



Ellenbrook  
COMMUNITY PRIMARY SCHOOL

# Ellenbrook Community Primary School

Longwall Avenue, Ellenbrook,  
Worsley, M28 7PS



Ellenbrook  
COMMUNITY PRIMARY SCHOOL

## Health and Safety Policy

Date	Review Date	Coordinator	Responsible Body
05/10/2020	05/10/2021	Roger Blackburn	Full Governing Body

### 1. Introduction

It is a requirement of the Health and Safety at Work Act 1974, that all employers employing more than five people must prepare a written health and safety policy. The policy should contain:

- A statement of the philosophy relating to health and safety at work signed by the most senior person within the organisation. i.e. the Chair of the Governing Body;
- Details of the organisational structure i.e. who is responsible for what, and how they fit in with each other; and
- Details of the arrangements in place for putting that policy into practice e.g. first aid arrangements.

The law also requires the employer to ensure the health and safety policy is brought to the attention of all employees. A health and safety policy also demonstrates the employers commitment to health and safety issues and how those issues can be managed.

The policy must be reviewed on a regular basis, usually annually, to ensure that it is effective and adequate. Health and safety requirements may change due to changes in legislation or the introduction of new technology for example, and therefore the policy must be altered to accommodate the changes enabling them to be incorporated into the management system.

A model health and safety policy that may be adopted by schools is illustrated over the following pages. The model closely follows the guidance leaflet entitled '*Stating Your Business – Guidance on preparing a health and safety policy document for small firms*', issued by the Health and Safety Executive (Leaflet ref: INDG324) and DfES guidance.

### 2. 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 adequate resources for health and safety;
- to ensure the standards required by health and safety legislation are met as a minimum and where possible, exceeded;
- 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;



Ellenbrook  
COMMUNITY PRIMARY SCHOOL

# Ellenbrook Community Primary School

Longwall Avenue, Ellenbrook,  
Worsley, M28 7PS



Ellenbrook  
COMMUNITY PRIMARY SCHOOL

## Health and Safety Policy

- 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 accidents/incidents to the LA;
- to make positive arrangements for fire evacuation, first-aid, supporting pupils with medical needs 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 provide and maintain an effective road safety provision which includes Road Crossing Patrol Staff and regular liaison with parents to minimise the risks to pupils arriving at and leaving school particularly in Primary Schools;
- to include aspects of child/personal safety within the curriculum which includes safety at home, on the road, around water areas and railway lines, fire / matches / fireworks, no talking to strangers, bullying, smoking and drug abuse and healthy eating;
- to ensure so far as is reasonably practicable, the health and safety of visitors to the school (see section 10 for example of identifiable visitors) and any other persons who may be affected by the acts or omissions of members of staff or pupils whilst taking part in school activities; and
- to review and revise this policy as necessary at regular intervals.

Signed: ..... Date: October 2020

(Chair of Governing Body)

Signed: ..... Date: October 2020

(Head Teacher)

Review Date: October 2021

### 3. Organisation

#### Community School

Overall and ultimate responsibility for health and safety in schools is that of the employer i.e. the Strategic Director of Children's Services. However, some legislation e.g. the Control of Asbestos regulations and Fire legislation deem the Head Teacher to have overall responsibility as the 'Responsible Person'.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to School Governing Bodies and Head Teachers and other specified competent person(s).



Ellenbrook  
COMMUNITY PRIMARY SCHOOL

# Ellenbrook Community Primary School

Longwall Avenue, Ellenbrook,  
Worsley, M28 7PS



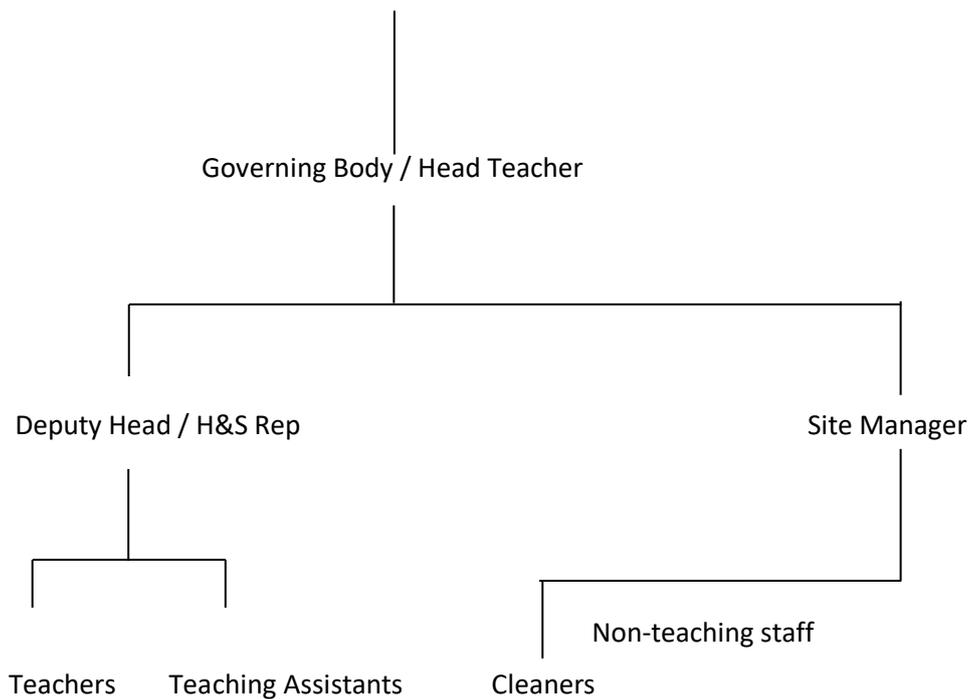
Ellenbrook  
COMMUNITY PRIMARY SCHOOL

## Health and Safety Policy

### Employee Responsibilities

#### THE EMPLOYER

The Local Education Authority  
(Strategic Director of Children's Services)



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

The Local Education Authority (Strategic Director of Children's Services) and the Governing Body shall:

- ensure so far as is reasonably practicable the health, safety and welfare of teachers and other education employees;
- 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 Head Teacher to ensure that he/she keeps health and safety as a high priority in the day-to-day management of the school;
- shall appoint one of the Governors to be the Governor for Health and Safety;
- shall consider the health and safety implications of policies and guidance issued by Salford Children's Services and the Diocese;
- shall draw up and issue its own policies and guidance on curricular and non-curricular topics where necessary paying particular attention to health and safety aspects;



Ellenbrook  
COMMUNITY PRIMARY SCHOOL

# Ellenbrook Community Primary School

Longwall Avenue, Ellenbrook,  
Worsley, M28 7PS



Ellenbrook  
COMMUNITY PRIMARY SCHOOL

## Health and Safety Policy

- shall discuss and resolve so far as is reasonably practicable health and safety issues at meetings of the Governing Body; and
- shall carry out an annual appraisal of the safety performance of the school and include this in its annual report to parents.

### Head Teacher

- The Head Teacher is responsible for the day-to-day management of the school and shall so far as is reasonably practicable:
- ensure that the Council's, the Local Education Authority's and the school's Health and Safety Policy are implemented and adhered to at all times;
- ensure that all members of staff know, understand and accept their health and safety duties and responsibilities;
- ensure that adequate resources are allocated to facilitate healthy and safe working and teaching practices;
- ensure that the Governing Body is advised of health and safety implications when undertaking the management of the school budget;
- ensure that all employees, pupils and visitors receive adequate information, instruction, training and supervision, both within school and on school trips as appropriate;
- ensure that all machinery, appliances and 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 the use of safe working practices and where necessary draw up and communicate written codes of practice for safe working and teaching;
- ensure that only approved chemicals and substances are used at school and ensure that the appropriate safety information and risk assessment is available to the user;
- ensure that suitable and appropriate protective clothing is provided for staff and pupils who require it, and ensure that it is worn when necessary;
- ensure that 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;
- establish and maintain an effective management system for supporting pupils with medical needs;
- ensure that accidents are recorded and where necessary investigated and reported to the Council's Health and Safety Officer as soon as possible and also reported to the Governing Body in the Head Teacher's Termly Report. In the event of a major injury the Chairman of the Governing Body shall be informed;
- ensure if any contagious disease is contracted a record is kept and appropriate containment action is taken;
- ensure that all acts of violence and bullying are recorded and that they are reported to the Governing Body as appropriate;
- ensure that fire procedures are planned and are rehearsed at least once per term;
- ensure that fire equipment, fixtures and exits are checked periodically and maintained to ensure that they are in working order;



Ellenbrook  
COMMUNITY PRIMARY SCHOOL

# Ellenbrook Community Primary School

Longwall Avenue, Ellenbrook,  
Worsley, M28 7PS



Ellenbrook  
COMMUNITY PRIMARY SCHOOL

## Health and Safety Policy

- ensure that adequate welfare facilities are provided and maintained for staff and pupils;
- ensure that 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 that contractors working in the school are properly appointed and managed and that they report before work commences in order to ascertain work details and agree safety procedures;
- ensure that in his/her absence health and safety duties are delegated as appropriate;
- ensure that there is an annual appraisal of the school's health and safety performance;
- ensure that risk assessments are undertaken and reviewed as appropriate; and
- review and up-date their policies as appropriate.

### Teaching and Non-Teaching Staff

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

- ensure that the Council's Children's Services Directorate policies and those of the School are implemented at all times;
- be responsible for the health and safety of the pupils they supervise;
- ensure that equipment used at school is safe and presents no risk to health and ensure that any defects are reported immediately to the Head Teacher so that the equipment can either be repaired or disposed of;
- in the event of a fire, ensure that all pupils know the fire procedure 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 in the accident book;
- ensure that all classroom-based activities are carried out in a safe and healthy manner;
- ensure that playground activities are supervised as appropriate and ensure that any violent behaviour is stopped;
- ensure that pupils are adequately supervised whilst on midday dinner;
- 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, safety seatbelts are worn and the Council's 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's guidelines and Code of Practice. Where specialist instructors are engaged to lead pupils, the role of supervision must be discussed and agreed with the instructor;
- ensure that they do not bring into school any potentially dangerous article or hazardous substance without the expressed permission of the Head Teacher;
- take appropriate action to make safe any dangerous condition caused by wet or icy weather;
- ensure that any agreed security provisions are carried out;
- co-operate with the Head Teacher on all aspects of health, safety and welfare; and



Ellenbrook  
COMMUNITY PRIMARY SCHOOL

# Ellenbrook Community Primary School

Longwall Avenue, Ellenbrook,  
Worsley, M28 7PS



Ellenbrook  
COMMUNITY PRIMARY SCHOOL

## Health and Safety Policy

- co-operate with the Head Teacher 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.

### Caretaker / Site Manager

The site manager also carries responsibilities. These are recognised in the job description and are decided by the Head teacher.

- ensure the maintenance of all plant and equipment and report any concerns to the Head teacher
- daily inspection of premises prior to the start of the school day
- weekly testing of fire alarms, weekly visual check of extinguishers
- ladder checks as appropriate
- complete any minor repairs either visible, or reported to him/her
- monitor cleanliness, waste disposal, storage of materials
- take water temperatures in line with the control of legionella
- maintenance
- use of tools
- monitoring communal areas
- security of the premises and its contents. This will include locking and unlocking doors, fire escapes and gates, and emergency call-out as appropriate;
- some degree of maintenance, repairs and emergency remedial action as necessary, and arranging for any necessary repairs that he/she is not competent to carry out  
This includes:-
- keeping the Caretaker's maintenance log book up to date;
- lighting, heating and the cleanliness of the school. This will include replacing light bulbs/tubes, boiler monitoring, overseeing school cleaners, aspects of cleaning during school hours, and minor grounds maintenance;
- being responsible for aspects of health and safety, and fire safety. For example identifying hazards and taking remedial action; and undertaking routine checks on fire alarm systems, fire doors and fire extinguishers;
- security of the premises and its contents. This will include locking and unlocking doors, fire escapes and gates, and emergency call-out as appropriate;
- some degree of maintenance, repairs and emergency remedial action as necessary, and
- lifting and moving equipment and supplies. This would include assisting teachers with
- moving furniture and equipment, carrying stationery supplies and deliveries, moving milk
- crates, etc. and where possible this should be done with the aid of handling devices;

Relief Caretakers cover in the event of a resident Caretaker being sick or on annual leave. The responsibilities are:

- lighting, heating and Caretaker cleaning duties;
- portering and Handy-person duties;



Ellenbrook  
COMMUNITY PRIMARY SCHOOL

# Ellenbrook Community Primary School

Longwall Avenue, Ellenbrook,  
Worsley, M28 7PS



Ellenbrook  
COMMUNITY PRIMARY SCHOOL

## Health and Safety Policy

- supervision of staff;
- any other reasonable duty, e.g. evening lettings, bank duties, etc.

### 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.

### Trade Unions

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

## 4. Arrangements

- 1.0 Health and Safety Risks Arising From our Work Activity
  - 2.0 Consultation with employees
  - 3.0 Safe Plant and Equipment
  - 4.0 Safe Handling and Use of Substances
  - 5.0 Information, Instruction and Supervision
  - 6.0 Competency for Tasks and Training
  - 7.0 Accident, First Aid and Work Related Ill Health
  - 8.0 Monitoring
  - 9.0 Emergency Procedures – Fire and Evacuation
  - 10.0 Visitors to School Premises
  - 11.0 Contractors and Safety
  - 12.0 Educational Visits / Extra Curricular Activities
  - 13.0 Movement of Vehicles
  - 15.0 School Security
- Occupational Health Services and Stress
- 16.0 External Groups/Activities
  - 17.0 Safety in the Community
  - 18.0 Violence, Behaviour, Bullying and Harassment
  - 19.0 Health and Safety in the Curriculum
  - 20.0 Health and Safety in the Classroom
  - 21.0 Site Officers and Caretakers
  - 22.0 Health and Safety in the Office
  - 23.0 Medicines
  - 24.0 Asbestos
  - 25.0 Control of Legionella

### 1.0 Health and Safety Risks Arising From our Work Activity

- Risk assessments will be undertaken by the Head Teacher, other staff members, members of the Governing Body, trained experts.
- The findings of the risk assessments will be reported to the Head Teacher and the Health Governors on the Premises committee.



Ellenbrook  
COMMUNITY PRIMARY SCHOOL

# Ellenbrook Community Primary School

Longwall Avenue, Ellenbrook,  
Worsley, M28 7PS



Ellenbrook  
COMMUNITY PRIMARY SCHOOL

## Health and Safety Policy

- Action required to remove / control risks will be approved by the Head Teacher.
- The Head Teacher is responsible for ensuring the action required is implemented.
- The Head Teacher is responsible for checking that the implemented actions have removed / reduced the risks.
- Assessments will be reviewed yearly (unless otherwise stated) or when the work activity changes, whichever is soonest.

### 2.0 Consultation with employees

Employee Representative is:-

Peter Marks

Consultation with employees is provided by:

- One to one meetings
- Information may be provided by posting something on a display board, or by producing a letter/bulletin etc., but feedback should then be requested in lieu of this otherwise it isn't classed as consultation, it is just 'information giving'. Feedback should be anonymous so a collection box should be kept somewhere discrete.
- Anonymous questionnaires

### 3.0 Safe Plant and Equipment

- All members of staff using equipment are responsible for identifying all equipment / plant needing maintenance.
- Site managers are responsible for ensuring effective maintenance procedures are drawn up
- Site managers are responsible for ensuring that all identified maintenance is carried out.
- Any problems found with plant / equipment should be reported to Site managers
- Site managers 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.
- Portable electrical appliances are tested by a competent person regularly.
- Where appropriate, residual current devices should be used with all electrical equipment.
- No equipment will be lent to anyone who is not employed by the school or has not been trained to use the equipment

### 4.0 Safe Handling and Use of Substances

- Site managers are responsible for identifying all substances that require COSHH (Control of Substances Hazardous to Health) assessments:
- Site managers are will be responsible for obtaining product health and safety data sheets and for undertaking COSHH risk assessments where necessary. Further advice and information can be obtained from the School's Health and Safety Adviser see section 5.0.
- Site managers are responsible for ensuring that all actions identified in the assessments are implemented.
- 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 CLEAPSS Schools Science Service.



Ellenbrook  
COMMUNITY PRIMARY SCHOOL

# Ellenbrook Community Primary School

Longwall Avenue, Ellenbrook,  
Worsley, M28 7PS



Ellenbrook  
COMMUNITY PRIMARY SCHOOL

## Health and Safety Policy

- Site managers are responsible for ensuring that all relevant employees are informed about the COSHH assessments.
- Site managers are to check that new substances can be used safely before they are purchased. Assessments will be reviewed every 2 years, or when the work activity changes or the constituents of the product change, whichever is the sooner

### 5.0 Information, Instruction and Supervision

The Health and Safety Law poster is displayed in the photocopying room

Netsai Piki  
Health & Safety Officer CMIOSH  
Civic Centre Campus  
Chorley Road  
Swinton  
Salford  
M27 5FJ  
Tel: 0161 778 0338  
Email: [netsai.piki@salford.gov.uk](mailto:netsai.piki@salford.gov.uk)

\*\*use the school's advisor routinely and only contact the Central Team if your query is in connection with an audit/inspection, if there has been a major incident, if it about the health and safety intranet site or if you need copies of accident reports/stats (these are known as 'Council Retained Services').

Telephone Numbers:

Isaac Yusuf Senior Health and Safety Officer: 0161 603 4079

- Supervision of young workers/trainees will be arranged/undertaken/monitored by the site manager
- The site manager is responsible for ensuring that employees working at locations under the control of other employers, are given relevant health and safety information. This information may need to come from the employers of the 'other' locations. There will be joint dialogue and joint responsibility.

### 6.0 Competency for Tasks and Training

- Induction training will be provided for all employees by the site manager
- Job specific training will be provided by the relevant Local Authority agency or external providers.
- Specific jobs requiring special training are:-

Cleaning – COSHH awareness

Caretaker / Site Manager e.g. legionella water temperature testing, ladder inspections, manual handling etc.

Caretaker / Site Manager e.g. legionella water temperature testing, ladder inspections, manual handling etc.

Administration of medicines,

Fire Marshalls,

EVC

SENCO

Managing asbestos

Preparing and/or handling of food on or off site

- Training records are kept by the site manager



Ellenbrook  
COMMUNITY PRIMARY SCHOOL

# Ellenbrook Community Primary School

Longwall Avenue, Ellenbrook,  
Worsley, M28 7PS



Ellenbrook  
COMMUNITY PRIMARY SCHOOL

## Health and Safety Policy

- Training records are located the office
- Training will be identified, arranged and monitored by the site manager □

### 7.0 Accident, First Aid and Work Related Ill Health

The first aiders and/or appointed persons\* are:

NAME	FIRST AID QUALIFICATION	DATE	DATE OF EXPIRY
Helen McKenna	FFA Level 3 First Aid @ work	6 January 2020	January 2023
Georgia Marron	FFA Level 3 First Aid @ work	6 January 2020	January 2023
Sonya Whitley	FFA Level 3 First Aid @ work	6 January 2020	January 2023
Tracey-Kelly Allcroft	FFA Level 3 First Aid @ work	6 January 2020	January 2023
Nicola Warren	FFA Level 3 First Aid @ work	6 January 2020	January 2023
Nicki Sullivan	FFA Level 3 First Aid @ work	6 January 2020	January 2023
Michelle Rendel	FFA Level 3 First Aid @ work	6 January 2020	January 2023
Michelle Hardy	FFA Level 3 First Aid @ work	6 January 2020	January 2023
Leah Clarke	FFA Level 3 First Aid @ work	6 January 2020	January 2023
Jack Williams	FFA Level 3 First Aid @ work	6 January 2020	January 2023
Donna Blinkhorn	FFA Level 3 First Aid @ work	6 January 2020	January 2023
Diane Jasinski	FFA Level 3 First Aid @ work	6 January 2020	January 2023
Danielle McNeill	FFA Level 3 First Aid @ work	6 January 2020	January 2023
Cheryl Curwen	FFA Level 3 First Aid @ work	6 January 2020	January 2023
Roger Blackburn	FFA Level 3 First Aid @ work	6 January 2020	January 2023
Heather Podmore	FFA Level 3 First Aid @ work	6 January 2020	January 2023



Ellenbrook  
COMMUNITY PRIMARY SCHOOL

# Ellenbrook Community Primary School

Longwall Avenue, Ellenbrook,  
Worsley, M28 7PS



Ellenbrook  
COMMUNITY PRIMARY SCHOOL

## Health and Safety Policy

Rachael Bradley	QA Level 3 Paediatric First Aid	24 January 2019	January 2022
Paul Stimson	FFA Level 3 First Aid @ work	6 January 2020	January 2023
Lucy McCarthy-Stott	FFA Level 3 First Aid @ work	6 January 2020	January 2023
Lara Keogh	FFA Level 3 First Aid @ work	6 January 2020	January 2023
Katie Kneale	FFA Level 3 First Aid @ work	6 January 2020	January 2023
Kate Chapman	FFA Level 3 First Aid @ work	6 January 2020	January 2023
Emily Topping	FFA Level 3 First Aid @ work	6 January 2020	January 2023
Derek Chisnall	FFA Level 3 First Aid @ work	6 January 2020	January 2023
Anne-Marie Gardner	FFA Level 3 First Aid @ work	6 January 2020	January 2023
Peter Marks	FFA Level 3 First Aid @ work	6 January 2020	January 2023
Nicola Mottram	FFA Level 3 First Aid @ work	6 January 2020	January 2023
Michelle Tandy	FFA Level 3 First Aid @ work	6 January 2020	January 2023
Michelle Canning	FFA Level 3 First Aid @ work	6 January 2020	January 2023
Lisa Matthews	FFA Level 3 First Aid @ work	6 January 2020	January 2023
Julie Berryman	FFA Level 3 First Aid @ work	6 January 2020	January 2023
Judith Bray	FFA Level 3 First Aid @ work	6 January 2020	January 2023
Jemma Lynch	FFA Level 3 First Aid @ work	6 January 2020	January 2023
Grace Wilks	FFA Level 3 First Aid @ work	6 January 2020	January 2023
Diane Foster	FFA Level 3 First Aid @ work	6 January 2020	January 2023



Ellenbrook  
COMMUNITY PRIMARY SCHOOL

# Ellenbrook Community Primary School

Longwall Avenue, Ellenbrook,  
Worsley, M28 7PS



Ellenbrook  
COMMUNITY PRIMARY SCHOOL

## Health and Safety Policy

Suzanne Mannin	FFA Level 3 First Aid @ work	6 January 2020	January 2023
Sarah Jones	FFA Level 3 First Aid @ work	6 January 2020	January 2023
Natalie Coggins	FFA Level 3 First Aid @ work	6 January 2020	January 2023
Keely Chaisty	FFA Level 3 First Aid @ work	6 January 2020	January 2023
Gabriela Tauk	FFA Level 3 First Aid @ work	6 January 2020	January 2023
Elaine Ogden	FFA Level 3 First Aid @ work	6 January 2020	January 2023
Elaine Jolly	FFA Level 3 First Aid @ work	6 January 2020	January 2023
Clare Medley	FFA Level 3 First Aid @ work	6 January 2020	January 2023
Aarti Bhalla	FFA Level 3 First Aid @ work	6 January 2020	January 2023
Leanne Richardson	QA Level 3 Paediatric First Aid	24 January 2019	January 2022
Vicky Cooke	QA Level 3 Paediatric First Aid	September 2020	September 2023
Susan Harrison	QA Level 3 Paediatric First Aid	September 2020	September 2023

- The first aid boxes is/are kept: in the photocopy room and outside classrooms in all key stages
- All accidents and cases of work-related ill health are to be recorded in the accident book which is located in the office

### **Head Bump protocol.**

In all cases the parent must be spoken to.

In the early years this may be at the end of the day with older children a phone call will be necessary.

This phone call could be made by the first-aider, class teacher or office staff.

In all cases the 'Who spoke to parents' question will be filled in before the slip is handed over to the child or parent.

In EVERY case the class teacher must be informed.

Do not put the letter in the child's book bag if the 'Who spoke to parents' question is still blank.

*If a child needs a head bump letter, then the adults who care for him need to know –children are unreliable (especially when they've bumped their heads!).*

- All serious accidents/incidents will also be recorded using the Authority's intranet based accident report form or by entering the data directly into the SAP system or by contacting the call-centre on



Ellenbrook  
COMMUNITY PRIMARY SCHOOL

# Ellenbrook Community Primary School

Longwall Avenue, Ellenbrook,  
Worsley, M28 7PS



Ellenbrook  
COMMUNITY PRIMARY SCHOOL

## Health and Safety Policy

0161 909 6550. Refer to recent legislation changes regarding reporting of accidents/injuries involving pupils.

- The Health and Safety Team at Turnpike House are responsible for reporting accidents, diseases and dangerous occurrences to the Health and Safety Executive as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. These accidents/incidents/diseases must be reported to the HSE by the fastest possible means and in writing within 15 days.
- Accidents/incidents which render an individual unable to carry out their main job (whether absent from work or not) must be reported within 7 days.
- All serious accidents/incidents will be investigated in accordance with guidance set out within the LA's Health and Safety Policy, in order to prevent a recurrence of the accident/incident.
- The school's H&S Adviser can investigate the accident / incident on the school's behalf and pass the report onto the Authority. This can be especially useful in the event of a civil claim for compensation, as the schools H&S Advisor is completely independent.

### 8.0 Monitoring

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

- Carry out termly inspections of classrooms, external areas and communal areas. Suggest using standard classroom checklist, external checklist and housekeeping checklist for communal areas.
- Conduct annual full workplace inspection (suggest dividing school into three sections and inspect one section per term and record the results)
- Submit termly health and safety reports to Governing Body
- Health and Safety audits will be carried out annually.
- Termly classroom inspections are carried out by the Teacher responsible for that classroom using the termly Housekeeping or Classroom Inspection Sheet. Caretakers are responsible for carrying out these housekeeping inspections in all communal areas e.g. corridors, hall, dining room etc. Any problems identified are reported to the Head Teacher immediately.
- The Head Teacher is responsible for investigating accidents:
- The Head Teacher responsible for investigating work-related causes of sickness absences:
- The Head Teacher is responsible for acting on investigation findings to prevent a recurrence

### 9.0 Emergency Procedures – Fire and Evacuation

The Head Teacher is responsible for ensuring the fire risk assessment is undertaken and implemented

- Appointed as fire wardens / search officers:
- Escape routes and exits are checked daily by the Caretaker
- Fire extinguishers are maintained and checked annually by Firemark and monthly by the site officer
- The fire alarm is tested weekly by the site officer using different call points in rotation and is tested/inspected and maintained quarterly by Protec
- Emergency evacuation / fire drills are carried out termly
- Records are kept by the site manager

### 10.0 Visitors to School Premises



Ellenbrook  
COMMUNITY PRIMARY SCHOOL

# Ellenbrook Community Primary School

Longwall Avenue, Ellenbrook,  
Worsley, M28 7PS



Ellenbrook  
COMMUNITY PRIMARY SCHOOL

## Health and Safety Policy

- Any person visiting the premises is requested to make an appointment prior to the visit
- Identifiable visitors and other persons who may be affected include:-
  - invited guests and visitors to the school;
  - volunteers and students who may assist with teaching;
  - parents and customers to events such as jumble sales / Christmas Fayres etc;
  - users of school property out of school hours such as an aerobics class or a football club;
  - bus drivers or other persons encountered on an external trip or holiday;
  - contractors at the school (other than their own work activity, which they themselves are responsible for)
    - Council employees such as peripatetic teachers, grounds maintenance staff, advisers, refuse collection operatives etc;
    - deliverers of goods, meter readers etc;
    - trespassers unless injured by their own unsafe activities.
  - On entering the premises, visitors must go to the reception / main office and sign-in unless alternative arrangements have previously been arranged with the Head e.g. contractors may wear ID badges.
  - Any contractor arriving on-site for the purpose of undertaking work, must consider the asbestos register and the site plan. They must then sign the 'Authorisation to Commence Work' form whether they will be working near any asbestos or not.
  - 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.

### 11.0 Contractors and Safety

Contractors are selected on the following basis:-

	Y	N
Cost	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Production of company safety policy	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Proof of Competence (e.g. production of qualification certificates)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
References	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Via Urban Vision	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Any other criteria:

Must have an up to date CRB check and number



Ellenbrook  
COMMUNITY PRIMARY SCHOOL

# Ellenbrook Community Primary School

Longwall Avenue, Ellenbrook,  
Worsley, M28 7PS



Ellenbrook  
COMMUNITY PRIMARY SCHOOL

## Health and Safety Policy

- All contractors are required to attend a pre-start meeting with the Head Teacher and any other relevant personnel e.g. Health and Safety Advisor, Site Officer, in order for health and safety rules / information etc., to be communicated.
- All contractors are required to sign in and wear a visitor's badge.
- All contractors must consider the asbestos register and sign the 'Authorisation to Commence Work' form.
- Contractors must not work on any areas where identified asbestos may be disturbed. If any additional asbestos is discovered, that the school were previously unaware of and/or any identified asbestos is accidentally disturbed during the works, the Asbestos Emergency Evacuation Plan must be followed. (you can get a copy from Clive Gray at UV).
- Contractors must not leave their equipment unattended.
- Activities carried out by a contractor must not present a hazard to others in the vicinity of the work.
- The site manager responsible for monitoring the activities of contractors whilst on site.
- Under no circumstances will contractors be allowed to use equipment belonging to the school.

### 12.0 Educational Visits / Extra Curricular Activities (in schools)

The Head Teacher is responsible for ensuring that the Education Trips and Visits Code of Practice is followed. This policy adopts the guidance set out in the Department for Education (DfE) document entitled 'Health and Safety of Pupils on Educational Visits'.

- The Educational Visits Co-ordinators for the school is: Peter Marks
- All educational visits must be authorised by the Head Teacher in advance.
- The Head Teacher or Departmental Manager will ensure that all appropriate information relating to the trip e.g. arrival/departure times, clothing requirements, contact telephone numbers etc., is communicated to the parents of the children and that parental consent is obtained.
- Adult supervision will be at least 1 per 11 pupils- age dependant
- Advice relating to educational visits can be obtained from:-  

Mr Simon Willis  
LEA Trips and Visits Co-ordinator  
Tel: 07739 246012
- Refer to the Educational Trips and Visits Code of Practice for detailed procedures and guidelines.
- Parental consent must be sought and given to the school in writing, where parental helpers are used. Parental and other non-employed helpers should undergo a police check if they are likely to be supervising children in the absence of a member of staff.
- The Head Teacher is responsible for ensuring that all vehicles used for the purpose of transporting children to and from specified destinations, are properly taxed, insured and have valid M.O.T. certificates.

### 13.0 Movement of Vehicles

- Staff and visitors should park their vehicles in the designated car park where possible.
- Vehicular access will not be permitted when children are entering or leaving school \*
- Gates will be closed at 8:45 and then again at 3:15

### 14.0 School Security



Ellenbrook  
COMMUNITY PRIMARY SCHOOL

# Ellenbrook Community Primary School

Longwall Avenue, Ellenbrook,  
Worsley, M28 7PS



Ellenbrook  
COMMUNITY PRIMARY SCHOOL

## Health and Safety Policy

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

	Y	N
Perimeter fencing	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Duty Officers stationed within individual buildings	<input type="checkbox"/>	<input checked="" type="checkbox"/>
External Doors being locked during school hours	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CCTV	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Signposting	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Security lighting	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Other security measures:

CCTV is located at the main entrance door. Yes

### 15.0 Occupational Health Services and Stress

- Occupational health services are provided by the Occupational Health Unit who are based at 196 Station Rd, Salford Tel: 0161 603 4070.
- If a Manager feels it is necessary to refer a member of staff to the Occupational Health Unit, he/she should contact a Human Resources Officer based within the Human Resources Department at the Civic Centre in the first instance. The telephone number is 0161 793 2000.
- In cases of stress, if the individual concerned does not feel he/she can approach his/her line manager, he/she may contact a BDMA counsellor anonymously by calling 0800 919765. All calls and subsequent consultations will be treated in strictest confidence.

### 16.0 External Groups / Activities

- External groups currently using school premise are:  
Diddikicks, Bridgewater Football Club
- Particulars of the school's 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 giving them a copy of the policy and any relevant procedures e.g. emergency evacuation. This will be done verbally by the office staff and/or other staff are going to be present throughout the activity. This will only be necessary if external groups use the school before or after school hours.
- All extra curricula 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 and of implementing appropriate control measures to reduce any risks identified.



Ellenbrook  
COMMUNITY PRIMARY SCHOOL

# Ellenbrook Community Primary School

Longwall Avenue, Ellenbrook,  
Worsley, M28 7PS



Ellenbrook  
COMMUNITY PRIMARY SCHOOL

## Health and Safety Policy

- All groups or individuals using school premises, either for their own purposes or as part of a school event, must have adequate public liability insurance and appropriate risk assessments.
- All groups or individuals using school premises, either for their own purposes or as part of a school event, must provide emergency contact details to the school.
- All events organised by the PTA or as a joint venture between the school and any other external group, should be notified to the school's Health and Safety Adviser to enable the necessary health and safety guidance to be issued.
- Breakfast and after school club staff, preparing and/or handling food of any type will have as a minimum, a Food Hygiene Level Two Certificate. This will also apply to any staff or non-employees bringing in food from outside for the children e.g. toast. This does not include delivery Drivers delivering fruit, veg or pre-packed goods for snacks or food that is going to be prepared in the school kitchen.

### 17.0 Safety in the Community

Safety in the community is addressed by:

- Emergency Services
- PSHE
- Assemblies
- Talks/seminars are conducted on an ad hoc basis to tie in with topics in school as and when required

### 18.0 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 there is no signal, consider 'doubling-up'.
- 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 by:

Following procedures outlined in Anti Bullying Policy, Home school agreement, and Behaviour Policy

- The school will address good pupil behaviour by:

Examples are: House Points and certificates, postcards and telephone calls home

- The school will address bullying and harassment involving staff by:

Examples are: Following procedures outlined in the LA Bullying and Harassment at work Policy

### 19.0 Health and Safety in the Curriculum

- The curriculum will be delivered in a safe and healthy manner and every effort will be taken to identify risks associated with a curriculum subject/activity e.g. field trips, sports/P.E. activities, science etc., and the appropriate control measures will be implemented. Refer to section 1.0 'Health and Safety Risks Arising From Our Work Activity' and section 12.0 'Educational Visits/Extra Curricular Activities'. Also refer to Generic School Risk Assessment document.



Ellenbrook  
COMMUNITY PRIMARY SCHOOL

# Ellenbrook Community Primary School

Longwall Avenue, Ellenbrook,  
Worsley, M28 7PS



Ellenbrook  
COMMUNITY PRIMARY SCHOOL

## Health and Safety Policy

- Efforts will be taken to educate pupils about health and safety issues as and when the opportunity arises throughout the course of normal teaching. For example, the opportunity to educate pupils about occupational diseases may arise during a History lesson when learning about the role of chimney sweeps, or during a Science lesson when learning about the discovery and use of asbestos.

### 20.0 Health and Safety in the Classroom

- The curriculum will be delivered in a safe and healthy manner and every effort will be taken to identify risks associated with classroom activities see section 1.0 'Health and Safety Risks Arising From Our Work Activity', and the appropriate control measures will be implemented. Also refer to Generic School Risk Assessment document.
- A monitoring system will be set up to ensure that any hazards in the classroom are identified and that regular inspections of the area are carried out. An individual will be made responsible for each classroom. See section 8.0 'Monitoring'.
- Anything of concern will be reported to: Examples are: The Head Teacher and/or Site officer verbally or by writing the request on a designated so that it can be dealt with as soon as possible. Keep children away from the hazard until it has been removed.
- Pupils will be encouraged to report any hazards to a Teacher e.g. a loose wire on a piece of electrical equipment, spilt liquid on the floor. NB Their ability to do this will depend upon their age and their understanding of a hazard

### 21.0 Caretakers and Site Officers

School Caretakers or Site Officers work tasks vary depending on their job title and job description. The role of the Caretaker (and Site Officer) is to ensure the smooth running and security of the school premises, including maintaining it in a clean and hygienic condition. Not only has the Caretaker got to look after his/her own safety, but has a major role in the safety of all the school population.

- The Site Officer will be trained for all tasks that require specific training e.g. water testing for control of legionella.
- Appropriate equipment and tools will be provided to ensure tasks can be undertaken safely.
- The Caretaker will maintain a repairs/jobs log book.
- Adequate external lighting will be provided to enable the Caretaker to safely enter and exit the school during hours of darkness.
- Any dangers associated with Lone Working have been identified and assessed (use the Lone Working checklist)

### 22.0 Health and Safety in the Office

Offices will be safe and healthy, hazards will be identified see section 1.0 'Health and Safety Risks Arising From Our Work Activity', and the appropriate control measures will be implemented. Also refer to the Generic Office Risk Assessment document.

- A monitoring system will be set up to ensure that any hazards in the office are identified and that regular inspections of the area are carried out. An individual will be made responsible for each office. See section 8.0 'Monitoring'.
- A DSE assessment will be undertaken for all personnel who habitually use a computer for more than an hour a day, every day (referred to as a 'user').
- Office personnel will be encouraged to undertake the Salford City Council e-learning course VDU and workstation health and safety.



Ellenbrook  
COMMUNITY PRIMARY SCHOOL

# Ellenbrook Community Primary School

Longwall Avenue, Ellenbrook,  
Worsley, M28 7PS



Ellenbrook  
COMMUNITY PRIMARY SCHOOL

## Health and Safety Policy

- Office personnel will be encouraged to report any hazards e.g. a loose wire on a piece of electrical equipment, spilt liquid on the floor.
- Any member of staff classed as a 'user' of Display Screen Equipment is entitled by law, to have a free eyesight test and if the Optician concludes that VDU glasses are needed, these will be provided free of charge. A specific pair of VDU glasses will be selected by the Head Teacher and Governing Body for this purpose. Any member of staff who needs VDU glasses may choose a different pair, but they must make up any difference in cost themselves

### 23.0 Medicines

Children who require support for medical conditions have the same rights of admission as other children. Children who have a disability which requires medical support are protected from discrimination by equalities legislation. Children with medical needs must be supported in school and can only be required to leave school for medical reasons if this is to receive emergency treatment, or if their presence represents a serious risk to the health or safety of other children or school employees, for example if they are infectious. In these circumstances a Head Teacher/Teacher in charge may send the pupil home after consultation with the pupil's parents. This would be an authorised absence not an exclusion. Detailed guidance is in DCSF Guidance 'Improving behaviour and attendance: guidance on exclusion from schools and PRU's, September 2008.

Children may require support for acute, short term and long term medical conditions. Acute conditions are for example severe asthma attacks or allergic reactions. Short term conditions are for example finishing a course of antibiotics. Long term conditions are for example controlled epilepsy, diabetes or asthma requiring regular use of an inhaler.

- The SENCO will establish an effective management system which provides support to children with medical conditions.
- The Head Teacher will communicate with parents, pupils and health professionals where necessary, for example in making an agreement to administer medicines or making a health care plan.
- The school will store medicines safely and where necessary provide training for personnel who administer or supervise administration of medicine.
- The school has a Medicines Policy in place – dated November 2016 (to be reviewed bi-annually).

### 24.0 Asbestos

- The school has had a full management survey (previously named Type 2) carried out and an asbestos management plan is in place.
- Any asbestos that was classed as high risk has been removed? and any remaining asbestos has been encapsulated? and is monitored annually for signs of deterioration. Ellenbrook is Asbestos Free.
- All contractors coming into school to do work, are required to consider the asbestos management plan and sign the 'Authorisation to Commence Work' form even if they are not going to be working with or near asbestos.
- If asbestos is accidentally disturbed, follow the emergency procedure (contact Clive Gray at UV if you don't have a copy – UV are the Councils nominated Asbestos Register Holder so they cannot refuse to give you information about your school even if you don't buy into their service).
- If asbestos is suspected, stop work immediately and follow the emergency procedure.
- Whenever any refurbishment or demolition work is due to be carried out, an asbestos 'Refurbishment and Demolition' survey of that area must be carried out prior to any works



Ellenbrook  
COMMUNITY PRIMARY SCHOOL

# Ellenbrook Community Primary School

Longwall Avenue, Ellenbrook,  
Worsley, M28 7PS



Ellenbrook  
COMMUNITY PRIMARY SCHOOL

## Health and Safety Policy

commencing, (previously referred to as a Type 3 survey). Examples of what is classed as refurbishment include, but are not limited to, window replacement, toilet installation, roof work, drilling into any wall, ceiling or floor.

- If a surface is to be painted or you are planning on commissioning minor works that are not intrusive, an asbestos Management Survey of that area must be carried out prior to the works commencing, (previously referred to as a Type 2 survey).
- The Asbestos Management Plan shall be reviewed / updated annually.
- Asbestos in the building will be monitored annually.

### 24.0 Legionella

- The School recognises the need to carry out a risk assessment for Legionella. The Control of Legionella Approved Code of Practice (ACoP) and associated guidance has deemed the Head Teacher responsible for ensuring that this risk assessment has taken place, a full register of equipment has been made and that any remedial measures required, are actioned appropriately.
- The Head Teacher has appointed a third party, IWS, to produce a risk assessment and a written scheme of works and this is kept on site.
- The Site Officer has been delegated as the 'Competent Person' under the ACoP and carries out water temperature monitoring as required. These measurements are recorded.
- The school's Health and Safety Adviser (see section 5) will provide training where necessary and will undertake spot checks.

<b>Headteacher:</b>	Roger Blackburn	<b>Date:</b>	05/10/2020
<b>Chair of Governors:</b>	Suzanne Charlesworth	<b>Date:</b>	05/10/2020
<b>Policy Number:</b>	EB-FP-02		

