



**STOCKPORT**  
METROPOLITAN BOROUGH COUNCIL

**SERVICES TO PEOPLE**

# **HEALTH & SAFETY POLICY**

**FOR**

*Outwood Primary School*



*We care, we learn, we grow*

<b>School Policy Agreed at</b>	<b>Full Governors November 2019</b>
<b>Reviewed</b>	<b>Annually</b>
<b>Designated Person</b>	<b>Mrs Jenni Maude</b>
<b>Governor with remit</b>	<b>Peter Burns</b>

**THIS POLICY IS TO BE USED IN CONJUNCTION WITH THE  
HEALTH AND SAFETY INSPECTIONS GUIDANCE NOTES  
AND APPENDICES.**

This template has been designed to complement and enhance existing Local Authority procedures and guidance in respect to health & safety. It does not supersede any specific health & safety policy.

Although the template has been produced with Educational Settings in mind, it serves as a generic template for a health & safety policy and should be adapted to meet your individual school's needs.

**As a user of the health & safety policy you must familiarise yourself with the whole document upon receipt of it and raise any queries immediately with the Head Teacher.**

# STATEMENT OF INTENT

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.

**Name:**        **Mrs Jenni Maude**

**Name:**        **Mr Simon Carroll**

**Signature:**

**Signature:**

**Date:**

**Date:**

**Head Teacher**

**Chair of Governors**

# 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 GOVERNOR**

**NAME: Mr Peter Burns**

## **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 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.

**HEAD TEACHER      NAME: Mrs Jenni Maude**

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.

## **Responsibilities of other Teaching Staff/Non-Teaching Staff holding posts of special responsibility**

- 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/individual with delegated authority 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 (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 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/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.

It is recommended that health and safety is a regular, termly item on the agenda of either a full meeting of the governing/senior management body or an appropriate sub-committee of governors (e.g. premises, resources etc.).

Establishments will need to review and amend where necessary their health and safety policy. It is recommended that a review be carried out annually.

Once completed the policy should be communicated to all staff (teaching and support staff) and be linked to the induction of all new staff.



# **3.0 SCHOOL HEALTH & SAFETY COMMITTEES**

## **SCHOOL GOVERNANCE ARRANGEMENTS**

Within the overall governance arrangements in schools governing bodies have a health and safety governor with one of the Governing Body Committees having an oversight of on-going health and safety issues which are then reported in their minutes to the full governing body once per term.

Any inspections, audits or incidents, policy or practice changes should also be 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.

## **INVOLVEMENT OF SCHOOL STAFF**

It is good practice to involve school based staff in order to ensure the efficient management of health and safety throughout school.

It is a minimum requirement that Head Teachers consult with elected health and safety representatives but the Health and Safety Executive (HSE) would advise that it is good practice, particularly in larger primaries and secondary schools, that a Health and Safety Committee be established. Should two or more union appointed health and safety representatives request this be done in writing then the school would have no option but to establish one within a period of three months.

At Outwood the committee meets annually and currently comprises of:

Administration Manager  
KS2 Leader  
HLTA  
Caretaker

## **4.0 ARRANGEMENTS**

The following list of arrangements covers the key elements of a Health and Safety policy. Please add any others that you feel should be part of this document and/or delete those that do not apply to you.

- Appendix 1 - Accident Reporting Procedures**
- Appendix 2 - Asbestos**
- Appendix 3 - Catering Equipment and Catering Ventilation**
- Appendix 4 - Contractors**
- Appendix 5 - Display Screen Equipment**
- Appendix 6 - Drainage**
- Appendix 7 - Electrical Installations**
- Appendix 8 - Fire Evacuation and other Emergency Arrangements**
- Appendix 9 - Fire Prevention, Testing of Equipment**
- Appendix 10 - First Aid and Medication**
- Appendix 11 - Flammable and Hazardous Substances**
- Appendix 12 - Gas Installations**
- Appendix 13 - Gates and Barriers**
- Appendix 14 - Health and Safety Information and Training**
- Appendix 15 - Health and Safety Monitoring and Inspections**
- Appendix 16 - Heating and Ventilation Systems**
- Appendix 17 - Legionella**
- Appendix 18 - Lettings/Shared Use of Premises**
- Appendix 19 - Lifting and Handling**
- Appendix 20 - Lone Working**
- Appendix 21 - Offsite Visits**
- Appendix 22 - Playground Equipment**
- Appendix 23 - Premises Work Equipment**
- Appendix 24 - Risk Assessments**
- Appendix 25 - Stage Equipment**
- Appendix 26 - Stress/Wellbeing**

- Appendix 27 - Tree Surveys**
- Appendix 28 - Vehicles on site**
- Appendix 29 - Work Experience**
- Appendix 30 - Work at Height**
- Appendix 31 - Hot Drinks**

## 5.0 APPENDICES

### APPENDIX 1

#### ACCIDENT REPORTING PROCEDURES

In accordance with the Local Authorities accident/incident reporting procedure employees must report accidents, violent incidents, dangerous occurrences, and near misses on the relevant forms.

Copies of these forms are available via the school office.

- A local accident book located in the school office is used to record all minor incidents to pupils; any more significant incidents must also be reported to the Local Authority.
- School accident reports will be monitored for trends and a report made to the Governors, as necessary.
- The Head Teacher, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

#### **Reporting to the Health and Safety Executive (HSE)**

Incidents involving a fatality or major injury will be reported immediately to the Authority's Occupational Safety and Health Team on 0161 474 3056 and the Health and Safety Executive (HSE) on 0845 300 9923 or on-line at <http://www.hse.gov.uk/riddor/>.

Incidents resulting in the following must be reported to the HSE within 15 days of the incident occurring.

- A pupil or other non-employee being taken to hospital and the accident arising as the result of a curriculum activity, the condition of the premises/equipment, lack of supervision etc.
- Employee absence, as the result of a work related accident, for periods of 7 days or more (including W/E's and holidays).

Any incident notified to the HSE must also be reported to the Occupational Safety and Health Team.

## APPENDIX 2

### ASBESTOS

The Authority's guidance on Managing Asbestos in Schools and other Educational Establishment's will be followed.

The asbestos register is held in main office and will be made available to all staff and visiting contractors prior to **any** work commencing on the fabric of the building or fixed equipment.

The Establishment's Asbestos Authorising Officer is Mrs Jenni Maude and refresher training is undertaken.

The authorising officers shall ensure:

- The asbestos log 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 recorded in the asbestos log.

Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air. **Under no circumstances must staff drill or affix anything to walls without first obtaining approval from an Asbestos Authorising Officer.**

Any damage to materials known or suspected to contain asbestos should be reported to Mrs Jenni Maude who will contact the Authority for guidance.

Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building should be reported to Mrs Jenni Maude.

**CATERING EQUIPMENT and CATERING VENTILATION**

Gas catering equipment must be inspected annually and is regulated by the Gas Safety (installations and Use) Regulation 1998.

Catering Extraction systems are also regulated by The Gas Safety (Installation and Use) Regulation 1998.

The annual servicing to a school's kitchen extraction system should be inspected and tested by a competent engineer and will include where appropriate, CO<sub>2</sub> and CO emission testing.

Testing is required to be in accordance also with HSE Catering Information Sheet 23 (rev1).

The service should also include the cleaning of the filters, fans and canopies in accordance with HVCA Ventilation Hygiene Guide to Good Practice.

Contractors employed in this work must be Gas Safe Certified.

A service report should be left on site following each visit (school office)

Our catering equipment and ventilation is checked by a competent person on an annual basis.

Any defects will be reported immediately to the head teacher, Jenni Maude 0161 437 1715

**CONTRACTORS**

All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice.

All contractors must report to school office/reception where they will be asked to sign the visitors book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.

The School Office is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work.

**School Managed Projects**

Where the school undertakes projects direct the governing body would be considered the 'client' and therefore have additional statutory obligations.

These are managed by Mrs Jenni Maude, headteacher who will ensure that landlords consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought. This would include whether CDM<sup>1</sup> regulations will apply.

Mrs Jenni Maude, head teacher will undertake appropriate competency checks prior to engaging a contractor to ensure health and safety regulations are adhered to.

Contractors will be asked to provide risk assessments and method statements specific to the site and works to be undertaken. The school, contractor(s) and any subcontractor(s) involved will agree the risk assessment and safe systems of work to be used prior to works commencing on site. It is recommended that the Contractors Site Manager has DBS clearance.

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<sup>1</sup> CDM refers to the Construction (Design and Management) Regulations 2007 and apply to any building, demolition, maintenance or refurbishment work.

Such projects are notifiable to the HSE where the work exceeds 30 days or involves more than 500 person days of work. In addition two specific and specialist roles of CDM Co-ordinator and Principal Contractor must be appointed.

In such instances it is recommended that an agent be used to work on the schools behalf.

**DISPLAY SCREEN EQUIPMENT (DSE)**

All staff who habitually use computers as a significant part of their normal work (significant is taken to be continuous/near continuous spells of an hour at a time) e.g. admin staff, bursars etc. shall have a DSE assessment carried out by their Line Manager.

Those staff identified as DSE users shall be entitled to an eyesight test for DSE use every 2 years by a qualified optician (and corrective glasses if required specifically for DSE use).

Advice on the use of DSE is available via Office Online.



**DRAINAGE**

Drainage system inspection and maintenance should be carried out annually, using a planned preventative maintenance service which should be tailored to schools individual needs.

Contractors should be suitably qualified and comply with:  
NRSWA 1991  
Confined Space Regulations

Planned maintenance will avoid the inconvenience and embarrassment of blockages, unpleasant odours or health hazards through clearing of drains, sewers and associated pipework.

All components of the system should be inspected and jetted including gulley's, pits and chambers.

A simple schematic drawing of the system should be provided with details of any issues and recommendations, if required, simple further investigation can be achieved via CCTV monitoring and follow up reporting.

A service report should be left on site following each visit school office.

Our drainage system is inspected annually.

Any defects will be reported immediately to the school office 0161 437 1715

**ELECTRICAL INSTALLATIONS**

The IEE Wiring Regulations 17<sup>th</sup> Edition and the BS 7671-2008 Code of Practice recommends that the fixed electrical installation of a school is inspected on a five-yearly cycle.

The depth and complexity of the testing at a school will depend upon the age and condition of the installation.

Electrical test and inspection of the fixed wiring and fixed appliances must be undertaken by qualified and competent engineers.

This should include a full Fixed Wiring Inspection Report which will highlight and prioritise any remedial works required to the electrical system.

The engineers report should explain the priority of the remedial work and the classification given to the remedial work.

The contractor undertaking this inspection and testing must be fully approved and a member of NICEIC (National Inspection Council for the Electrical Contracting Industry).

A fixed wiring inspection report should be left on site following each visit (in school office).

Our fixed electrical installation inspection is carried out on a five yearly basis.

Any defects will be reported immediately to the head teacher.

## FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The Head Teacher is responsible for ensuring the fire risk assessment is undertaken and implemented following Local Authority guidance. The fire risk assessment is located in the fire folder/log book and reviewed on an annual basis.

### Fire Instructions

These documents are made available to all staff and included in the establishment's induction process.

An outline of evacuation procedures are made available to all contractors/visitors and are posted throughout the site.

Emergency exits, fire alarm call points, assembly points etc. are clearly identified by safety signs and notices.

### EMERGENCY PROCEDURES

#### Fire and Evacuation

Fire and emergency evacuation procedures are detailed in the shared area and a summary posted in each classroom.

These procedures will be reviewed at least annually.

Emergency contact and key holder details are maintained by School office and updated following any changes.

Personal Emergency Evacuation Forms (PEEP'S) are completed to assist in the evacuation of a person with a disability and are maintained by the school office and updated following any changes.

#### Fire Drills

- Fire drills will be undertaken termly and a record kept in the fire log book.

#### Fire Fighting

- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting**

- themselves at risk**, using portable fire fighting equipment.
- Ensure the alarm is raised BEFORE attempting to tackle a fire.
  - **Details of service isolation points** gas – cupboard between kitchen and Caretakers room, water – under sink in main children’s kitchen, electricity – in electric cupboard outside head teachers office.
  - **Details of chemicals and flammable substances on site.** An inventory of these will be kept by Caretaker as appropriate, for consultation.

<p><b>FIRE PREVENTION, TESTING OF EQUIPMENT</b></p>
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**TESTING OF THE FIRE ALARM SYSTEM**

Fire alarm call points will be tested weekly in rotation by the caretaker and a record kept in the fire log book.

Any defects on the system will be reported immediately to the alarm contractor/electrical engineer (Totally Local).

A fire alarm maintenance contract is in place with Totally Local and the system tested regularly by them.

**INSPECTION OF FIRE FIGHTING EQUIPMENT**

There is an annual maintenance service of all fire fighting equipment.

The Caretaker completes weekly checks that all fire fighting equipment is available for use and operational and for any evidence of tampering.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to the head teacher and school office.

**EMERGENCY LIGHTING SYSTEMS**

These systems will be checked for operation monthly in house by The Caretaker and **6 monthly** by Totally Local

Test records are located in the site's fire log book.

**MEANS OF ESCAPE**

The Caretaker completes daily checks for any obstructions on exit routes and ensures all final exit doors are operational and available for use.

<b>FIRST AID AND MEDICATION</b>
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**FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:**

Main Office and Dining Hall

Admin Staff and midday supervisor are responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check should be made at least termly.

We have several first aiders trained to provide first aid at the following levels

**TRAINED TO FIRST AID AT WORK LEVEL (18 hours):****TRAINED TO EMERGENCY AID LEVEL (6 hours):****TRAINED TO EYFS STANDARD (PAEDIATRIC FIRST AID, 12 hours):**

There is a table of first aiders in the school office and on the notice board in the staff room

The Head Teacher will ensure that first aiders have a current certificate and that new persons are trained should first aiders leave.

First Aid boxes are taken on coaches for any school trips and a first aider is also present.

**Transport to hospital:** If the first aider or Head Teacher considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents and/or guardians cannot be contacted.

The school will follow the procedure for completion of incident/accident records in accordance with Local Authority guidance.

## **Administration of Medicines**

All medication will be administered to pupils in accordance with School and the Authority's Managing Medicines in Schools and Early Years Settings guidance.

Records of administration will be kept by The school office

No member of staff should administer any medicines unless a request form has been completed by the parent/guardian.

Where children need to have access to emergency medication i.e. asthma inhalers, epi-pen etc., it will be kept in the classroom, out of reach of the children but easily accessible to an adult and clearly labelled.

## **Health Care Plans**

Health care plans are in place for those pupils with complex medical needs e.g. chronic or on-going medical conditions (e.g. diabetes, epilepsy, anaphylaxis etc.). These plans are reviewed annually by the school office in conjunction with the school nursing team and written precautions/ procedures made available to staff.

Staff undergo specific training related to health conditions of pupils and administration of medicines (e.g. diabetes, epilepsy, anaphylaxis etc.) by a health professional as appropriate.

Training records are kept in the school office

**FLAMMABLE/HAZARDOUS SUBSTANCES, PPE/work equipment**

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the ***Control of Substances Hazardous to Health Regulations 2002*** (the COSHH Regulations).

Within curriculum areas (in particular Science and Design Technology) then Heads of Department are responsible for COSHH and ensuring that an up to date inventory and model risk assessments contained in the relevant national publications (CLEAPSS, Association for Science Education's "Topics in Safety" etc.) are in place.

In all other areas the establishment's nominated person(s) responsible for substances hazardous to health is Mr Dave Wilks, school caretaker.

They shall ensure:

- Any new products are to be referred to the Caretaker for a COSHH assessment before they are used in school.
- An inventory of all hazardous substances used on site is compiled and regularly reviewed.
- Material safety data sheets are obtained from the relevant supplier for all such materials.
- Risk assessments are conducted for the use of hazardous substances (where generic risk assessments are available e.g. for products purchased these are adapted to suit specific use of material on site).
- All chemicals are appropriately and securely stored out of the reach of children.
- All chemicals are kept in their original packaging and labelled (no decanting into unmarked containers).

**Personal Protective Equipment**

PPE is to be provided free of charge where the need is identified as part of the risk assessment. The business manager and caretaker are responsible for the selection and purchase of suitable equipment.

- The head teacher will ensure that PPE is–
  - properly assessed before use to make sure it is fit for purpose i.e. will protect the wearer from risk, can be adjusted to fit etc.
  - maintained and stored properly;
  - provided with instructions on how to use it safely;



- used correctly by employees and that employees are trained correctly in its use.

### **Work Equipment**

Work equipment is to be provided free of charge where the need is identified. The business manager and caretaker are responsible for the selection and purchase of suitable equipment.

Items should be stored securely and staff should not bring personal items on site to use without prior agreement. Work equipment should be used correctly by employees and they should be trained correctly in its use. Any maintenance of this equipment should be carried out as per the manufacturer's instructions.

<p><b>GAS INSTALLATIONS</b></p>
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**Gas Leak Detection Systems**

Gas leak detection is the process of identifying potentially hazardous gas leaks by means of various sensors. These sensors usually employ an audible alarm to alert people when a dangerous gas has been detected.

Gas installations and servicing/maintenance should only be undertaken by GAS SAFETY registered competent persons. The Gas Safety Scheme, overseen by the HSE, replaced the CORGI Register on the 1<sup>st</sup> April 2009. The Gas Safety (Installation and Use) Regulations 1998 outline the legislative requirements in relation to gas safety.

**Gas Soundness Test**

In accordance with BS EN 15001-2:2008 and EN 15001-2:2008 (E) The frequency of Gas Soundness Inspections shall be based on an estimate of criticality (potential degradation), and in conformity with National regulations. An inspection should be carried out at least every five years.

A schools first scheduled inspection should be carried out within 12 months of commissioning and should be conducted by a competent Gas Safe registered person.

Following the inspection a report including recommendations should be provided to the school and needs to be kept for at least five years in the school office

Our gas is inspected every 5 years and the record kept in the school office.

Any defects will be reported immediately to the head teacher.

**GATES AND BARRIERS**

Fatal accidents have occurred within the Greater Manchester region and in Stockport, and SMBC recommends that all schools have their gates, barriers and fencing inspected by a suitably qualified, competent and insured engineer.

Inspection of a schools gates, barriers and fencing should be carried out on an annual basis.

If any dangerous gates or fences are found then prohibition notices will be issued accordingly.

Following the inspection a report including findings, recommendations and photographs as required should be provided to the school office.

A gate and barrier inspection contract is in place with Stockport Homes and undertaken annually by them.

Any defects will be reported immediately to the school office and Stockport Homes.

## HEALTH AND SAFETY INFORMATION & TRAINING

### Consultation

The resources committee and full governing body meets termly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management.

### Communication of Information

Detailed information on how to comply with the Authority's health and safety policy is available on Office Online.

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

The Occupational Safety and Health Team, Tel: 0161 474 3056 provide competent health and safety advice for Community, Special and Voluntary Controlled schools.

### Health and Safety Training

Health and safety induction training will be provided and documented for all new employees by Jenni Maude, headteacher.

The Head Teacher is responsible for ensuring that all staff are provided with adequate information, instruction and training and identifying the health and safety training needs of staff.

All employees will be provided with:

- Induction training in the requirements of this policy;
- Update training in response to any significant change;
- Training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.);
- Refresher training where required.

Training records are held by the school office who are responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits.

The Head Teacher will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing to the Head Teacher's/Line Manager's attention their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

**HEALTH AND SAFETY MONITORING AND INSPECTIONS**

A general inspection of the site will be conducted termly and be undertaken/co-ordinated by The head teacher alongside the caretaker.

Monitoring inspections of individual departments will be carried out by Heads of Department or nominated staff. Records of such monitoring will be kept by the school office.

The Caretaker, Mr Dave Wilks, undertakes a daily walkround when he arrives on site to check for any health and safety concerns which are reported directly to the school office and Property Action Line appropriately.

The person(s) undertaking such inspections will complete a report in writing and submit this to the Head Teacher. Responsibility for following up items detailed in the safety inspection report will rest with the school office.

A named governor, Mr Peter Burns, will be involved/undertake an audit/inspection on an annual basis and report back to both the relevant sub-committee and full governing body meetings. This governor through monitoring will also cover management systems in addition to inspecting the premises.

Advice and a sample health & safety audit checklist can be found on Office Online.

Inspections will be conducted jointly with the establishment's health and safety representative(s) if possible.

## HEATING AND VENTILATION SYSTEMS

### Heating Boilers (Gas)

In line with the Gas Safety (in use) Regulations 1998, gas heating boilers and water heaters have to be serviced, tested and maintained annually.

This service will include:

- Cleaning of the boiler heating surfaces
- Servicing of the gas burner
- Gas tightness testing of local gas pipework to the boiler
- Combustion and efficiency testing of the boiler

Following the service a report including combustion efficiency details and a gas safe certificate must be issued, together with any recommendations held in the school office

A gas inspection is undertaken annually.

Any defects will be reported immediately to the head teacher, school office and the local authority.

### Heating Control Systems

Heating controls will vary from complex integrated systems such as Building Management Systems (BMS) to standard time switch controls.

Heating control systems should be inspected and maintained annually to ensure full efficiency and optimum fuel use of the installation.

Building Management Systems (BMS) are complex integrated systems involving outstations and central units whose operation relies on computer interactive management. An annual maintenance service regime by a competent engineer will include checking and calibrating all sensors, valve response checks to ensure the system is operating effectively, and a report on any issues or recommendations to improve the efficiency of the system.

Following the inspection a report including recommendations should be provided to the school office.

A heating control inspection is undertaken annually.

Any defects will be reported immediately to the head teacher.

### Ventilation Systems

Ventilation systems can range from simple extract fan systems to fully heated recirculation systems. Systems should be serviced and maintained 6 monthly and annually depending on the system type and complexity.

The checks on the basic components include:

Cleaning and servicing of the following:

- Grilles
- Fans
- Heating coils
- Duct work

Also

- Calibration and testing of controls
- Air flow monitoring if changes have occurred

Following the inspection a report including recommendations should be provided to the school office.

Our ventilation system is inspected annually.

Any defects will be reported immediately to the head teacher.



<p><b>LEGIONELLA</b></p>
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The school complies with Local Authority advice on the potential risks from legionella.

The Duty Holder is Murray Carr (SMBC)

The Responsible Person is Graham Hall (Carillion).

Both persons have been suitably trained for the positions being held.

A water risk assessment of the school has been completed by HSI via a buyback from Robertsons. They are responsible for ensuring that operational controls are being conducted and recorded in the water log book.

The Caretaker will be responsible for undertaking basic operational controls in lieu of a water risk assessment being conducted by HSL.

This will include:

- Identifying and flushing rarely used outlets on a weekly basis and after school holiday periods.

**LETTINGS/SHARED USE OF PREMISES**

Lettings are managed by Mrs Jenni Maude following Local Authority guidance.

Please see separate lettings policy

## LIFTING AND HANDLING

Generic risk assessments for regular manual handling operations are undertaken and staff are provided with information on safe moving and handling techniques.

**Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.**

All manual handling activities which present a significant risk to the health and safety of staff will be reported to Jenni Maude, head teacher and where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

### **Paediatric Moving and Handling**

All staff who move and handle pupils have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists, slings etc. they are required to use).

All moving and handling of pupils has been risk assessed and recorded by a competent member of staff.

## LONE WORKING

Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary. Please see separate policy.

Work involving potentially significant risks (for example work at height) **should not** be undertaken whilst working alone.

Where lone working cannot be avoided staff should:

- Obtain the Head Teacher's/Senior Member of staff's permission and notify him/her on each occasion when lone working will occur.
- Ensure they do not put themselves or others at risk. Refer to Local Authority guidance.
- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc.
- When working off site (e.g. when visiting homes) notify a colleague of their whereabouts and the estimated time of return. Staff undertaking home visits to obtain as much background information as possible about the child/family being visited.
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.
- Report any incidents or situations where they may have felt uncomfortable.

<p><b>OFFSITE VISITS</b></p>
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All offsite visits and journeys will be planned following guidance contained in the Local Authority guidance manual.

The Authority's Co-ordinator of Off-Site Visits must be notified of all level 3 and 4 visits. In general such visits/journeys involve hazardous and/or adventurous activities, on a daily basis, to remote or demanding geographical areas or residential visits. Forms can be downloaded from Office Online and an 'Off-site Visits Approval Form' should be submitted to the Co-ordinator of Off-site Visits.

Each establishment should designate a member of staff as the Educational Visits Co-ordinator (EVC). The EVC will advise in the planning and management of all off-site visits. The EVC will support visit leaders, the Head Teacher and governors by ensuring that the Local Authority's guidelines for leading off-site visits are followed.

The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the school's EVC(s) Jenni Maude, head teacher who will check the documentation and planning of the trip and if acceptable initially approve the visit before referring to the local authority if group 3 or 4 trips (residential or hazardous activities)

**PLAYGROUND EQUIPMENT**

It is recommended that playground equipment is inspected on an annual basis by a competent person.

Following the inspection a report including recommendations should be provided to the school office.

An equipment inspection contract is in place with Stockport Homes and undertaken annually by them.

Any defects will be reported immediately to the school office.

**PREMISES AND WORK EQUIPMENT**

**Statutory Inspections**

Regular inspection and testing of school equipment is conducted by appropriate contractors according to recommended timescales. Records of such monitoring will be kept in the school office.

The caretaker is responsible for identifying all plant and equipment in an equipment register and ensuring that any training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments conducted.

Equipment restricted to those users who are authorised/have received specific training is detailed in the register.

All staff are required to report to the caretaker any problems found with plant/equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair/disposal.

**Curriculum Areas**

Heads of Department are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

**Electrical Safety**

All staff should monitor the condition of plugs, cables and electrical equipment and conduct a quick visual inspection prior to use.

All portable items of electrical equipment will be subject to PAT (portable appliance testing) annually, conducted by contractor appointed by the Local Authority as part of the buyback.

Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and be subjected to the same tests as school equipment.

Major fixed wiring circuits will be checked at least once every five years.

<p><b>RISK ASSESSMENTS</b></p>
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**General Risk Assessments**

The school risk assessments (for all activities, teaching and non-teaching, premises and one off activities) will be co-ordinated by Mrs Jenni Maude following Local Authority guidance and are approved by the Head Teacher.

These risk assessments are available for all staff to view and are held centrally in the shared area on school network and school office

Risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff are made aware of any changes to risk assessments relating to their work.

**Individual Risk Assessments**

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 Mrs Jenni Maude.

It is the responsibility of staff to inform their Line Manager of any medical condition (including pregnancy) which may impact upon their work. Such risk assessments will be reviewed on a regular basis.

**Curriculum Activities**

Risk assessments for curriculum activities will be carried out by Head Teacher and Senior Leadership team using the relevant codes of practice and model risk assessments developed by national bodies.

**Work Based Activities**

Specific risk assessments relating to work based activities will be undertaken by the member of staff responsible for the work and reviewed by the head teacher. For example: Caretaker will complete the RA for snow and ice and gritting and the After School Club Supervisor is responsible for the RA for the play equipment within the club. As with all risk assessments these are reviewed annually.



<p><b>STAGE EQUIPMENT</b></p>
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The inspection and testing of stage lighting equipment is subject to 'Safe Work of Equipment Regulations 1998'.

An annual test is required to test and inspect the electrical and mechanical aspects of equipment used in school productions.

In the event of any items being identified as unsafe, these will be taken out of service immediately and the school informed.

A full report should be provided to the school with test results, system condition and repairs required.

A stage equipment inspection contract is in place with Robertsons and undertaken annually by them.

Any defects will be reported immediately to the head teacher and the school office

<p><b>STRESS/WELLBEING</b></p>
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The school and governing body are committed to promoting high levels of health and well being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and Local Authority management standards.

The schools wellbeing co-ordinator is Mrs Jenni Maude

Systems in place within the school for responding to individual concerns and monitoring staff workloads are: Performance management, staff able to speak to Head Teacher/Senior Management, stress risk assessments, referral to occupational health where required.

Staff at Outwood have undertaken training to use Stockport's Emotional, Wellbeing Toolkit to support the well-being of pupils.

<p><b>TREE SURVEYS</b></p>
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It is recommended that surveys of trees on school land should be carried out every 2 years by a specialist contractor.

Tree work is usually identified in Priorities 1, 2 and 3. Priority 1 being the most urgent work and should be carried out within the next 3 months or at the earliest opportunity

Ideally priority 2 work should be carried out at the same time however by definition this work is not as urgent as the priority 1 work and could be left for twelve months when it can be reviewed on the next inspection as could all priority 3 works

All work is carried out to B.S.3998 Recommendations for tree work.

Both method statements and risk assessments should be made available.

All waste should be carried and disposed of under a waste transfer note as covered in the Environmental Protection Act 1990.

A full report should be provided with the location and condition of all trees and is kept in school office.

A tree inspection contract is undertaken on a bi-annual basis.

Any defects will be reported immediately to the head teacher.

**VEHICLES ON SITE**

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents/guardians when bringing children to school or collecting them.

The access from the road shall be kept clear for emergency vehicles.

The vehicle access gate must not normally be used for pedestrian access. If an event is being held outside of normal school activities for which this is the sole access, then all due care must be taken to ensure the safety of those passing through this entrance.

<p><b>WORK EXPERIENCE</b></p>
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The school has a separate work experience policy which is regularly reviewed and updated. Jenni Maude, head teacher is responsible for managing and co-ordinating work related learning within the school following Local Authority guidance and in accordance with the Quality Standard for Work Experience.

The school retains a duty of care for all students undertaking work experience and must ensure the placement is appropriate, therefore:

- All students are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities.
- All placements (including private placements) are subject to pre-placement checks. No work experience placement will go ahead if deemed unsuitable.
- Pre-placement health and safety assessments must be carried out by competent people<sup>2</sup> and supporting documentation completed.
- Where work placements form part of the vocational qualification offered by a FE college then the college is responsible for ensuring equivalent placement checks are conducted.
- Every student will receive a placement job description highlighting tasks to be undertaken and any necessary health and safety information which is passed onto the parent/guardian.
- Arrangements will be in place to visit/monitor students during the placement.
- Emergency contact arrangements are in place (including out of school hours provision) in order that a member of school staff can be contacted should an incident occur.
- All incidents involving students on work placement activities will be reported to the placement organiser at the earliest possible opportunity.

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<sup>2</sup> In order to be deemed competent an individual should hold a suitable nationally accredited/recognised qualification(s). E.g. IOSH (The Institute of Occupational Safety and Health) Managing Safely qualification, Health and Safety for Work-placement Personnel course or HSS8 (Formerly ENTO Unit D) Review Health and Safety Procedures in Workplaces. In addition to having occupational competence, knowledge and understanding in relation to sector specific placements. Particularly in high risk placements such as construction, agriculture, equestrian etc.

<p><b>WORK AT HEIGHT</b></p>
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Working at height can present a significant risk, where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to 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.

The establishments nominated person(s) responsible for work at height is (are) Mrs Jenni Maude

The nominated person(s) shall ensure:

- All work at height is properly planned and organised;
- The use of access equipment is restricted to authorised users;
- All those involved in work at height are trained and competent to do so;
- The risks from working at height are assessed and appropriate equipment selected;
- A register of access equipment is recorded and all equipment is regularly inspected and maintained;
- Any risks from fragile surfaces are properly controlled.

## APPENDIX 31

### HOT DRINKS

Hot drinks are only allowed in the staff room or in the classrooms before and after school when there are no children present. If it is necessary for hot drinks to be carried down the corridor for example when visitors are in school or for the staff in the office then mugs with lids must always be used.