

Link Learning Trust Barlow Hall Primary School



Health and Safety Policy

Adopted: 12th December 2019

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*Individualised for school

Risk assessments:

(reviewed ***IF*** there are significant changes)

- ❖ Design Technology
- ❖ Food technology
- ❖ Art
- ❖ Science
- ❖ PE (athletics, invasion games, gymnastics, strike and field)
- ❖ Fire
- ❖ Legionella
- ❖ Educational visits
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- ❖ Individual pupils (including PEEPs, disability, behaviour etc)
- ❖ Swimming lessons
- ❖ Staff that are pregnant
- ❖ Display screen equipment
- ❖ Working at height
- ❖ Lone working
- ❖ Fire
- ❖ Manual handling
- ❖ Prevent
- ❖ Use of force
- ❖ Site access
- ❖ Vehicle movement
- ❖ First aid
- ❖ Early Years
- ❖ Work equipment

1. Introduction

As the employer of staff, LINK Learning Trust has overall responsibility for the health, safety and welfare of staff and students in the schools. LINK Learning Trust recognises that decisions about workplace health and safety should take account of the views and priorities of the workforce as well as the management. When workers are actively engaged in health and safety, the end result is fewer accidents and less ill health.

LINK Learning Trust will support its schools in putting in place clear policies which focus on the key risks and in checking that control measures have been implemented and remain appropriate and effective. In order to fulfil its monitoring role, and to initiate and review health and safety policies and procedures, a resources committee has been established at trust level which will cover all the schools within LINK Learning Trust. This will operate under the terms of the Safety Representatives and Safety Committees Regulations 1977.

Although overall accountability for health and safety lies with LINK Learning Trust, day to-day responsibility for the health and safety of staff and students in individual schools is delegated to the headteacher, who in turn will delegate particular functions to other staff, in particular the premises manager and School Business Manager. The Academy Councils of schools within LINK Learning Trust are not the employers of staff but play an important role in ensuring strategic direction and will work in close partnership with the headteacher and senior management team of the school and relevant staff of the trust to support good health and safety management.

This policy was adopted by both Barlow Hall and Brookburn on 12th December 2019

2. Statement of Intent

- 2.1 The Academy Councils of each Trust Primary School accept responsibility for all safety and environmental matters within the School including health and safety at work, environmental protection and fire safety. The Academy Council is aware of the requirements of the Health and Safety at Work etc. Act 1974, the Environment Protection Act 1990, the Environment Act 1995, the Regulatory Reform (Fire Safety) Order 2005 and other relevant legislation. In keeping with the spirit and intentions of the Acts. Reporting arrangements are in conjunction with Manchester City Council's policy and procedure. Although as an Academy Trust there are no regulations around using these procedures, our trust has decided to adopt these. In accordance with Manchester City Council's policy statement and guidance on safety and environmental matters, an Organisation (paragraph 3) and Arrangements (paragraph 4), to ensure that the School meets its legal and moral obligations and complies with legislation, has been set up.
- 2.2 The Academy Council is committed to achieving the highest standards in all aspects of safety and environmental protection within the School. To achieve these high standards Codes of Safe Working Practice have been produced to provide a practical guide for staff on current legislation.

- 2.3 All employees have a duty to themselves, to their colleagues and to visitors and contractors to work safely and in a manner which prevents pollution and minimises the use of resources. All staff should read and co-operate with the requirements contained within this document.
- 2.4 Line Managers will make regular reviews of safety and environmental standards within their areas of responsibility to ensure compliance with all the standards as laid down.
- 2.5 Contractor and sub-contract staff and visitors have a similar duty of care and a right to a safe working environment. Like School staff, they must ensure that they comply with the requirements of this statement and the School Codes of Safe Working Practice.

3. Organisation

3.1 The Trustees

3.1.1 The Trustees have overall responsibility for ensuring compliance with this Health and Safety Policy document. In particular the trustees are responsible for:

- ensuring a health and safety policy is in place;
- monitoring the application of the health and safety policy including consideration of inspection reports;
- prioritising actions where resources are required;
- ensuring actions are taken;
- including health and safety on governor's meeting agenda;
- producing an annual report on health and safety;
- ratifying the local health and safety policy.

3.2 The Head Teacher

3.2.1 The Head Teacher has day to day responsibility for ensuring compliance with the policy statement and that all staff endeavour to ensure the safety of others; be they staff, pupils, parents, visitors or contractors. Specifically the Head Teacher will be responsible for:

- ensuring that the Health and Safety Policy is prepared and, together with the Academy Council, is regularly reviewed;
- ensuring that an emergency evacuation procedure is in place and is regularly tested;
- day-to-day management of all health and safety matters in the school in accordance with the health and safety policy;
- passing on information received on health and safety matters to appropriate people;
- ensuring whole school analysis of risk throughout the school day is carried out annually;
- procedures and systems reviewed and communicated to all stakeholders;

- liaising with governors and Manchester City Council Health and Safety Team on policy issues and any problems in implementing the health and safety policy;
- co-operating with and providing necessary facilities for trades union safety representatives.

3.3 Head of School/ Deputy Headteacher/ Business Manager and Business Support Officers

3.3.1 The Head of School/ Deputy Headteacher/ Business Manager and Business Support Officers are responsible for:

- carrying out accident and other health and safety investigations and ensuring that accidents are reported under arrangements established by Manchester City Council;
- ensuring regular inspections are carried out;
- submitting inspection reports to the Governing Body and Manchester City Council and Health and Safety Team;
- ensuring remedial action is taken where appropriate;
- arranging for any unsafe item of furniture, fitting or equipment to be withdrawn, repaired or replaced;
- identifying staff safety training needs;

3.4 Senior Leadership Team

3.4.1 The Senior Leadership Team is responsible for:

- day-to-day management of health and safety in accordance with the health and safety policy and the direction of the Headteacher;
- exercising effective supervision over those for whom they are responsible;
- being aware of safe working practices and setting a good example personally;
- carrying out regular inspections and making reports to the Headteacher;
- ensuring remedial action is taken where appropriate;
- passing on information received on health and safety matters to appropriate people;
- acting on reports from the Headteacher or subordinate staff.

3.5 Site Manager/Caretaker

3.5.1 The Site Manager (with support from the School Business Manager and/or Business Support Manager) is responsible for:

- inspecting the buildings and site access on a daily basis ensuring that all fire escape doors are unlocked, escape routes are clear of obstruction and that access to the site is safe (for example by removing snow and ice in the Winter);
- inspecting the buildings and equipment on a termly basis and submitting a report to the SLT and trust board and Manchester City Council if requested;
- recording all defects noted and, if minor, effecting immediate repair;
- reporting major defects to be repaired by outside contractors/authorities to the Business Manager;

- ensuring that the fire alarm system is kept in a serviceable condition and for testing the system each week at 7.00am on Fridays by operating a manual call point;
- assisting with the termly fire drill and recording the date of the drill, the evacuation time and the number of persons evacuated in the Fire Log Book;
- ensuring fire appliances are properly maintained, checked and kept in designated positions and that fire signage is correctly displayed;
- all external contractors working within the school, reminding them of their obligations under this Policy and notifying them of any existing hazards;
- notifying the Headteacher or deputy Headteacher of any hazards introduced by contractors on site;
- the correct storage of all equipment, tools, etc.;
- annually undertaking a risk assessment relevant to his/her work environment; and
- annually checking all stock with the stock book; adding new items on receipt and ensuring all electrical appliances are Portable Appliance Tested as required and a record of testing is kept.

3.6 First aiders

3.6.1 First aiders are responsible for:

- the first aid equipment found in boxes in the main hall, office, nursery, art rooms and all classrooms;
- recording when medicines are given to any person;
- recording any accident and subsequent treatment in the appropriate accident book
- immediately informing the SLT of accidents involving bumps to the head and face, fainting fits, severe cuts, bruises, broken teeth and bones, etc.;
- completing an Accident Form for all accidents which involve hospital treatment and passing this form to the SLT. Completion must be within one day of the accident; and
- notifying parents of any case recorded in the accident book.

3.7 Employees

3.7.1 All staff are responsible for:

- taking care of themselves and others who may be affected by their acts or omissions;
- co-operating with the Headteacher, the trust board and Manchester City Council to ensure that statutory requirements are met;
- not interfering with or misusing anything provided in the interest of health, safety or welfare;

- checking classrooms and work areas are safe and that fire exits are unlocked and unobstructed;
- checking equipment is safe before use;
- ensuring they are aware of safe procedures and that these are followed;
- ensuring protective equipment is used when needed;
- participating in inspections and the health and safety committee as appropriate;
- bringing problems to the attention of the relevant manager;
- reporting any accident involving children in classroom areas for which they have responsibility.

3.8 Health and Safety representatives

3.8.1 The Trustees and Headteachers recognise the role of Health and Safety Representatives who may be appointed by a recognised Trade Union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time wherever practicable. Trade Union Representatives are entitled to certain information, e.g. information relating to accidents, and to paid time away from the workplace to train for and carry out their health and safety functions. However representatives are not part of the management structure and do not carry out duties on behalf of the Headteacher or Academy Council.

4. Arrangements

4.1 Risk assessments

4.1.1 The Headteacher will ensure that suitable and sufficient risk assessments are carried out where appropriate. Risk assessment will follow the following steps:

- Identify hazards;
- Evaluate the risk that these hazards present and to whom;
- Identify suitable measures to reduce and control the risks;
- Record the significant findings;
- Monitor the effectiveness of the control measures;
- Review the risk assessment on a regular basis.

4.1.2 Specific risk assessments are required for violence, lone working, etc. where such a risk exists.

4.2 Training

4.2.1 Safety induction training must be given to all staff on commencement of work at the school.

4.2.2 All staff must be competent to perform their duties thus specific training is required where, for example, additional hazards exist or if specialist duties are required.

4.2.3 A record of all training courses attended by staff should be maintained, preferably in their Personnel File.

4.3 First Aid

4.3.1 The Headteacher will ensure that a suitable number of staff are qualified to administer first aid in an emergency. Whilst a first aider is a voluntary position staff should be encouraged to undertake relevant training.

4.3.2 First aid boxes are situated throughout the school and are clearly identified. The contents will be checked on no less than a monthly basis by a nominated first aider and all deficiencies made good.

4.3.3 A record will be kept of every occasion when any member of staff, pupil or other person receives first aid treatment whether on school premises or as part of a school-related activity.

4.4 Administration of medicine

4.4.1 The Supporting Pupils at School with Medical Conditions Policy is to be followed at all times. In summary:

4.4.2 Parents must complete Form Request for Administration of Prescribed Medication before any medicines are administered on site.

4.4.3 Medicines must be provided in the original container as dispensed by a pharmacist and include: name of child, name of medicine, dose, method of administration, time/frequency of administration, any side effects, expiry date.

4.4.4 The form and the medicine are stored in a secure and confidential space within each school. This area is not accessed by children.

4.4.5 Controlled drugs must be kept in a locked non-portable container.

4.4.6 All medicines including controlled drugs must be returned to the parent/ carer after use to arrange safe disposal.

4.4.7 Only trained designated staff can administer medicine to a child.

4.4.8 On administration the designated member of staff must write the name of the child, medicine administered, and time on the medical log and form and initial it.

4.4.9 If a child refuses to take medicine, we will not force them to do so, but will note this in the records and contact the named contact on the medicine record form. If a refusal to take medicines results in an emergency then our emergency procedures apply.

- 4.4.10 Parent/Carer should make arrangements to collect the medicine from the school office at the end of the day unless alternative arrangements are made with the school staff. Medicines will not be handed to a child to bring home.
- 4.4.11 The school will accept inhalers and epi-pens/ adrenaline pens. These will be stored in a designated space within the school office or in the named child's classroom where they are easily accessible to children. They must be clearly labelled with the child's name. The office will keep a register of children with inhalers and epi-pens in school.

4.5 Harmful substances

4.5.1

A COSHH assessment concentrates on the hazards and risks from hazardous substances in your workplace.

Remember that health hazards are not limited to substances labelled as 'hazardous'. Some harmful substances can be produced by the process you use, eg wood dust from sanding, or silica dust from tile cutting.

Identify which substances are harmful by reading the product

labels and safety data sheets (SDS). If you are in doubt, contact your supplier

Once you have carried out a risk assessment and identified which harmful substance are present, and how workers can be harmed, you need to think about preventing exposure.

Plan the storage of materials, and use appropriate containers. Check that storage containers are correctly labelled and that incompatible materials, for example keeping flammable liquids stored separately from any source of ignition.

Plan the storage and disposal of waste

Exposure to hazardous substances can occur during cleaning, so plan and organise the workplace so that it can be easily and effectively cleaned

Have the right equipment and procedures to clear up spillages quickly and safely

Clean regularly using a 'dust-free' method – vacuum, don't sweep

4.6 Accident reporting

- 4.6.1 The Procedures in the Manchester City Council Health and Safety Manual are to be followed. In summary these are:
- 4.6.2 All accidents, no matter how minor, that occur to members of staff, are to be reported using the Manchester City Council accident reporting proforma. These are kept in the school office. A copy of the completed form is to be sent to the Council Health and Safety Team and reported to the trust.
- 4.6.3 Accidents to pupils and visitors must be reported in the same way as those to employees. However, only those accidents which are as a result of the school's undertaking (i.e. as a result of the conditions of the premises, equipment or plant or lack of supervision) and require the injured person to be taken directly from the school to hospital by whatever means (car, taxi, ambulance) need to be recorded and reported using Council proforma, Appendix E. Those accidents to pupils arising out of activities not connected with the school's undertaking (e.g. activities in the

playground such as collisions, slips and trips, etc.) still need to be recorded in the Accident Log Book.

- 4.6.4 Major accidents, i.e. any fatality, major injury, reportable disease or dangerous occurrence, must be reported immediately by telephone to the Council Health and Safety Team to enable a report to be submitted to the Health and Safety Executive in compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

4.7 Fire precautions

4.7.1 Every employee must ensure that:

- they know what to do in the case of fire;
- they are familiar with the sound of the alarm;
- all classrooms and other areas are vacated immediately on hearing the fire alarm;
- hazardous electrical appliances are disconnected and all doors shut when vacating the premises; and
- they always check for any potential fire hazard at the end of the day.

4.7.2 Further, every employee must:

- NEVER ignore a fire alarm or disregard any notice on fire prevention.
- NEVER smoke in the school buildings.
- NEVER be untidy and leave waste materials laying around.
- NEVER leave obstructions in passages or stairways.
- NEVER leave any temporary heating appliances burning when unattended.
- NEVER move or interfere with fire fighting appliances.
- NEVER leave electrical appliances plugged in when not in use.
- NEVER leave furniture etc. by fire exits or placed directly in front of electrical heaters.

4.7.3 In the event of a fire, children will be escorted from the buildings by the nearest exit, in silence and will follow the individual school's fire procedures.

4.7.4 Alarm sounders and flashing beacons are located throughout the school.

4.7.5 Fire extinguishers are located throughout the school and the appropriate signage displayed.

4.7.6 All staff should know where the nearest fire fighting appliances are and the alarm sounding points around the school. The fire alarm is tested weekly every Friday morning at approximately 7:00 am by the Site Manager. Fire drills take place termly.

4.8 Smoking and fire hazards

4.8.1 Smoking is not allowed in school buildings or in the school grounds at any time.

4.8.2 Cigarettes and matches should not be on site at any time. If teachers light candles for any reason (e.g. religious services, scientific experiments, etc.) they should not be left unattended.

4.9 Electrical Safety

The main hazards of working with electricity are:

- electric shock and burns from contact with live parts
- injury from exposure to arcing, fire from faulty electrical equipment or installations
- explosion caused by unsuitable electrical apparatus or static electricity igniting flammable vapours or dusts, for example in aerosol canisters (airfreshner etc) not stored in boiler room.

Electric shocks can also lead to other types of injury, for example by causing a fall from ladders or scaffolds etc.

You must ensure an assessment has been made of any electrical hazards.

You must make sure that the electrical installation and the electrical equipment is: suitable for its intended use and the conditions in which it is operated only used for its intended purpose.

In wet surroundings, unsuitable equipment can become live and make its surroundings live too. Fuses, circuit-breakers and other devices must be correctly rated for the circuit they protect. Isolators and fuse-box cases should be kept closed and, if possible, locked.

Cables, plugs, sockets and fittings must be robust enough and adequately protected for the working environment. Ensure that machinery has an accessible switch or isolator to cut off the power quickly in an emergency.

PAT testing is completed annually by competent persons. All staff know that they do not bring in any device from home.

4.10 Use of machinery

- 4.10.1 Care should be taken when using all machines. If anyone does not know how to use a particular machine they should ask for help and advice before attempting to use it.
- 4.10.2 If there is a fault with any electrical equipment, the staff member who notices the defect should inform the headteacher or SBM immediately. If the appliance is dangerous then the headteacher or SBM should mark the appliance or remove so that other staff do not attempt to use it.
- 4.10.3 All staff members must visually check all appliances prior to each use. If staff members are in any doubt as to whether the appliance is faulty or not, they should not use it.
- 4.10.4 Staff should not use their own electrical appliances unless these have been checked and authorised by the headteacher. All electrical appliances are checked annually in line, with the trusts Portable Appliance Testing policy.

- 4.10.5 Computers - No adult or child should work with a computer for more than 20 minutes without a short break. The school office has appropriate lighting for employees to work with computers.
- 4.10.6 Photocopying machine - Instructions as to how toner is to be replaced in the machine are to be followed exactly. The machine should be switched off each evening.
- 4.10.7 Solvent abuse - Children should not be allowed to use corrections fluids, Copydex and other solvent based products. They must be used only by an adult and stored with care.

4.11 Personal safety

- 4.11.1 Staff are to be made aware of trusts safeguarding, staff code of conduct and health and safety policy. Training on safeguarding and health and safety takes place at least annually.

4.12 Pupil safety

- 4.12.1 No child is to be left unattended anywhere in the school buildings, and should be escorted in an orderly fashion with no running.
- 4.12.2 All children should be escorted when moving around the school, for example, to assembly, a P.E. lesson, etc. The teacher should remain with their class at all times unless they hand that responsibility over to another adult i.e. when the teacher has non-contact time or when the lunchtime organisers or coaches are in charge.
- 4.12.3 No child is to carry glass or crockery and are to be reminded to take care when using scissors, compasses, etc.

4.13 Vehicle movement

Key messages:

Roadways and footpaths should be separate whenever possible.

Protection for children and families is paramount when vehicles enter school grounds.

Traffic routes must also keep vehicle routes far enough away from doors or gates that pedestrians use, or from pedestrian routes that lead on to them, so the safety of pedestrians is not threatened.

Ensure that fumes do not affect pupils and families in the vicinity of school, making sure that engines are turned off and engine idling is challenged.

4.14 Icy Conditions and winter weather

Ensure that regularly used walkways are promptly tackled with daily gritting.

Ensure there is enough lighting so that all hazards can be seen.

4.15 Wet and decaying leaves

Procedures are in place for removing leaves at regular intervals.

4.16 Rain water

In dealing with rainwater:

When fitting external paved areas ensure that the material used will be slip resistant when wet. Discourage people from taking shortcuts over grass or dirt which are likely to become slippery when wet. Consider converting existing shortcuts into proper paths.

On new sites, before laying paths, think about how pedestrians are likely to move around the site. Putting the path in the right place from the start may save you money in the long term. Many slip accidents happen at building entrances as people entering the building walk in rainwater. Fitting canopies of a good size over building entrances and in the right position can help to prevent this.

If a canopy is not a possibility, consider installing large, absorbent mats or even changing the entrance flooring to one which is non-slip.

4.17 Ice, frost and snow

To reduce the risk of slips on ice, frost or snow, you need to assess the risk and put in a system to manage it.

Identify the outdoor areas used by pedestrians most likely to be affected by ice, for example: - building entrances, car parks, pedestrian walkways, shortcuts, sloped areas and areas constantly in the shade or wet.

Monitor the temperature, as prevention is key.

You need to take action whenever freezing temperatures are forecast. Keep up to date by visiting a weather service site such as the [Met Office](#) or the [Highways England](#).

There are also smart signs on the market, available to buy at low cost, which display warning messages at 50 and below.

Put a procedure in place to prevent an icy surface forming and/or keep pedestrians off the slippery surface;

Use grit (see separate article below for more detail) or similar, on areas prone to be slippery in frosty, icy conditions;

Consider covering walkways e.g. by an arbour high enough for people to walk through, or use an insulating material on smaller areas overnight;

Divert pedestrians to less slippery walkways and barrier off existing ones.

If warning cones are used, remember to remove them once the hazard has passed or they will eventually be ignored.

4.18 Gritting

The most common method used to de-ice floors is gritting as it is relatively cheap, quick to apply and easy to spread. Rock salt (plain and treated) is the most commonly used 'grit'. It is the substance used on public roads by the highways authority.

Salt can stop ice forming and cause existing ice or snow to melt. It is most effective when it is ground down, but this will take far longer on pedestrian areas than on roads.

Gritting should be carried out when frost, ice or snow is forecast or when walkways are likely to be damp or wet and the floor temperatures are at, or below freezing. The best times are early in evening before the frost settles and/or early in the morning before employees arrive. Salt doesn't work instantly; it needs sufficient time to dissolve into the moisture on the floor.

If you grit when it is raining heavily the salt will be washed away, causing a problem if the rain then turns to snow. Compacted snow, which turns to ice, is difficult to treat effectively with grit. Be aware that 'dawn frost' can occur on dry surfaces, when early morning dew forms and freezes on impact with the cold surface. It can be difficult to predict when or where this condition will occur.

4.19 General safety

4.19.1 All staff should ensure that working areas are sufficiently ventilated.

4.19.2 No hot drinks are to be walked around the school or taken onto the playground.

4.19.3 All staff should be aware of the procedure for moving and assembling P.E. apparatus as listed in the P.E. policy. The apparatus should be stored safely after use.

4.19.4 All staff will be given a copy of the Staff Handbook including Health and Safety procedures at the commencement of their contract.

4.20 Infection

4.21

Updated guidance on infection control from Public Health England needs to be followed. Regular briefing needs to be issued for all staff including good hygiene practices to prevent the spread of infection. Report as required to Health Protection Team or Infection Prevention and Control Team.

(www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities)

4.22 Lone working

4.22.1.1 A specific risk assessment will need to be carried out in order to establish specific hazards and control measures required to reduce the risk.

4.22.1.2 Lone working may occur in the case of a member of staff working late in the evening or where the Premises Facilitator is required to work during a weekend or school holiday.

4.22.1.3 Locking and unlocking the school should also be considered.

4.23 Safeguarding – Access to school

4.23.1 Parents and guardians are requested to deliver their children to the areas defined according to their year group, Breakfast Club and After School Club protocols.

- 4.23.2 Parents must not take late children into the classroom but deliver them to the school reception. Any persistent problems should be reported to the Headteacher who will speak to the individuals concerned.
- 4.23.3 All visitors and contactors will be instructed to report to the reception and will be given a badge to wear whilst on the premises.
- 4.23.4 All staff, both teaching and support, have their police record checked before they begin work in the school. The agencies that are used for supply staff vet their own staff. The school only uses agency staff who have been vetted in this way.

4.24 Safeguarding – Collection of children

- 4.24.1 Parents who wish to collect their children during the school day are requested to come to the school reception where a member of the office staff will arrange for the child to be brought to the reception. No child will be allowed to leave school during the day unaccompanied.
- 4.24.2 If any teacher is unsure as to whether an adult has the legal right to collect a child, they should check with information held in the office.
- 4.24.3 Safeguarding procedures for the school day must be followed.

4.25 Safety on school visits

- 4.25.1 The Teacher-in-charge of an outing is responsible for all aspects of health and safety when off the school premises. A specific risk assessment must be completed for each outing. (A generic risk assessment may be used provided all aspects are the same).
- 4.25.2 When taking children out of school, mobile telephones should be taken so that in an emergency the school can be contacted and contact maintained between groups when travelling.

4.26 Cash handling

- 4.26.1 The amount of cash entering and being handled on the premises should be kept to a minimum. Cash must be kept in the school safe and should be banked on a regular basis.
- 4.26.2 Cash should be counted out of sight, for example in an inner room. Where staff take monies to the bank this should be carried out at random times. In the instance of a member of staff being subjected to a robbery, they should hand over the cash and report the incident immediately to the Police.

4.27 Manual handling

4.27.1 All staff involved in the lifting, pushing, pulling or carrying of equipment or pupils must receive training prior to being asked to carry out such duties.

4.27.2 Specific risk assessments must be carried out where appropriate.

4.28 Tree safety

4.28.1 All trees in school playgrounds of a particular age and height must be checked for disease and checked to guard against falling branches.

4.28.2 Similarly all low level bushes etc. should be checked to ensure that they do not present a risk to pupils, either of scratches or skin or eye penetration by sharp twigs.

4.29 Asbestos

4.29.1 A copy of the Asbestos Register is to be kept in the school office. All staff must be made aware of the dangers of disturbing asbestos, for example they must be instructed not to use drawing pins in asbestos board.

4.29.2 The School Business Manager/Business Support Officer and Site Manager should be familiar with the location of asbestos within the premises and must ensure that contractors access the Asbestos Register prior to commencing work in school.

4.29.3 An Asbestos Management Plan is to be produced detailing how any asbestos containing material on the premises is to be protected.

4.30 Hirers, contractors and others

4.30.1 When the premises are used for purposes not under the direction of the Headteacher then the principal person in charge of the activities will ensure that measures are taken to ensure the health and safety of those taking part in that activity. These measures must be of an equal or better provision to those stated within this Health and Safety Policy. When the activity is a school sponsored event the organiser, even if an employee, will be treated as a hirer and will comply with the requirements of this Policy.

4.30.2 When the premises are hired to persons outside the employ of the Academy Council it is a condition that all such hirers, contractors, and others using the school facilities or premises, are familiar with the requirements of this Policy. They will comply with all safety directives of the Academy Council and will not, without the prior consent of the Academy Council:

- introduce equipment for use on the school premises;
- alter fixed installations;
- remove fire and safety notices or equipment;
- take any action that may create hazards for persons using the premises or the staff or pupils of the school.

4.30.3 All contractors working on the site are required to ensure safe working practices by their employees and must pay due regard to the safety of all persons using the premises. In instances where, in the opinion of the Headteacher, a dangerous situation or hazardous condition arises that a contractor fails to eliminate or make safe, the Headteacher must take such actions as are necessary to prevent persons in his care from risk of injury. In extreme circumstances this may be by instructing the contractor to cease work until the condition is remedied.

4.31 Staff consultative arrangements

4.31.1 The Academy Council, through the Headteacher, will make arrangements for the establishment of a safety committee. Representatives of each accredited trade union and staff association will be offered places on the committee which will comprise staff across representative areas of work across the school.

4.32 Emergency Planning

4.32.1 The Headteacher will ensure that a suitable and satisfactory Emergency Plan is prepared to cover all foreseeable situations which may place staff or pupils at risk. The Plan will be agreed by the Academy Council and regularly reviewed.

4.32.2 Procedures to deal with fire, bomb, gas leaks, electricity supply failure and natural disasters, for example, flooding should be included in the Plan.

4.32.3 Evacuation points need to be established as far from the building as possible and consideration must be given to an off-site assembly point in the event of the school not being immediately re-accessible following an emergency evacuation, for example in the case of major fire damage. This will provide shelter whilst parents are contacted to collect children.

4.32.4 The school will follow critical incident procedures in line with Manchester City Council. (Appendix A)

4.33 Monitoring

4.33.1 The Policy is put into practice and monitored on a daily basis and the results of any monitoring carried out will be reported to the Academy Council. Termly Health & Safety monitoring inspections will be carried out, by means of a walk around by SLT, Premises Facilitator, and if possible a Union representative and a member of the Academy Council.

4.33.2 A report will be drafted and actions allocated with deadlines. Any items not rectified by the next inspection will be carried forward, items rectified will remain on the report for everyone to note.

4.34 Codes of safe working practice

4.34.1 This Policy will be supplemented by codes of safe working practice. These codes will be followed by all staff and will assist in the application of this Policy.

4.35 Review

4.35.1 This policy will be reviewed annually or when a significant change has occurred.

5 Codes of safe working practice

5.1 Aims

The aim of these Codes of Practice is to establish and maintain a safe and healthy environment throughout the school.

5.2 Classroom safety

5.2.1 Class teachers have a duty to assist in maintaining order and cleanliness within their teaching area and should ensure the avoidance of injury to users of that area. Periodic checks should be made of the contents and fabric of the area and any defective equipment, fittings and furniture reported immediately to the Headteacher.

5.2.2 Examples of items to be checked include:

- doors unlocked and free from obstruction
- floors kept clear of obstructions
- sinks will be kept clear to enable effective cleaning
- electrical equipment unplugged when not in use (report frayed or damaged flex)
- edged or pointed tools (scissors, compasses) should be regularly checked for damage and safely stored when not in use
- orderly sensible movement within the teaching area should be maintained
- always ensure children are not left unsupervised

5.3 Playground safety (including lunch and breaks)

5.3.3 Duty staff and lunch time controllers should check that playground equipment and climbing apparatus is safe for use and that in general the play areas are free from any obstruction likely to cause injury.

5.3.4 Examples of items to check include:

- climbing equipment should not become overcrowded and children should be wearing suitable clothing, in particular footwear
- no child should leave the play areas without the permission of the staff on duty
- at the end of the lunch break staff should ensure an orderly return into the school and teaching staff should be ready to receive their pupils

5.4 Large playground equipment

5.4.1 Duty staff should check that playground equipment and climbing apparatus is safe for use and that in general the play areas are free from any obstruction likely to cause injury.

5.4.2 The following rules relate to all play equipment:

- Equipment must only be used under the direct supervision of a member of staff
- Children must only be allowed to use equipment suitable for their age
- Numbers of pupils at any time must be limited such that overcrowding is avoided

5.5 Staff and pupil safety

5.5.1 Teaching and support staff should exercise effective supervision of the pupils and should integrate all relevant health and safety aspects into the teaching process and, if necessary, give special lessons in safety. Staff should always follow safe working procedures personally, giving clear instruction and warnings as often as necessary.

5.5.2 Aspects to be considered include:

- children should observe standards of dress consistent with safety and/or hygiene and the reasons should be made clear to the pupils, examples include:
- suitable footwear for PE;
- wearing of ear-rings not permitted for PE;
- knives and other dangerous items should be removed from pupils and held by the Headteacher.

- children should be taught to exercise personal responsibility for safety of self and classmates
- children should be taught to observe all school safety rules and in particular those relating to evacuation and procedures to be observed in the case of fire or other major emergency

5.5.3 Specific guidance, which is to be followed by all staff, is given in DfE and CLEAPPS documents on safe working in:

- art and craft activities
- physical education
- electrical equipment
- science activities
- animals in schools
- swimming
- work at height

5.6 Manual Handling

5.6.1 Movement of heavy materials and equipment should only be undertaken by trained staff and, wherever possible, should be undertaken using some mechanical assistance e.g. a trolley. Procedures should be developed and recorded for the movement of items that frequently require such movement:

- PE equipment - erection and dismantling of such apparatus must only be undertaken by children under the close supervision of staff. Each piece of equipment should be reduced to its basic parts for ease of carriage using at least two children to transport each part. Staff should check that apparatus has been correctly assembled before use.

5.7 Work at height

5.7.1 The Work at Height Regulations 2005 extend to work at any height where there is a risk of a fall liable to cause personal injury. The mounting of displays and reaching for items from a high shelf are thus covered. Staff must ensure that:

- Only the correct equipment is used to work at height, e.g. step ladders. The use of chairs, desks etc. to gain height is expressly forbidden. Staff must not stand or kneel on desks to open or close windows.
- Step ladders must be placed at right angles to the task to be carried out and must themselves be in a place of safety. If on a circulation route work must not be carried out if pupils are passing by.

- Step ladders must be fully open and locked into position and the top step is not to be used unless the supports extend higher. They should only be used on a firm, level surface.
- Step ladders must be examined prior to use to ensure that they are safe to use. If there is any doubt the step ladders are not to be used. Step ladders must be inspected by the Premises Facilitator on a 6 monthly basis. Step ladders are to be marked with a unique identifier and a record kept of inspections.

5.8 Staff training and information

- 5.8.1 It is expected that the Headteacher will act in a focal point role and as such obtain such information as is required to successfully discharge the requirements of this policy. Information and training should be available to all staff, in particular those with specific duties which involve a higher than normal risk e.g. the Premises Facilitator.
- 5.8.2 Where information and/or advice is not locally available the Headteacher should seek such information from the Council Health and Safety Team.

5.9 Staff and workplace safety

- 5.9.1 In order that the school can be maintained in a safe condition it is essential that all staff are fully aware of their responsibilities under health and safety legislation. In particular the following should be borne in mind:
- staff should know and apply any special safety measures and arrangements that exist in their working environment e.g. use of ICT equipment, etc.
 - staff should observe standards of dress consistent with their duties e.g. maintaining hygiene when teaching cooking by wearing apron and tying back hair
 - staff should exercise good standards of hygiene and housekeeping
 - staff should know and be able to apply the emergency procedures which relate to evacuation, e.g. in a fire, and to first aid
 - staff must use and not interfere with any measures provided to ensure their continued health and safety e.g. staff should not remove protective covers on powered plant or electrical equipment
 - staff must co-operate with each other, teaching, non-teaching and support as well as contractors (cleaners, school meals service, etc.) in promoting improved safety measures

- staff must report any perceived health and safety failings and any defective equipment to the Head teacher immediately such defect is discovered

5.10 Stress

- We are committed to protecting the health, safety and welfare of our employees. We recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors.
- Headteachers are responsible for implementation and the trust is responsible for providing the necessary resources.
- Definition of stress: The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.
- The trust will identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress. These risk assessments will be regularly reviewed.
- The trust will consult with Trade Union Safety Representatives on all proposed action relating to the prevention of workplace stress.
- The trust will provide training for all school leaders and work alongside HR professionals as required.
- The trust will provide confidential counselling for staff affected by stress caused by either work or external factors.
- The trust will ensure:
 - ✓ good communication between management and staff, particularly where there are organisational and procedural changes.
 - ✓ Ensure staff are provided with meaningful developmental opportunities.
 - ✓ Monitor workloads to ensure that people are not overloaded.
 - ✓ Monitor working hours and overtime to ensure that staff are not overworking.
 - ✓ That bullying and harassment is not tolerated within their jurisdiction.
 - ✓ Vigilance and offer additional support to a member of staff who is experiencing stress outside work e.g. bereavement or separation.
 - ✓ specialist advice and awareness training on stress.
 - ✓ Train and support managers in implementing stress risk assessments.
 - ✓ Support individuals who have been off sick with stress and advise them and their management on a planned return to work.
 - ✓ Monitor and review the effectiveness of measures to reduce stress.

- ✓ referral to occupational workplace counsellors where appropriate.

Employees will:

- ✓ Raise issues of concern with your Safety Representative, line manager or occupational health.
- ✓ Accept opportunities for counselling when recommended.

6 Health and Safety Incident Reporting

- **Criteria for reporting Incidents to HSE**

Report to HSE incident contact centre 0845 300 9923 if:

- 1: The child is taken directly to hospital from school, e. g by ambulance, taxi, parents.
(This information is required before the report can be given)
- 2: The accident is as a direct result of school - building, equipment, chemicals in school
- 3: Inadequate supervision level in school.

Incidents outside of these criteria can be reported as non-reportable incidents if required.

Incident Reports

Incident reports to be filled in by class teacher

Copy to: Line Manager
 Head Teacher
 Health, Safety and Welfare Officer Manchester City Council

Reporting to HSE

If reporting to HSE details from the Incident form will be required including address and postcode of child.

After giving details of the incident to the HSE they will ask if there is anything to be added to the report, this can include:

- 1: The fact that the area was fully staffed,
- 2: All safety procedures have been followed
- 3: First Aider checked the child
- 4: Advice given by the First Aider

Requests to see the incident form

Once the incident form has completed a copy is sent to Health Safety and Welfare at Manchester City Council.

The incident report is then considered to be the property of Manchester City council.

Procedure to view a copy of the report

Any parent/Carer or legal personnel wishing to see a copy of the report must apply in writing to the Chair of the Trustees of the relevant School for a copy of the report

The Chair will then forward the request to Manchester City Council.

Manchester City Council will send a copy of the report via Chair to Parent/Carer.

Appendix A

Critical Incident Procedures

A critical incident is a rare crisis or emergency that may affect a school directly or indirectly. It may happen on the school premises or may involve events outside of the school itself. It may be an event that affects only the school or the impact could be across the community or area. It is an unexpected event which may result in death or serious injury in traumatic circumstances. Such an incident can affect not only those directly involved but also those who witness the event as well. Relatives, friends, staff and others who have not been directly involved may also be affected.

The first priority must be to call the relevant emergency services (999) to ensure the continuing safety of the school community, if this is the most appropriate course of action. In order that the Local Authority can then provide the necessary support including notification to third parties and other agencies please make contact using the following details as a matter of priority.

Between 08.30 and 17.00 on working day the Management Support can be called - Helpdesk on 0844 967 1112. The school must advise the Management Officer that this is a critical incident and request immediate assistance. Provide a contact number for return calls, usually a mobile telephone number to aid with communication.

At all other times an out of hours service will operate where the call will be transferred to an out of hours call centre. Details of the critical incident will be taken by the call centre and transferred to a member of the Management Support Team who is on call. They will then contact the school's representative by mobile phone.

Other useful numbers are included in the Manchester City Council Schools Major and Significant Incident Management Framework document which is attached to this policy.

Please be aware that these numbers are for emergency/critical incidents only. The operators will not be able to assist with other Management Support queries.

A Critical Incident can produce a complex emotional response and may overwhelm normal coping strategies in those affected by it. Children and young people are affected in similar ways to adults and may experience traumatic stress reaction. This can lead to depression, low mood and anxiety, memory problems and difficulties in school. What occurs after an event, rather than the event itself, is crucial in determining the eventual impact of the incident on individuals and organisations.

In the case of a critical incident One Education HR and People would provide advice to the school and liaise with partners, such as the LA, Educational Psychology team and Property team. An early alert to an incident allows rapid communication between the teams and the earliest possible contact with them allows us to establish the facts as far as known.

Each Trust school also has a Business and Continuity Plan that can be referred to in conjunction with this policy.

Appendix B (Barlow Hall)

Safeguarding procedures during the school day:

Early morning:

- All school access points must be controlled as well as allowing emergency exits to be maintained.
- The side gates to playgrounds will be kept locked until 8.45am.
- Children accessing The Breakfast Club will come through the school building, being buzzed through the office door. A bell will be available to parents to use if staff are not in the office.
- Children should not be inside the school building, unless they have a staff authorised reason until the bell has gone at 9am.
- Access to the school playground will only be possible from 8.45am.
- All staff must ensure that all school access points are secured before and after school.
- Staff to be on the playground at 8.55am. Caretaker to secure external doors before opening the playground gate at 8.45.
- All parents/ carers must be escorted by a member of staff when entering the school building. (Before/ during and after school)

Wet mornings:

- The Year 3/4 access point and Year 1/2 and 5/6 access point will be open at 8:45am. This will be staffed by a member of SLT and the Inclusion Team.
- Staff must be in classrooms on wet mornings at 8.55am.
- Children will be supervised in the two access points until 8.55 when children will be escorted to class.

End of school day:

- The main school gate will be locked at 3:15pm and all external doors must be secured.
- All children who have not been collected by this time will be supervised by the Head Teacher or Deputy Head until collection by the parent/ carer.
- Children who are attending After School Care will be escorted by a member of staff.
- Class teachers will receive a list of children attending After School Care by the end of the day and will inform After School Club if any of the children on the list have been collected by parents/carers.
- Parents can access the After School Club through an intercom system/coded gate. (The code will be changed each day)
- Children attending After School Clubs will be dismissed from the main office.

