



**BEAL VALE PRIMARY SCHOOL**

*Learning is for Life, Enjoy the Journey!*

Salts Street  
Shaw  
Oldham,  
OL2 7SY

Tel: 0161 770 5752

Email: [info@beal-vale.oldham.sch.uk](mailto:info@beal-vale.oldham.sch.uk)



# **Health and Safety Policy**

# **BEAL VALE HEALTH AND SAFETY POLICY**

## **Section 1 - Health and Safety Policy Statement**

Health and Safety at Work Act 1974

This is the Health and Safety Policy Statement of

## **Beal Vale Primary School**

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain plant, machinery and equipment which is safe, has been manufactured to a British, European or International standard, is regularly inspected, tested and maintained as appropriate; and that offers protection from danger by being suitably guarded (where appropriate). This would include such items as heating and hot water plant, kitchen equipment and appliances e.g. meat-slicer, powered cleaning equipment and portable electrical appliances;
- to ensure safe handling, use, storage and transport of articles and substances;
- to provide adequate information, instruction and training to enable staff and pupils to carry out their work activities in a healthy and safe manner, and to enable them to contribute positively to their own health and safety and that of others;
- to ensure all employees are competent to do their tasks;
- to prevent accidents and cases of work-related ill health;
- to make arrangements within the school for the reporting of all accident/violent incidents to the Health, Safety and Wellbeing service;
- to make positive arrangements for fire evacuation, first-aid and other emergency situations;
- to provide and maintain a safe and healthy school building with safe access and egress, paying particular attention to the structure of the buildings, the electrical installation, draining, glazing, maintenance of floors / corridors / playgrounds / steps / doorways / fire escape routes and security arrangements which would minimise the risk of acts of violence;
- to provide and maintain a safe and healthy working environment with effective management of illumination, temperature, ventilation, dust, smoke, fumes, noise, cleanliness and food hygiene and adequate protection against occupational disease and infestation;
- to provide and maintain adequate welfare arrangements such as eating, washing and toilet facilities and accommodation for clothing and personal belongings;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

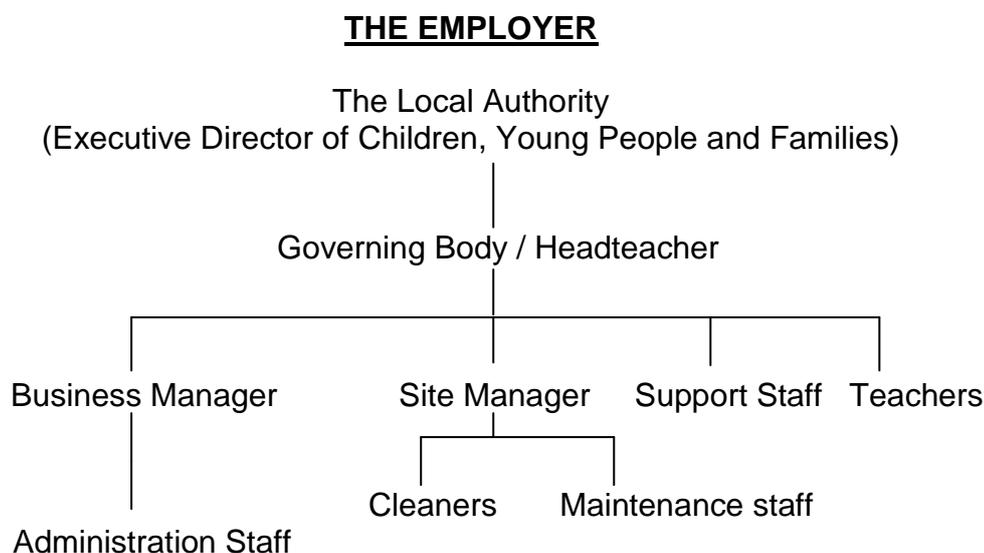
## Section 2 – Responsibilities

### **Beal Vale Primary School (Community and Voluntary Controlled Schools)**

Overall and ultimate responsibility for health and safety in schools is that of the employer i.e. the Executive Director of Children, Young People and Families.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to School Governing Bodies and Headteachers.

### **Illustration of employee responsibilities (Community and Voluntary Controlled Schools)**



To ensure health and safety standards are maintained / improved, the following people have responsibility in the following areas.

Responsibility for health and safety within the Council are outlined within the Council Health and Safety Policy. Day-to-day responsibility for ensuring this policy is put into practice is delegated to School Governing Bodies and Headteachers.

### **The Assistant Executive Director of Children, Young People and Families (PCS) with the assistance of school Governors:**

- Shall ensure so far as is reasonably practicable the health, safety and welfare of teachers and other support staff;
- Shall ensure so far as is reasonably practicable the health and safety of pupils in-school and on off-site visits;
- Shall ensure so far as is reasonably practicable the health and safety of visitors to schools, and volunteers involved in any school activity;
- Shall guide and monitor the Headteacher to ensure that he/she keeps health and safety as a high priority in the day-to-day management of the school;
- Shall obtain an annual appraisal of the safety performance of the school and this information should be included in the school's annual report to parents.

### **Headteacher**

The Headteacher is responsible for the day-to-day management of the school and shall so far as is reasonably practicable:

- Ensure the Health and Safety Policy is implemented and adhered to at all times;
- Ensure all members of staff know, understand and accept their health and safety duties and responsibilities;
- Ensure adequate resources are allocated to facilitate healthy and safe working and teaching practices;
- Ensure the Governing Body is advised of health and safety implications when undertaking the management of the school budget;
- Ensure all employees, pupils and visitors receive adequate information, instruction, training and supervision, both within school and on school trips as appropriate;
- Ensure all machinery, appliances and equipment purchased by or used within school, conforms to a British, European or International Standard, is used in the manner that it was designed for and is periodically examined, tested and maintained as appropriate;
- Ensure the use of safe working practices and where necessary draw up and communicate written codes of practice for safe working and teaching;
- Ensure only approved chemicals and substances are used at school and ensure that the appropriate safety information and risk assessment is available to the user;
- Ensure suitable and appropriate protective clothing is provided for staff and pupils who require it, and ensure that it is worn when necessary;
- Ensure adequate first aid treatment is available by the provision of a First-Aider or appointed person and ensure that first aid boxes are kept adequately stocked;

- Ensure accidents/violent incidents are recorded and where necessary, investigated and reported to the Health, Safety and Wellbeing service as soon as possible and also reported to the Governing Body in the headteachers report. In the event of a major injury, the Chairman of the Governing Body shall be informed;
- Ensure a record is kept of any contagious disease that is contracted, and all acts of violence and bullying, and that this is reported to the Governing Body as appropriate;
- Ensure fire procedures are planned and rehearsed at least once per term;
- Ensure fire equipment, fixtures and exits are checked periodically and maintained to ensure they are in working order;
- Ensure adequate welfare facilities are provided and maintained for staff and pupils;
- Ensure periodic safety inspections of the school are carried out;
- Ensure that there is consultation with the staff Safety Representative on matters of health, safety and welfare;
- Ensure contractors working in the school, report to him/her before work commences in order to ascertain work details and agree safety procedures;
- Ensure in his/her absence, health and safety duties are delegated as appropriate;
- Ensure there is an annual appraisal of the school's health and safety performance;
- Ensure risk assessments are undertaken and reviewed as appropriate; and
- Review and up-date the policy as appropriate.

### **Teaching and Non-Teaching Staff**

All Teaching and Non-Teaching Staff shall, where appropriate and so far as is reasonable practicable:

- Ensure the Council and School policies are implemented at all times;
- Be responsible for the health and safety of the pupils they supervise;
- Ensure equipment used at school is safe and presents no risk to health and ensure that any defects are reported immediately to the Headteacher so that the equipment can either be repaired or disposed of;
- In the event of a fire, ensure all pupils know the fire procedures and are evacuated safely;
- In the case of an injury, arrange for suitable first aid treatment, investigate the accident that caused the injury and record the details on the appropriate documentation;
- Ensure all classroom-based activities are carried out in a safe and healthy manner;
- Ensure playground activities are supervised as appropriate and any violent behaviour is stopped;
- Ensure pupils are adequately supervised at lunchtimes;
- Ensure that, whilst pupils are playing for a sports team, provision has been made for dealing with injuries and other emergencies;

- Ensure that whilst transporting pupils by car, appropriate restraints are worn and the Council guidelines are followed;
- Ensure that when undertaking school trips and holidays, sufficient research, planning, precautions and supervision are undertaken as laid down in the Council guidance;
- Ensure that pupils do not bring into school any potentially dangerous article or hazardous substance without the expressed permission of the Headteacher;
- Take appropriate action to make safe any dangerous condition caused by wet or icy weather;
- Ensure any agreed security provisions are carried out;
- Co-operate with the Headteacher on all aspects of health, safety and welfare; and
- Co-operate with the Headteacher in undertaking risk assessments for all activities with significant risks, to identify hazards and control measures and to communicate this information to all people who need to know.

### **Site Manager/ Caretaker**

- Ensure the Council and School policies are implemented at all times;
- Be responsible for the health and safety of the colleagues and pupils.
- Ensure equipment used at school is safe and presents no risk to health and ensure that any defects are reported immediately to the Headteacher/ Business Manager so that the equipment can either be repaired or disposed of;
- Ensure that pupils do not bring into school any potentially dangerous article or hazardous substance without the expressed permission of the Headteacher;
- Take appropriate action to make safe any dangerous condition caused by wet or icy weather;
- Ensure any agreed security provisions are carried out;
- Co-operate with the Headteacher/ Business Manager on all aspects of health, safety and welfare; and
- Co-operate with the Headteacher in undertaking risk assessments for all activities with significant risks, to identify hazards and control measures and to communicate this information to all people who need to know.
- Ensure all machinery, appliances and equipment purchased by or used within school, conforms to a British, European or International Standard, is used in the manner that it was designed for and is periodically examined, tested and maintained as appropriate;
- Ensure suitable and appropriate protective clothing is worn by self, staff and pupils who require it.
- Ensure fire procedures are planned and rehearsed at least once per term as agreed with Head Teacher.
- Ensure fire equipment, fixtures and exits are checked periodically and maintained to ensure they are in working order;
- Ensure adequate welfare facilities are provided and maintained for staff and pupils;
- Ensure periodic safety inspections of the school are carried out;

- Ensure contractors working in the school, report to him/her before work commences in order to ascertain work details and agree safety procedures;
- Review and up-date risk assessments as appropriate.

### **Pupils**

All pupils must:

- Co-operate with Teachers and school staff on health and safety matters;
- Not interfere with anything provided to safeguard their own health and safety;
- Take reasonable care of their own health and safety; and
- Report all health and safety concerns to a Teacher.

In addition, union appointed safety representatives are entitled to investigate any accident / incident occurring, any potential hazard reported and carry out safety inspections at a rate of one inspection per quarter.

## **ARRANGEMENTS**

- 2.1 Health and Safety Risks arising from our work activity
- 2.2 Consultation with employees
- 2.3 Safe Plant and Equipment
- 2.4 Safe Handling and use of Equipment
- 2.5 Information, Instruction and Supervision
- 2.6 Competency for Tasks and Training
- 2.7 Accidents, First Aid and Work Related Ill Health
- 2.8 Monitoring
- 2.9 Emergency Procedures – Fire and Evacuation
- 2.10 Visitors
- 2.11 Contractors and Safety
- 2.12 Educational Visits / Extra Curricular Activities
- 2.13 Movement of Vehicles
- 2.14 School Security
- 2.15 Occupational Health Service and Stress
- 2.16 Asbestos & Legionnella
- 2.17 External Groups / Activities
- 2.18 Violence, Behaviour, Bullying and Harassment

## **Section 2 – Arrangements**

### **2.1 Health And Safety Risks Arising From Our Work Activity**

Risk assessments will be undertaken by:

The Headteacher, School Business Manager and Site Manager and where appropriate other members of the school staff.

The findings of the risk assessments will be reported to:

All staff and/ or Governing Body

Action required to remove / control risks will be approved by:

The Headteacher, The Governing Body and the LA if appropriate.

Will be responsible for ensuring the action required is implemented.

Head Teacher and members of the Health and Safety Committees.

Will check that the implemented actions have removed / reduced the risks.

Headteacher, School Business Manager, Site Manager and members of the Health and Safety Committee as appropriate.

Assessments will be reviewed annually or when the work activity changes, whichever is soonest.

### ***2.2 Consultation With Employees***

Employee representative(s) are:-

Mrs K Keyes – Support Staff

Mr N May – Site Manager

Mr A Hussain – Teaching Staff

Consultation with employee is provided by:-

Staff Meetings

### **2.3 Safe Plant And Equipment**

Site Manager with support from Business Manager will be responsible for identifying all equipment / plant needing maintenance.

Site Manager with advice from cleaning services. will be responsible for ensuring effective maintenance procedures are drawn up.

Site Manager with support from Business Manager will be responsible for ensuring that all identified maintenance is carried out.

Any problems found with plant / equipment should be reported to:-

Site Manager or Head Teacher  
Contract cleaning services – Power Care

Will check that new plant and equipment meets health and safety standards before it is purchased.

No unauthorised electrical equipment is to be used on school premises and where appropriate, residual current devices should be used with all electrical equipment.

### **2.4 Safe Handling and Use of Substances**

Site Manager will be responsible for identifying all substances that require COSHH (Control of Substances Hazardous to Health) assessments.

Site Manager will be responsible for undertaking COSHH assessments.

Site Manager supported by Business Manager will be responsible for ensuring that all actions identified in the assessments are implemented.

Use of chemicals for teaching as set out in the national curriculum will be done so in accordance with guidance and hazard cards produced by CLEAPS Schools Science Service. Head Teacher Responsibility

Site Manager supported by the Head Teacher will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.

Site Manager will check that new substances can be used safely before they are purchased. Assessments will be reviewed on a regular basis, when the work activity changes, or the constituents of the product change, whichever is the sooner.

## **2.5 Information, Instruction and Supervision**

The Health and Safety Law poster is displayed in the Staff Room.

Health and safety advice is available from

The Health, Safety and Wellbeing Service  
Oldham Council  
Civic Centre  
West Street  
Oldham  
OL1 1XJ

Tel: 0161 770 3165

Fax: 0161 770 3222

Supervision of young workers / trainees will be arranged / undertaken / monitored by Head Teacher, Business Manager and teaching staff

Head Teacher and/ or Business Manager are responsible for ensuring that our employees working at locations under the control of other employers are given relevant health and safety information.

## **2.6 Competency for Tasks and Training**

Induction training will be provided for all employees by

Head Teacher, School Business Manager, Senior Leadership Team, Site Manager and cleaning services as appropriate.

Job specific training will be provided by

School and or Local Authority

Specific jobs requiring special training are:

Site Manager, cleaners

Training records are kept by

Business Manager

Training records are located at

School Office

Training will be identified, arranged and monitored by

Headteacher, Business Manager, Cleaning Services as appropriate.

## **2.7 Accident, First Aid and Work Related Ill Health**

The first aiders:-

Mrs J Foley	Mrs S Norbury	Miss R Gorman
Mrs K Keyes	Miss K McDonald	Mrs J Rome
Mrs J Finnegan	Mrs R Anson	Miss E Rawcliffe
Mrs B Brown	Mrs M Khanum	
Mrs D Blackburn	Mrs M Berry	
Mrs B Keeley	Mrs J Hindle	
Mrs T Tushingham		

The first aid box (es) is/are located in the First Aid room off front entrance area and additional staff and medication stores are in the staff room.

A list of the names of pupils who have specific medical requirements e.g. asthmatics, epileptics, will be kept in the school's general office.

Children, who are asthmatic, are required to keep a spare inhaler at the school. This should be kept in a safe area known to the individual pupil and staff members. Each inhaler will be labelled with the child's name.

The school must have written parental consent before any form of medication can be administered.

Medication may only be administered if it is in an emergency situation, it is critical to life and the Head has prior knowledge about the child's medical condition. Any medication of this nature will be kept in a secure location and all relevant staff have been informed and advised how to access.

Staff administering medication in an emergency **must** be fully trained to do so.

All accidents and cases of work-related ill health are to be recorded on an accident form (AIRS 1), which is located in the Head Teachers Office.

Completed report forms will be sent to Health, Safety and Wellbeing Service within three working days.

Violent incidents will be recorded on the Authority's violence at work forms, which are located in the Headteachers office.

Completed report forms will be sent to Health, Safety and Wellbeing Service

## **2.8 Monitoring**

To check our working conditions, and ensure our safe working practices and policies are being followed we will:-

Will carry out spot check visits at a frequency of: Half Termly plus Site Manager/ Business Manager checks.

Healthy and Safety representatives will conduct workplace inspections at a frequency of inspections at least annually.

Ensure Service Managers submit health and safety reports (schools only) at a frequency of: Annually

Conduct health and safety audits at a frequency of annually

Head Teacher is responsible for investigating accidents.

Headteacher, Business Manager is responsible for investigating work-related causes of sickness absences.

Headteacher, Business Manager and Site Manager are responsible for acting on investigation findings to prevent a recurrence.

## **2.9 Emergency Procedures – Fire and Evacuation**

Headteacher is the Responsible Person for the building

Headteacher, Business Manager and Site manager are responsible for ensuring the fire risk assessment is undertaken and implemented.

Headteacher, Business Manager and Site Manager are responsible for ensuring a Fire Action Plan has been completed.

Head teacher and Business Manager are responsible for ensuring a fire evacuation procedure is in place.

Headteacher and class teachers have been appointed as fire wardens.

Escape routes and exits are checked by Site Manager

at a frequency of daily and weekly.

Fire extinguishers are maintained and checked by Fire Queen at a frequency of once per year.

Alarms are tested by Site Manager at a frequency of weekly and Guardian at a frequency of quarterly.

Emergency evacuation / fire drills will be carried out at a frequency of one per term.

Records will be kept at school office, web log book and fire cabinet to front entrance.

## **2.10 Visitors**

Any person visiting the premises is requested to make an appointment prior to the visit.

On entering the premises, visitors must go to the reception / main office and sign-in the visitor's book.

All visitors will be issued with a visitor's badge which is to be worn for the duration of the visit.

On departure, visitors must sign-out the visitors book.

## **2.11 Contractors and Safety**

Contractors are selected on the following basis: -

	<b>YES</b>	<b>NO</b>
Cost	√	
Production of company safety policy	√	
Proof of Competence (eg production of qualification certificates)	√	
References	√	
Any other criteria	√	

All contractors are required to attend a pre-start meeting with the Headteacher, Business Manager or Site Manager, any other relevant personnel e.g. Health and Safety Adviser, in order for health and safety rules / information etc. to be communicated.

All contractors are required to sign in and wear a visitor's badge. Contractors' equipment must not be left unattended.

Contractors' activities must not present a hazard to others in the vicinity of the work.

Site manager is responsible for monitoring contractor's activities whilst on site.

## **2.12 Educational Visits / Extra Curricular Activities**

The Headteacher is responsible for ensuring that the policy is followed. This policy adopts the Council guidance set out on the Health, Safety and Wellbeing website under Educational Visits (Oldham Regulations and Guidelines for Educational Visits - ORGEV) .

The Educational Visits Coordinator for the school is John Richards, Headteacher.

All educational visits must be authorised by the Headteacher in advance.

**All Category C visits must receive LEA Approval.**

The Headteacher or Service Manager will ensure that all appropriate information relating to the trip e.g. arrival/departure times, clothing requirements, contact numbers etc. is communicated to the parents of the children.

Adult supervision will be at least 1 per 15 pupils.

Advice relating to educational visits can be obtained from:

Dave Faulconbridge  
Educational Visits Adviser  
Castleshaw Centre  
Waterworks Road  
Delph  
Oldham  
OL3 5LZ

Tel: 01457 874276

Refer to the Health, Safety and Wellbeing intranet site for detailed procedures and guidelines.

Parental consent is to be sought and given in writing, where parental helpers are used.

Non-employed helpers are to be vetted and approved via Children, Young People and Families HR Section at the Civic Centre.

The Headteacher is responsible for ensuring that all vehicles used for the purpose of transporting children to and from specified destinations contain appropriate seat belts, are properly taxed, insured and have valid M.O.T. certificates.

**2.13 Movement of Vehicles**

Staff and visitors should park their vehicles in the designated car park. Vehicular access will not be permitted when children are entering or leaving school.

Gates will be closed at 8.45am – 9.15am and 3.00pm – 3.30pm (NB this point will probably only apply to primary schools).

A speed restriction of 5mph is in place within the school grounds.

## **2.14 School Security**

Refer also to arrangements for 'Visitors'.

Security of the school is maintained by:-

	<b>Yes</b>	<b>No</b>
Perimeter fencing	√	
Duty Officers stationed within individual buildings		√
External Doors being locked during school hours	√	
CCTV		√
Signposting	√	
Security lighting	√	
Other security measures( please give details)	√	

\* Sonitrol security alarm linked to OMBC security services.

All staff and regular volunteers are issued with identification badges.

## **2.15 Occupational Health Services and Stress**

Occupational health services are provided by Mediscreen who are based in Oldham.

Any individual requiring their services will be referred in the first instance to Human Resources at the Civic Centre. A HR Adviser will then pass on details of the case to Mediscreen, who will contact the individual concerned directly.

Any individual suffering from work related stress should follow the guidance set out in the Stress Policy.

If a manager suspects that an individual maybe suffering from stress, he/she should follow the guidance set out in the Stress Policy.

## **2.16 Asbestos & Legionella**

Asbestos and legionella surveys have been undertaken in all schools (copies circulated to the Headteacher via Unity). Copies of the reports are also available from Unity.

Once asbestos has been identified, a decision must be made as to whether the asbestos should be removed.

If the asbestos was not deemed to be a risk due to it's location and/or condition, the Headteacher will become responsible for it's management.

Asbestos training has been offered to all Headteachers. (New Headteachers must request training via Unity Partnership).

A monthly inspection system must be set up to monitor the condition of the asbestos (where it is accessible) and the findings will be recorded.

If any damage or flaking is noticed to an asbestos containing material, either during an inspection or otherwise, it should be reported immediately to The Asbestos Manager at Unity Partnership and the Council's Asset Management Team.

Material known to contain asbestos e.g. ceiling tiles, must never be drilled or screwed into, nor must any item be affixed to it e.g. posters, mobiles, especially with pins or staples.

A 'responsible person' must be identified at each school with responsibility to monitor asbestos and carry out weekly and monthly checks of water service temperatures. Local records must be maintained on the Unity Weblog.

This person is Site Manager.

Other checks (bi-annual/annual) will be carried out by appointed contractors as part of the school contract payments.

### **2.17 External Groups / Activities**

External groups currently using school premises are Network Nurseries.

Particulars of the health and safety policy and other health and safety information (escape routes / fire exits, alarm call points etc) will be communicated to external group representatives by Headteacher, Site Manager and/ or Business Manager.

All extra curricular groups using school premises must abide by school health and safety rules.

Groups that use school premises to hold functions will be asked to produce evidence of having carried out the necessary risk assessments implementing appropriate control measures to reduce any risks identified.

## **2.18 Violence, Behaviour, Bullying and Harassment**

Efforts will be made to train all staff in how to handle violent and aggressive situations.

If faced with a violent aggressor, avoid direct eye contact, do not raise your voice, do not take an aggressive stance, do not do or say anything to antagonise the situation.

If staff are taking pupils out of the building to a point where a telephone would not be easily accessible e.g. onto playing fields, then a mobile phone should be taken to ensure assistance could be summoned quickly in an emergency.

If staff are entering an area where there have been previous incidences of violence and/or aggressive behaviour from third parties, the possibility of providing additional staff i.e. 'doubling-up', should be considered.

The school will address bad behaviour, bullying and harassment involving pupils by following the school discipline policy.

The school will address good pupil behaviour by See discipline policy, good work assembly and choosing time.

The school will address bullying and harassment involving staff by Following Code of Conduct Policy adopted from the LA.

N.B - The school will follow procedures as determined in the local authority Health and Safety guidance manual for schools as necessary.