



## Mottram C.E. Primary School

### HEALTH AND SAFETY POLICY

#### SECTION 1

##### 1. STATEMENT OF INTENT

- 1.1 The Governing Body of the school recognise their corporate responsibility under the Health and Safety at work etc Act to provide a safe and healthy environment for the teaching and non-teaching staff, the pupils and other people who come onto the premises.
- 1.2 The Governing Body will take all reasonably practicable steps within their power to fulfil this responsibility.
- 1.3 The Governing Body will operate within the structure and framework of Tameside Metropolitan Borough Council and will apply all health and safety instructions and Advice issued by Education and Cultural Services.
- 1.4 The Governing Body shall:
  - 1.4.1 Appoint and record the name of the Health and Safety Governor.
  - 1.4.2 Record the name of and consult with the elected Health and Safety representative.
  - 1.4.3 Provide a safe place for staff and pupils to work including safe means of entry and exit and will:
  - 1.4.4 Provide plant, equipment and systems of work, which are safe:
  - 1.4.5 Provide safe arrangements for the handling, storage and transport of articles and substances.
  - 1.4.6 Provide safe and healthy working conditions, which take account of all appropriate:
    - (i) Statutory requirements;
    - (ii) Codes of practice whether statutory or advisory;
    - (iii) Guidance whether statutory or advisory.



- 1.4.7 Provide supervision, training and instruction so that all staff and pupils can perform their school-related activities in a healthy and safe manner. All staff will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities and which will be given before an employee commences any relevant work. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others then the Governing Body will ensure, within the financial resources available, that such training is provided. Pupils will receive such training as is considered appropriate to the school-related activities, which they are carrying out. All training will be regularly updated.
- 1.4.9 Provide necessary safety and protective equipment and clothing, together with any necessary guidance, instruction and supervision; and
- 1.4.8 Provide adequate welfare facilities.

## **2. ORGANISATIONAL RESPONSIBILITIES**

- 2.1 The organisational structure is as in Appendix 1.
- 2.2 The Headteacher is directed to:
  - 2.2.1 Pursue the objectives of the Governing Body of the school in respect of Health and Safety.
  - 2.2.2 Set up arrangements in the school to cover all Health and Safety legal requirements.
    - (i) To bring the same to the attention of all staff and Governors,
    - (ii) The statement is to be revised and amended as necessary.
  - 2.2.3 Be available to any member of staff to discuss and to seek to resolve health and safety problems.
  - 2.2.4 Draw up the necessary arrangements to secure compliance with all health and safety legislation.
  - 2.2.5 Keep a record of such arrangements.
  - 2.2.6 Circulate this information to all staff and the Governing Body.
  - 2.2.7 Monitor the implementation of the arrangements.
  - 2.2.8 Record and report on the implementation of the arrangements to the Governing Body and the school-based Health and Safety representative and Officer.
  - 2.2.9 Report to the Governing Body those instances where the headteacher's delegated authority does not allow the elimination or reduction of risks to a satisfactory level, but to take all necessary short-term measures to avoid danger.
  - 2.2.10 Comply with all health and safety instructions and advice issued by Education and Cultural Services and to ensure that they are brought to the attention of all staff.
    - (i) Keep a file of such information (together with information and advice published by the DfEE and others) about health and safety to make this information available to staff.



- (ii) Be readily available to the staff Health and Safety representative and to co-operate with them as far as is reasonable in their efforts to carry out their functions, and
- (iii) Receive written reports from staff safety representatives and to respond in writing within a reasonable time.

- 2.2.11 Ensure that all areas of school are inspected once per term; and the details of the inspection recorded.
- 2.2.12 Ensure that a system is established for reporting, recording and investigation of accidents and that all reasonable steps are taken to prevent recurrences.
- 2.2.13 Ensure that all visitors, including maintenance contractors, are recorded and are informed of any hazards on site of which they may be unaware.
- 2.2.14 Ensure that consideration is given to the possibilities of maintenance work affecting pupils and staff.
- 2.2.15 Ensure that new employees are briefed about safety arrangements, in particular to ensure they are given a copy of the school's health and safety policy and the opportunity to read it before starting work.
- 2.2.16 Ensure that any necessary protective clothing and equipment is used correctly and that it is properly maintained and replaced when required.
- 2.2.17 Ensure that effective arrangements are in force to facilitate safe evacuation of the building in case of fire or other emergency and that suitable fire fighting equipment is available and maintained.
- 2.2.18 Arrange systems of risk assessment to enable prompt identification and control hazards.
- 2.2.19 Ensure that all training needs are identified, and that staff are trained to the appropriate standards; and
- 2.2.20 Ensure that responsibilities are properly allocated, accepted and fulfilled.

Note: The Governing Body may allocate the duties, roles and responsibilities of the Health and Safety Governor either to the identified Health and Safety Governor or to a sub-committee appointed to this role. The main duties of this role are to monitor the implementation of health and safety policies within the school, the implementation of this policy and to report back to the full Governing Body on a regular basis.

## **SECTION 3**

### **3. RESPONSIBILITIES**

Specific duties and responsibilities are defined in Section 3 Health and Safety Policy of Education and Cultural Services, Access Service Unit.

#### **3.1 THE DUTIES OF ALL MEMBERS OF STAFF**

All employees will make themselves familiar with the requirements of the **Health and Safety at Work, etc Act 1974** and other health and safety legislation and codes of practice, which are relevant to the work of the department in which they work. They should:

- (i) Take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work; and



- (ii) Co-operate to enable any duty or requirement imposed on his or her employer or any other persons by or under any of the relevant statutory provisions to be met.

3.2 All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk.

3.3 In particular all members of staff will:

- 3.3.1 Be familiar with the Health and Safety Policy and any and all safety regulations as laid down by the Governing Body and the Health and Safety Policy of Education and Cultural Services, Access Service Unit;
- 3.3.2 Ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils;
- 3.3.3 Check that all plant, machinery and equipment are adequately guarded;
- 3.3.4 Check that all equipment is in good and safe working order;
- 3.3.5 Not to make unauthorised or improper use of equipment;
- 3.3.6 Use the correct equipment and/or tools for the job and any protective equipment or safety devices, which may be required;
- 3.3.7 Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled;
- 3.3.8 Report any defects in the premises, plant, equipment and facilities which they observe; and
- 3.3.9 Take an active interest in promoting health and safety and suggest ways of reducing risks.

## **Section 4**

### **4. WORKING ARRANGEMENTS**

#### **4.1 First Aid and Medication**

There are at least 3 members of staff that are First Aid trained. Notices indicating First Aiders are located around the school. First Aiders are required to update training regularly.

Facilities for first aid treatment including disposable gloves are available in every classroom and at the First Aid point, located in the medical room, as well as in the staffroom. They are audited and re-stocked by the First Aiders. If a child receives any kind of injury, including to the head, an accident form (pink slip) must be issued to the parents. Appropriate First Aid kits (grab bags) are taken on school visits.

Medication – A record of children with a need is kept e.g. Asthma. Two inhalers per child are kept in school; one in the staffroom and another in the classroom. Please refer to the Asthma policy for full details.

If necessary care plans are put together with the co-operation of parents, teachers and the health authority. If a parent requires school to administer medicine e.g. last few doses of an antibiotic which is administered four times a day, written permission must be obtained which details dosage. Any such



medicine must be prescribed by a doctor and kept in the staffroom. Please refer to the Medication policy for full details.

#### Communicable Diseases in school

or some infectious diseases it is recommended that children be excluded from school to reduce the risk of transmission (See 'Guidance on Infection control in schools and other childcare settings. This is produced by the Health Protection Agency and forwarded by the Local Authority). The information can be found in the First Aid room and school office.

#### Personal Hygiene

All equipment used for First Aid is single use only.

Sanitary towels are disposed of in the sanitary disposal units, which are located in the disabled toilet and staff toilets. When required, students are given permission to use staff toilets where sanitary disposal units are located.

Staff should always wear gloves when dealing with vomit or an open wound. Splashes on skin should be washed off, immediately.

#### Accidents

Where a serious accident has occurred, accident forms are sent to the local authority. Reasonable steps are taken to identify the cause and remediate e.g. playground sweeps, training in using steps safely. Please see Tameside's Health and Safety guidance on accidents,

#### Accident reporting

All employees are required to report any accident that occurs at work. An accident report form must be completed for all accidents that result in medical treatment or absence to staff and pupils.

#### 4.2 Fire Precautions and Evacuation Procedures.

Every effort is made to ensure that a fire is not able to start. In case of any fire it is important that evacuation procedures start immediately and no attempts should be made to put out a fire with equipment for which anyone has not been trained.

A fire drill is undertaken once a term and a check on the audibility of fire alarms is made. Fire alarm systems are checked regularly as are fire extinguishers.



The procedure for evacuation of the premises is communicated to all staff and emergency exits are signed.

#### 4.3 Electrical Safety

Only equipment that has been checked and tested by a competent person can be used on school premises.

Any equipment brought into school, must be PAT tested and inspected

before use.

An inventory of equipment is kept, and portable electrical appliances are tested on a regular basis (annually).

Hard wiring is tested every five years.

Termly checks are made for any damaged wiring and possible overload.

Electrical equipment is turned off when not in use, not on standby.

#### 4.4 Science Safety

There are few risks associated in Science teaching in primary schools. The scheme of work outlines materials needed for each topic. The booklet 'Be Safe' produced by the Association for Science Education is available to members of staff.

#### 4.5 Asbestos in schools.

If asbestos is identified within the building it is the Headteacher's responsibility to inform the Health and Safety representative and all staff.

#### 4.6 Healthy School

As a school we encourage children to adopt a healthy lifestyle.

##### Food Preparation

Healthy snacks are provided for children daily by a member of staff. High standards of personal hygiene are stressed. Cuts should be covered with waterproof dressing. A separate chopping board, bowls and storage boxes are used. Plates and beakers are washed, and preparation area cleaned with disposable cloths. Chopping board is cleaned with sanitiser and then rinsed. Tea towels are laundered frequently. Separate hand washing facility is provided.

##### Non-smoking

Smoking is not allowed anywhere on the school premises and grounds.



#### 4.7 Games and P.E.

##### P.E

Suitable clothing is advised to be worn by children, and clear instructions should always be used to prevent accidental injury. Children are not allowed to wear jewellery or watches, and long hair should be tied back.

Gymnastics should, only be taught by persons with appropriate qualifications. (For further information please check Tameside's policy section 12)

##### Games

Any physical contact sport involves injury. However, injury can be prevented if sufficient attention is paid to playing conditions, clothing and equipment. It is therefore the responsibility of teaching staff to assess the conditions of the pitch/field and ensure that it is free from dangerous objects such as stone and glass. They should also ensure correct clothing and footwear is worn.

- Children should be given instruction the rules of the game.
- All games lessons should be preceded by warm-up sessions.

Any coaches or trainers not employed directly by school should be police checked.

As with P.E. please check Tameside's Policy for advice on a range of games and athletics.

#### 4.8 Caretaking, Cleaning and Maintenance.

At Mottram CE Primary, a site manager is employed on a full-time basis. A cleaner is employed on a part time basis via a cleaning agency. Duties are outlined in the job description and attention is drawn to the authority's Health and Safety guidelines and guidelines for 'Working alone in safety' and COSHH guidance.

Annual monitoring and advice are available from Caretaking Services.

A half termly inspection is made by the Headteacher.

#### 4.9 Housekeeping

Poor housekeeping results in untidy, overcrowded and obstructed workplaces. Staff are encouraged to be tidy and frequently monitor their own housekeeping.

Storage facilities are available, and children are encouraged to tidy up after sessions.





Surfaces are cleared at frequent intervals to allow cleaning to take place.

#### 4.10 Maintenance

Small maintenance work is carried out by the Caretaker or a contractor.

Major repairs will be tendered out to the appropriate tradesman.

Any major repairs or building work is carried out where possible during school holidays.

#### 4.11 Violence to staff

So far as is reasonably practicable we ensure that staff working at Mottram CE Primary School are enabled to work safely.

Parents and Carers who we anticipate will be aggressive are not interviewed alone. Security arrangements are reviewed regularly.

#### 4.12 Moving Traffic and Children

Every precaution is taken to prevent children and moving traffic from coming into contact.

- a) Where possible deliveries take place after 9.30am and before 3.15 pm. This includes contractors' materials.
- b) A notice has been erected, at the entrance to Warhill warning parents/carers not to use Warhill to drop off or collect children at the beginning at school times.
- c) Parents/carers are regularly reminded in letters home of this safety requirement.

#### 4.13 Outdoor play equipment

Foundation Stage & Key Stage 1 have outdoor play equipment which is available for use when weather permits.

The equipment is portable and stored in outdoor buildings and storage area within the PE store. Any equipment including bikes should be checked by the class teacher before children are allowed to use equipment.

During outdoor play children should be supervised. The equipment should not be used during 'normal' playtimes unless it can be supervised over and above the normal playground supervision.

#### 4.14 Working with VDU's

A regular analysis of workstations should take place to assess:





- 4.14.1 The whole workstation including equipment and furniture.
- 4.14.2 The job being done.
- 4.14.3 Any special needs.
- 4.14.4 Workstations should be appropriate. Lighting should be suitable, and chairs should be adjustable. Staff should remember the need for correct posture to avoid injury.
- 4.14.5 Regulations require breaks and changing of activity. Short frequent breaks are better than longer but are at the individual's discretion.
- 4.14.6 Eye tests can be arranged at TAC and there is an entitlement to further tests at regular intervals.
  
- 4.14.7 Information re use of VDU's s available for the information of office staff.

## **SECTION 5**

### **5. SUPERVISION OF CHILDREN**

#### **5.1 Morning Procedures**

- At 8.45am staff will be out on the playground to meet the children.
- The following staff will be in the upper playground: Mrs Brereton/Mrs Bailey & Mrs Allen
- The following staff will be in the lower playground: Mrs Thompson, Mrs Levy/Miss Kirkham & Miss Brocklehurst.
- At 8.45am a whistle will be blown in both playgrounds and the children will line up with their teachers and walk into school in an orderly manner. Please can all parent/carers move away from the lines to ensure the safe movement of all our pupils.
- Purple and Red classes will enter the school up the school ramp.
- Yellow, Blue and Green classes will enter the school through the KS2 doors.
- Mr Marrow will patrol the playgrounds and lock the gates once all parent/carers have left the grounds at 8:55am.
- Children who arrive at school after the doors have been locked at 9.00am will have to enter through the school's main entrance. Children entering after 8:55am will need to be accompanied into the office by an adult for their lateness to be logged in the late book and signed.

**In the interest of safeguarding, it is important that parents do not enter the school building, unless they have signed in at the School Office and been given a visitor's badge. Parents who are found in the building without a visitor's badge will be challenged.**

#### **5.2 In Class**



Class teachers are responsible for the children in the classroom. At no time must children be left unsupervised or told to stand outside the classroom.

### 5.3 Break Times

Morning Playtime is supervised by the members of staff on duty in the playground. A bell is rung at the beginning of morning play. The staff on duty must keep children in sight. At the end of play children are lined up and handed over to the class teacher. During bad weather the children will be supervised either in their own classroom or in the hall.

Afternoon Playtime (Infants only) Children in FS/KS1 are supervised in the playground by a member of staff. During bad weather there will be a short playtime within the classroom.

### 5.4 Lunchtime Supervision

Supervision at lunchtime during the time children are eating, and during playtime is carried out by five lunchtime assistants.

The serving of meals is staggered so that Foundation Stage and Key Stage 1 children eat before KS2 children. Each class is allocated a lunchtime assistant. Lunchtime Assistants supervise children in the hall, classrooms or playground. At least one member of the senior leadership team and a first aider are on the premises at lunchtimes. If all members of the Senior Leadership Team are off the premises, responsibility for this will be delegated to the most senior member of staff.

Lunchtime supervision involves staff in actively creating opportunities for play. Outdoor play equipment is available.

During the summer months children are allowed on restricted areas of the playing fields with the same restrictions as playtimes. When this occurs, a Lunchtime Supervisor will supervise the field area.

One lunchtime assistant is to monitor corridor and toilets during lunchtime play.

### 5.5 After School Procedures

The school day concludes at 3:15pm for all Key Stages.

- Children are to be met at 3.15pm.
- Parents of Key Stage 1 children are to wait in the lower playground.
- Please tell your child to come back into school if the usual adult is not there. They are not to leave with neighbours or friends unless previously arranged with the school. This will be reiterated in school but is also your responsibility to regularly remind your child.



- Children of Mrs Bailey/Levy and Mrs Brereton/Sullivan will be dismissed via the ramp, once a responsible adult is “spotted” for individual handover.
- It is our policy **not to** allow siblings to collect children unless they are over 16. In the case where a parent carer wants a different arrangement they need to put this request in writing.
- Any child whom is not picked up from school will be brought back into school and a parent/carers contacted.
- Mr Marrow will lock the external gates at 3:30pm.

#### Disabled / Pushchair access

Any parent/ carer who requires disabled/ pushchair access is welcome to use the side gate into the infant playground.

#### Adverse Weather Conditions

When it is raining heavily the gates/doors will be unlocked at 8.45am. Class teachers will be in their classrooms to greet their children. Children must only enter through the office doors if they are late.

#### 5.6 After School Activities

Children staying for ‘after school activities’ will be supervised by the appropriate member of staff. A senior member of staff will be in school at that time. If all senior leaders are off premises, the responsibility will be delegated to the most senior member of staff.

Outside sports coaches organising after school sports clubs are advised they are responsible for ensuring all children are collected after the close of the session. The coaches are reminded they must inform teachers if any child has not been met.

All children participating in after school activities should be collected by parents/carers or responsible adults.

Teachers, teaching assistants and sports coaches will be provided with a copy of the school’s Behaviour and Discipline Policy. If this is operated consistently children will play and work in a sensible, safe manner.

## **SECTION 6**

### **SECURITY**

#### 6.1 Premises

It is the responsibility of the Headteacher in consultation with the Governing Body to ensure the security of the school building and grounds.



The site manager, as the person responsible to the Headteacher is:

- a) Responsible for opening and closing the building and switching alarm on and off.
- b) Ensures the premises are vacated before securing.
- c) Ensures the building is secured including windows, outbuildings and gates before leaving.
- d) Is responsible for boarding up windows if and where necessary.
- e) To attend the building in case of emergency call out and take appropriate action in the event.

## 6.2 Visitors

- During the school day all doors are secured from the inside.
- The main entrance door is operated by a key fob pad system and can also be released from the office where necessary. All staff members have their own fob which is registered and logged on the system. A video screen facility releases the door lock to enable visitors into school.
- All visitors to school must:
  - enter via the main entrance which is situated at the front of school
  - state their reason for visiting the school and if they have an appointment, with whom
  - may be asked to produce identification and may be refused admission if this is not satisfactory
  - sign the 'Visitors' Book and be issued with a pass
  - sign out leaving the premises returning the visitors pass
- Any visitors not identified should, be challenged by staff.
- Staff should be informed of any persons who are not allowed access to particular children.
- Children are not allowed to open external doors to let visitors in but must find a member of staff.
- If a member of staff is concerned about the behaviour of a visitor, the visitor will be required to leave the premises. If they refuse to do so then the Police will be called.

## **SECTION 7**

### **EVACUATION PROCEDURES**

- 7.1 It is the responsibility of the Headteacher in consultation with the Governing Body.

Evacuation procedures are in line with Tameside's Health and Safety Policy, (14/1). Each class has its own marked escape route via a fire exit. Fire evacuation procedures are displayed around school.

Teachers are responsible for ensuring that fire exits in their teaching area are unlocked.



Teachers are responsible for ensuring that their classes leave the building in a calm, orderly manner during any evacuation of the building.

No one, once the building has been evacuated is allowed to return before permission has been given.

## **SECTION 8** **HAZARDOUS SUBSTANCES (COSHH)**

- 8.1 We do not purchase materials containing hazardous substances for use by children e.g. non-solvent glues. Risk assessment is carried out on materials purchased for use by teachers e.g. whiteboard markers and cleaners.
- 8.2 A risk assessment is carried out on cleaning materials. These are labelled and stored in a locked store room (Any cleaning takes place out of school hours.)

Any hazardous substances which are unwanted or unused are removed appropriately and with advice from Health & Safety officer at TAC.

## **SECTION 9** **OUT OF SCHOOL ACTIVITIES**

All out of school activities will be in accordance with DfES guidance – 'Health and Safety of Pupils on Educational Visits' and Tameside's advice on safety on school trips.

- 9.1 Teachers are expected to make a pre-visit to venues, which have not been visited previously.
- 9.2 Where necessary, risk assessments should be carried out, where appropriate, extra insurance should be taken out in accordance with governor advice.
- 9.3 Coaches hired should be from Tameside's list. Teachers are responsible for ensuring that seat belts are fastened before the journey begins.
- 9.4 Groups should be organised for visit according to a ratio of 1:6 for KS1 and 1:10 for KS2. Helpers should be briefed before the visit takes place.
- 9.5 On the day of the visit a 'trip pro-forma' should be completed showing estimated times of arrival at venue, times of leaving and an estimated time for arrival back at school. Teacher in charge is asked to take the mobile phone so that school, or if necessary emergency services can always be contacted. The teacher is asked to phone school as coach leaves venue and when five minutes from school.
- 9.6 Teachers are expected to take all necessary first aid equipment and children's medical requirements, i.e. inhalers
- 9.7 Residential courses, e.g. Robinwood should be preceded by a meeting of parents. A home-based contact should be in place in case parents need to contact children or children need to contact home.
- 9.8 The class teacher in charge of organising the trip is responsible for maintaining good discipline throughout any visits.



## **SECTION 10 RISK ASSESSMENTS**

- 10.1 The head teacher in consultation with the Governing Body is responsible for ensuring that risk assessments of the premises, methods of work, are carried out for the health and safety of employees and anyone else who may be affected i.e. pupils, parents, visitor and contractors.
- 10.2 The risk assessment required is to assist school to identify the measures to be taken to comply with the requirements of safety legislation. Defects and deficiencies will be identified.
- 10.3 After risk assessment the Head teacher will be responsible for putting into practice preventative and protective measures.
- 10.4 Risk assessments will be carried out by groups of staff including the Head teacher and the governor responsible for Health and Safety on an annual basis, or sooner, if there are changes to the school which suggest they are no longer valid.
- 10.5 The Head teacher is responsible for reviewing the risk assessments and reporting to the Governing Body.

## **APPENDIX 1**

<b>Organisational Structure</b>	<b>Name</b>	<b>Contact Details</b>
Chair of Governors	Mrs Kate Sanderson	School 01457 763368
Headteacher	Mrs Melissa Scattergood	School 01457 763368
Health & Safety Governor	Mrs Kate Sanderson	School 01457 763368
Health & Safety Representative	Paul Marrow Site Manager	School 01457 763368
First Aiders All have Paediatric First Aid Certificate & First Aid at Work Certificate	Mrs Rachel Chalmers (FA)(P) Miss Michelle Craik (FA)(P) Miss Yates (FA)(P) Mr Paul Marrow (FA)	School 01457 763368



Love



Compassion



Respect



Believe

Key Holders	Mrs Melissa Scattergood ROC security Church Wardens Mr Paul Marrow Ms Karen Johnson Miss Rachael Kirkham	School 01457 763368
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