



All Saints C.E Primary School

Health and Safety Policy Statement



The Governing Body will meet its responsibilities under the Health and Safety at Work Act and other health and safety legislation to provide safe and healthy working conditions for employees, and to ensure that their work does not adversely affect the health and safety of other people such as pupils, students, visitors and contractors. Details of how this will be done are given in this health and safety statement.

The Governing Body will ensure that effective consultation takes place with all employees on health and safety matters and that individuals are consulted before allocating particular health and safety functions to them.

Where necessary the Governing Body will seek specialist advice to determine the risks to health and safety in the establishment and the precautions required to deal with them.

The Governing Body will provide sufficient information and training in health and safety matters to all employees in respect to the risk to their health and safety.

The Governing Body requires the support of all staff to enable the maintenance of high standards of health and safety in all the schools activities.

This Statement includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

Signed:
(Chair of Governors)
Date: November 2022

Signed:
(Headteacher)
Date: November 2022

(Signed copies held in school)

ARRANGEMENTS

Health and Safety Co-ordinator

The Senior Member of Staff in the Establishment with special responsibility for Health and Safety Matters is:	Headteacher
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Fire and Other Emergencies

Emergency procedures covering a range of hazardous situations which may arise in the establishment can be found at all exits

The person who discovers the emergency will raise the alarm immediately by the most appropriate means and ensure that the Headteacher, Deputy Headteacher or in their absence, a member of the senior management team is informed immediately and that where appropriate the emergency services are summoned. He/she will liaise with the emergency services when they arrive and take advice from them.

The person (and deputy) responsible for person for ensuring and supervising:	Person	Deputy
• the controlled evacuation of people from the building or on the site to a place of safety,	HT	DHT
• summoning of the emergency services	HT	DHT
• that a roll call is taken at the assembly point	HT	DHT
• that no-one attempts to re-enter the building until the all clear is given by the emergency services is (eg Headteacher, Deputy Headteacher or other member of the senior management team)	HT	DHT

Note: The priorities are as follows:

- **to ensure the safety of all persons people, their removal from danger, their care and the application of first aid and medical treatment where appropriate**
- **to call the emergency services when appropriate**
- **to safeguard the premises and equipment, if this is possible without putting persons at risk**

The person responsible for arranging, recording and monitoring fire drills at least once per term is:	Site supervisor
The competent person responsible for carrying out and updating the fire risk assessment for the premises is:	Headteacher

Fire Prevention and Detection Equipment Arrangements

The person(s) responsible for initiating the test of the following fire safety systems and completing the record sheets:

System	Location of Test Records	Person Responsible
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Fire Alarm	Site supervisor's office	Site Supervisor/SBM
Emergency Lighting System	Site supervisor's office	Site Supervisor/SBM
Smoke Detection System	Site supervisor's office	Site Supervisor/SBM

The person responsible for carrying out a termly visual inspection of all emergency fire-fighting equipment (for example, fire hoses, fire extinguishers, fire blankets) and to whom any short comings should be immediately reported is:	Headteacher
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The approved County Council contractor responsible for conducting the annual test of fire-fighting equipment inspection and maintenance is:	Name: Fire Queen
	Phone No:

Locations of Main Service Isolation Points

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

SERVICE	LOCATION OF ISOLATION POINT DETAILS
Water	Boiler House
Electricity	Electrical Gear Cupboard
Gas	Small external brick store

Accident, Dangerous Occurrence, Violent Incident and Near Miss Reporting and Investigation

Any employee who witnesses an accident, dangerous occurrence, verbal abuse or actual or threatened violence or near miss, or to whom one is reported, will make an entry in the accident report book as soon as possible after the event:

The Accident Book is kept in the First Aid cupboard between the Reception and Year 4 classes.

Accident reports should be drawn to the attention of and counter-signed by the Headteacher or his Deputy before being sent to the Health and Safety Team at SMBC.

The person responsible for monitoring accidents and incidents to identify trends and patterns is:	Headteacher
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Where accidents are found to be caused by faulty plant, equipment, premises or unsafe systems of work action must be taken to remove or isolate the hazard and warn people until the necessary modifications or repairs can be made.

First Aid

All Staff have been trained in basic First Aid and have received certificates of the successful completion of the course.

The person responsible for ensuring first aid qualifications are maintained is:	Headteacher
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The person responsible for ensuring that first aid cover is provided for staff working out of normal school hours is:	Headteacher
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First aid boxes and first aid record books are kept at the following points in the school.

Location of First Aid Boxes	First Aid Record Book
Reception Class drinking machine	Staff room
Reception/Year 4 corridor	Staff room

Travelling first aid boxes are kept at the following points in the school.

Location of Travelling First Aid Box	Location of Travelling First Aid Box
These are collected prior to any trip	SBM office

A termly check on the location and contents of all first aid boxes will be made by:	Mrs S Finnigan
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Use of first aid materials and deficiencies should be reported to:	Mrs S Finnigan
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The address and telephone number of the nearest medical centre is:	Heaton Norris HC 0161 983 1600
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The address and telephone number of the nearest hospital with accident and emergency facilities is:	Stepping Hill 0161 483 1010
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Administration of Medicines

The person responsible for dealing with the administration of medicines in accordance with the Supporting Pupils with Medical Needs in Schools Document, including keeping records of parental permission, keeping medicines secure, keeping records of administration, and safely disposing of medicines which are no longer required is:	First: Ms T Cartmill
	Deputy: Ms M Simmonett

The person responsible for the dealing with the administration of controlled drugs such as Ritalin in accordance with the Supporting Pupils with Medical Needs in Schools Document, including keeping records of parental permission, liaising with the providing pharmacist, keeping medicines secure, keeping records of administration, and safely disposing of medicines which are no longer required is:	First: Ms T Cartmill
	Deputy: Ms M Simmonett

The person responsible for undertaking and reviewing the healthcare plans of pupils with medical needs is:	Headteacher
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Asthma Inhalers

The person responsible for the supervision and storage where appropriate of asthma inhalers is:	Ms T Cartmill
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Risk Assessment

The person responsible for carrying out a general survey of the school's work activities including extra-curricular, extra-mural activities, work carried out by contractors or volunteers on site, identifying hazards and ensuring risk assessment are produced and appropriately communicated is:	Mrs C Spinks
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Maintenance of Site, Premises, House Keeping and Hazard Reporting

All employees and governors must report any hazards that could be a cause of serious or imminent danger, eg damaged electrical sockets, broken windows, suspected gas leaks, wet or slippery floors immediately to:	Headteacher/Site Supervisor
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The person responsible for initiating a risk assessment of hazards identified and any remedial action decided upon is:	Headteacher
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House Keeping and Disposal of Waste

Rubbish awaiting collection must never be left where it obstructs escape routes or could aid the production and spread of fire and smoke.

The person who should be contacted if circulation routes are obstructed by rubbish is:	Site Supervisor
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All staff are responsible for ensuring the good house keeping of their own workrooms, for example, offices, laboratories, workshops, art studios, drama studios and related storage areas.

Repairs and Maintenance

A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to:	Site Supervisor
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Defective furniture should be taken out of use immediately and reported to: who will arrange for its replacement or repair	Site Supervisor
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The person responsible for ordering repairs which are the school's responsibility is:	Headteacher
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The person responsible for reporting repairs which are the responsibility of the LA to the LA and checking repairs are carried out is:	Headteacher
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Premises Security

	First: Site Supervisor
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The person (and their deputy) responsible for unlocking and locking the building, arming and disarming security alarms etc is:	Deputy: Headteacher
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The person(s) who have been trained to deal safely with burglar alarm call outs are	Headteacher
	Site Supervisor

Severe Weather

During periods of severe weather, arrangements for maintaining safe access to, from and within the premises (e.g. clearing snow and ice) will be determined by:	Site Supervisor
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Health and Safety Training

The person responsible for drawing to the attention of all employees the following health and safety matters as part of their induction training is:	Headteacher
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- Health and Safety Policies: LA and School
- Education Visits Policy Document
- Premises Asbestos Log
- Risk Assessment
- Fire and other Emergency Arrangements
- Accident Reporting Arrangements
- First Aid Arrangements
- Good Housekeeping, Waste Disposal and Cleaning Arrangements
- Hazard Reporting and Maintenance Procedures
- Special Needs of Young Employees (e.g. Work Experience Placements)

The person responsible for co-ordinating the provision of the health and safety training needs of teaching staff and other employees is:	Headteacher
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The person responsible for compiling and implementing the school's annual health and safety training plan is:	Headteacher
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The person responsible for reviewing the effectiveness of health and safety training is:	Health and Safety Governor
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Employees who feel that they have need for health and safety training of any kind should notify in writing the contact person who is:	Headteacher
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Work Equipment (including Personal Protective Equipment - appendix 1)

Specific Risks

The following equipment has been identified as likely to involve a specific risk to health and safety and its use, inspection and repair is therefore restricted to appropriate personnel.

Access Equipment

Ladders

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Headteacher
Persons authorised to use are:	Site Supervisor

Stepladders

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Headteacher
Persons authorised to use are:	All Staff

Caretaking and Cleaning Equipment

This includes moving and handling equipment; powered cleaning equipment, power tools, hand tools

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Headteacher
Persons authorised to operate and use are:	Site supervisor

PE Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	PE Coordinator
Persons responsible for regular (daily) visual inspection are:	Teaching Staff
Contractor responsible for annual full inspection and report is:	Sportsafe

Outdoor Play Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Headteacher
Persons responsible for regular (daily) visual inspection is/are:	Teaching Staff
Contractor responsible for annual full inspection and report is:	Sportsafe

Stage Lighting Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is	Headteacher
Person(s) authorised to operate and use is/are:	All Staff

Mobile Staging and Seating

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Headteacher
Person(s) authorised to operate and use is /are:	All Staff

Pianos, Organs and Other Musical Instruments

Person responsible for selection, inspection, maintenance, training, Supervision, safe use and risk assessment is:	Music Coordinator
Person(s) authorised to operate and use is/are:	All Staff

Portable Electrical Appliances

The person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded is:	Headteacher
Persons responsible for carrying out formal visual inspection and testing are:	All Staff
Staff must not bring onto the premises any portable electrical appliances unless they have authorised and the appliances have been portable appliance tested. The person responsible for authorising their use on the premises is:	Headteacher

Asbestos

The person responsible for making arrangements for dealing with asbestos in compliance with the LA's policy, and ensuring that the premises asbestos log is consulted by visiting contractors and other relevant persons is:	Headteacher
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The premises asbestos log is kept: NB. All asbestos has been removed by qualified experts as part of works carried out by SMBC	School Business Manager's room
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The person responsible for ensuring that the log is updated, annually and as appropriate following work on the fabric of the building is:	Headteacher
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Cleaning Arrangements

All members of staff are responsible for arranging to clear up spillages, which occur whilst they are in charge of the area concerned. Other spillages, leaks or wet floors should be reported to the Caretaker who will arrange for them to be dealt with.

Health and Safety Inspections

The person responsible for organising and carrying out termly safety inspections, including planning, inspection, reporting is:	Health and Safety Governor
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Where possible Health and Safety Inspections will be carried out with the school's health and safety representatives. Members of the Governing Body will participate with safety inspections where practicable.

A copy will also be provided to the school Governors for consideration at their next meeting.

The person responsible for ensuring follow up action on the report is completed is:	Health and Safety Governor
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Provision of Information

The person responsible for distributing all health and safety information received from the Education Department and elsewhere and for the maintenance of a health and safety information reference system is:	Headteacher
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New employees will be informed of all relevant health and safety information as part of the induction process.

The person responsible for deciding on the appropriate circulation of each document is: Employees will sign to confirm they have read and understood the information.	Headteacher
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The health and safety notice board is sited:	Staff Room
The person responsible for ensuring documents are displayed for two weeks on the health and safety notice board and keeping it up to date is:	Headteacher

The Health and Safety Law Poster is sited:	Staff Room
The person responsible for maintaining it is:	Headteacher

Educational Visits and Journeys

The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits in United Kingdom not including and overnight stay is:	Mrs R Roper Deputy Headteacher
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The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits in United Kingdom including an overnight stay is:	Mrs R Roper
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Work Experience

The person responsible for co-ordinating work experience placements, ensuring risk assessments are completed, ensuring students are visited, liaising with the Education Business Partnership as appropriate is:	Mrs R Roper
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Outdoor Play Equipment

The outdoor play equipment is provided only for children who are members of the school under appropriate supervision:

The person responsible for the selection and siting of outdoor play equipment is:	Deputy Headteacher
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The person responsible for following up the annual play equipment inspection report is:	Deputy Headteacher
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The persons responsible for ensuring that the equipment is adequately supervised when in use are:	All Staff
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Use of Premises Outside School Hours

The person responsible for co-ordinating lettings of the premises in accordance with the lettings procedure is: **SBM**

The person responsible for informing other users of the building of the presence of any hazards which have not been rectified is: **Site Supervisor**

The person responsible for checking that the premises are left in reasonable order by other users before locking up is: **Site Supervisor**

Visitors

On arrival all visitors should report to: where they will be issued with: <ul style="list-style-type: none">• an identification badge• relevant health and safety information• and will sign the visitors book	Administrator
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An employee seeing an unidentified person should take them to Reception immediately.

Contractors

Note: The School will normally use contractors on SMBC's approved list.

The person responsible for selecting contractors and vetting contractors health and safety, policies, procedures, risk assessments, method statements and past health and safety performance, when one cannot be found on SMBC's approved lists is:	Headteacher
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The person in control of contractors is:	Headteacher
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Responsibility for liaison with contractors, and for matters set out in the Code of Practice on the Control of Contractors and the LMS Handbook is allocated as follows:	Headteacher
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Supplies (Purchasing/Procurement and Deliveries)

The Governing Body will ensure that all equipment and material purchased or procured for use in the school complies with current legislative requirements and standards.

The following employees are authorised to place orders for supplies and/or to accept gifts or donations to the school.

- Headteacher
- School Business Manager
- Deputy Headteacher

They must satisfy themselves that the supplies and arrangements for their receipt and use do not compromise the health and safety of employees, pupils and visitors or others.

They will also assess any revenue implications of the necessary maintenance of donated items.

Deliveries of goods will be reported to: who will arrange for them to be taken to the appropriate location	School Business Manager
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Smoking

The Governing Body has prohibited smoking in the school and in vehicles under its control.

Notes:

Employees are not permitted to smoke when teaching or supervising pupils or when they may otherwise come into contact with pupils.

The policy applies equally to all people who have business in the premises including Councillors, employees, pupils, parents and other visitors.

All job applicants will be informed of the no smoking policy.

No Smoking signs will be displayed in the school wherever appropriate, as determined by the fire risk assessment.

The Governing Body recognises that some employees may have difficulty in complying with this policy. Counselling sessions can be organised for those staff that require assistance. Other help may also be available. Requests for support should be made to:	Local Authority
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Vehicles

The Headteacher is responsible, in conjunction with the driver, for ensuring that vehicles hired by the school are operated in accordance with the law and with the SMBC policy. School hired or leased minibuses or coaches are only to be used for journeys approved under the procedure.

Employees who are required to use their private vehicles for official business are responsible for gaining authorisation from: (prior to the first use of any vehicle) He will ensure that the driver has a valid licence and appropriate insurance and that the vehicle is roadworthy and fitted with a suitable seat belt for each passenger.	Headteacher
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Stress

The persons responsible for monitoring absence owing to stress related illness is:	Headteacher
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Bullying/Harassment

The school's policy on behaviour (including bullying) is kept:	School Policy file
Records of bullying incidents and action taken are kept:	Behaviour file

Audit, Review, Performance Measurement and Action Plan

The person responsible for sending a copy of the school's Health and Safety Statement to the Education Department Health and Safety Team within one term of the date of the issuing of this model is:	Headteacher
The persons responsible for carrying out an annual review of the Statement and its implementation in the school are:	Headteacher and Health and Safety governor
The person responsible for compiling and implementing the schools annual health and safety action plan, including action for improvements in the appropriate development plan is:	Headteacher
Employee absence statistics (ie non-confidential) for the purposes of performance measurement are kept:	Filing cabinet (Office)

Signed: (Headteacher)

Date: November 2022

Signed: (Chair of Governors)

Date: November 2022

(Signed copies held in school)

Appendix 1 - Personal Protective Equipment (PPE)

The definition of Personal Protective Equipment (PPE) PPE is a term that covers all equipment that is intended to be worn or held by employees and which protects them against one or more risks to their health and safety.

Such equipment includes:

- safety footwear
- high visibility waistcoats
- gloves
- protective clothing for adverse weather conditions
- safety harnesses

The above list is not exhaustive. Hearing protection and respiratory protective equipment provided for most work situations are not covered by these Regulations because other regulations apply to them. However, these items need to be compatible with any other PPE provided.

Risk Assessment

PPE should only be used where the risk cannot be controlled by something equally or more effective. Engineering controls or safe systems of work should always be considered first. This is because PPE protects only the person wearing it, whereas measures controlling the risk at source can protect everyone.

Additionally, effective protection is achieved only by suitable PPE, correctly fitted and maintained and properly used.

Furthermore, if more than one item of PPE is being worn, the different items of PPE must be compatible with each other. Lastly, PPE may restrict the wearer to some extent by limiting mobility or visibility, or by requiring additional weight to be carried.

The need for PPE should be identified as part of a risk assessment. This should take into account the particular risks involved and for the circumstances of its use. PPE need not be provided where risks are sufficiently low that they can be considered adequately controlled. The need for voluntary workers and school children to wear PPE should also be assessed. Whilst most PPE will be provided on a personal basis, some may be used by a number of people. Furthermore, it may be appropriate, to provide a supply of disposable PPE (for example single use coveralls) which can simply be discarded after use. Once it has been decided that PPE is necessary, suitable items should be selected. These should comply with the appropriate British or European Standard.

Information and Training for Users

Users need to be given information, instruction and training to enable them to make effective use of the PPE provided. In other words, they should be trained in the correct use of the PPE, how to fit and wear it correctly, and what its limitations are. The extent of the instruction and training will vary with the complexity and performance of the equipment. Users may need refresher training from time to time.

The training should include elements of theory as well as practice in using the equipment, and should be carried out in accordance with the recommendations and instructions supplied by the manufacturer.

Theoretical Training Theoretical training needs to take full account of the following:

- An explanation of the risks present and why PPE is needed
- The operation, performance and limitations of the equipment
- Instructions on the selection, use and storage of PPE related to the intended use.
- Written operating procedures such as permits to work involving PPE should be explained
- Recognising defects in PPE and arrangements for reporting loss or defects.
- Factors which can affect the protection provided by the PPE such as:
 - Other protective equipment
 - Personal factors
 - Working conditions
 - Inadequate fitting
 - Defects
 - Damage and wear

Practical Training

Practical training needs to take full account of the following:

- Practice in putting on, wearing and removing the equipment
- Practice and instruction in inspection and, where appropriate, testing of the PPE before use
- Practice and instruction in the maintenance that can be undertaken by the user, such as cleaning and replacement of certain components
- Instruction in the safe storage of equipment. Employees must also be given clear instructions in how they can obtain PPE. If disposable PPE is used, it is important that users are told when it should be discarded

Duties of Employees

Where protective clothing is issued or its use is required, it must be worn and maintained in accordance with the instructions given by the employer. PPE should be examined before it is put on and should not be worn if it is defective or has not been cleaned. Any defects or loss of protective equipment should be reported to the appropriate manager as soon as possible. Each employee should take reasonable care not to misuse or neglect to use PPE. If employees have any concerns about the serviceability of the PPE they should contact their manager. Maintenance A system of maintenance is needed to ensure that the PPE continues to provide the degree of protection for which it was designed.

Maintenance includes:

- Cleaning
- Disinfection
- Examination
- Replacement

- Repair and testing.

The responsibility for maintenance must be laid down together with the details of the procedures to be followed and their frequency. The maintenance programme will vary with the type of equipment and the use to which it is put. Manufacturers' maintenance schedules and instructions should normally be followed.

Maintenance

A system of maintenance is needed to ensure that the PPE continues to provide the degree of protection for which it was designed. Maintenance includes:

- Cleaning
- Disinfection
- Examination
- Replacement
- Repair and testing.

The responsibility for maintenance must be laid down together with the details of the procedures to be followed and their frequency. The maintenance programme will vary with the type of equipment and the use to which it is put.

Accommodation

Suitable storage arrangement for PPE should be provided. Accommodation for PPE is needed to ensure that it is protected from contamination, loss or damage by (for example) harmful substances, damp or sunlight. PPE used by peripatetic workers can be stored in suitable containers or areas in the vehicle. The accommodation does not need to be fixed. The user, for example, can keep safety spectacles in a suitable carrying case.

Recording Keeping

The managers should keep records. This should include a risk assessment identifying the tasks where PPE is needed. Records should also be kept when PPE is issued and the relevant instructions relating to it should also be issued. These should include the specification of the PPE that has been provided and the date of issue. Management should also keep maintenance and training records.