



The Stalyhill Schools' Federation

Health and Safety Policy Juniors

Date Adopted:	Summer 2024
Date Approved:	18/7/24
Date of next review:	Summer 2025
Policy Reference Number:	574.2
Approved By:	Full Governing Body

Health and Safety Policy

Statement of Intent

(This statement of intent should be signed and dated by both the Headteacher and Chair of the Governing Body, and then displayed where it can easily be seen within the school).

The Governors of Stalyhill Schools Federation recognise their corporate responsibility under the Health and Safety at Work Act to provide a safe and healthy environment for all staff who work at the School, the pupils of the School and visitors.

The Governors will take all reasonable and practical steps to fulfil their responsibilities. They will provide safe and healthy working conditions that take account of all appropriate statutory requirements, codes of practice, advice and guidance, including those issued by Tameside Council.

The Governors shall:

- i) Appoint and maintain a Health and Safety responsibility structure
- ii) Appoint and record the name of the Health and Safety Officer
- iii) Record the name of and consult with the elected Health and Safety Representative
- iv) Provide plant, equipment, and systems of work which are safe
- v) Provide supervision, training and instruction so that staff and students can perform their activities in a healthy and safe manner.
- vi) Ensure that all staff receive health and safety training which is appropriate to their duties and responsibilities and which will be given before an employee commences any relevant work. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others, then the governing body will ensure within the financial resources available, that such training is provided.
- vii) Provide necessary safety and protective equipment and clothing, together with any necessary guidance, instruction and supervision.

REVIEW

The Governing Body will review this policy statement every year and update, modify or amend it as it considers necessary to ensure the health safety, and welfare of staff, pupils and others.

Signed..... (for the Governing Body) Date.....

Signed..... (Headteacher) Date

Health and Safety Officer for Stalyhill Schools Federation
Mrs L Lockett (Executive Headteacher)

Organisational Structure for Health and Safety

Governor with responsibility for Health and Safety

Head teacher (day to day operation)

Mrs Lisa Lockett

Designated Health and Safety Officer

Mrs Lisa Lockett

Designated Health and Safety Representative

Mrs Susan Clark cover for Site Manager

Responsibilities

The Headteacher will:

- be responsible for the day-to-day operation of the organisational structure, the implementation of the statement of intent and the policies and procedures set out in this document
- ensure that all areas of the School are inspected at least once per term
- report to the Governing Body those instances where the Headteacher's delegated authority does not allow the elimination or reduction of risks to a satisfactory level. The Headteacher will take all necessary short-term steps to avoid danger
- ensure a system for reporting, recording and investigating accidents is in place. All reasonable steps will be taken to prevent recurrences
- ensure a system for the recording of all visitors to the site and ensure that they are briefed of any hazards on site
- ensure arrangements for the safe conduct of maintenance work so that the impact on staff and students is considered
- ensure that new employees receive and sign for a copy of this policy before starting work at the School and that they are briefed on safety arrangements
- organise effective arrangements for the safe evacuation of the building in case of fire and other emergency and ensure that suitable fire fighting equipment is available and maintained
- ensure that systems of risk assessment are in place to enable prompt identification and control of hazards
- ensure that risk assessments are carried out as appropriate
- be responsible for the maintenance of risk assessment records
- ensure that all training needs are identified and that staff are trained to the appropriate standards
- inform the site manager of practical information and decisions which relate to this policy.

The Governing Body (through the Finance, Personnel and Premises Committee) will:

- meet at least once per term

- ensure that Health and Safety will be an agenda item on every meeting of the Full Governing Body and that an annual report on Health and Safety will be submitted to the full Governing Body.

All members of staff will:

- make themselves familiar with this policy and the procedures contained within it
- take all practicable and reasonable care of their own Health and Safety and that of any other persons who may be affected by their activities
- avoid actions that would put themselves or anyone else at risk
- report any potential hazards

Checklist of duties for all staff

All members of staff should:

- Take reasonable care of their own Health and Safety and that of any other person affected by their activities
- Co-operate to enable any statutory duty or requirements to be met
- Familiarise themselves with the Health and Safety aspects of their work and avoid conduct which would put them or anyone else at risk
- Be familiar with the Health and Safety policy and the particular aspects which affect their work
- Confirm in writing acceptance and understanding of the Health and Safety policy
- Report any observed defects in the premises, plant, equipment and facilities
- Take an active interest in promoting Health and Safety and suggest ways of reducing risk

Where machinery or equipment is used, staff should:

- Check that it is adequately guarded
- Check that it is in safe working order
- Not make unauthorised or improper use of the equipment
- Use the correct tools or equipment for the job and adopt any appropriate protective or safety measures
- Ensure that hazardous substances are properly used, stored and labelled
- Ensure they have received training and are competent in the use of the equipment

All pupils will:

- follow the “Be Safe” school rule

All contractors will:

- follow the guidance in the booklet 23.1 Contractors Working on Site Information and Safety Advice

Working Arrangements:

Arrangements for First Aid

The designated First Aid staff are:

Name	Role	Qualification
Diane Beech	TA	First Aid at Work
Jenna Burgess	TA and MDS	First Aid at Work
Christine Denny	MDS	First Aid at Work
Amanda Taylor	Teacher	First Aid at Work
Sharon Taylor	TA	First Aid at Work
Shelley Williams	TA	First Aid at Work

TA = Teaching Assistant

MDS = Midday Supervisor

The duties of First Aiders are to:

- preserve life
- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at School
- when necessary, ensure that an ambulance or other professional medical help is called
- ensure that First Aid boxes are appropriately stocked
- contact parents / carers if necessary
- keep appropriate and confidential records

Training for First Aid

The Headteacher is responsible for maintaining records of training and ensuring that staff are booked on refresher courses as appropriate.

First Aid boxes

These are located:

- on the wall by the Visitors Entrance
- on the wall by the Children's Entrance
- two portable First Aid kits are provided for Educational Trips and Visits

Illness

Pupils:

- Teachers should assess the situation and decide whether the pupil is capable of continuing their learning.
- If necessary contact a First Aider for advice

Staff:

- If you are taken ill and feel incapable of continuing with your professional duties, obtain assistance from another member of staff.

Contacting Emergency Services and Parents

There is a central list containing all emergency contact details in the School Office and teaching staff also have access via SIMS database. A number of office staff have access to these records ensuring cover that may be needed due to staff absences.

These are maintained and updated by the administrative staff.

For serious or significant injuries to pupils, parents/carers are notified immediately via the office by telephone. Depending on availability, if needed, all emergency contacts for the pupil will be phoned until a contact is made.

The Headteacher is responsible for ensuring that calls to the Emergency Services are made where necessary.

Medication

In special circumstances medication is administered to children on completion of the School Medicine Request form and when agreed by all parties.

Accidents

What to do when an accident occurs:

The following procedures are suggested, but may vary according to the severity of the accident and the circumstances.

- Time should be taken to assess the situation and emergency First Aid should be given only if you are fully confident of the correct procedure.
- Obtain assistance from another adult immediately.
- Do not leave the accident victim.
- Inform the school office or senior staff with accurate details and indicating the type of assistance that is required (this may be a First Aider or the Emergency Services).
- After the emergency has passed, procedures for reporting accidents should be followed.

Accident, Incident, Near Miss and Dangerous Occurrence Reporting

Minor Accident Reporting

The system for reporting accidents, incidents, near miss and dangerous occurrences is managed and reviewed by the Headteacher, working with the designated First Aiders.

Minor and non-consequential incidents where the individual involved requires only minor first aid the incident is recorded in the School Accident Log.

Accident, Incident, Near Miss and Dangerous Occurrence Reporting to TMBC

All employees are required to follow the TMBC Accident, Incident, Near Miss and Dangerous Occurrence Reporting Procedures, document available from the school office.

Summary Guidance

Accident a work-related event that results in injury or ill health.

Incident a work-related event that, often caused by an intended act, that may or may not result in injury or ill health.

Near miss a set of conditions or circumstances that have the potential to cause injury or ill health.

What do you need to do?

Look to establish the facts around the event, carry out a simple investigation to establish *cause and effect* and identify actions to prevent recurrence

Near misses are to be reported, recorded and acted upon for any defects they highlight as a means of effectively reducing the occurrence of accidents.

Ensure that all relevant accidents and incidents are reported to the TMBC Health and safety Team using the Councils Accident form.

You should report **all** accidents and incidents at work concerning members of staff to the TMBC the Health and safety Team. You should only report accidents and incidents concerning pupils to the Health and safety Team if they arose out of or in connection with a work activity. See table below for further guidance on this.

An accident, incident or near miss can be said to have arisen out of or in connection with a work activity if it was due to;

- A failure in the way a work activity was organised
- The way equipment or substances were used
- The condition of the premises

Reports should be submitted as soon as possible after the event. If you do not have all the information straight away submit the report and any additional information can be submitted at a later date.

All reports submitted will be reviewed by TMBC's Health and Safety and team and, if necessary, they will make a secondary report of the event to the HSE (Health and Safety Executive) in accordance with the reporting timescales prescribed by Schedule 1 of RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).

What do I report where pupils are concerned? (NB – These are a selection of examples, this is not an exhaustive list)	
Scenario	Submit report?
A pupil is doing a forest school activity involving a campfire. There are insufficient teachers to supervise the activity. The pupil burns themselves.	Yes
A pupil trips over their own feet and breaks their leg.	No
A pupil injures themselves whilst using a drill in DT.	Yes
An injury caused to a pupil due to two pupils fighting.	No
A pupil slips on a floor that is wet.	Yes
A pupil is taken directly from school to hospital as they are having an asthma attack.	No
A pupil playing on adventure play equipment falls off due to the equipment being poorly maintained and rotten.	Yes
A child falls and injures themselves after being tackled in a game of football.	No

Further Information:

For further clarification, advice and assistance contact the Health and Safety Team;
healthandsafety@tameside.gov.uk or 0161 342 3671/2523

Incident Reporting in Schools – HSE Education Information Sheet No1 (Revision 3)

If the accident is likely to be reportable to the Health and Safety Executive it should be reported immediately by telephone to the internal Health and safety Unit on 0161 342 3671.

Violence or aggression

All incidents of violence or aggression must be reported using the approved form. A copy of the form is retained by the School and the original is sent directly to Services for Children and Young People. If, as a result of a violent incident, an accident occurs the Tameside accident report form

will be completed.

Emergencies

An emergency is considered to be anything that unexpectedly disrupts the normal running of the School.

Serious Service/Structural Malfunction

This covers gas leaks, bursts, electrical faults etc.

You should assess the seriousness of the situation and remedy it, if possible, without involving unnecessary risk to you or to others. If necessary, evacuate the teaching area and send for assistance.

Intruders

In the event of a disturbance caused by intruders, you should, after assessing the situation, take steps to defuse the situation, seek assistance from another member of staff, inform the office, and remember not to risk the safety of either students or yourself.

Pupils Absconding From the Learning Area

Remain with your class. Inform the office/senior member of staff.

Emergency Evacuation

If for any reason, the LA (Local Authority) advise evacuation of the School the procedure is set out in the Fire Regulations.

The procedures for the safe evacuation of the building will be made known to all users of the building and plans will be displayed at all appropriate locations.

Critical Incidents

Refer to Guidance issued by the LA

Fire Precautions:

The School is a **no smoking environment**.

This applies to all staff, students and contractors.

See Appendix One for the Evacuation procedure.

Electrical Safety:

The following procedures are in place to ensure electrical safety:

- **Portable electrical equipment** is tested on an annual basis and the report received is acted upon immediately. The date of inspection is recorded in the Health and Safety log and the next inspection placed in the annual programme of maintenance. Any personal electrical equipment must conform to acceptable standards,
- Rules on disposal of lamps will be made clear to all necessary personnel.

Hazardous substances and materials:

Only substances or materials that have been assessed in accordance with the COSHH regulations may be used in School.

COSHH assessments will include details of purchase, storage and use.

All substances or materials must be used in accordance with the hazard data sheets.

Any hazardous substances that are unwanted or unused must be removed only by recognised disposal contractors.

Staff should not bring any "domestic" products onto the school site.

Contractors in School:

All contractors who are due to carry out work on the School site or inside must report to the school office where they will be issued with school information and safety advice. A permit to work will be issued.

Infection control:

A table giving guidance on exclusion from School for the more common or important infectious diseases is kept in the Headteachers office.

Supervision of pupils:

All adults who work at the School should be made aware of the arrangements for the safe supervision of pupils throughout the School day and when taking part in School activities. All staff should make themselves familiar with the contents of the following policies:

- The School Behaviour Policy
- The School Anti Bullying Policy
- The School Educational Visits and Activities Policy
- The School Business Continuity Plan
- The School Critical Incident Plan
- The School Child Protection and Safeguarding Policy
- The Staff Handbook
-

For health and safety reasons, it is essential that children are dressed appropriately for any physical activity. Long hair must be tied back. If ears have been pierced studs should be removed for P.E. If a child cannot remove and replace their studs, we ask that they be sent to school WITHOUT them on PE days, or we may not allow them to participate.

Security:

It is the responsibility of the Headteacher in consultation with the Governing Body to ensure the security of the buildings and grounds.

- All visitors will wear a visitor's badge to aid identification and confirm that signing in has taken place.
- All visitors will read the Evacuation of the Building notice (**Appendix One**) unless they are to be **constantly** accompanied by a member of staff who could lead in the event of an emergency.
- External security shutters have been fitted to the most vulnerable external doors and windows and these protect such areas when the School is unoccupied.
- Staff should take care not to leave their personal valuables unattended in any area of the School at any time and should ensure that School equipment such as computers, videos, televisions, cameras and audio equipment is locked away out of sight when not in use.
- A visual check of classrooms should be made at the end of the School day to ensure that valuable equipment has been cleared away.
- Money should always be kept secure and should always be placed in the School safe overnight.
- The Site Manager completes a visual check at the start of each day to ensure a safe environment.

General security in the working day depends on all occupants of the building being vigilant and reporting to the office or a senior member of staff anything unusual, suspicious or causing concern. Serious breaches of security may require the emergency procedures contained in this policy to be used.

Further security arrangements

1. The Site Manager is responsible for opening the premises prior to the start of the school day.
2. The Site Manager is responsible for checking all doors and windows before setting the intruder alarm and locking the premises at the end of the school day.
3. Contractors undertaking works will be issued with a TMBC Permit-to-Work
4. A record should be kept of all contacts with the police.

Out of School Activities:

Please see **Educational Visits and Activities Policy. Ref: 520**

Display Screen Equipment (DSE):

The term Display Screen equipment (DSE) is used to describe not only the visual display unit (VDU) of a computer but also the other computer equipment and the workstation where it is used i.e. the desk, work surface, chair, input devices, software, printer and document holder. DSE risks will be assessed using the TMBC model risk assessment.

Personal Protection Equipment (PPE):

Personal protective equipment (PPE) is the generic name given to items of protective clothing and equipment used by individuals to control their exposure to hazards. Where it is not practicable to control exposure to hazards by any other means, the School will provide employees with suitable PPE free of charge. The types of PPE required will be determined as part of the risk assessment process. All employees are responsible for using PPE as directed and for storing it correctly.

Manual Handling:

Manual handling is the name given to tasks involving lifting, putting down, carrying, pulling, pushing or moving that rely on bodily force. The School recognises that such tasks have the potential to cause injuries. Where it is not possible to lift or move loads by mechanical means, tasks will be assessed, mechanical aids will be provided to reduce the amount of manual handling required and employees will be provided with training in safe lifting techniques. Manual handling risks will be assessed using the model TMBC risk assessment.

Work Equipment:

For the purpose of this Policy work equipment includes plant, equipment and tools, whether owned by the school or obtained on loan or hire. The employer acknowledges and accepts its duties under the *Provision and Use of Work Equipment Regulations 1998 (PUWER)*. It will take all reasonably practicable steps to provide work equipment that will not put health and safety of any person at risk and that is suitable and properly adapted for the purpose for which it is provided. All employees are responsible for using machines in accordance with the manufacturers' instruction. Any machine fitted with a guard to prevent contact with moving parts must not be operated with the guard removed or disabled. Machines must not be adjusted when the machine is running. Damaged equipment must not be used.

Use of Stepladders:

Where appropriate staff should:

- Always select a stepladder which is suitable for the work which is being performed.
- Examine it before use to ensure that it is free from defects, of good construction, sound material and of adequate strength of the job.
- Always use a stepladder when putting displays up. Staff should never stand on chairs or tables.

Stepladders should be fitted with non-slip feet.

Lone Working:

Lone working does occur on occasions, and this may place individuals concerned at 'increased risk'.

It is important that the issue is addressed within the risk assessment for the particular activity/task. Situations where lone working may occur should be identified in advance so that assessments can be conducted and, where necessary, appropriate measures put in place.

Examples of lone working:

Site Manager: Early start, late finish, school holidays, call-outs etc.,

Teaching staff: Preparation, meetings, etc., outside 'normal' hours, late meetings, weekend working

All lone workers must refer and comply to the school's **Lone Working Guidelines**

Legionella Prevention:

The school is aware of its responsibility to ensure that monitoring systems are adhered to.

The logbook is completed in line with LA guidance and routine testing of the water systems are carried

out so as to comply with the Council's guidelines and procedures.

STAFF FIRE ACTION

In this school the fire warning is given by the sound of a LOUD PULSATING SIREN

- a) Raise the alarm by operating the nearest Fire Alarm break call point.
 - b) Tackle the outbreak with a fire extinguisher, but only if it is safe to do so.
- Otherwise **ON DISCOVERING A FIRE** leave the building and proceed to the assembly point at the TOP **PLAYGROUND**

ON HEARING THE FIRE ALARM

- (a) Alert all persons under your charge - or make sure that they have been alerted.
- (b) All persons must evacuate the premises quickly but calmly by the nearest exit and proceed to the assembly point:

Do NOT delay the evacuation by collecting coats or other personal belongings.

- (c) Before leaving, check cloakrooms and toilets to ensure that all persons have left the premises.
- (d) Close all doors of rooms and those through which you pass on leaving the building.
- (e) Ensure that the Fire Brigade is called immediately you hear the fire warning - Dial 999 and give the full postal address of the affected premises when connected with the Fire Brigade Operator.
- (f) Do not re-enter the building until a Fire Officer has stated that it is safe to do so.

OUR ADDRESS IS: - HEREFORD WAY, STALYBRIDGE, CHESHIRE, SK15 2TD

THIS AREA IS :

OUR TELEPHONE NUMBER IS: - 0161 338 4290

Sound	Action
Fire Alarm	Evacuation to Evacuation Point
Fire Alarm AND Continuous School Bell	Total Evacuation off the Premises
Continuous broken signal on the School Bell	Invacuation Partial
Continuous signal on the School Bell	Invacuation Total