

# ST ANNE'S RC PRIMARY AND NURSERY SCHOOL

CLARENDON ROAD AUDENSHAW MANCHESTER M34 5QA

HEADTEACHER: MRS A DUFFY

TEL: 0161 370 8698 FAX: 0161 371 1964

E-MAIL: head@st-annes-audenshaw.tameside.sch.uk

WEBSITE: www.st-annes-audenshaw.tameside.sch.uk



## Mission Statement

To help every person to achieve his or her best in work and play.  
To celebrate whatever is good and  
to follow in the footsteps of Jesus by supporting and forgiving  
each other for the honour and glory of God

## Policy for Health and Safety

### Contents

STATEMENT OF INTENT .....	3
1.0 ORGANISATION AND RESPONSIBILITIES .....	4
Responsibilities of the Governing Body.....	4
Responsibilities of the Head Teacher.....	4
Responsibilities of Teaching Staff/Non-Teaching Staff holding posts of special responsibility (as named above).....	5
Responsibilities of Employees.....	5
Responsibilities of Children's Centres .....	<b>Error! Bookmark not defined.</b>
2.0 POLICY REVIEW .....	7
3.0 SCHOOL HEALTH & SAFETY COMMITTEES .....	8
School Governance Arrangements .....	8
4.0 Arrangements.....	9
a) Fire .....	9
b) Accident Reporting Procedure .....	9
c) Administering of Medicines .....	9
d) First Aid .....	10
e) Health Care Plans .....	10
f) Display Screen Equipment (DSE).....	10
g) Training .....	10
h) Managing Contractors.....	10
i) Asbestos.....	10
j) Electrical Installations.....	11
l) Control of Substances Hazardous to Health (COSHH) .....	11
m) Legionella.....	11
n) Health and Safety Monitoring and Inspections .....	11

o) Manual Handling .....	11
p) Lone Working .....	11
q) Offsite Visits .....	12
r) Work Equipment.....	12
s) Risk Assessments.....	12
t) Stress .....	<b>Error! Bookmark not defined.</b>
u) Work at Height.....	13
v) Statutory Checks .....	14
Appendix 1 – Related Health and Safety Policies, Procedures and Guidance .....	15

## STATEMENT OF INTENT

*This policy has been designed to complement and enhance existing TMBC procedures and guidance in respect to health and safety. It does not supersede any specific health and safety policy.*

The school's Governing Body and Senior Management Team recognise and accept their responsibilities for health and safety both under civil and criminal law and also under the Services to People's directorate scheme of delegation for local management of schools.

As responsible employers and/or persons in control of premises, the requirement to provide, so far as is reasonably practicable, a safe and healthy working environment for all employees, visitors and pupils is acknowledged.

In doing so, the school will expect all staff, parents, pupils and visitors to abide by the requirements of this policy.

In compliance with the Health and Safety at Work etc. Act 1974, this schools Governing Body will ensure so far as is reasonably practicable that:

- The premises are maintained in a safe condition.
- Safe access to and egress from the premises is sustained.
- All plant and equipment is safe to use.
- Appropriate safe systems of work exist and are adhered to.
- Sufficient information, instruction, training and supervision are available and provided.

The Governing Body will ensure through the Senior Management Team that adequate resources are set aside from the total budget allocation for the policy statement to be properly implemented.

Consultation with employee representatives will be held as and when appropriate on all matters affecting the health and/or safety of employees concerned.

This policy statement together with the organisational structure and the following arrangements and procedures will be reviewed annually.

In addition to this general health and safety policy the school has a number of policies which relate directly to specific areas of health and safety. The detailed policies set out the responsibilities and arrangements for the management of the risks arising from these areas and are listed in the appendices.

**Name: Alicia Duffy**

**Name: Maureen Daly**



**Signature:**

**Signature:**

**Date: 27 April 2021**

**Date: 14 May 2021**

**Head Teacher**

**Chair of Governors**

**This policy was approved at the Summer Term 2021 of the Finance and Personnel Committee**

## 1.0 ORGANISATION AND RESPONSIBILITIES

**School level duties and responsibilities have been assigned to staff and governors as detailed below.**

### **Responsibilities of the Governing Body**

The Governing Body are responsible for health and safety matters at a local level including but not restricted to:

- Ensuring adherence to the local authority health and safety policy, procedures and standards.
- Formulating a health and safety statement detailing the responsibilities for ensuring health and safety within the establishment.
- Reviewing the establishment's health and safety policy annually and implementing new arrangements where necessary.
- Monitoring, reviewing and evaluating the school's health and safety performance.
- Providing appropriate resources within the establishment's budget to meet statutory requirements and the local authority health and safety policy, procedures and standards.
- Receiving from the Head Teacher or other nominated member of staff reports on health and safety matters and reporting to the local authority, or other body as necessary, any hazards which the establishment is unable to rectify from its own budget.
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with.
- Promoting a positive health and safety culture and high standards of health and safety within the establishment via the nomination of a named health and safety governor.
- Ensuring that when awarding contracts health and safety is included in specifications and contract conditions and takes account of local authority policy and procedures.

**NOMINATED HEALTH AND SAFETY GOVERNOR:** Colin Royle

### **Responsibilities of the Head Teacher**

Overall responsibility for the day-to-day management of health and safety in accordance with the Local Authority's health and safety policy and procedures rests with the Head Teacher.

As manager of the establishment and of all the activities carried on within it, the Head will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds.

The Head Teacher has responsibility for:

- Co-operating with the Local Authority and governing body to enable health and safety policy and procedures to be implemented and complied with.
- Ensuring effective health and safety management arrangements are in place for carrying out regular inspections and risk assessments, implementing actions and submitting inspection reports to the governing body and Local Authority where necessary.
- Communicating the policy and other appropriate health and safety information to all relevant people including employees, visitors and contractors.
- Carrying out health and safety and accident investigations.
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training.
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Reporting to the Local Authority any hazards which cannot be rectified within the establishment's budget.
- Ensuring that the premises, plant and equipment are maintained in a serviceable condition.

- Monitoring purchasing and contracting procedures to ensure compliance with local authority policy.

**HEAD TEACHER: Alicia Duffy**

The Head Teacher may choose to delegate certain tasks to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Head Teacher from the overall day to day responsibilities for health and safety within the establishment.

The task of overseeing health and safety on the site has been delegated by the Head to:

**School Caretaker: Yvonne Gleeson**  
**School Caretaker: Yvonne Ferriss-King**

Within departments this task is further delegated to the relevant Head of Faculty/Department/Subject Co-ordinator/Subject Leader.

**Head of Early Years Foundation Stage: Jenny Biggam**  
**Head of Key Stage One: To be confirmed**  
**Head of Key Stage Two: Louise Chadwick**

**Responsibilities of Teaching Staff/Non-Teaching Staff holding posts of special responsibility (as named above)**

- Apply the school's health and safety policy to their own department or area of work and be directly responsible to the Head Teacher for the application of the health and safety procedures and arrangements.
- Maintain or have access to an up to date library of relevant published health and safety guidance from sources including CLEAPSS, AfPE etc., and ensure that all subordinate staff are aware of and make use of such guidance.
- Ensure regular health and safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented.
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control.
- Resolve health, safety and welfare problems members of staff refer to them, and inform the Head of any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- Ensure that all accidents, incidents and near misses occurring within their department are promptly reported and investigated using the appropriate forms and are submitted to TMBC.
- Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.

**Responsibilities of Employees**

Under the Health and Safety at work etc. Act 1974 all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of

health, safety and welfare.

- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their Line Manager.
- Report immediately to their Line Manager any shortcomings in the arrangements for health and safety.
- Ensure that they only use equipment or machinery that they are competent/have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

## **2.0 POLICY REVIEW**

The Head Teacher will undertake the necessary arrangements for procedures to be examined and workplaces to be inspected to ensure that precautions remain suitable and sufficient by conducting a whole school Annual Risk Assessment and Safety Review. Feedback from this process will be referred to the Governing Body.

Governors are required to take steps to ensure that they are kept informed of Tameside Metropolitan Borough Council's advice and guidance on health and safety matters.

Health and safety is a regular, termly, item on the agenda of the following meeting(s):

Finance and Personnel Board

The health and safety policy is reviewed on an annual basis. The review process is:

The policy is brought to the Full Governing Board meeting

The policy is communicated/made available to all staff as follows:

A hard copy is kept in the main School Office and is available via the School Website

Staff are advised on the health and safety policy during the induction process.

### **3.0 SCHOOL HEALTH & SAFETY COMMITTEES**

#### **School Governance Arrangements**

The Governing Body has an oversight of on-going health and safety issues through the finance and personnel meeting which are then reported in their minutes to the full governing body once per term.

Any inspections, audits or incidents, policy or practice changes are reported and signed off by the Chair of Governors and Head Teacher as an evidential audit trail which can be used by the school if any incident should occur.

The committee is made up of:

Father Chris Lough    Foundation-Chair

Mrs Alicia Duffy        Headteacher

Mrs Moe Daly            Foundation

Mr Ash Fowles          Staff

Mr Colin Royle          Parent

Ms Cathy O Malley      Foundation

Ms Steph Nally          Associate Member

Mrs Mary Derbyshire    School Bursar

Mrs Catherine Massey    Parent

## 4.0 Arrangements

### a) Competent Person(s)

The school gets their competent health and safety advice from: Alison Glover, Health and Safety Manager TMBC

### b) Fire

The school will ensure that a fire evacuation drill is completed at least once per term and will record the date, time taken to evacuate and any other relevant details in the fire log.

The fire log will be kept up to date with entries for weekly fire alarm checks and fire door (means of escape) checks, monthly emergency lighting checks and fire extinguisher checks and any contractor visits or false alarms.

Arrangements are in place for evacuating disabled people (a personal emergency evacuation plan PEEP).

The Headteacher/governing body will ensure a fire risk assessment is completed and reviewed at least annually or more frequently if there is a significant change to the building or number/types of pupils.

All staff are responsible for ensuring that pupils and visitors evacuate in an orderly and timely fashion in the event of the alarm sounding.

All staff are responsible for ensuring evacuation routes and doors are kept clear at all times.

For further details please see the school's fire policy.

### c) Accident Reporting Procedure

The school reports in accordance with the Local Authorities accident/incident reporting procedure, which requires employees to report accidents, violent incidents, dangerous occurrences, and near misses using TMBC's accident report form.

School accident reports are monitored for trends on a termly and annual basis and a report made to the Governors at the next scheduled meeting.

The Head Teacher, or their nominee, investigates accidents and takes remedial steps to avoid similar instances recurring.

Any accidents reportable to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) will be completed using the HSE's on line reporting system. <http://www.hse.gov.uk/riddor/>

Responsibility for RIDDOR reporting lies with: Tameside Health and Safety Team  
*(NB If you buy competent health and safety advice through a service level agreement with TMBC H&S team this responsibility is delegated to them)*

### d) Administering of Medicines

The school follows DfES guidance on the dispensing of medicines within school.

Records of administration will be kept by: Ayesha Morgan

See also the Managing Medical Conditions Policy.

**e) First Aid**

An up-to-date list of all first aiders is displayed in the staffroom.

The appointed first aiders are: Lisa Hutchinson and Lindsey Delahunt

First aid kits are located within each department and spares are stored in the caretaker's cupboard.

Portable kits are available for off-site trips and visits.

**f) Health Care Plans**

Health care plans are in place for those pupils with complex medical needs eg chronic or ongoing medical conditions.

The plans are reviewed annually by Jenny Biggam, our SENDCO.

**g) Display Screen Equipment (DSE)**

The duties under the Display Screen Equipment Regulations 1992 require the employer to assess the risks to the health and safety of its employees from the use of DSE.

All staff who habitually use computers as a significant part of their normal work (continuous or near continuous spells of an hour at a time) will be asked, in the first instance, to complete a DSE Self-Assessment.

**h) Training**

The Head Teacher will ensure that all staff have suitable and sufficient training to complete the tasks required of them.

All members of staff, as part of their Induction to the school, will receive training on the requirements of this policy.

The school will ensure that all training is recorded and refresher training is completed where required.

**i) Managing Contractors**

The school-based person appointed to liaise and monitor contractors on site is: Yvonne Gleeson or Yvonne Ferriss-King

The school will ensure that pre-qualification checks are carried to verify the contractor has the appropriate insurances and competencies to carry out the works.

**j) Asbestos**

Asbestos Responsible Person: Alicia Duffy

The Asbestos Responsible Person has received Asbestos Awareness Training delivered by Tameside.

The Asbestos Responsible Person will ensure that:

- The asbestos register is maintained and that any changes are recorded and notified to the authority.
- Any person undertaking works on the site are shown the asbestos register and complete an asbestos permit to work..
- An annual visual inspection of asbestos containing materials on site is conducted and is recorded in the asbestos log.

The Asbestos Register is held **in the Headteacher's Office**.

**k) Electrical Installations**

Arrangements are in place for the testing of fixed wiring and fixed appliances by competent electrical engineers.

**l) Portable Electrical Appliances**

The school will have all portable appliances inspected and tested by a competent person as per the schedule in the appendices.

All staff will visually inspect electrical equipment before use for obvious defects.

Personal items of electrical equipment will not be brought into school for use by staff or pupils.

**m) Control of Substances Hazardous to Health (COSHH)**

All substances which may be considered hazardous to health must have been assessed (except in Science – these are covered by CLEAPSS hazards).

A copy of the health and safety data sheet and COSHH assessment will be available in the location where the chemicals are used/stored.

Any person using these chemicals must ensure they have seen and follow the information given on the COSHH assessment (including the wearing of any identified PPE).

Staff must not bring any hazardous chemical onto the school site unless prior permission has been sought and a COSHH assessment has been completed.

**n) Legionella**

The school has a legionella risk assessment which is held in the Headteacher's office.

The Headteacher is responsible for ensuring that any monthly temperature checks are completed and the weekly flushing records are completed.

**o) Health and Safety Monitoring and Inspections**

Regular visual inspections of the site and installations, from which defects are documented, is carried out by the site manager.

A general inspection of the site, which is documented, is carried out termly by the site manager.

The Health and Safety Governor will undertake an inspection of the premises and safety management systems on an annual basis and report back to both the relevant sub-committee and full governing body meetings.

**p) Manual Handling**

The school completes risk assessments on any significant manual handling tasks.

Employees who complete manual handling tasks will have suitable and sufficient training. Where employees are required to lift pupils they will receive training in appropriate moving and handling techniques along with training in the use of any specific equipment they may be required to use, such as hoists and slings.

**q) Lone Working**

Staff are encouraged not to work alone in school. Where lone working is deemed necessary it is risk assessed and monitoring systems put in place.

**r) Offsite Visits**

The school follows TMBC's Educational Visits and Activities Guidance, with reference to OEAP National Guidance.

**s) Work Equipment**

All work equipment will be purchased from a reputable supplier.

Before purchase the following considerations must be given:

- The installation requirements
- The suitability for purpose
- The positioning and or storage of the equipment
- Maintenance requirements (contracts and repairs)
- Training and use of the equipment.

Staff must not use new items of work equipment unless appropriate training has been given. A risk assessment must be completed for the work equipment, and staff using the equipment must have access to and comply with the risk assessment.

All plant and equipment requiring statutory inspection, testing and maintenance, (for example steam boilers, pressure cookers, lifting equipment, local exhaust ventilation) will be inspected by an approved contractor (if the school does not use an approved contractor, it will ensure a competent contractor is used).

Any personal protective equipment (PPE) required for the use of work equipment will be supplied free of charge by the school. All employees must wear the PPE when operating such equipment.

**t) Risk Assessments**

Risk assessments are completed for any significant risks. These cover curriculum based activities in school, school visits and the running of the school building and grounds

Responsibility for ensuring risk assessments are completed lies with Alicia Duffy.

Risk Assessments are held centrally in the main school office and are available for all staff to view.

These risk assessments are working documents and will be viewed by staff carrying out the activity.

Risk Assessments will be reviewed on an annual basis or whenever there is a significant change to the activity/task /personnel or following an accident.

Specific risk assessments relating to individuals, e.g. staff member or young person/pupil are held on that person's file and will be undertaken by their line manager or teacher as required.

**u) Work at Height**

When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs etc.

Staff must not use access equipment unless appropriate training has been given. A risk assessment must be completed for the access equipment or task, and staff using the equipment must have access to and comply with the risk assessment.

The access equipment should be visually checked before each use. An inventory is required for all access equipment, with a formal written 6-monthly check (tower scaffolds require specialist and more frequent checks).

**v) Statutory Checks**

This table details contracts in place to ensure compliance in terms of statutory checks required by legislation.

	On Site Y/N	Contractor	Address	Contact Number	Frequency of Visit	Location/File service report held
Air Conditioning						
Asbestos						
Catering Equipment						
Catering Ventilation System						
Drainage						
Electrical Installations						
PAT Testing						
Fire Risk Assessment						
Fire Alarm						
Emergency Lighting						
Fire Fighting Equipment						
Fume Cupboards						
Local Exhaust Ventilation Systems (LEV)						
Gas Installations						
Gates and Barriers						
Ventilation Systems						
Legionella						
Lifting Equipment used for lifting people (eg, lifts and hoists)						
Lifting Equipment						
Playground Equipment						
Adventure Play Equipment						
PE Equipment						
Stage Sound Equipment						
Stage Lighting Equipment						
Tree Survey						
Garden Maintenance						

## **Appendix 1 – Related Health and Safety Policies, Procedures and Guidance**

*(You should amend this list as is appropriate to the school)*

1. Fire Policy and Procedures
2. Accident Reporting Procedure
3. First Aid and related Procedure and Policies
4. Managing Medical Conditions
5. DSE Guidance
6. Control of Contractors Policy
7. Asbestos Management Policy
8. COSHH Policy
9. Legionella Prevention Policy
10. Manual Handling Guidance
11. Lone Working Policy
12. School Journey and Visits Guidance
13. Work Equipment Policy (Including PPE)
14. Risk Assessment Guidance
15. Stress Policy
16. Work at Height Guidance