

DIGGLE SCHOOL

Health and Safety Policy

Section 1 - Health and Safety Policy Statement

Health and Safety at Work Act 1974

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain plant, machinery and equipment which is safe, has been manufactured to a British, European or International standard, is regularly inspected, tested and maintained as appropriate; and that offers protection from danger by being suitably guarded (where appropriate). This would include such items as heating and hot water plant, kitchen equipment and appliances e.g. meat-slicer, powered cleaning equipment and portable electrical appliances;
- to ensure safe handling, use, storage and transport of articles and substances;
- to provide adequate information, instruction and training to enable staff and pupils to carry out their work activities in a healthy and safe manner, and to enable them to contribute positively to their own health and safety and that of others;
- to ensure all employees are competent to do their tasks;
- to prevent accidents and cases of work-related ill health;
- to make arrangements within the school for the reporting of all accident/violent incidents to the Health, Safety and Wellbeing service;
- to make positive arrangements for fire evacuation, first-aid and other emergency situations;
- to provide and maintain a safe and healthy school building with safe access and egress, paying particular attention to the structure of the buildings, the electrical installation, draining, glazing, maintenance of floors / corridors / playgrounds / steps / doorways / fire escape routes and security arrangements which would minimise the risk of acts of violence;
- to provide and maintain a safe and healthy working environment with effective management of illumination, temperature, ventilation, dust, smoke, fumes, noise, cleanliness and food hygiene and adequate protection against occupational disease and infestation;
- to provide and maintain adequate welfare arrangements such as eating, washing and toilet facilities and accommodation for clothing and personal belongings;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

Signed:
(Chair of Governing Body)

Date:

Review Date:

Section 2 – Responsibilities

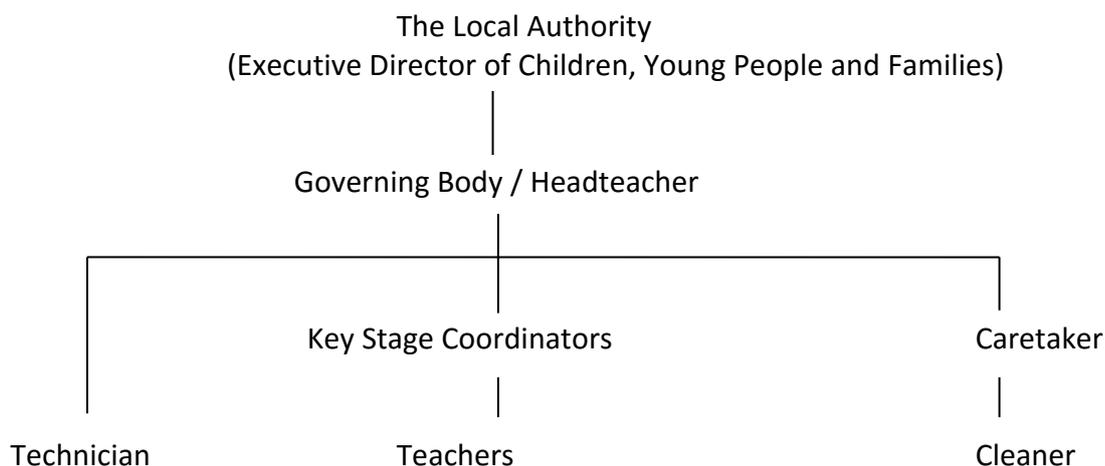
Organisation

Overall and ultimate responsibility for health and safety in schools is that of the employer i.e. the Executive Director of Children, Young People and Families.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to School Governing Bodies and Headteachers.

Illustration of employee responsibilities

THE EMPLOYER



To ensure health and safety standards are maintained / improved, the following people have responsibility in the following areas.

[Responsibility for health and safety within the Council are outlined within the Council Health and Safety Policy. Day-to-day responsibility for ensuring this policy is put into practice is delegated to School Governing Bodies and Headteachers.](#)

The Assistant Executive Director of Children, Young People and Families (PCS) with the assistance of school Governors:

- Shall ensure so far as is reasonably practicable the health, safety and welfare of teachers and other support staff;
- Shall ensure so far as is reasonably practicable the health and safety of pupils in-school and on off-site visits;
- Shall ensure so far as is reasonably practicable the health and safety of visitors to schools, and volunteers involved in any school activity;

- Shall guide and monitor the Headteacher to ensure that he/she keeps health and safety as a high priority in the day-to-day management of the school;
- Shall obtain an annual appraisal of the safety performance of the school and this information should be included in the school's annual report to parents.

Headteacher

The Headteacher is responsible for the day-to-day management of the school and shall so far as is reasonably practicable:

- Ensure the Health and Safety Policy is implemented and adhered to at all times;
- Ensure all members of staff know, understand and accept their health and safety duties and responsibilities;
- Ensure adequate resources are allocated to facilitate healthy and safe working and teaching practices;
- Ensure the Governing Body is advised of health and safety implications when undertaking the management of the school budget;
- Ensure all employees, pupils and visitors receive adequate information, instruction, training and supervision, both within school and on school trips as appropriate;
- Ensure the use of safe working practices and where necessary draw up and communicate written codes of practice for safe working and teaching;
- Ensure all equipment purchased by or used within school, conforms to a British, European or International Standard, is used in the manner that it was designed for and is periodically examined, tested and maintained as appropriate;
- Ensure suitable and appropriate protective clothing is provided for staff and pupils who require it, and ensure that it is worn when necessary;
- Ensure adequate first aid treatment is available by the provision of a First-Aider or appointed person and ensure that first aid boxes are kept adequately stocked;
- Ensure accidents/violent incidents are recorded and where necessary, investigated and reported to the Health, Safety and Wellbeing service as soon as possible and also reported to the Governing Body in the headteachers report. In the event of a major injury, the Chairman of the Governing Body shall be informed;
- Ensure a record is kept of any contagious disease that is contracted, and all acts of violence and bullying, and that this is reported to the Governing Body as appropriate;
- Ensure fire procedures are planned and rehearsed at least once per term;
- Ensure adequate welfare facilities are provided and maintained for staff and pupils;
- Ensure periodic safety inspections of the school are carried out;
- Ensure that there is consultation with the staff Safety Representative on matters of health, safety and welfare;
- Ensure contractors working in the school, report to him/her before work commences in order to ascertain work details and agree safety procedures;
- Ensure in his/her absence, health and safety duties are delegated as appropriate;
- Ensure there is an annual appraisal of the school's health and safety performance;
- Ensure risk assessments are undertaken and reviewed as appropriate; and
- Review and up-date the policy as appropriate.

The Caretaker / Site Manager

Shall, where appropriate and so far as is reasonably practicable

- Ensure all machinery and appliances purchased by or used within school, conforms to a British, European or International Standard, is used in the manner that it was designed for and is periodically examined, tested and maintained as appropriate;
- Ensure only approved cleaning chemicals and substances are used at school and ensure that the appropriate safety information and risk assessment is available to the user;
- Ensure fire equipment, fixtures and exits are checked periodically and maintained to ensure they are in working order;
- Check the hazard log daily and ensure minor repairs and maintenance work is carried out in a timely and safe manner;
- Report major repairs to Headteacher and /or Unity partnership helpdesk;
- Monitor communal areas;
- Ensure daily check of means of escape and of external areas;
- Ensure weekly fire alarm tests and equipment checks;
- Ensure monthly testing of emergency lighting and Legionella testing

Teaching and Non-Teaching Staff

All Teaching and Non-Teaching Staff shall, where appropriate and so far as is reasonably practicable:

- Ensure the Council and School policies are implemented at all times;
- Be responsible for the health and safety of the pupils they supervise;
- Ensure equipment used at school is safe and presents no risk to health and ensure that any defects are reported immediately to the Headteacher so that the equipment can either be repaired or disposed of;
- In the event of a fire, ensure all pupils know the fire procedures and are evacuated safely;
- In the case of an injury, arrange for suitable first aid treatment, investigate the accident that caused the injury and record the details on the appropriate documentation;
- Ensure all classroom-based activities are carried out in a safe and healthy manner;
- Ensure playground activities are supervised as appropriate and any violent behaviour is stopped;
- Ensure pupils are adequately supervised at lunchtimes;
- Ensure that, whilst pupils are playing for a sports team, provision has been made for dealing with injuries and other emergencies;
- Ensure that whilst transporting pupils by car, appropriate restraints are worn and the Council guidelines are followed;
- ensure that when undertaking school trips and holidays, sufficient research, planning, precautions and supervision are undertaken as laid down in the Council guidance;
- Ensure that pupils do not bring into school any potentially dangerous article or hazardous substance without the expressed permission of the Headteacher;
- Take appropriate action to make safe any dangerous condition caused by wet or icy weather;
- Ensure any agreed security provisions are carried out;
- Co-operate with the Headteacher on all aspects of health, safety and welfare; and
- Co-operate with the Headteacher in undertaking risk assessments for all activities with significant risks, to identify hazards and control measures and to communicate this information to all people who need to know.

Pupils

All pupils must:

- Co-operate with Teachers and school staff on health and safety matters;
- Not interfere with anything provided to safeguard their own health and safety;

- Take reasonable care of their own health and safety; and
- Report all health and safety concerns to a Teacher.

In addition, union appointed safety representatives are entitled to investigate any accident / incident occurring, any potential hazard reported and carry out safety inspections at a rate of one inspection per quarter.

ARRANGEMENTS

2.1 Health and Safety Risks arising from our work activity

2.2 Consultation with employees

2.3 Safe Plant and Equipment

2.4 Safe Handling and use of Equipment

2.5 Information, Instruction and Supervision

2.6 Competency for Tasks and Training

2.7 Accidents, First Aid and Work Related Ill Health

2.8 Monitoring

2.9 Emergency Procedures – Fire and Evacuation

2.10 Visitors

2.11 Contractors and Safety

2.12 Educational Visits / Extra Curricular Activities

2.13 Movement of Vehicles

2.14 School Security

2.15 Occupational Health Service and Stress

2.16 Asbestos & Legionella

2.17 External Groups / Activities

2.18 Violence, Behaviour, Bullying and Harassment

Section 2 – Arrangements

2.1 Health And Safety Risks Arising From Our Work Activity

Risk assessments will be undertaken by:	All staff
The findings of the risk assessments will be reported to:	Headteacher
Action required to remove / control risks will be approved by:	Headteacher
Will be responsible for ensuring the action required is implemented:	All staff
Will check that the implemented actions have removed / reduced the risks:	Headteacher
Assessments will be reviewed annually or when the work activity changes, whichever is soonest.	

2.2 Consultation With Employees

Employee representative is:	Chris Ryan
Consultation with employee is provided by:	Meetings

2.3 Safe Plant And Equipment

The school enters into contracts for the regular inspection of plant, equipment and premises; this is met through a SLA with Unity Partnership who:

- Will be responsible for identifying all equipment / plant needing maintenance;
- Will be responsible for ensuring effective maintenance procedures are drawn up;
- Will be responsible for ensuring that all identified maintenance is carried out;

Any problems found with plant / equipment should be reported to:
Headteacher and/or Unity Help Desk

Will check that new plant and equipment meets health and safety standards before it is purchased.

No unauthorised electrical equipment is to be used on school premises and where appropriate, residual current devices should be used with all electrical equipment.

2.4 Safe Handling and Use of Substances

In Diggle School only products for cleaning/caretaking require COSHH

The Site Manager

- Will be responsible for identifying all substances that require COSHH (Control of Substances Hazardous to Health) assessments;
- Will be responsible for undertaking COSHH assessments;
- Will be responsible for ensuring that all actions identified in the assessments are implemented;
- Will be responsible for ensuring that all relevant employees are informed about the COSHH assessments;
- Will check that new substances can be used safely before they are purchased.

Assessments will be reviewed on a regular basis, when the work activity changes, or the constituents of the product change, whichever is the sooner

Use of chemicals for teaching as set out in the national curriculum will be done so in accordance with guidance and hazard cards produced by CLEAPS Schools Science Service. For advice/guidance refer to: **Science Coordinator**

2.5 Information, Instruction and Supervision

The Health and Safety Law poster is displayed in the staff room.

Health and safety advice is available from

The Health, Safety and Wellbeing Service
Oldham Council
Civic Centre
West Street
Oldham
OL1 1XJ

Tel: 0161 770 3165

Fax: 0161 770 3222

Supervision of young workers/trainees will be arranged / monitored by: **Headteacher**
The Headteacher is responsible for ensuring that our employees working at locations under the control of other employers are given relevant health and safety information.

2.6 Competency for Tasks and Training

Induction training will be provided for all employees by:	Headteacher
Job specific training will be provided by:	Line manager
Training records are kept by:	Headteacher
Training records are located at:	HT office
Training will be identified, arranged and monitored by:	Headteacher

2.7 Accident, First Aid and Work Related Ill Health

Staff with First Aider at Work training are:
Joanne McLoughlin Louise Whitehead

Staff with Paediatric First Aid training are:
Sophie Croft Gill Leach Jane Lloyd

Emergency First Aid
All TA's and Midday Supervisors

All staff receive Appointed Persons First Aid training every 3 years.

The first aid boxes are located in:
The office, the Early Years practical area; the toilet for people with disabilities; classrooms

A list of the names of pupils who have specific medical requirements e.g. asthmatics, epileptics, will be kept in the school's general office and a copy of the list for each class is found in the class register. Children, who are asthmatic, are required to keep a spare inhaler at the school. This should be kept in a safe area known to the individual pupil and staff members. Each inhaler will be labelled with the child's name.

The school must have written parental consent before any form of medication can be administered.

Medication may only be administered if it is in an emergency situation, it is critical to life and the Head has prior knowledge about the child's medical condition. Any medication of this nature will be kept in a secure location and all relevant staff have been informed and advised how to access.

Staff administering medication in an emergency **must** be fully trained to do so.

All accidents and cases of work-related ill health are to be recorded on an accident form (AIRS 1), which is located in the school office.

Completed report forms will be sent, within three working days, to
Health, Safety and Wellbeing Service

Violent incidents will be recorded on the Authority's violence at work forms, which are located in the school office.

Completed report forms will be sent to
Health, Safety and Wellbeing Service

2.8 Monitoring

To check our working conditions, and ensure our safe working practices and policies are being followed we will:

- carry out spot check visits at a frequency of at least once each half term;
- conduct workplace inspections at a frequency of at least once each half term
- ensure the Headteacher reports at termly meetings to the Governors
- conduct an annual health and safety audit

The Headteacher is responsible for:

- investigating accidents;
- investigating work-related causes of sickness absences;
- acting on investigation findings to prevent a recurrence.

2.9 Emergency Procedures – Fire and Evacuation

The Headteacher

- is the Responsible Person for the building
- is responsible for ensuring the fire risk assessment is undertaken and implemented.
- is responsible for ensuring a Fire Action Plan has been completed.
- Is responsible for ensuring a fire evacuation procedure is in place

All staff

- have been appointed as fire wardens.

Escape routes and exits are checked daily by **Site Manager**
 Fire extinguishers are checked weekly by **Site Manager**
 Fire extinguishers are maintained under contract through **Bradbury Consulting**
 at a frequency of once per year.

Alarms are tested weekly by **Site Manager**
 Alarms are maintained under contract through **Bradbury Consulting**

Emergency evacuation / fire drills will be carried out at least once a term.

Records will be kept in the school office

In the event of a major incident the Church Wardens have agreed that the pupils and staff of Diggle School may use Kiln Green as alternative accommodation. Staff with the key safe code to enable access to the property are:

Sarah Newton Kate Mellor Joanne McLoughlin Louise Whitehead

2.10 Visitors

Any person visiting the premises is requested to make an appointment prior to the visit.
 On entering the premises, visitors must go to the reception / main office and sign-in the visitor's book.
 All visitors will be issued with a visitor's badge which is to be worn for the duration of the visit.
 On departure, visitors must sign-out the visitors book.

2.11 Contractors and Safety

Contractors are selected through a commissioning process led by Bradbury Consulting.
 All contractors are required to attend a pre-start meeting with the Headteacher any other relevant personnel e.g. Health and Safety Adviser, in order for health and safety rules / information etc. to be communicated.
 All contractors are required to sign in at all times and wear a visitor's badge during term time.
 Contractors' equipment must not be left unattended.
 Contractors' activities must not present a hazard to others in the vicinity of the work.
 The **Site Manager** is responsible for monitoring contractors' activities whilst on site.

2.12 Educational Visits / Extra Curricular Activities

The Headteacher is responsible for ensuring that the policy is followed. This policy adopts the Council guidance set out on the Health, Safety and Wellbeing website under Educational Visits (Oldham Regulations and Guidelines for Educational Visits - ORGEV).

The Educational Visits Co-ordinator for the school is **Sarah Newton**

All educational visits must be authorised by the Headteacher in advance.

All Category C visits must receive LEA Approval.

The teacher leading the trip will ensure that all appropriate information relating to the trip e.g. arrival/departure times, clothing requirements, contact numbers etc. is communicated to the parents of the children.

Adult supervision will be in accordance with the guidance issued by DfE.
Advice relating to educational visits can be obtained from:

Dave Faulconbridge
Educational Visits Adviser
Castleshaw Centre
Waterworks Road
Delph
Oldham
OL3 5LZ

Tel: 01457 874276

Refer to the Health, Safety and Wellbeing intranet site for detailed procedures and guidelines.

Parental consent is to be sought and given in writing, where parental helpers are used.
Non-employed helpers are to be vetted and approved via Children, Young People and Families HR Section at the Civic Centre.

The Headteacher is responsible for ensuring that all vehicles used for the purpose of transporting children to and from specified destinations contain appropriate seat belts, are properly taxed, insured and have valid M.O.T. certificates.

2.13 Movement of Vehicles

Staff and visitors should park their vehicles in the designated car park.
Vehicular access will not be permitted when children are entering or leaving school.
Gates will be closed at 8:40am-9:10am and 3:00pm-3:30pm
(NB this point will probably only apply to primary schools).
A speed restriction of 5 mph is in place within the school grounds.

2.14 School Security

Refer also to arrangements for 'Visitors'.
Security of the school is maintained by:-

	Yes	No
Perimeter fencing	✓	
Duty Officers stationed within individual buildings		✓
External Doors being locked during school hours		✓

CCTV	✓	
Signposting	✓	
Security lighting	✓	
Other security measures(please give details)	Secure entry system	

2.15 Occupational Health Services and Stress

Occupational health services are provided by Mediscreen who are based in Oldham.

Any individual requiring their services will be referred in the first instance to Human Resources at the Civic Centre. A HR Adviser will then pass on details of the case to Mediscreen, who will contact the individual concerned directly.

Any individual suffering from work related stress should follow the guidance set out in the Stress Policy.

If a manager suspects that an individual maybe suffering from stress, he/she should follow the guidance set out in the Stress Policy.

2.16 Asbestos & Legionella

Asbestos and Legionella surveys have been undertaken in all schools (copies circulated to the Headteacher via Unity). Copies of the reports are also available from Unity.

Once asbestos has been identified, a decision must be made as to whether the asbestos should be removed.

If the asbestos was not deemed to be a risk due to it's location and/or condition, the Headteacher will become responsible for it's management.

Asbestos training has been offered to all Headteachers. (New Headteachers must request training via Unity Partnership).

A monthly inspection system must be set up to monitor the condition of the asbestos (where it is accessible) and the findings will be recorded.

If any damage or flaking is noticed to an asbestos containing material, either during an inspection or otherwise, it should be reported immediately to The Asbestos Manager at Unity Partnership and the Council's Asset Management Team.

Material known to contain asbestos e.g. ceiling tiles, must never be drilled or screwed into, nor must any item be affixed to it e.g. posters, mobiles, especially with pins or staples.

A 'responsible person' must be identified at each school with responsibility to monitor asbestos and carry out weekly and monthly checks of water service temperatures. Local records must be maintained on the Unity Weblog.

This person is the Headteacher. The asbestos survey was last undertaken in 2007 and revealed no asbestos in the building.

Other checks (bi-annual/annual) will be carried out by appointed contractors as part of the school contract payments.

2.17 External Groups / Activities

External groups currently using school premises are

Friends of Diggle School (FODS)
Diggle Olympics
Diggle Dandelions

Particulars of the health and safety policy and other health and safety information (escape routes / fire exits, alarm call points etc) will be communicated to external group representatives by the Headteacher.

All extra curricular groups using school premises must abide by school health and safety rules.

Groups that use school premises to hold functions will be asked to produce evidence of having carried out the necessary risk assessments implementing appropriate control measures to reduce any risks identified.

2.18 Violence, Behaviour, Bullying and Harassment

Efforts will be made to train all staff in how to handle violent and aggressive situations.

If faced with a violent aggressor, avoid direct eye contact, do not raise your voice, do not take an aggressive stance, do not do or say anything to antagonise the situation.

If staff are taking pupils out of the building to a point where a telephone would not be easily accessible e.g. onto playing fields, then a mobile phone should be taken to ensure assistance could be summoned quickly in an emergency.

If staff are entering an area where there have been previous incidences of violence and/or aggressive behaviour from third parties, the possibility of providing additional staff i.e. 'doubling-up', should be considered.

The school will address bad behaviour, bullying and harassment involving pupils as set out in the school Behaviour Policy.

The school will not tolerate bullying and harassment involving staff and will take disciplinary action following HR guidance.

2.19 Working at height and manual handling

Staff should **not** stand on tables or chairs to put up displays. Elephant feet are provided in each area. Ladders are also available for use for those staff who have completed the working at height training. Staff should not attempt to lift heavy objects alone. They should always ask for assistance and remember to lift from the knees not the back.