shared drive
- Complaints Policy- shared drive
- Professional Relations Policy- shared drive
- Maintenance Request for Premises Management Team file located in staff room
- Termly Health and Safety walk arounds, reports kept in Health and Safety file, section 8, located in AHT office
- Premises management team take responsibility for the cleanliness/tidiness of the floors in line with the Building Cleaning Handbook. All staff also

have a duty of care to be vigilant regarding anything that can cause a potential hazard

STRESS

Work-related stress is experienced when the demands of the work environment exceed the workers' ability to cope with (or control) them. It is not a disease, but can lead to mental and physical ill-health.

The school is committed to developing a working environment that promotes the health and wellbeing of staff, pupils and the school organisation as a whole. We will therefore ensure we carry out the following:

- Adequate risk analysis of tasks
- Thorough planning of preventative actions
- A combination of work-orientated and worker-orientated measures
- Using appropriate external expertise
- Effective social dialogue, partnership and worker involvement.
- Group problem-solving.
- Sustained preventative actions and top management support

Refer to Council document:

- [Bury Council Stress Management Strategy](#)
- [Work Demands Analysis and Identification Forms and Guidance](#)
- [Basic Stress Management Standards for Managers and Employees](#)
- [Stress Risk Assessment Form and Guidance for Managers](#)

Refer to School Documents:

- [Staff Injury and Distress Policy- shared drive](#)
- [Personal Care Policy- shared drive](#)
- [Grievance Policy- shared drive](#)
- [Complaints Policy- shared drive](#)
- [Professional Relations Policy- shared drive](#)
- [Line Management system](#)
- [Occupational Health contact information](#)
- [CPD documentation located in DHT office](#)
- [Work life balance policy in the process of being implemented](#)
- [SAS Medical and Well-Being support](#)

TEMPERATURES

Pupils and staff will work at temperatures within classrooms, bathrooms, toilets, and group rooms of 21 degrees C minimum. This will be controlled by the Building Management System. Corridors and large rooms for physical activity eg hall and theatre, will have a minimum temperature of 18 degrees C.

The hydrotherapy pool will have a minimum temperature of 23 degrees C.

Any indoor area should not have a temperature which falls below 16 degrees C as clarified by the HSE.

TRAINING & INDUCTION

Training is an essential part of the safety management process. It is the responsibility of the Head teacher including the other members of the SLT to ensure that all staff receive the appropriate training in relation to health and safety.

The Schools Health & Safety Competency Framework specifies examples of generic mandatory health and safety training, along with job specific training needs, which are identified through risk assessment.

All new staff will receive Induction training by the Deputy Head teacher which will cover health and safety (see Induction checklist). All health and safety induction and refresher training includes details about the health and safety policies and procedures of our school.

Work experience, supply staff and volunteers will be provided with health and safety information relating to their work, by the Head teacher. It is the responsibility of class teachers to ensure that no work experience student or volunteer is given a task which is deemed to be hazardous. Safety routines in the classroom will be outlined before starting work.

Time off for training of safety representatives will be provided in accordance with negotiated agreements. Representatives will be given full access to the information on health and safety, which they have a right to have under the Health and Safety at Work Act 1974. They will also be given appropriate time and facilities to undertake the range of activities of a Safety Representative in order that they can play an effective role.

Refer to Council documents:

- [HS31 Health & Safety Induction Checklist](#)
- [HS31a Induction Questionnaire](#)
- [HS31b Checklist for Volunteers](#)
- [School's Competency Framework](#)

Refer to School Documents

- [Health and Safety training, section 5 of Health and Safety File](#)
- [Health and Safety Planner, section 5 of Health and Safety File](#)
- [Line Management system](#)
- [CPD documentation located in DHT office](#)
- [Induction documentation located in DHT office](#)
- [Health care agency induction file](#)
- [Agency staff induction document](#)

TRANSPORT

Minibus Use

Anyone who owns operates or drives a minibus to carry passengers, has a duty to take all reasonable precautions to ensure that it is used safely. It is an offence to cause or permit a minibus to be driven on the road when its condition, or the way it is used, could involve a risk of injury.

Operators have a duty of care to their passengers and to other road users and therefore must comply with all relevant legal requirements and take reasonable measures to prevent accident and injury risks.

School will undertake a risk assessment to consider how risks can be reduced or minimised. This will include assessing

- The minibus driver- MIDAS tested with regular refresher courses
- The management system for the vehicle- Inspection sheets completed by Premises team and individual drivers on the day.
- The minibus itself- yearly service, quarterly interim checks, six monthly tail lift inspection and LOLER testing and twelve monthly MOT. Checks are completed by council garage services.
- the minibus passengers- risk assessments for passengers completed
- other road users- MIDAS training awareness of potential hazards
- the nature of the highway and traffic conditions- risk assessment completed prior to journey
- the weather- risk assessment completed prior to journey

Corporate Procurement have previously issued guidance for schools booking coaches and minibuses on the Procurement for Schools web pages.

All coach/minibus companies operating any vehicles with more than 8 passenger seats must be licensed by the Traffic Commissioner, supported by the Vehicle and Operator Services Agency (VOSA). The role of the Traffic Commissioner and VOSA is to provide a range of licensing, testing and enforcement services to assist in improving the roadworthiness of vehicles and to ensure compliance of operators and drivers.

All coach/minibus operators that are licensed will hold the appropriate Operators Licence and are required to display a licence disc in the windscreen of the vehicle. Any operators that do not hold the an operator licence or fail to display the licence disc in the vehicle are operating illegally and should not be used for any transport requirements.

Full guidance on arranging transport and a checklist are on the website, link below:

<http://intranet.bury.gov.uk/CorporateServices/CorporateProcurement/ProcurementForSchools/AdviceandGuidance/Guidelines+for+Arranging+Transport.htm>

Use of child restraints in vehicles

School will ensure that they adhere to current road vehicle Regulations relating to the use of seatbelts and other methods of restraint.

Drivers are legally responsible for ensuring that children under the age of 14 use appropriate car seats, booster seats, seat belts or child restraints in cars and mini-buses. Those aged 14 and above hold this responsibility for themselves.

Refer to council documents:

- Management Handbook 9 section 9.4 Code of Practice for the Operation of Minibuses (2005)
- Minibus Driver Awareness Scheme (MIDAS) Information Booklet

Refer to School Documents

- Risk assessments, IBP's, ISP's for individual pupil's located on shared drive and in class indoor and outdoor risk assessment files.

VEHICLE MOVEMENTS & PEDESTRIAN SEGREGATION

The combination of children, vehicles and visitors particularly at the peak times that occur in every school day is a serious hazard that requires careful risk management. Health & safety law places clear obligations on employers and those in charge of a site. A risk assessment will be undertaken to determine any existing or likely hazards which may affect traffic routes.

We will ensure of the following:

- pedestrians and vehicles circulate safely; A member of the Premises Management Team supervises the volume of traffic entering and leaving the premises and oversees the segregation of traffic to pedestrian activity.
- routes are 'suitable for the persons or traffic using them, sufficient in number, in suitable positions and of sufficient size'; School Travel Plan in place
- pedestrians and vehicles do not endanger people working nearby; Premises Management Team supervises the volume of traffic entering and leaving the premises and oversees the segregation of traffic to pedestrian activity
- there is sufficient separation of any traffic route from doors, gates and pedestrian routes that lead onto it; Premises Management Team supervises the volume of traffic entering and leaving the premises and oversees the segregation of traffic to pedestrian activity
- if pedestrians and vehicles have to share the same route, there is sufficient separation between them; Premises Management Team supervises the volume of traffic entering and leaving the premises and oversees the segregation of traffic to pedestrian activity
- all traffic control measures are clearly signed so that visitors are in no doubt as to how they must proceed. Premises Management Team supervises the direction of traffic entering and leaving the premises and oversees the segregation of traffic to pedestrian activity

VIOLENCE AND AGGRESSION

Violence at work is any incident where a person is abused, threatened, or assaulted at their work and which endangers their safety, health, well-being or work performance. It covers insults, threats, or physical or psychological aggression. There may be a racial or sexual dimension to the violence.

Workers in school can find themselves more at risk because the job involves:

- Dealing directly with pupils and/or their guardians
- Working late or alone
- Making off site or home visits
- Working with pupils with special needs

The school has a responsibility to protect staff from foreseeable risks of violence and will carry out the following:

1. Identify if there is a problem
2. Carry out a risk assessment which may include an overview of the following areas: Physical & Security aspects of the premises; Working practices/patterns: Visits away from the workplace;
3. Ensure all staff are informed of the results of risk assessments and provided with necessary information and training
4. Prepare an emergency plan
5. Provide support for victims
6. Report incidents using the Schools Violent Incident Reporting procedure
7. Investigate fully any incidents

Refer to Council documents:

- Management Handbook 2 Section 2.7.9 Policy and Procedure relating to the Prevention of Violence/Aggression towards employees in Educational Establishments (2002)
- Management Handbook 2 section 2.3.18 Assaults on Teachers – Legal Representation (Nov 1996)
- Management Handbook 2 section 2.7.8 Harassment at Work (Nov 1996)
- Management Handbook 2 2.3 Domestic Violence Policy (2008)
- Dignity at Work Policy Appendix T
- Educational Establishments Incident Reporting Procedure

Refer to School Documents

- Line Management system
- Occupational Health contact information
- Staff Injury and Distress Policy- shared drive
- First Aid Policy- shared drive
- Personal Care Policy- shared drive
- Grievance Policy- shared drive
- Complaints Policy- shared drive
- Professional Relations Policy- shared drive
- Race Equality Policy located on shared drive
- Anti bullying Policy located on shared drive

VISUAL DISPLAYS

Our school has a responsibility to ensure that all reasonable precautions are taken to provide protection for any person carrying out the erection or removal of display materials within the school.

We will ensure:

- a) Before hanging any items, which may involve puncturing ceilings, walls or panels, staff will check the Asbestos Management Plan for the location of asbestos containing materials: located in the Premises Management Office. Displays must not be erected in any area where ACM's are present.
- b) All staff are trained in the correct use of access equipment and have been instructed to select and use appropriate equipment. Adequate access equipment such as stepladders or kick stools are provided and are located for ease of use e.g. in each classroom or between two classrooms.

- c) If using a mobile tower, it is erected by a trained and competent person and is fitted with brakes and outriggers.
- d) Working at heights for lone workers is prohibited. There must always be two persons present when working on displays in order to allow passing of materials etc. Working at Heights training completed for staff in school. As per training adopt the 3 points of contact method.
- e) If it becomes necessary to cover high wall areas, we will endeavour to make these into a permanent display area - e.g. Painting a mural.
- f) Compliance with the findings of the fire risk assessment in relation to the safe location and flame retardency treatment of display materials. Staff are trained in the use of fire precaution measures.
- g) When working on displays wear flat soled footwear with good gripping properties will be worn.
- h) Displays do not hang low enough to hit or catch persons across the throat.
- i) Staff check the area afterwards to ensure that all pins/staples have been picked up off the floor.
- j) Staff are provided with and use purposely designed tools to remove staples from boards and dispose of old staples in bins.

[Refer to School Documents](#)

- [Health and Safety training, section 5 of Health and Safety File](#)
- [Health and Safety Planner, section 5 of Health and Safety File](#)
- [Risk Assessments located in AHT office](#)

VOICE CARE

Teachers have to use their voice almost all day, whether speaking to the whole class, small groups or individuals. They are vulnerable when it comes to voice problems. Sore throats and husky voices are an occupational hazard for teachers. Teachers could not teach effectively if suffering from Laryngitis or loss of voice.

The Head teacher will ensure:

- that all reasonable precautions are taken to limit the likelihood of adverse health effects to employee's voices.
- the school will provide guidance or training, where necessary for employees in voice coaching ensuring the correct, safe and effective use of the voice is achieved.

[Refer to School Documents](#)

- [Risk assessment for voice care located on shared drive](#)

WEATHER

The school has carried out risk assessments for day to day outside activities which include the potential for adverse weather. Any potential for exposure to weather which could possibly lead to cold injury, heat injury or over exposure to the sun will be planned for.

Refer to Council documents:

- HST44 – Safe Working in the Sun
- HST34 –Working in Hot Weather
- Snow and Ice Clearance at School Premises Advice Note
- Management Handbook 3 section 3.4.2 Guidance to Schools on Unavoidable Closures (December 2010)

Refer to School Documents

- Heat wave Policy located on shared drive
- Snow and Ice Gritting Priority Plan, Snow and Ice Advice Note, Snow risk assessment/Policy locate in Premises Management Office and Emergency Planning File located in AHT office.
- Emergency Planning Risk Assessment located in Emergency Planning File in AHT office.

WELFARE PROVISION

To ensure compliance with the Workplace Welfare regulations, the school will ensure the following:

- The school workplace is regularly maintained which will include routine preventative maintenance (inspection, testing, etc.) and procedures for dealing with reactive repairs. (rectifying defects etc.). Records of all maintenance/service schedules will be maintained by the caretaker.
- All furniture and fittings and surfaces of walls, floors and ceilings are cleaned. The cleaner/caretaker will establish a housekeeping schedule to ensure that the workplace is kept clean and is free from debris. Waste will be stored in appropriate receptacles for removal to outdoor and waste collection. Biological waste should be dealt with as specified in the appropriate risk assessment. A Safe System of Work will be in place for the cleaning of windows and skylights. The level and frequency of cleaning required will be determined by the cleaner/caretaker and the Head teacher.
- The workplace is adequately ventilated with a reasonable amount of fresh air provided through the opening of windows, to ensure a workplace temperature which is comfortable. If this cannot be achieved, local heating or cooling will be provided e.g. fans in hot weather.
- Lighting will be provided to enable people to work, use facilities and move from place to place both safely and without experiencing eye-strain. Areas such as stairs, local workstations and pedestrian areas on outdoor traffic routes will be well lit.
- A thorough risk assessment to ensure adherence to the regulations on work space and suitability of work stations will be undertaken by the Head teacher. Provision of suitable workstation and seating will

be provided in accordance with this assessment and the D.S.E. assessments undertaken by “users.”

- The Premises Management Team is responsible for ensuring that all floors surfaces are maintained in good condition i.e. no holes, or uneven surfaces; spillages are dealt with immediately; snow or ice is cleared and gritted; and kitchen areas are hygienically clean. Floors and traffic routes will be free from obstruction; items will not be stored in corridors and stairways.
- The Premises Management Team will regularly inspect and maintain windows, glazing and doors. If glazing requires replacing it must be toughened or laminated. Doors must be checked to ensure they are in correct working order.
- Suitable sanitary conveniences are provided which includes disabled facilities.
- The staff room has the following facilities:
 - Drinking Water is provided in the water dispenser
 - A locker is provided for work wear e.g. lunchtime supervisor overalls and for the storage of outdoor clothing
 - Coat hooks provided near work areas
 - Rest area with chairs and tables
 - Kitchen with cupboards, microwave, fridge, crockery, cutlery etc for preparation and storage of food and drink.
 - A suitable area for nursing mothers can be allocated on a need to use basis.

Refer to Council document:

- [HST23 The Workplace \(Health, Safety and Welfare\) Regulations 1992](#)

Refer to School Documents

- [Building and Cleaning Handbook located in Premises Management Office](#)

WORK EQUIPMENT

Our school is committed to complying with all relevant legislation relating to the use of work equipment.

Work equipment means any machinery, appliance, apparatus, tool or installation for use at work. In education this will include machinery in school workshops where appropriate, laboratory apparatus again where appropriate and office equipment. Indeed any item of equipment that is be used to do a job of work falls under the scope of "work equipment".

The Head teacher is responsible for ensuring that our procedures are adhered to and guidance and suitable training is available, so that all work equipment used throughout school, is safe and without risk to users and others who may be affected.

Refer to Council documents:

- HST21 'The Provision and Use of Work Equipment'
- HST49 'Selecting, Maintaining and Using Work Equipment'

Refer to school documents:

- Premises Management maintenance request book located in staff room
- Risk Assessments- Shared drive and in classes (indoor and outdoor risk assessment files)
- PAT testing
- Health and Safety Walk arounds- Section 8 Health and Safety file
- Premises cleaning equipment faults are reported to their line managers for repair under the terms of the cleaning contract
- Training record for staff- section 5 Health and Safety File

WORK EXPERIENCE (Staff coming into school)

The school aims to ensure the Health and Safety of students or young people when working at our school as part of their studies.

The Head teacher and other members of the SLT, predominantly Jill Tierney, are responsible for ensuring the following:

- a) An adequate assessment of risks has been undertaken which takes into consideration the environment, tasks and individual.
- b) Agreeing a timetable with the work experience student's provider and relevant school staff
- c) Maintaining a record of the details of each work experience student, including contacts in emergency situations.
- d) All documentation to support the work experience placement is completed and agreed with the student's provider.
- e) All staff involved in the work experience placement are given clear guidance and instruction on the requirements of their role and a copy of the risk assessment
- f) Ensuring that in the event of an accident involving the student, it is suitably reported and recorded according to the schools and the work experience provider's procedures.
- g) The work experience student receives a health & safety induction and all relevant instruction, training and supervision
- h) Work experience student's are subject to the policy of their provider and the School's policies and procedures.

Refer to Bolton & Bury Education Business Partnership for information on work experience for pupils and placements.

Refer to School Documents

- [Students and Volunteers Policy](#) located on shared drive
- [Student and volunteers risk assessments](#) located in Risk Assessment file located in AHT office
- PEEPS if required.

WORKING AT HEIGHT

Our school has duties under the Work at Height Regulations 2005 to ensure that where there is a risk of a fall liable to cause personal injury, suitable and sufficient action is taken.

The school assesses the risks from working at height and has drawn up plans to either avoid the work at height, or to do the work more safely. School staff will normally carry out the risk assessment but the responsibility for ensuring that it is done is shared between the employer and the Head teacher.

In order to adhere to these regulations, the school adopts a simple hierarchy for managing and selecting equipment for work at height where duty holders must:

- avoid work at height where they can;
- use work equipment or other measures to prevent falls where they cannot avoid working at height; and
- where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.
- Make sure that equipment is used safely and that any necessary training and/or supervision is provided.
- Ensure that there are no defects in any equipment being used

School staff will:

- follow the risk assessments that have been carried out for work at height activities and make sure all work at height is planned, organised and carried out by competent persons;
- follow the hierarchy for managing risks from work at height - take steps to avoid, prevent or reduce risks; and
- choose the right work equipment and select collective measures to prevent falls (such as suitable working platforms) before other measures which may only mitigate the distance and consequences of a fall (such as clear floor area or soft landing) or which may only provide personal protection from a fall. If you have not got the appropriate equipment then get it. Don't take a chance
- Not start work at height until they have properly planned how they are going to do it, and the risks have been assessed and controlled.

- Ensure that full consideration has been given to all of the ways in which you could be at risk of falling.
- Not underestimate the risks involved. Simply 'taking care' is not enough. Proper precautions must be in place.
- Consider whether there are other, safer ways of doing the job.
- Staff have adopted the 3 point method of contact as displayed on Working at Heights training

Refer to Council documents:

- HST11 `Working at Height`
- HST48 Safe Use of Access Equipment
- HST46 Safe Use of Step Ladders
- HST46a Step Ladder Inspection Checklist
- HST47 Safe Use of Ladders
- HST47a Ladder Inspection Checklist

H.S.E. Education – Shattered Lives

Refer to School Documents

- Working at Heights Risk Assessment located in Risk Assessment file in AHT office and on shared area
- Working at Heights Risk Assessment located Premises Management Building Cleaning Handbook in Premises Management Office
- Health and Safety training, section 5 of Health and Safety File
- Health and Safety Planner, section 5 of Health and Safety File
- Health and Safety Group Files sub section ladder safety weekly checks located in Premises Management Office

YOUNG PEOPLE

If school employ a Young Person i.e. over school leaving age but under 18 years of age, we must ensure that they are provided with the same protection from hazards as all other members of staff. However, employers must remember that young persons may be particularly at risk because of their potential inexperience, immaturity and lack of awareness of the existing risks.

The Management of Health and Safety at Work Regulations requires a specific risk assessment to be carried out for young persons. School will ensure that they do not take young persons into their employment unless a risk assessment has been carried out, in order to ensure that any risks to those young persons are identified and controlled. As with other employees the young person should be informed of any identified risks and the control measures put in place to control these.

Refer to Council documents:

- HST35 – Young Persons at Work
- HS03d - Young Persons risk assessment form
- HS03c – Procedure for Young Persons risk assessment.

Refer to School Documents

- Students and Volunteers Policy located on shared drive
- Student and volunteers risk assessments located in Risk Assessment file located in AHT office
- PEEPs as required

5. PERFORMANCE MEASUREMENT (MONITORING)

The system of monitoring the effectiveness of the policy at setting the framework for managing health and safety is facilitated through 'Active Monitoring' and 'Reactive Monitoring'.

A) Active Monitoring

Active monitoring is the measurement of the degree to which the performance standards set by the school are being achieved; it gives information before an accident happens. Its primary purpose is to measure success and reinforce positive achievement. This is achieved through periodic checks, routine inspections, analysing reports and data.

Active monitoring indicates:

- a) How common problems or weaknesses are identified
- b) How training needs identified are being met
- c) How deficiencies are rectified and assigned correctly
- d) Where the information from monitoring is being recorded and who ensures it is acted upon
- e) That the introduction of any new equipment or substance is being monitored by whom and where necessary appropriate information is being recorded and reviewed to ensure safety is being addressed.
- f) That all members of staff are expected to report all significant hazards to the Head teacher/or person nominated who will deal with the matter promptly.

Our School monitoring schedule includes the following:

Subject	Who responsible	Frequency
Risk Assessments - corrective action	All Staff	Visually - every time use room or undertake task
Risk Assessments - corrective action	Led by responsible person	Recorded – every i) periodic review of existing assessment. ii) requirement for new assessment
Equipment Inspection – using checklist	Nominated staff with specific areas of responsibility	Visually - every time use equipment. See Checklist for formal frequency to be recorded
General workplace inspection – using checklist	Teaching Staff, Site Supervisor	Termly
General School Hazards / Defects. Use Premises Management Maintenance Request Book in staff room	All staff	When hazards and defects are found
School premises and grounds	Site Supervisor	Daily
Fire Management Systems	Nominated Staff	Daily, Monthly & Termly
Training	Deputy Head teacher	Termly
Health and Safety Walk arounds	Premises Manager, AHT, Governing body	Termly
School Safety Committee meeting	Head teacher	Weekly- some of committee

Risk Assessment

It is an essential part of monitoring to ensure that the recommended corrective action recorded on the risk assessment has been carried out and is effective. The risk assessment form allows for formal recording to confirm that this task has been completed.

Should the risk assessment need to be altered due to changes to the environment or task etc., the updated corrective action should be put in place and monitored. The risk assessment form should be amended, signed and dated accordingly.

Equipment Inspection

All work equipment is regularly inspected and tested to ensure it remains safe. This will be carried out using the Equipment Inspection Checklist and following the guidance in the Work Equipment Policy document.

General School Inspection

This is a general check of the whole school premises using a checklist. It is designed to look at the practical aspects of our premises to ensure that any control measures implemented are still in place and working effectively. It should be completed once every term by staff members for parts of the premises and activities for which they are responsible. Any faults and deficiencies identified during the exercise will be actioned locally or be reported to the head teacher, with suitable interim actions taken where necessary.

Carrying out the Inspections

A plan is established for each inspection. The plan outlines who will carry it out, how the premises will be split up if required, who the inspection report will go to, the timings of the inspection and how we action the findings of the report.

The previous inspection reports are gathered together in order to check if there are any outstanding issues that need to be chased up. The 'General Workplace Inspection Checklist' will be used to carry out the inspection.

The completed checklist/s are forwarded to the Head teacher, the Health & Safety Co-ordinator/ Union appointed Health and Safety Representative for consultation.

Reporting

Following the inspection, the checklists are co-ordinated and a report compiled indicating the actions required, by whom and with realistic timescales. Completed checklists are retained along with all other H&S documentation as evidence of compliance

Reports are forwarded to the head teacher and Governing Body.

General School Hazards / Defect list

A standard form is displayed in the Premises Management Maintenance Request file. This list is intended to provide a method of formally recording any hazards spotted by anyone in the school, along with a timescale for rectification.

Refer to School Documents

- Premises Management Maintenance Request File located in staff room
- Health and Safety Group files located in Premises Management Office
- Health and Safety Walk arounds- section 8 Health and Safety file located in AHT office

School Premises and Grounds

Whilst carrying out their normal duties the site supervisor on a day to day basis is vigilant to noting & reporting any matter that may compromise the general condition & safety aspect of the schools internal and external areas.

Refer to School Documents

- Health and Safety Group files located in Premises Management Office

Fire Management System

As detailed in the Fire Policy document.

Refer to School Documents

- Fire and Emergency Evacuation Policy located on shared drive
- Fire risk assessments in Fire Logbook in AHT office and staff room
- Fire drill reports in Fire Logbook in AHT office
- Fire awareness and Fire Marshal training in Fire Logbook in AHT office
- Course certificates in Fire Logbook in AHT office
- Emergency Planning File located in AHT office
- Maintenance Records in Fire Logbook in AHT office
- Fire certificate in Fire Logbook in AHT office
- Contractors Routine Tests and Inspections: documents in reception office adjacent to fire alarm panel and archive records in fire logbook in AHT office
- Premises Managers Routine Tests and Inspections: documents in reception office adjacent to fire alarm panel

Training

A termly check of the training matrix and training plan will be undertaken by the head teacher to ensure all training requirements have been identified and met.

Refer to School Documents

- Health and Safety training, section 5 of Health and Safety File
- Health and Safety Planner, section 5 of Health and Safety File
- Course certificates
- CPD- new opportunities and refresher courses

Health and Safety Walk Arouns

Health and Safety Walk Arouns are the simplest form of safety activity and consists of a scheduled tour of the premises by a group of people, typically a governor, head teacher/Assistant Headteacher and Premises Manager with the objective of ensuring that standards of safety are being observed and maintained at an acceptable level.

It is also useful in ensuring that management obtain a direct view of safety in the workplace. Health and Safety Walk Arouns occur every time

A typical list of topics to be addressed during a Health and Safety Walk Around include:

- Good Housekeeping
- Handling / Storage of goods delivered e.g. paper, foodstuffs, Cleaning substances (hazardous)
- Internal school building – access, circulation etc.
- Floors, Ceilings, Doors etc
- Electrical Equipment e.g. floor polisher, computers
- Ladders / Stairs
- Fire Exits
- Lighting
- Unsafe Practices
- Fire Fighting Equipment
- Sanitation and Hygiene
- Ventilation etc.

[Refer to School Documents](#)

- [Health and Safety Group files located in Premises Management Office](#)
- [Termly Health and Safety walk arouns, reports kept in Health and Safety file, section 8, located in AHT office](#)

Council monitoring – performance monitoring arrangements include active and reactive systems e.g. reporting of accidents, absences and concerns, statistical information systems derived from the reporting systems, site based auditing, investigations following incidents, building cleaning monitoring etc.

B) Reactive Monitoring

Reactive monitoring ensures that lessons are learned from mistakes, incidents, accidents or cases of occupational ill-health. In essence reactive monitoring measures the extent of failure.

When carrying out reactive monitoring we will look at incidents, accidents and occupational ill health through investigation and analysis of statistics, including investigating complaints.

Our reporting arrangements include:-

- injuries and cases of ill health;
- damage to property;
- incidents (including those which have potential to cause injury, ill health);
- any hazards;
- weaknesses or omissions in performance standards.

This data will be analysed to identify trends and implement corrective action as appropriate.

Management system procedures for active and reactive monitoring will be organised by the Head teacher and Governing body. It may also, however, be appropriate for additional procedures to be issued by the Council. Appointed Trade Union Safety Representatives have responsibility to conduct reactive monitoring.

Reporting and response procedures ensure that the information from active and reactive monitoring is evaluated by the person nominated by the school to ensure that the appropriate remedial action is taken.

In addition, the school will use 'investigating procedures' where deemed appropriate to act upon the results of active and reactive monitoring report(s). This will ensure:

- Prioritisation of those circumstances of greatest risk- highlighted in red on the Health and Safety walk around findings list
- The identification of both the immediate and the underlying problem, with dates for actions to be completed in black and when work is completed this becomes green.
- The referral of information to the appropriate level of the school management with authority to initiate remedial action, including organisational and policy changes. Governing body reports identify remedial action and it's impact
- The adequate analysis of all collected information to initiate improvements. Governing body reports identify remedial action and it's impact
- To learn from events & prevent recurrences
- To satisfy legal and reporting requirements

Continuous improvement in the safety performance of School is the goal of the Governing Body and Management Team.

6. REVIEWING PERFORMANCE AND AUDITING

The audit and review process identifies the degree of compliance and assists in prioritising the schools resources to ensure the objectives are met and that health and safety remains an effective part of the school's overall management system.

Audits establish that appropriate management arrangements are in place and current; adequate risk assessments have been undertaken with appropriate and effective control measures.

Reviewing is a feedback mechanism, feeding information on success and failure back into the system to maintain and improve performance. It is a continuous process which is undertaken at different levels within the school (see schedule below).

The Governors and Head teacher will carry out a formal review, at least annually, of the health and safety policy to ensure that the contents of the policy remain valid.

The Governors and Head teacher are also responsible for the review of the health and safety management system to ensure that any new regulations are adhered to and that the system as a whole remains suitable and applicable. The views of staff are sought.

The result of reviewing will identify any specific remedial action required to be undertaken and establish: a) Who is responsible for implementation; and b) Set appropriate timescales for completion.

Auditing Routines

We have established auditing routines which comprise of annual and termly audits to ensure health and safety is being managed.

Subject	Who	Frequency
Health & Safety Policy Review	Governors & Head teacher Duty officer (site, AW and AHT	Annually
Health & Safety Management System Audit	Governors & Head teacher Duty officer (site), AW and AHT	Annually
Compliance Audit – Using standard Audit Form	Head teacher and H&S advisor Duty officer (site), AW and AHT	Annually
Accidents/Incidents trends	Head teacher and AHT	Termly
Safety audits by others	Council	

Health & Safety Policy

Our School's Health & Safety Policy shall be audited at least once every year or sooner if the need arises to ensure its applicability and effectiveness.

Health & Safety Management System

The Governing Body shall carry out an annual review of the working of the health and safety management system of the school. The review shall cover the following:

- a) A check of the legislative framework governing health and safety with particular reference to legislation applicable to school, which has become effective during the period under review or which is scheduled to come into effect within the next 12 months.
- b) A concise appreciation of the health and safety performance of the school during the previous 12 month period, referencing specific accident/incidents and/or problems (if any) and commenting upon any health, safety and environmental initiatives undertaken.
 - a) An assessment of the current status of the health and safety culture throughout the school and, if appropriate, details of the actions being taken/ required to improve or maintain this culture.
 - b) A review of the proposed plan of audits to be carried out during the next 12 months.
 - c) A review of both the risk assessments undertaken or reviewed during the review period and the risk assessments scheduled to be reviewed during the next 12 months.
 - d) A brief review of the Schools health and safety training needs and an assessment of the current position relating to the provision of such training.
 - e) A review of the adequacy of the Schools Health and Safety Policy.

Sources of information gathering will include: i) Interviewing individuals, ii) Examining documents & iii) Visual observation. A brief report will be prepared highlighting any failures in control, cooperation, communication, competence and documentation. The report will also include the resulting effect of corrective action (if any) found to be necessary as a result of failings identified within the system.

Compliance Audit

An annual self evaluation Compliance Audit will be completed by the head teacher supported by the Health & Safety representative (competent person). Using the standard Compliance Audit form, along with the score sheet, it will identify and prioritise areas requiring improvements in health and safety standards. The Audit has been devised to provide a framework for checking compliance with legal requirements and our own procedures for evaluating the effectiveness of health and safety management in school.

Accident/Incident trends

All accidents and incidents are recorded in the accident book. Monitoring of accidents will be undertaken to identify any trends, hazardous areas or accident 'blackspots.'

The head teacher is responsible for checking this data to identify such trends and introduce corrective measures as necessary.

Safety Audits by others

There may be additional audits undertaken by the Council.