



Health and Safety Policy

Sept 2024

At St Stephen's CE Primary School, our Christian values run through our school like a golden thread and enable our children to flourish and ASPIRE in life. Our Christian vision: *for with God, nothing is impossible* Luke 1 : 37, helps support and guide our whole school community in striving to beat our previous best endeavours.

Throughout the year, we re-focus on a Christian Value in order to keep God in the centre of our lives. By linking these to key events within the Christian calendar our children will all take turns in leading key collective worships for our whole school community at St Stephen's Church, once a year.


Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
Thankfulness	Respect	Hope	Forgiveness	Love	Trust

ASPIRE Curriculum - Key Principles:

- A** whole school curriculum with high expectations and excellence delivered rigorously through well sequenced subjects, progression in generative knowledge, rich vocabulary, concepts and skills,
- S**timulating enquiring minds by providing rich and relevant experiences, purposeful and connected learning, and creative thinking
- P**lacing nurturing, lifelong learning behaviours – resilience, risk taking, independence, perseverance, and pride in success - at the heart of our curriculum
- I**nclusivity and flexibility which allows us to cater for individual needs, abilities and interests
- R**evisiting key knowledge, skills and vocab, so pupils know more and remember more
- E**ncompassing the Whole Child – developing their faith, values, spirituality, health and well-being, and understanding of the world we live in, their future role in our culturally diverse community and country where equality and tolerance is promoted

Luke 1:37 "For with GOD nothing shall be impossible"

#ASPIRE



The key principles of our ASPIRE vision support our decision-making process at St Stephen's CE Primary School for the curriculum. With these principles in place, our children are able to know more and remember more across development of our broad and balanced curriculum.

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STATEMENT OF INTENT

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

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

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

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

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

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

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

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

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

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

Name: G Lovgreen

Name: Rob Dean

Date:
Oct 2024

Date: Oct 2024

Head Teacher

Chair of IEB

1.0 ORGANISATION AND RESPONSIBILITIES

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

Responsibilities of the Governing Body

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

- Ensuring adherence to the local authority health and safety policy, procedures and standards.
- Formulating a health and safety statement detailing the responsibilities for ensuring health and safety within the establishment. • Reviewing the establishment's health and safety policy annually and implementing new arrangements where necessary.
- Monitoring, reviewing and evaluating the school's health and safety performance.

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

NOMINATED HEALTH AND SAFETY GOVERNOR:

Rob Dean

Responsibilities of the Head Teacher

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

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

The Head Teacher has responsibility for:

- Co-operating with the Local Authority and governing body to enable health and safety policy and procedures to be implemented and complied with.
- Ensuring effective health and safety management arrangements are in place for carrying out regular inspections and risk assessments, implementing actions and submitting inspection reports to the governing body and Local Authority where necessary.
- Communicating the policy and other appropriate health and safety information to all relevant people including employees, visitors and contractors.
- Carrying out health and safety and accident investigations.
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training.

- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Reporting to the Local Authority any hazards which cannot be rectified within the establishment's budget.
- Ensuring that the premises, plant and equipment are maintained in a serviceable condition.
- Monitoring purchasing and contracting procedures to ensure compliance with local authority policy.

HEAD TEACHER:

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

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

Site Manager:

Responsibilities of 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, incidents and near misses occurring within their department are promptly reported and investigated using the appropriate forms and are submitted to TMBC.
- Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.

Responsibilities of Employees

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

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times.
- Immediately 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.
- Regularly monitor and assess areas of work and items of work in line with school and H&S legislation and to be involved with H&S risk assessments (writing and implementation). To ensure up to date documents are used and applied throughout all areas of work or influence at work
- 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 Tameside Metropolitan Borough Council's advice and guidance on health and safety matters.

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

- Full Governing Body • Meeting with Health and Safety Governor

The health and safety policy is reviewed on an annual basis at a full governing body meeting

The policy is communicated/made available to all staff by email and they are expected to sign to confirm that they have read and understand the document.

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

3.0 SCHOOL HEALTH & SAFETY COMMITTEES

School Governance Arrangements

The Governing Body has an oversight of on-going health and safety issues through the termly meetings between the Health and Safety Governor and the Headteacher. Following the meeting, a report is presented to the Full Governing Body once per term.

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

4.0 ARRANGEMENTS

a) Competent Person(s)

The school gets their competent health and safety advice from: Tameside

MBC b) Fire

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

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

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

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

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

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

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

c) Accident Reporting Procedure

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

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

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

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

Responsibility for RIDDOR reporting lies with: Head Teacher or designated person

(NB If you buy competent health and safety advice through a service level agreement with TMBC H&S team this responsibility is delegated to them)

d) Administering of Medicines

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

Records of administration will be kept by: Barbara Bancroft

See also the Managing Medical Conditions Policy.

e) First Aid

An up to date list of all first aiders is displayed around school

First aid kits are located: the kitchen, library, hall,

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

f) Health Care Plans

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

The plans are reviewed annually by SENDCO and Inclusion leader

g) Display Screen Equipment (DSE)

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

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

h) Training

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

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

The school will ensure that all training is recorded and refresher training is

completed where required. i) Managing Contractors

The school-based person appointed to liaise and monitor contractors on site is the site manager

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

j) Asbestos

Asbestos Responsible Person: Headteacher & site manager

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

The Asbestos Responsible Person will ensure that:

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

The Asbestos Register is held in the Site Manager's Office . There is no asbestos in the school

k) Electrical Installations

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

l) Portable Electrical Appliances

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

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

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

m) Control of Substances Hazardous to Health (COSHH)

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

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

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

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

n) Legionella

The school has a legionella risk assessment which is held Site Manager's Office

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

o) Health and Safety Monitoring and Inspections

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

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

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

p) Manual Handling

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

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

q) Lone Working

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

r) Offsite Visits

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

s) Work Equipment

All work equipment will be purchased from a reputable supplier.

Before purchase the following considerations must be given:

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

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

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

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

t) Risk Assessments

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

Responsibility for ensuring risk assessments are completed lies with the relevant teacher/member of staff.

School trip risk Assessments are held electronically using the Evolve software and are available for all staff to view. Health and Safety Checklists are completed by all relevant staff for their working areas every term. These are filed by the Headteacher and action points noted.

Risk assessments are working documents and will be viewed by staff carrying out the activity. There is a log book in the staffroom for members of staff to record H&S concerns as and when they arise.

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

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

u) Work at Height

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

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

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

v) Statutory Checks

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

	On Site Y/N	Contractor	Address	Contact Number	Frequency of Visit	Location/File service report held
Air Conditioning	Yes	Coolair services ltd	UNIT 5 Bredbury Park Way, Bredbury, Stockport SK6 2SN	0345 872 9720	6 monthly	Site Manager Office, metal cabinet. Building checks folder.
Asbestos	No	No asbestos on site	Asbestos survey carried out by Studio OL3 – Daniel Markwart	07817 515 813	NA	Site Manager Office, metal cabinet. Building checks folder.
Catering Equipment	Yes	H.E.H	9 montrose avenue, stockport, SK2 7DU	0161 483 5460	Annually	
Catering Ventilation System	No	NA	NA	NA	NA	NA
Drainage	Yes	Tameside drains	Egerton street, Ashton under lyne, OL6 9NZ	07966 154088	When problems arise.	NA
Electrical Installations	Yes	ON-EC Electrical	41 bank street, hyde, cheshire SK14 2AU	0161 843 1628	5 years (Due Apr 24)	Site Manager Office, metal cabinet. Building checks folder.
PAT Testing	Yes	N.E.A.T ltd	Unit 15 Pitt Street, Denton M34 6PT	0161 320 5050	Annually	Site Manager Office, metal cabinet. Building checks folder.

Fire Risk Assessment	Yes	Andrew Baker Fire regulation services	41 holden clough drive, ashton under lyne, OL7 9TH	07747448083	3 Yearly	Site Manager Office, metal cabinet. Building checks folder.
Fire Alarm	Yes	Test & Maintenance	Northland house 54- 56 Manchester St, Heywood OL10 1DL	01706 658 969	6 Monthly	Site Manager Office, metal cabinet. Building checks folder.
Emergency Lighting	Yes	Test & Maintenance	Northland house 54- 56 Manchester St, Heywood OL10 1DL	01706 658 969	6 Monthly	Site Manager Office, metal cabinet. Building checks folder.
Fire Fighting Equipment	Yes	Chubb Fire and security	Shadsworth road, blackburn, BB1 2PR	0344 335 0125	Annually	Site Manager Office, metal cabinet. Building checks folder.
Fume Cupboards	No	NA	NA	NA	NA	NA
Local Exhaust Ventilation Systems (LEV)	No	NA	NA	NA	NA	NA
Gas Installations	Yes	HEH	9 montrose avenue, stockport, SK2 7DU	0161 483 5460	Annually	Site Manager Office, metal cabinet. Building checks folder.
Gates and Barriers	Yes	Not currently serviced	NA	NA	NA	NA
Ventilation Systems	No	NA	NA	NA	NA	NA
Legionella	Yes	Water & Air management	Unit 3 waterloo industrial park, upper brook street, stockport, SK1 1BP	0800 228 9627	3 Yearly	Site Manager Office, metal cabinet. Building checks folder.
Lifting Equipment used for lifting people (eg, lifts and hoists)	Safety Chair	Safety Chair Ltd	71-75 Shelton st, London WC2H 9JQ	020 3961 0054	Annually	Site Manager Office, metal cabinet. Building checks folder.

Lifting Equipment	Lifting chair	Tameside health care	Bentinck St, Ashton under lyne, OL7 OPT	0161 330 1446	6 Monthly	Site Manager Office, metal cabinet. Building checks folder.
Playground Equipment	Yes	Continental sports ltd	Paddock, Huddersfield, West Yorkshire HD1 4SD	01484 542051	Annually	Site Manager Office, metal cabinet. Building checks folder.
Adventure Play Equipment	No	NA	NA	NA	NA	NA
PE Equipment	Yes	Continental Sports ltd	Paddock, Huddersfield, West Yorkshire HD1 4SD	01484 542051	Annually	Site Manager Office, metal cabinet. Building checks folder.
Stage Sound Equipment	No	NA	NA	NA	NA	NA
Stage Lighting Equipment	No	NA	NA	NA	NA	NA
Tree Survey	To be carried out Apr 24					
Garden Maintenance	NA	NA	NA	NA	NA	NA

APPENDIX 1 – POSSIBLE RELATED HEALTH AND SAFETY POLICIES, PROCEDURES AND GUIDANCE

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