



**STOCKPORT**  
METROPOLITAN BOROUGH COUNCIL

# Outwood Primary School H&S Policy

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## 1. Aims and Objectives (Statement of Intent)

- 1.1 The school's Governing Body and Senior Management Team (SMT) recognise and accept their responsibilities for health and safety under civil and criminal law and also under the Services to People's directorate scheme of delegation, for local management of schools.
- 1.2 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.
- 1.3 In doing so, the school will expect all staff, parents, pupils and visitors to respect and abide by the requirements of this policy.
- 1.4 In compliance with the Health and Safety at Work etc. Act 1974, the school's 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 are safe to use.
  - Appropriate safe systems of work exist and are followed.
  - Sufficient information, instruction, training and supervision are provided.
  - Accidents and work-related illnesses are prevented where possible.
  - The school complies with all appropriate statutory requirements.
  - All risks are minimised via robust risk assessments and policies.
  - Policies are reviewed regularly to ensure effectiveness.
  - High targets and objectives are set to develop the school's culture of continuous improvement.
  - Adequate welfare facilities are available throughout the school.
  - Adequate resources are available to address health and safety issues, so far as is reasonably practicable.
  - Consultation with employee representatives will be held as and when appropriate on all matters affecting the health and/or safety of employees.

### Review

The Head Teacher/individual with delegated responsibility for health and safety 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 Stockport Metropolitan Borough Council's advice and guidance on health and safety matters.

Health and Safety is a fixed agenda item on the termly meeting of the Resources Governing Board Committee.

The School must review the Health and Safety Policy annually.

Staff will be consulted via staff briefings, e-mail updates and through a Health and Safety checklist. Once completed the policy is e-mailed to all staff to be read. A hard copy is available on the staffroom notice board and shared drive. In addition to this, a Health and Safety checklist is given to all staff as part of the induction process. The document details Health and Safety procedure at Outwood Primary School.

Name:

Jenni Maude

Signature:

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Date:

14/03/2024

Head Teacher

Name:

Ann Flatman

Signature:

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Date:

14/03/2024

Chair of Governors

## 2. Legal Framework

### 2.1 The law requires all employees to:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Co-operate with their employers on health and safety matters
- Do their work in accordance with training and instructions
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken
- Follow health and safety procedures put in place by their employer.

### 2.2 Teachers and other staff in schools have a common law duty when in charge of pupils to take the same care of them as they would as a parent.

This policy has due regard to all relevant legislation including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974:  
<https://www.legislation.gov.uk/ukpga/1974/37/contents>
- The Workplace (Health, Safety and Welfare) Regulations 1992:  
<https://www.legislation.gov.uk/uksi/1992/3004/contents/made>
- The Management of Health and Safety at Work Regulations 1999:  
<https://www.legislation.gov.uk/uksi/1999/3242/contents/made>
- The Control of Substances Hazardous to Health Regulations 2002:  
<https://www.hse.gov.uk/nanotechnology/coshh.htm>
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013:  
<https://www.legislation.gov.uk/uksi/2013/1471/contents/made>
- The Construction (Design and Management) Regulations 2015:  
<https://www.hse.gov.uk/construction/cdm/2015/index.htm>
- The Personal Protective Equipment at Work Regulations 1992:  
<https://www.legislation.gov.uk/uksi/1992/2966/contents/made>
- The Education (School Premises) Regulations 1999:  
<https://www.legislation.gov.uk/uksi/1999/2/contents/made>
- The Ionising Radiation Regulations 2017 (IRR17):  
<https://www.legislation.gov.uk/uksi/2017/1075/contents/made>
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law):  
<https://www.legislation.gov.uk/uksi/2019/1218/made>

This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2021) 'Health and safety: responsibilities and duties for schools':  
<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools>
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals':  
<https://www.gov.uk/government/publications/storing-and-disposing-of-hazardous-chemicals-in-schools>
- HSE (2014) 'Sensible health and safety management in schools':  
<https://www.hse.gov.uk/services/education/sensible-leadership/index.htm>

The Health and Safety at Work etc. Act 1974 determines British health and safety law. The Health and Safety Executive (HSE), with local authorities, enforce this Act.

The Management of Health and Safety at Work Regulations 1999 supports the Act. Schools should make sure they are familiar with both of these documents.

### 3. Scope

- 3.1 The policy applies to all schools with the Metropolitan Borough who buy back the Health and Safety Package from the Local Authority.
- 3.2 It is important to remember that all staff have three basic rights:
- ✓ The right to know about health and safety matters.
  - ✓ The right to participate in decisions that could affect their health and safety.
  - ✓ The right to refuse work that could affect their health and safety and that of others

### 4. Who Does What (Roles and Responsibilities)

- 4.1 This section outlines who is responsible for what and delegates tasks and duties in a hierarchical fashion.

#### **The Outwood Primary School 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 that the establishment is unable to rectify from its own budget.
- Seeking specialist advice on health and safety that 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 Governor: Mr Peter Burns**

**The Headteacher: Mrs Jenni Maude**

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] / [governing body'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 contractors.
- Carrying out health and safety 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.

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 managing health and safety on the site has been delegated by the Head to: The School Business Managers.

- Attend Senior Management/Leadership Team, full Governing Body and appropriate Governors' sub-committee meetings relating to Health, Safety and Wellbeing
- Negotiate and influence strategic decision making within the school's Senior Management/Leadership Team relating to Health, Safety and Wellbeing
- In the absence of the Head Teacher, take delegated responsibility for Health and Safety related decisions
- Monitor the relevant legal, regulatory, ethical and social requirements and the effect they have on your school and staff
- Ensure people have a clear understanding of the policies and procedures and the importance of putting them into practice
- Monitor the way policies and procedures are actioned and provide support where necessary
- Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations
- Ensure the safe maintenance and security operation of all school premises
- Manage the maintenance of the school site including the purchase and repair of all furniture and fittings
- Ensure the continuing availability of utilities, site services and equipment
- Follow sound practices in estate management and grounds maintenance
- Monitor, assess and review contractual obligations for outsourced school services
- Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided
- Ensure ancillary services e.g., catering, cleaning, etc., are monitored and managed effectively
- Manage the letting of school premises to external organisations, for the development of the extended services and local community requirements.
- Seek professional advice on insurance and advise the SMT on appropriate insurances for the school and implement and manage such schemes accordingly.
- Plan, instigate and maintain records of fire practices and alarm tests.
- Ensure the school's written health & safety policy statement is clearly communicated and available to all stakeholders
- Ensure the health & safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change
- Enable regular consultation with stakeholders on health and safety issues
- Ensure systems are in place to enable the identification of hazards and risk Assessments
- Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Team, and Governors Executive
- Ensure the maximum level of security consistent with the ethos of the school
- Oversee statutory obligations are being met for pupils with special educational needs, ensuring that financial and supporting agency services are adequate for their diverse needs



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

**Responsibilities of the Caretaker include, but are not limited to the following:**

- To oversee designated areas are clean in accordance with the Authority's approved methods, frequencies and standards.
- To assist the Business Managers in monitoring the cleaning standards achieved by outside contractors on site.
- To ensure that the premises are kept secure and safe, including locking & unlocking buildings,
- Ensure the building alarm is activated & deactivated & premises are secured.
- Undertake handyperson duties as appropriate.
- Undertake portering duties.
- To assist the Business Managers in the organisation and arrangement of lettings.
- Deal with members of the public on site during lettings where necessary.
- Undertake regular inspections of the premises to determine the need for repair and maintenance work.
- Keep appropriate documentation and records of repairs.
- Monitor the effectiveness of, and ensure the maintenance of, all heating and service installations.
- Ensure that the grounds maintenance works are fully completed, and records kept up to date.
- Ensure that the school grounds are free from litter.
- Monitor the condition of the school fences and gateways and to take appropriate action, with the SBM/Headteacher's approval, to repair and improve the perimeters.
- Monitor the fuel used in the school buildings.
- To assist the Health and Safety Governor with site inspections.
- Use equipment, machinery and cleaning materials as directed and to ensure that such equipment is satisfactorily maintained.
- Ensure that accidents at work and defects of equipment and machinery are reported to the appropriate sources.
- Undertake administrative/clerical duties connected with the caretaking and cleaning service i.e., order forms, stock returns, work orders, time sheets etc.

**Responsibilities of all other Teaching Staff/Non-Teaching Staff:**

- 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 and regularly reviewed.
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control.

- 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 (including near misses) occurring within their department are promptly reported and investigated using the appropriate forms etc.
- Arrange for the repair, replacement, or removal of any item of furniture or equipment which has been identified as unsafe.

### **Responsibilities of all other 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 school's 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 for the purpose that it is intended and 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.

## **5. How Risks are Managed (Arrangements)**

This section outlines the arrangements the school has for the completion of risk assessments and the practical control measures that are in place to reduce risk to all those present on site at a school at any given time. These measures form part of the Occupational Health, Safety and Welfare Management System (OHSWMS) that is audited on an annual basis, or as and when necessary, by the Local Authority.

Risk assessments consider what measures you need to protect the health and safety of all; staff; pupils; visitors and contractors

Schools will need to think about the risks that may arise in the course of the school day. This could include anything related to the operation of the school premises or delivery of the school curriculum, whether this is on or off site.

Factors included in risk assessments will vary between schools, although some will appear in most schools. The HSE provides guidance on the risk assessment process and Coronavirus: latest information and advice can be found at:

- Health and Safety Executive-Guidance-Industries-Public services-Education:  
<https://www.hse.gov.uk/services/education/>

## 5.1 Accident and RIDDOR 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 the online reporting system.

- Interactive Stockport.gov.uk:  
<http://interactive.stockport.gov.uk/olf/AccidentsandIncidents/01-What.aspx>

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 1995 (RIDDOR) will be investigated by the SMBC Health Safety and Wellbeing Team because this responsibility is delegated to them through the school's H&S SLA. Please call the team on 0161 474 3056 for assistance.

Responsibility for accident/near miss reporting is with: The Headteacher

SLA Navigation: Accident and RIDDOR Reporting Procedure	
➤	Accident and RIDDOR Reporting-Reporting an accident, incident or near miss in a school-One Page Guidance Note (Jan 2022)
➤	Accident and RIDDOR Reporting-Accident Reporting Guidance for Schools (Jan 2022]
Other Resources: Accident and RIDDOR Reporting Procedure	
➤	Incident Reporting in Schools HSE EDIS1: <a href="https://www.hse.gov.uk/pubns/edis1.pdf">https://www.hse.gov.uk/pubns/edis1.pdf</a>
➤	Reporting Accident in Schools: <a href="https://www.safetyfirstaid.co.uk/reporting-accidents-in-schools/">https://www.safetyfirstaid.co.uk/reporting-accidents-in-schools/</a>

## 5.2 Asbestos Management

Asbestos Responsible Person: The Headteacher

The Asbestos Responsible Person has received Asbestos Awareness Training delivered by Mr Mark Hall (Asbestos Manager at Robertson Facilities Management)

**The Asbestos Responsible Person will ensure that:**

- The asbestos register is maintained and that any changes are recorded and notified to the authority.

- All work on the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the 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: School Office

SLA Navigation: Asbestos Management
<ul style="list-style-type: none"><li>➤ Asbestos-Asbestos Management and Control-Policy Document Feb 2020</li><li>➤ Asbestos-How to Manage Asbestos in your School-One Page Guidance Note Apr 2019.</li></ul>
Other Resources: Accident Reporting
<ul style="list-style-type: none"><li>➤ Asbestos Management in Schools Guidance: <a href="https://www.gov.uk/guidance/asbestos-management-in-schools">https://www.gov.uk/guidance/asbestos-management-in-schools</a></li><li>➤ Asbestos in Schools: <a href="https://www.hse.gov.uk/services/education/asbestos.htm">https://www.hse.gov.uk/services/education/asbestos.htm</a></li></ul>

### 5.3 Breakfast Clubs

For schools that run or host breakfast clubs there is guidance available regarding hygiene and the national school breakfast club programme run by the Government and also some helpful FAQ's.

SLA Navigation: Breakfast Clubs
<ul style="list-style-type: none"><li>➤ Breakfast Clubs-Food Hygiene Guidelines-produced by Environmental Health Team Jan 2022</li></ul>
Other Resources: Breakfast Clubs
<ul style="list-style-type: none"><li>➤ National School Breakfast Club Programme: <a href="https://www.gov.uk/guidance/breakfast-clubs-programme-2021-2023">https://www.gov.uk/guidance/breakfast-clubs-programme-2021-2023</a></li><li>➤ Breakfast clubs and COVID guidance: <a href="https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak">https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak</a></li><li>➤ FAQ's for Breakfast Clubs: <a href="https://schoolleaders.thekeysupport.com/pupils-and-parents/extended-services/breakfast-clubs-faqs/">https://schoolleaders.thekeysupport.com/pupils-and-parents/extended-services/breakfast-clubs-faqs/</a></li></ul>

### 5.4 Buildings and Facilities

Schools are required to follow The School Premises (England) Regulations 2012 and meet compliance standards as outlined by the Department for Education (DfE). Safeguarding pupils is also very important, making the need for safe and secure buildings a high priority.

Studies show that safe, well-maintained school buildings that are free from disruption can increase teaching time and reduce rates of teacher turnover by 25%. In 2019, a teacher wellbeing survey by Ofsted highlighted how a lack of physical resources—including computers and audio-visual resources—restricted a teacher's instructional ability. Lack of resources may also contribute to low levels of occupational well-being for teachers.

To be effective, school facilities management requires a nominated individual to co-ordinate activity, implement processes, and use software solutions to support them. A recommended tool to help manage buildings and facilities and ensure compliance is Every: <https://www.weareevery.com/>

Strategic estate management is the activity that seeks to make sure the land and buildings in a school estate support the responsible body's overall education goals

and objectives over time. It is a whole organisation activity - to be effective it must be fully coordinated and integrated with the organisation's business planning processes.

Good strategic estate management will help your school be:

<b>1. Safe</b>	Poorly maintained schools are likely to be more hazardous.
<b>2. Successful</b>	Ensuring that facilities are designed well for delivering the curriculum and avoiding poor physical environments can be linked with levels of attainment.
<b>3. Financially sustainable</b>	An effectively managed estate will minimise surplus provision, minimise revenue costs, optimise revenue generation, prioritise investment and maintain asset value.
<b>4. Efficient</b>	Repairs, maintenance and works to schools can be planned, minimising emergency works and preventing failures and loss of facilities. Planned works will be less costly than emergency works.
<b>5. Appealing</b>	A well-maintained school will help create a positive impression and attract pupils.

<b>SLA Navigation: Building and Facilities</b>
<ul style="list-style-type: none"> <li>➤ Buildings and Facilities-Guidance for Schools Essential Maintenance-ESFA Document 2016</li> <li>➤ Buildings and Facilities-Window Delimiter Safety Notice updated Jan 2022</li> <li>➤ Buildings and Facilities-Short Guidance Note, The inspection routines for goal posts</li> <li>➤ Buildings and Facilities-Don't Slip Up Poster</li> </ul>
<b>Other Resources: Building and Facilities</b>
<ul style="list-style-type: none"> <li>➤ Managing Risks in Schools: <a href="https://www.hse.gov.uk/services/education/index.htm">https://www.hse.gov.uk/services/education/index.htm</a></li> <li>➤ School Maintenance and Construction Work: <a href="https://neu.org.uk/advice/school-maintenance-and-construction-work">https://neu.org.uk/advice/school-maintenance-and-construction-work</a></li> </ul>

## 5.5 Child Injury Prevention

The Child Accident Prevention Trust (CAPT) provides an excellent repository of resources, materials and guidance a link to their website appears below.

Child Safety Week is an annual community education campaign run by (CAPT), acting as a catalyst for thousands of safety conversations and activities UK-wide. They help families build confidence and skills in managing the real risks to children's safety. They want all children to have the freedom to grow and learn, safe from serious harm.

<b>Other Resources: Child Injury Prevention</b>
<ul style="list-style-type: none"> <li>➤ Child Accident Prevention Trust: <a href="https://www.capt.org.uk/Pages/Category/who-we-are">https://www.capt.org.uk/Pages/Category/who-we-are</a></li> <li>➤ Keeping children safe in education: <a href="https://www.gov.uk/government/publications/keeping-children-safe-in-education--2">https://www.gov.uk/government/publications/keeping-children-safe-in-education--2</a></li> <li>➤ Safeguarding in schools: <a href="https://learning.nspcc.org.uk/safeguarding-child-protection-schools">https://learning.nspcc.org.uk/safeguarding-child-protection-schools</a></li> </ul>

## 5.6 Competent Person(s)

Schools must appoint a competent person to ensure they meet their health and safety duties. A competent person is someone with the necessary skills, knowledge and experience to give sensible guidance about managing the health and safety risks at the school.

This can be someone appointed directly by the school, or the employer can arrange support from outside the school. If the school chooses not to use the Council's health and safety SLA, they must appoint a 'competent person' to provide 'health and safety assistance' in accordance with Regulation 7 of the Management of Health & Safety at Work Regulations 1999.

The school gets their competent health and safety advice from: Health, Safety & Wellbeing @ Stockport MBC

### Other Resources: Competent Person(s)

- Advice from the Health and Safety Executive:  
<https://www.hse.gov.uk/services/education/faqs.htm>

## 5.7 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.

### SLA Navigation: Control of Substances Hazardous to Health (COSHH)

- Guidance and Procedure Document Including Risk Assessment- OSHH Managing CoSHH in school's  
<https://www.educationstockport.uk/Pages/Download/5ea30be2-be86-4f2f-b95d-7e7a20da65bb/PageSectionDocuments>

### Other Resources: Control of Substances Hazardous to Health (COSHH)

- Advice for schools from the Health and Safety Executive:  
<https://www.hse.gov.uk/services/education/publications.htm#a7>
- A step by step guide to COSHH assessment [hsg97]:  
<https://www.hse.gov.uk/pubns/priced/hsg97.pdf>

## 5.8 Display Screen Equipment (DSE)

It is the school's duty as outlined in the Health and Safety (Display Screen Equipment) Regulations as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002, to identify if employees would be classed as DSE Users, and assess their needs appropriately.

The definition of a DSE user is:

'An employee who habitually uses DSE for a significant part of their working day'

The school adopts and follows SMBC's DSE Guidance taken from the staff handbook (January 2019) section 15.4 which is reproduced below:

"Employees who use a computer or other Display Screen Equipment for a significant part of their working day are entitled to an eyesight test to be carried out by a qualified Optician.

The Council will pay for the cost of eyesight tests and the provision of glasses up to but not exceeding the current amount set out in the Pay, Additional Payments and Allowances policy, which says that for a "Subsidy for corrective glasses (Display Screen Use) An allowance of £62.94 will be made to employees who need corrective glasses to comply with Display Screen Equipment (DSE) Regulations. In order to process any claim for reimbursement for these, the prescription detailing exclusive VDU use must be provided on application to your Manager to check criteria and must be kept for 6 years after application. Claims for reimbursement can only be processed if made on iTrent employee self-service and must be claimed within 6 months of the test. Only one claim within any 2-year period can be made. However, if employees are experiencing problems associated with VDU or DSE use then you should contact HR for advice.

If an employee enters into a period of notice, the Council will not reimburse for eye tests or prescriptions for glasses.

All school staff who habitually use computers as a significant part of their normal work (seated at a workstation with continuous or near continuous spells of an hour will be asked to complete a DSE Self-Assessment.

SLA Navigation: DSE
➤ Display Screen Equipment-Stockport Schools DSE Guidance November 2021
Other Resources: DSE
➤ Guidance on use of equipment while working remotely: <a href="https://www.nasuwt.org.uk/advice/health-safety/using-display-screen-equipment-remote-education.html">https://www.nasuwt.org.uk/advice/health-safety/using-display-screen-equipment-remote-education.html</a>
➤ Work With Display Screen Equipment: Guidance on the DSE Regulations: <a href="http://www.hse.gov.uk/pubns/priced/l26.pdf">http://www.hse.gov.uk/pubns/priced/l26.pdf</a>
➤ A step by step guide to DSE – indg36: <a href="https://www.hse.gov.uk/pubns/indg36.PDF">https://www.hse.gov.uk/pubns/indg36.PDF</a>
➤ The Key DSE policies: <a href="https://schoolleaders.thekeysupport.com/policy-expert/health-safety/display-screen-equipment-dse-policies/">https://schoolleaders.thekeysupport.com/policy-expert/health-safety/display-screen-equipment-dse-policies/</a>
Training: DSE
➤ Workstation DSE Assessment in Education <a href="https://www.firsthealthandsafety.co.uk/Workstation-DSE-Assessment-Education">https://www.firsthealthandsafety.co.uk/Workstation-DSE-Assessment-Education</a>

## 5.9 Electrical Safety (Including PAT)

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

### What the School Must Do:

- When purchasing equipment, ensure that it is suitable for intended use and built to a relevant British Standard



- Establish a system for correctly wiring and fusing new appliances before use
- Ensure sufficient sockets are available before purchasing extra electrical equipment
- Ensure that no portable electrical equipment is brought onto premises and used unless it has been inspected by a competent person
- Consider other means of reducing risk e.g., low voltage equipment, RCDs. (circuit breakers)
- Ensure that a system is in place to ensure regular inspection and testing of high-risk portable electrical equipment annually and the fixed installation equipment every 5 years by a competent person. [See SMBC guidance for more details]
- Ensure that a system is in place for reporting faulty electrical equipment
- Ensure systems exist to withdraw all faulty equipment from service until repaired by a competent person
- Monitor arrangements, follow-up action and risk assessment according to results
- Ensure all contractors working with electricity are competent.
- Keep records of maintenance throughout the life of the system/equipment

In order to reduce the risk, Portable Appliance Testing (PAT) should be standard practice when:

- There is reason to suppose the equipment may be defective, but this cannot be confirmed by visual inspection.
- Any repair, modification or similar work has been done to the equipment;
- An interval has elapsed appropriate to the equipment, the manner and frequency of use and the environment

Those who wish to undertake electrical testing work would normally be expected to have more knowledge and to be able to demonstrate competence through the successful completion of a suitable training course. A member of staff can do this if they have had suitable training. Greater knowledge and experience are needed than for inspection alone, and they need to have the right equipment to do the tests.

They should know how to use the equipment correctly and how to interpret the results. Where testing is done by a contractor invited to a site, safe working arrangements must be discussed and agreed before the work starts. This enables everyone concerned to know who is doing what and who is responsible for what, so that the work can be done safely and without risk to the contractor's employees, the site employees and others who might be affected.

SLA Navigation: Electrical Safety (including PAT)	
➤	Electrical Safety-PAT SMBC Guidance, Risk Assessment & Debunking the Myths of PAT, Nov 2021
➤	Electrical Safety-Seaward Portable Appliance Testing – A Practical Guide
➤	Electrical Safety-SMBC Safety Notice on Electric Gates
Other Resources: Electrical Safety (including PAT)	
➤	Maintaining portable electric equipment in low-risk environments <a href="https://www.hse.gov.uk/pubns/indg236.pdf">https://www.hse.gov.uk/pubns/indg236.pdf</a>
➤	Electrical Safety in Schools <a href="https://www.hse.gov.uk/toolbox/electrical.htm">https://www.hse.gov.uk/toolbox/electrical.htm</a>

## 5.10 Fire Safety (Including PEEPS)

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 logbook.



The fire logbook 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 via Personal Emergency Evacuation Plans PEEP).

The Headteacher and Governors will ensure a school Fire Risk Assessment is completed and reviewed at least annually by the competent person at the school and a full Fire Risk Assessment (FRA) by an external professional is completed every 4 to 5 years.

There are no specific time periods in law for how often fire risk assessments must be carried out or reviewed. The law simply says that the person responsible for the assessment in your building must review it 'regularly' to make sure it's up to date.

The responsible person must review the fire risk assessment if:

- there's reason to think it's no longer valid (for example, if there has been a fire in the building)
- there have been significant changes since the assessment was done (for example, major building works or more people using the building)

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.

<b>SLA Navigation: Fire Safety (including PEEPS)</b>
<ul style="list-style-type: none"><li>➤ Fire Safety on School Sites-PEEP Guidance for Schools Jan 2022</li><li>➤ Fire Safety on School Sites-Fire Safety Guide and Logbook for Schools Sept 2020</li><li>➤ Fire Safety on School Sites-Fire Safety Guidance For schools, SMBC Guidance Apr 2020</li><li>➤ Fire Safety on School Sites- Guidance for Safe use of Fire Extinguishers Apr 2020</li><li>➤ Fire Safety on School Sites-Short Guidance Note on Children's Display Work Mar 2019</li><li>➤ Fire Safety on School Sites-Fire Emergency Plan, SMBC Model Plan for Schools Jul 2017</li><li>➤ Fire Safety on School Sites-Short Guidance Note on Fire Risk Assessment July 2016</li></ul>
<b>Other Resources: Fire Safety (including PEEPS)</b>
<ul style="list-style-type: none"><li>➤ General Fire Safety Hazards – Guidance from the HSE <a href="https://cpdonline.co.uk/knowledge-base/health-and-safety/fire-safety-in-schools/">https://cpdonline.co.uk/knowledge-base/health-and-safety/fire-safety-in-schools/</a></li><li>➤ Fire Safety including risk assessment in Educational Premises: <a href="https://www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises">https://www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises</a></li></ul>
<b>Training: Fire Safety (including PEEPS)</b>
<ul style="list-style-type: none"><li>➤ Fire Safety in Schools Everything a school needs to know about fire safety free on-line learning <a href="https://cpdonline.co.uk/knowledge-base/health-and-safety/fire-safety-in-schools/">https://cpdonline.co.uk/knowledge-base/health-and-safety/fire-safety-in-schools/</a></li></ul>

## 5.11 First Aid

There are no hard and fast rules on exact numbers of first aiders required in any given school. Headteachers have to make a judgement based on their own circumstances and a suitable and sufficient risk assessment. Governing bodies/Headteachers should consider the likely risks to pupils and visitors, as well as employees,

The HSC provide guidance on numbers of first-aid personnel based on employee numbers. As a general guide, they recommend that: a lower risk place of work (e.g. shops, offices, libraries), with fifty to one hundred employees, should consider having at least one first aider;

Schools will generally fall into the lower risk category, but some schools or areas of activity may fall into the medium risk category. Schools should base their provision on the results of their risk assessment. If there are parts of the school where different levels of risk can be identified, the schools should consider the need to make different levels of provision in different areas/departments. When considering how many first-aid personnel are required, the Governing body/Headteacher should also consider the information contained in the DfE document highlighted in the reference section below.

An up to date lists of all first aiders is held in the school office

Appointed first aiders are: deployed around the school with a mix of Emergency First Aid, First Aid at Work/Paediatric and Paediatric First Aid

First aid kits are located in the school office, school kitchen, every classroom, breakfast & after school club and with the midday supervisor.

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

SLA Navigation: First Aid	
➤	First Aid-SMBC Policy Statement and Long Guidance Note on First Aid for Schools November 2021
➤	First Aid-New Rules Regarding Paediatric First Aiders Guidance Note 2017
➤	First Aid-SMBC Short Guidance on First Aid for Schools 2016
➤	First Aid-SMBC Health and Safety Notice – Use of Heat Packs 2011
Other Resources: First Aid	
➤	Guidance for First Aid in Schools: <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/306370/guidance_on_first_aid_for_schools.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/306370/guidance_on_first_aid_for_schools.pdf</a>
➤	First Aid in Schools: <a href="https://neu.org.uk/advice/first-aid-schools">https://neu.org.uk/advice/first-aid-schools</a>

## 5.12 Health and Safety Audits and Inspections

Regular visual inspections of the site and installations, where defects are identified and recorded are carried out by the Site Supervisor. We recommend that this kind of safety tour be completed every month as part of best practice.

A documented facilities and health and safety inspection of the site be carried out termly by the School Business Manager, Site Manager, and Health and Safety Governor.

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

As part of the Health, Safety, and Wellbeing team service level agreement an annual Audit and Inspection of the site is undertaken.

SLA Navigation: Health and Safety Audits and Inspections
<ul style="list-style-type: none"><li>➤ Health and Safety Audits and Inspections-Schools Health Safety and Welfare Inspection Checklist (January 2022)</li><li>➤ Health and Safety Audits and Inspections-Inspection and Audit Report Format (June 2019)</li><li>➤ Health and Safety Audits and Inspections-Compliance Spreadsheet</li></ul>
Other Resources: Health and Safety Audits and Inspections
<ul style="list-style-type: none"><li>➤ Health and Safety Responsibilities for Schools: <a href="https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools">https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools</a></li></ul>

### 5.13 Health Care Plans

Individual healthcare plans are **documents drawn up involving people who might be required to contribute to a child's care while at school**. This could include the head teacher, the class teacher, the school nurse, care or support staff, other staff members who might need to provide medical or emergency care, parents and their children.

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

These plans are reviewed annually by our SEND co-ordinator.

Other Resources: Health Care Plans
<ul style="list-style-type: none"><li>➤ What is an individual health care plan: <a href="https://www.educare.co.uk/news/what-is-an-individual-health-care-plan">https://www.educare.co.uk/news/what-is-an-individual-health-care-plan</a></li></ul>

### 5.14 Infection Control

The school follows Government Guidance and regularly checks SLA online for updates.

Prevent the spread of infections by ensuring routine immunisation, high standards of personal hygiene and practice, particularly handwashing, and maintaining a clean environment. Please contact the Public Health Agency Health Protection Duty Room (Duty Room) on 0300 555 0119 or visit [www.publichealth.hscni.net](http://www.publichealth.hscni.net) or [www.gov.uk/government/organisations/Public-health-england](http://www.gov.uk/government/organisations/Public-health-england) if you would like any further advice or information, including the latest guidance.

SLA Navigation: Infection Control
<ul style="list-style-type: none"><li>➤ Infection Control-Introduction and infections in childcare setting chapters 1 &amp; 2 (March 2021)</li><li>➤ Infection Control- Guidance on infection control in schools, Public Health Agency (March 2017)</li><li>➤ Infection Control-Guidelines for the management of scarlet fever HM Gov (2017)</li></ul>
Other Resources: Infection Control
<ul style="list-style-type: none"><li>➤ The latest information (3 December 2021) to help manage Covid in school and education settings: <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings/contingency-framework-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings/contingency-framework-education-and-childcare-settings</a></li><li>➤ The latest operational guidance (2 December 2021) for Covid 19 in schools: <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak</a></li></ul>

### 5.15 Legionella Prevention

The school has a Legionella Risk Assessment and a Written Scheme of Control which is held in the school office.

The Headteacher is responsible for ensuring that actions identified in the Written Scheme of Control are completed including monthly temperature checks and the weekly flushing records.

SLA Navigation: Legionella
<ul style="list-style-type: none"><li>➤ Managing Legionella-SMBC Legionella Policy Dec 2021</li><li>➤ Managing Legionella-Legionella Difference between Risk Assessment and Written Scheme of Works Short Guidance Note 2021</li><li>➤ Managing Legionella-Legionella Short Guidance note 2016</li><li>➤ Managing Legionella-L8 ACOP 2013 Edition 4</li><li>➤ Managing Legionella- Water checks recording template</li></ul>
Other Resources: Legionella
<ul style="list-style-type: none"><li>➤ Advice for school with managing legionella: <a href="https://www.waterhygienecentre.com/blog/legionella-schools">https://www.waterhygienecentre.com/blog/legionella-schools</a></li><li>➤ Managing Contractors Guidance from the HSE: <a href="https://www.hse.gov.uk/healthservices/legionella.htm">https://www.hse.gov.uk/healthservices/legionella.htm</a></li><li>➤ Legionnaires' Disease – A Brief Guide for Duty Holders INDG458 <a href="https://www.hse.gov.uk/pubns/indg458.pdf">https://www.hse.gov.uk/pubns/indg458.pdf</a></li></ul>

### 5.16 Lockdown and Invacuation

Those with responsibility for schools and colleges are advised to consider the threat from a broad range of terrorist methodologies. Such methodologies may include Vehicle as a Weapon, Marauding Attacks with either bladed weapons or firearms and improvised explosive devices etc. Planning your emergency response should such an incident occur would likely require a range of emergency responses, including a consideration of emergency evacuation, “invacuation” (inward evacuation) & lockdown procedures, alongside the use of protected spaces.

Although most people use the term ‘lockdown’ to refer to getting everyone into a safe place and sealing the exits, it is actually one element of a wider practice known as ‘invacuation’. **Invacuation** is the process of getting everybody inside and safe and securing the building.

In most cases, pupils will be able to stay in their classroom during an invacuation, and the school day can continue as normal, just with everyone staying indoors.

**Lockdown** goes a step further, in that everyone on the premises – staff, pupils and visitors – are moved away from the potential danger to a place where they cannot be seen from outside the building.

Lockdown is only used in extreme circumstances where there is a serious and current threat to the safety of those in the building and/or facilities.

Invacuation might be required if:

- There is local air pollution due to a nearby fire or chemical release.
- There is a fierce dog or wild animal on the grounds.
- There is an incident or civil disturbance in the area that might affect the school.

Lockdown might be implemented if:

- There is an aggrieved, deranged, or intoxicated person trying to gain access to the school (this could be a parent or a stranger).
- There is an intruder on the site.
- There is an internal threat from a student.

Invacuation or lockdown could be triggered if there is an urgent imminent threat, or as a precaution because of a threat in the vicinity.

Legislation requires schools to take appropriate measures to keep users of school sites safe.

The complexity of the Lockdown plan will depend on the school's perception of risk: for instance, inner city schools and faith schools may feel more under threat than a small rural school.

### **Invacuation**

In most schools, an invacuation will take the following shape:

1. A clear signal should be given that pupils, staff, and visitors can identify as an invacuation signal.
2. If pupils are outside, staff should immediately take them to the nearest safe area inside the building.
3. All external doors and windows should be shut and locked as necessary.
4. The register is taken to ensure all children are accounted for.
5. The staff member in charge of taking the register must notify the office if any children are unaccounted for.
6. Everyone should remain where they are until the all clear is given.

### **Lockdown**

Schools should identify suitable lockdown areas to be used in serious incidents. A lockdown area should be large enough to accommodate the likely number of people who would need to use it.

Ideally, a lockdown area should also:

- Have a separate means of escape.
- Have no windows or doors directly to the outside.
- Have a lockable door.

The steps taken will be the same as during an invacuation, but there should be an additional signal that lets people know the school is in lockdown. The doors and windows must be shut and locked, and blinds or curtains should be drawn. Depending on the nature of the threat, children may be told to hide under their tables.

Schools should identify a staff member who will be responsible for supervising each lockdown area.

Schools should practise invacuation procedures with pupils, in the same way and with the same frequency that they hold fire drills.

Schools must take care not to frighten pupils and clear, strong communications are required to ensure that children know that practices are for the purpose of preparing them for the “real thing”, without introducing a fear factor. The more lockdowns are practised the less fearful pupils become.

SLA Navigation: Lockdown and Invacuation
<ul style="list-style-type: none"><li>➤ Lockdown/Invacuation-Lockdown Template for Schools, Gov.UK</li><li>➤ Lockdown/Invacuation-West Yorkshire Safer Schools Forum Invacuation Guidance Note 2020–cited as Best Practise</li></ul>
Other Resources: Lockdown and Invacuation
<ul style="list-style-type: none"><li>➤ Talking to children about terrorism and distressing events: <a href="https://www.theschoolrun.com/talking-children-about-terrorism-and-distressing-events">https://www.theschoolrun.com/talking-children-about-terrorism-and-distressing-events</a></li><li>➤ Crowded places guidance: <a href="https://www.gov.uk/government/publications/crowded-places-guidance/evacuation-invacuation-lockdown-protected-spaces">https://www.gov.uk/government/publications/crowded-places-guidance/evacuation-invacuation-lockdown-protected-spaces</a></li><li>➤ School Lockdown Procedures NASUWT: <a href="https://www.nasuwt.org.uk/advice/health-safety/school-lockdown-procedures.html">https://www.nasuwt.org.uk/advice/health-safety/school-lockdown-procedures.html</a></li><li>➤ How to Create a Lockdown Procedure: <a href="https://cie-group.com/how-to-av/videos-and-blogs/how-to-create-a-school-lockdown-procedure">https://cie-group.com/how-to-av/videos-and-blogs/how-to-create-a-school-lockdown-procedure</a></li></ul>

### 5.17 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.

The school adopts and follows SMBC’s Lone Working Policy.

SLA Navigation: Lone Working
<ul style="list-style-type: none"><li>➤ Lone Working-Lone Working and Personal Safety Policy Dec 2021</li><li>➤ Lone Working-Lone Working Risk Assessment Template Dec 2021</li><li>➤ Lone Working-indg73 HSE Protecting Lone Workers Mar 2020</li></ul>
Other Resources: Lone Working
<ul style="list-style-type: none"><li>➤ Best practice on managing lone working: <a href="https://www.suzylamplugh.org/">https://www.suzylamplugh.org/</a></li><li>➤ HSE Guidance: <a href="https://www.hse.gov.uk/lone-working/employer/manage-the-risks-of-working-alone.htm">https://www.hse.gov.uk/lone-working/employer/manage-the-risks-of-working-alone.htm</a></li><li>National Education Union Guidance for Lone Working: <a href="https://neu.org.uk/advice/lone-working-support-staff">https://neu.org.uk/advice/lone-working-support-staff</a></li></ul>

### 5.18 Managing Contractors

The school-based persons appointed to liaise and monitor contractors on site are:  
The Headteacher, Business Managers & Caretaker

The school adopts and follows SMBC’s Managing Contractors Policy.

SLA Navigation: Managing Contractors
<ul style="list-style-type: none"><li>➤ Managing Contractors-Management of Contractors Policy Version 3 (2021)</li><li>➤ Managing Contractors-Managing Contractors Short Guidance Note (2020)</li><li>➤ Managing Contractors-Management of Contractors Permit to Work Guidance and Template (2021)</li></ul>
Other Resources: Managing Contractors

- Managing Contractors Guidance from the HSE:  
<https://www.hse.gov.uk/pubns/priced/hsg159.pdf>
- Advice for school with managing contractors:  
<https://www.safety-mark.co.uk/managing-contractors-in-schools/>

## 5.19 Managing Medical Conditions (Inc. Allergens and Anaphylaxis)

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

The administration of medicines is the overall responsibility of parents/carers. The headteacher is responsible for ensuring children are supported with their medical needs whilst on site, and this may include managing medicines where appropriate and agreed with parents/carers.

There are extensive resources available on SLA Online and schools are advised to make use of these resources.

Records of administration will be kept by: the school office

### Other Resources: Managing Medical Conditions (Including Allergens and Anaphylaxis)

- Asthma Uk Website:  
<https://www.asthma.org.uk/>
- Asthma Uk Website:  
<https://www.anaphylaxis.org.uk/>
- Administering medicines:  
<https://neu.org.uk/advice/administering-medicines>
- Supporting pupils with medical conditions at school:  
<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

## 5.20 Manual Handling

The school follows SMBC's Manual Handling Guidance and 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.

### SLA Navigation: Manual Handling

- Manual Handling, Manual Handling Guidance October 2021
- Manual Handling, SMBC Short Guidance Note Manual Handling 2016
- Manual Handling, SMBC Short Guidance Note Manual Handling Tips 2016

### Other Resources: Manual Handling

- Health and Safety Executive manual handling information for schools:  
<https://www.hse.gov.uk/services/education/management-moving-handling.htm>
- Manual handling policy example:  
<https://schoolleaders.thekeysupport.com/policy-expert/health-safety/manual-handling-policies/>

### Training:

- Manual Handling Training Presentation [PowerPoint]



## 5.21 Managing Stress

The school and governing body are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE management standards.

The school adopts and follows SMBC's Stress Policy, making use of the Self-Assessment Tool, Stress Risk Assessment and Mental Health Toolkit as required.

The school has access to counselling services by manager referral or self-referral via SMBC's arrangement.

### SLA Navigation: Managing Stress

- Managing Stress-Managing Stress Model Policy for SMBC Schools, 2022
- Managing Stress-Managing Stress Mental Wellbeing Toolkit, 2022
- Managing Stress-Stress Risk Assessment and Action Plan Templates, 2022
- Managing Stress-Managing Workplace Stress, Further Resources, 2022
- Managing Stress-Stress Risk Assessment Checklist for Headteachers, 2022

## 5.22 Off-site Visits - New Procedure for Trips/Visits from April 1, 2021

The trips and visits element of the Head Teacher Support SLA has moved to the Health & Safety Team.

We have reviewed the process and updated the procedure. The new procedure is a more streamlined process using an on-line form to notify the team of a school's intention to undertake a trip. You will no longer be required to send the OSVF form or the names of pupils and staff attending the trip.

The link to the on-line form will be hosted on both office online and SLA on-line. We have also provided a toolkit to help you navigate the new procedure.

Once you complete the on-line form, you will receive an e-mail to confirm its receipt and reference number. For trips and visits that fall in either category 3 or 4 you will then be required to send your risk assessment to the Health and Safety team, who will review and advise the visit leader of any changes or additions required.

Please ensure that you use the up-to-date risk assessment template available on SLA online and described below.

We have provided a toolkit to guide you through the new procedure. This is available via SLA-online.

### EVC and visit leader training

The SMBC Workforce Development team has produced an e-learning course for Educational Visit Coordinators and Visit Leaders. This course will be accessible as part of the trips and visits package and a link will be sent to you once the school has paid for the trips and visits package.

### SLA Navigation: Off-site Visits

- Off site visits-Transporting Children Guidance (Jan 2022)
- Off site visits-Trips and Visits Toolkit (Apr 2021)
- Off site visits-School Trip Risk Assessment Version 1.2 (Oct 2021)

### Training: Off-site Visits



- EVC Training module: This course will be accessible as part of the SMBC trips and visits package, and a link will be sent to you once the school has paid for this package.

### 5.23 Personal Protective Equipment

#### Personal Protective Equipment Regulations (PPE) 2018.

Some working environments present significant risks to employee health and safety (e.g., from falling materials, contact with hazardous substances, contaminated air, extremes of temperature, etc.). In such environments, there is a duty on the employer to provide their workers with personal protective equipment (PPE) to reduce the potential risk of harm when it cannot be reduced or mitigated by any other means ("last resort" principle).

A suitable and sufficient risk assessment must be carried out, prior to providing PPE, to determine that potential risk cannot be mitigated through other control measures.

PPE includes, but is not limited to, high-visibility clothing, protective footwear, safety helmets, eye protection, safety harnesses and even respiratory protective equipment (RPE).

The Key factors of PPE regulation are:

- Suitable provision - where it has been assessed that PPE is required, the provision of PPE must be suitable and appropriate to the work-task and its associated risk i.e., the equipment must fit the user properly and be of proportionate size and weight for them to use it. 'The equipment must also be CE marked in accordance with the Personal Protective Equipment Regulations 2002.'
- Compatibility and effectiveness - where more than one item of equipment must be worn for any given task, the PPE items must still be effective when worn together. The wearing of one item (e.g., protective eyewear) must not cause the other item to be ill fitting, and therefore ineffective (e.g., a respirator) and vice versa.
- Maintenance and storage – PPE must be properly looked after, maintained, and stored. Reusable items must be properly cleaned and kept in good condition. If items have disposable parts (e.g., respirator filters) replacements parts must be properly compatible with the original piece of equipment.
- Considerations such as having replacement PPE available (in the event of damage or malfunction) and appointing someone to oversee how and when items are maintained are important too.  
Use and training – It's the duty of the employer to ensure that employees have correct training on the use of PPE, what level of responsibility that the employee has towards the maintenance of PPE and that they are properly informed about the risks that the PPE is protecting them from. It is also the responsibility of the employer to ensure that any PPE provided is being used correctly.

- Employee responsibility – The duty of the employee is to use PPE in accordance with instruction and training. Employees also have a responsibility to report any damage, defects, or loss of equipment that they are aware of.

It should be noted that wherever PPE has been identified as being required as part of the control measure provision, then this must be provided at no cost to the employee (this includes replacement of such equipment).

SLA Navigation: PPE
➤ PPE-Personal Protective Equipment at Work – HSE indg174
Other Resources: PPE
➤ The latest guidance regarding PPE from the HSE: <a href="https://www.hse.gov.uk/toolbox/ppe.htm">https://www.hse.gov.uk/toolbox/ppe.htm</a>
➤ Regulation 2016/425 and the Personal Protective Equipment (Enforcement) Regulations 2018: <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1041523/Guide-to-ppe-regulations-2018-version-6.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1041523/Guide-to-ppe-regulations-2018-version-6.pdf</a>

## 5.24 Preventing Violence at Work and Personal Safety

The Health and Safety Executive (HSE) defines work-related violence as:

Any incident in which a person is abused, threatened, or assaulted in circumstances relating to their work

This can include verbal abuse or threats as well as physical attacks. The school resources explain what HSE is doing to address the issue of work-related violence and provide access to a wide range of information.

SLA Navigation: Preventing Violence at Work and Personal Safety
➤ Preventing Violence at Work and Personal Safety-Managing Assaults Against Staff in School and Other Educational Establishments-Children & Young People Policy
➤ Preventing Violence at Work and Personal Safety-Preventing Violence at Work & Personal Safety Guidance-CSS Guidance Document.

## 5.25 Risk Assessments

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

Responsibility for ensuring risk assessments have been completed lies with the Headteacher.

Risk Assessments are held centrally, on the (T-drive staff resources) 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.

Please note that there is a full range of specific risk assessments available on SLA Online under Risk Assessments.

SLA Navigation: Risk Assessments
<ul style="list-style-type: none"><li>➤ Risk Assessments-Guidance Note – Risk Assessment Guidance Version 4 (January 2022)</li><li>➤ Risk Assessments-SMBC Generic Template (2021)</li><li>➤ Risk Assessments-There are 14 School Risk Assessment Templates in the first section of the Risk Assessment Section.</li><li>➤ Risk Assessments-Short Guidance Note – Risk Assessment Guidance (April 2020)</li><li>➤ Risk Assessments-New and Expectant Mothers Risk Assessment (January 2022)</li></ul>
Other Resources: Risk Assessments
<ul style="list-style-type: none"><li>➤ Risk Assessment Guidance: <a href="https://www.hse.gov.uk/services/education/example-risk-assessments.htm">https://www.hse.gov.uk/services/education/example-risk-assessments.htm</a></li><li>➤ H&amp;S Duties and Responsibilities for Schools: <a href="https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools">https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools</a></li><li>➤ Health and Safety Checklist for Classroom: <a href="https://www.hse.gov.uk/risk/classroom-checklist.pdf">https://www.hse.gov.uk/risk/classroom-checklist.pdf</a></li></ul>

## 5.26 Science (Mainly Applicable to Secondary Schools)

CLEAPSS offers advice to employers on all aspects of practical science, especially health & safety and equipment provision. It is a consortium of local authorities with a duty to provide education and at the time of writing, all those in England, Wales, Northern Ireland and the offshore islands are subscribers as are the great majority of foundation, voluntary aided and independent schools, academies and post-16 colleges.

Address: The Gardiner Building, Brunel Science Park Kingston Lane Uxbridge UB8 3PQ | Tel: 01895 251496 | Fax: 01895 814372 | E-mail: [science@cleapss.org.uk](mailto:science@cleapss.org.uk) | Website: [www.cleapss.org.uk](http://www.cleapss.org.uk)

Other Resources: Science
<ul style="list-style-type: none"><li>➤ Code of Practice for Science in Secondary Schools – 2008: <a href="https://secure2.sla-online.co.uk/v3/File/DownloadFile?fileGuid=264E3950-7EF3-43EF-88C6-1404420A1C7F&amp;type=PageSectionDocuments">https://secure2.sla-online.co.uk/v3/File/DownloadFile?fileGuid=264E3950-7EF3-43EF-88C6-1404420A1C7F&amp;type=PageSectionDocuments</a></li><li>➤ Health and Safety in the School Laboratory and the New Science Teacher: <a href="https://secure2.sla-online.co.uk/v3/File/DownloadFile?fileGuid=b9ae2587-de77-4bfb-be44-2f515074446a&amp;type=PageSectionDocuments">https://secure2.sla-online.co.uk/v3/File/DownloadFile?fileGuid=b9ae2587-de77-4bfb-be44-2f515074446a&amp;type=PageSectionDocuments</a></li><li>➤ The Association for Science Education: <a href="https://www.ase.org.uk/partners">https://www.ase.org.uk/partners</a></li><li>➤ An example of an up to date H&amp;S science policy from Arden Academy in Solihull: <a href="https://www.arden.solihull.sch.uk/departments/science/health-safety-in-the-science-department/">https://www.arden.solihull.sch.uk/departments/science/health-safety-in-the-science-department/</a></li></ul>
Training: Science
<ul style="list-style-type: none"><li>➤ STEM Learning: Health and safety for science departments <a href="https://www.stem.org.uk/cpd/ondemand/448617/health-and-safety-science-departments">https://www.stem.org.uk/cpd/ondemand/448617/health-and-safety-science-departments</a></li></ul>

## 5.27 Smoke Free Policy

All SMBC schools and premises operate a strict no smoking policy and this includes electronic cigarettes.

Navigation
<ul style="list-style-type: none"><li>➤ Smoke Free Policy-Smoke Free Policy updated 2022</li></ul>

## 5.28 Statutory Compliance Checks (THIS DOCUMENT IS HELD IN THE SCHOOL OFFICE) AND UPDATED AS AN ACTIVE DOCUMENT

Compliance Activities Within: [Please enter School Name]							
Responsible Person	Activity	Frequency	Planned Date	Completed Date	Completed by (Name of contractor/ site supervisor)	RAG	Notes
Contractor	Air conditioning units	Annually	NOT APPLICABLE				Best practice to service annually
Headteacher	Asbestos management - annual management report	Annually					Annual report to Governors
Contractor	Asbestos management - specific surveys prior to intrusive works	As required					Only required for project work
Site Supervisor	COSHH risk assessments from data sheets	Regularly					Review if products change
Contractor	Drainage maintenance	Annually					
Contractor	Electrical - 5-year fixed wire testing	5 yearly					All C1's and C2's must be completed
Contractor	Electrical - PAT (high risk items only)	Annually					Example policy & further info available from H&S team
Site Supervisor	Electrical - PAT (recorded visual checks of low-risk items)	Bi-annual					Can be done by Site Supervisor
Contractor	Fire call points	Annually					
Site Supervisor	Fire call points	Weekly					
Headteacher	Fire drills	Termly					
Contractor	Fire emergency alarm panel	Annually					
Site Supervisor	Fire emergency lighting	Monthly					
Contractor	Fire emergency lighting	Bi-annual					
Site Supervisor	Firefighting equipment	Monthly					
Contractor	Firefighting equipment	Annually					

Compliance Activities Within: [Please enter School Name]							
Responsible Person	Activity	Frequency	Planned Date	Completed Date	Completed by (Name of contractor/ site supervisor)	RAG	Notes
Site Supervisor	Fire means of escape	Weekly					Any damaged/blocked doors must be recorded
Contractor	Fume Cupboards (Secondary Schools)	Annually					
Contractor	Gas safety - all gas appliances located on site	Annually					Regulation (36)(1) of the Gas Safety (Installation and Use) Rags 1998
Contractor	Gas safety - boilers & heating plant comprehensive maintenance	Annually					
Contractor	Gas safety - pressure systems (insurance check)	Annually					Pressure Equipment Regulations 1999 & Pressure Systems Safety Regulations 2000. Please see <a href="https://www.hse.gov.uk/pubns/indg261.pdf">https://www.hse.gov.uk/pubns/indg261.pdf</a>
Contractor	Gas safety - soundness/tightness	5 yearly					System is purged to check there are no leaks
Contractor	Gates and barriers	Annually					BS EN 1176
Site Supervisor	Gates and barriers	Weekly					
Contractor	Grounds Maintenance	Termly					
Contractor	Intruder Alarm	Annually					
Contractor	Kitchen - catering LEV inspection and cleaning	Annually					
Contractor	Kitchen - inspection of kitchen equipment (mixers, and fixed equipment)	Annually					
Contractor	Legionella - up to date risk assessment and written scheme	Annually					Review required if any significant changes to the HWS and layout
Contractor	Legionella anti scald	Monthly					
Site Supervisor	Legionella management quarterly cleaning of shower heads	Quarterly					
Site Supervisor	Legionella management weekly flushing of little used outlets	Weekly					

**Compliance Activities Within: [Please enter School Name]**

Responsible Person	Activity	Frequency	Planned Date	Completed Date	Completed by (Name of contractor/ site supervisor)	RAG	Notes
Site Supervisor	Legionella management weekly outlet temperature checks	Weekly					Temperature must be between 50-60 °C after running for 1 minute
Contractor	Local Extraction and Ventilation systems (Secondary Schools)	Annually					
Headteacher	Lockdown - test of procedures and policy	Bi-annual					Guidance on SLA online
Contractor	LOLER - Hoists and lifting equipment	Bi-annual	NOT APPLICABLE				
Contractor	LOLER - Passenger Lift Inspection	Bi-annual	NOT APPLICABLE				
Contractor	PE Equipment	Annually					
Site Supervisor	Playground equipment	Monthly					
Contractor	Playground equipment	Annually					
Contractor	Roller shutters annual maintenance	Annually					
Contractor	SICO Dining Table Maintenance	Annually					
Headteacher	Site Specific Risk assessments - 3 examples please	Annually					Best practice to review each year/record any changes
Contractor	Stage lighting and rigging & AV Systems	Annually					
Contractor	Tree inspections	Annually					

## 5.29 Severe Weather and Sun Safety

Under the new PHSE Curriculum which came into force in September 2020, all English primary schools must now educate pupils about safe and unsafe exposure to the sun and how to reduce the risk of sun damage, including skin cancer. Please see below revised guidance from ourselves and our Health colleagues which reflects the latest guidance. Please note that there are some changes to certain circumstances where Health and Cancer Research findings show the types of exposure and activity where the 8-hour sun creams can lose a very high percentage of their protection which may leave children vulnerable to the sun.

In such specific circumstances reapplication is recommended and this is mentioned in the primary guidance. There is often some misunderstanding around the use of sunscreen in primary schools. What is needed is a practical approach toward the application of sunscreen in schools, particularly with younger or less able children. This is why having a clear policy on the issue will help schools.

By law, schools are allowed to apply sunscreen to children. The Health and Safety Executive (HSE) states that 'health and safety legislation does not prevent school staff from applying or helping pupils apply sun cream. The Department for Education has already made clear that schools are expected to take a sensible approach to this issue.'

NICE, the National Institute for Health and Care Excellence, backs this up, identifying children as an at-risk group for sun damage. Its guidance says head teachers should take action to protect children from over-exposure to UV rays, and that schools should develop a policy to ensure they are protected as much as possible when they're outside for more than a brief period in strong sunlight. Legally, schools can, then, ask parents to supply sunscreen for use during the day and help children apply it if necessary.

SLA Navigation: Severe weather
<ul style="list-style-type: none"><li>➤ Sun Safety, Information for Pre Schools and Nursery's, Sun Safety Guidance</li><li>➤ Sun Safety, Information for Primary Schools, Sun Safety Guidance</li><li>➤ Sun Safety, Information for SMBC Pre Schools and Nursery's, Sun Safety Guidance</li><li>➤ Sun Safety, Information for SMBC Primary Schools, Sun Safety Guidance</li><li>➤ Sun Safety, Information for Secondary Schools, Sun Safety Guidance</li><li>➤ Severe hot weather guidance – October 2023</li><li>➤ Severe cold weather guidance – October 2023</li></ul>
Other Resources: Sun Safety
<ul style="list-style-type: none"><li>➤ Sun Safe Schools 2022: <a href="https://www.sunsafeschools.co.uk/">https://www.sunsafeschools.co.uk/</a></li><li>➤ The School Run Resources and Guidance for Sun Safety: <a href="https://www.theschoolrun.com/sun-safety-primary-schools">https://www.theschoolrun.com/sun-safety-primary-schools</a></li></ul>

## 5.30 Training

The Head Teacher must ensure that staff receive information and training about health and safety. This includes:

- how to assess risks specific for their job
- how to meet their roles and responsibilities identified within the health and safety policy

They can do this in different ways depending on individual or specific need. For example, providing staff with written guidance may be appropriate in some cases, while attending a training course may be more appropriate for others.

Staff whose work involves a greater element of risk will need extra or specific training. The [HSE risk management guidance](#) provides information about when staff require specific training in, for example:

- using industrial machinery
- managing asbestos
- having responsibility for the storage and accountability for potentially hazardous materials in their buildings

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

#### The Health and Safety at Work Act (HASAWA) 1974

As a brief overview, the HASAWA 1974 requires that workplaces provide:

- Adequate training of staff to ensure health and safety procedures are understood and adhered to
- Refresher training is provided as required
- Training is recorded

### 5.31 Work at Height

The school adopts and follows SMBC's Work at Height Guidance.

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 or other furniture under any circumstances.**

**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 must 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).

SLA Navigation: Working at Height
<ul style="list-style-type: none"><li>➤ Working at Height-Working at Height Guidance for Schools Version 5 (Jan 2022)</li><li>➤ Working at Height-Working at Height Short Guidance Note (Jan 2022)</li><li>➤ Working at Height-Safety Notice for Schools (2021)</li><li>➤ Working at Height-Working at Height Flow Diagram for Schools</li><li>➤ Working at Height-Construction Industry Advisory Committee – General Guidance on Working at Height</li></ul>
Other Resources: Working at Height
<ul style="list-style-type: none"><li>➤ Working at Height Guidance-Working at Height – A Brief Guide (HSE): <a href="http://www.hse.gov.uk/pubns/indg401.pdf">http://www.hse.gov.uk/pubns/indg401.pdf</a></li><li>➤ Using Ladders Safely (HSE): <a href="https://www.hse.gov.uk/work-at-height/using-ladders-safely.htm">https://www.hse.gov.uk/work-at-height/using-ladders-safely.htm</a></li><li>➤ Safe use of Ladders and Step Ladders – A Brief Guide (this was formerly indg455 from the HSE): <a href="#">LA455 - The Ladder Association</a></li></ul>



- The Ladder Association – Code of Practice:  
<https://ladderassociation.org.uk/code-of-practice/>

### 5.32 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 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.

Other Resources: Work Equipment	
➤	PUWER legislation: <a href="https://www.legislation.gov.uk/ukxi/1998/2306/contents/made">https://www.legislation.gov.uk/ukxi/1998/2306/contents/made</a>
➤	Dummies guide to PUWER: <a href="https://rospaworkplacesafety.com/2013/06/04/dummies-guide-to-puwer/">https://rospaworkplacesafety.com/2013/06/04/dummies-guide-to-puwer/</a>
Training: Work Equipment	
➤	PUWER Training: <a href="https://cpdonline.co.uk/knowledge-base/health-and-safety/what-is-puwer/?nowprocket=1">https://cpdonline.co.uk/knowledge-base/health-and-safety/what-is-puwer/?nowprocket=1</a>

## 6. Monitoring and Review of the Policy

- 6.1 This section explains how the school will establish, monitor, and review its measures to meet satisfactory health and safety standards. It will also identify methods which go beyond the satisfactory and explains how a school can enter the category of demonstrates best practice through continuous improvement.
- 6.2 All schools should regularly monitor and review their health and safety policies to ensure they are reducing risks. As part of this monitoring, schools should investigate incidents to ensure that they are taking appropriate corrective action, sharing learning and putting necessary improvements in place.
- 6.3 Generally, schools should regularly (at least annually) consider how they measure their performance. They should set up an effective monitoring system, backed up with sensible and realistic performance measures.
- 6.4 As the country learns to live with COVID-19, schools must regularly review and update risk assessments - treating them as 'dynamic documents', as the circumstances in your school and the public health advice changes.
- 6.5 Where there is a major health and safety incident at the school, the Health, Safety and Wellbeing team from SMBC will assess the effectiveness of the school's procedures and its response. They will also, make recommendations for necessary changes to policies and procedures.

## 7. Links with other policies and procedures

- 7.1 The health and safety policy has direct and intrinsic links to the following policies:
  - 1. Adverse Weather Policy
  - 2. Bomb Threat Policy
  - 3. CCTV Policy
  - 4. Data Protection Policy
  - 5. School Security Policy
  - 6. School Uniform Policy
  - 7. Visitor Policy
  - 8. Whole-School Food Policy

## 8. Useful contact details

The Corporate Health and Safety team:

Phone: 0161 474 3056

Email: [healthandsafety@stockport.gov.uk](mailto:healthandsafety@stockport.gov.uk)