



**Bridgelea Primary School  
Bridgelea Road  
Withington  
Manchester  
M20 3FB**

## **HEALTH & SAFETY POLICY**

<b>Implemented</b>	<b>Oct 2019</b>
<b>Presented by</b>	<b>School Business Manager</b>
<b>Ratified by Governors</b>	<b>Oct 2019</b>
<b>Review Date</b>	<b>Oct 2019</b>

### Article & Nurture Principle relating to this Policy

**Article 24** You have the right to the best health care possible, safe water to drink, nutritious food, a clean and safe environment, and information to help you stay well.

2. The classroom offers a safe base

## Bridgelea Primary School Vision & Mission Statement

### Vision "Understanding People"

#### Mission Statement

"We work with people to build aspirations, connect, challenge, change and grow. We are an outstanding school and a proud founding member of the City of Manchester Learning Partnership."

- We value **SUCCESS**. Children achieve academic as well as social and emotional growth.
- We value **SAFETY**. We care for each other and keep each other safe.
- We value **CO-OPERATION**. As a school we will endeavour to co-operate with the community to inspire and empower every individual.
- We value **COMMUNICATION**. We believe that all behaviour is communication.
- We value **DEVELOPMENT**. Learning is understood developmentally.
- We value **WELLBEING**. We have a holistic approach to wellbeing across the school.
- We value **DIVERSITY**. We celebrate each other as unique individuals with rights that we respect.

## UN Rights of the Child: Bridgelea 10 Articles

**Through the School Council the children decided they would like to focus on the following 10 Articles, whilst understanding no right is more important than another:**

- |                   |   |
|-------------------|---|
| <b>Article 12</b> | You have the right to give your opinion, and for adults to listen and take it seriously.  |
| <b>Article 13</b> | You have the right to find out things and share what you think with others, by talking, drawing, writing or in any other way unless it harms or offends other people.                   |
| <b>Article 15</b> | You have the right to choose your own friends and join or set up groups, as long as it isn't harmful to others.   |
| <b>Article 24</b> | You have the right to the best health care possible, safe water to drink, nutritious food, a clean and safe environment, and information to help you stay well.                         |
| <b>Article 27</b> | You have the right to food, clothing, a safe place to live and to have your basic needs met. You should not be disadvantaged so that you can't do many of the things other kids can do. |
| <b>Article 28</b> | You have the right to a good quality education. You should be encouraged to go to school to the highest level you can.  |
| <b>Article 29</b> | Your education should help you use and develop your talents and abilities. It should also help you learn to live peacefully, protect the environment and respect other people.          |
| <b>Article 30</b> | You have the right to practice your own culture, language and religion - or any you choose. Minority and indigenous groups need special protection of this right.                       |
| <b>Article 31</b> | You have the right to play and rest.  |
| <b>Article 39</b> | You have the right to help if you've been hurt, neglected or badly treated.   |

## The Six Principles Of Nurture

The nurturing approach offers a range of opportunities for children and young people to engage with missing early nurturing experiences, giving them the social and emotional skills to do well at school and with peers, develop their resilience and their capacity to deal more confidently with the trials and tribulations of life, for life.

1. Children's learning is understood developmentally
2. The classroom offers a safe base
3. The importance of nurture for the development of wellbeing
4. Language is a vital means of communication
5. All behaviour is communication
6. The importance of transition in children's lives

## **Introduction**

### **Statement of Intent**

The Governing Body and Headteacher of Bridgelea Primary School recognise and accept their responsibilities both under law and also under the Local Authority's delegation for local management of schools. As responsible employers and/or persons in control of premises, the requirement to provide a safe and healthy working environment for all employees and others affected by its activities is acknowledged.

The school is committed to managing risks by ensuring that risk assessments are undertaken, control measures implemented and systems are continuously monitored and reviewed led by the school's Governing Body and Headteacher.

In particular the Governing Body and Headteacher are responsible for:

- providing a safe and healthy working and learning environment and ensuring that the premises are maintained in a safe condition;
- maintaining safe access to and egress from the premises;
- preventing accidents and work related ill health;
- assessing and controlling risks from curriculum and non-curriculum work activities including offsite visits;
- complying with statutory requirements as a minimum;
- ensuring safe working methods and providing safe equipment;
- providing effective information, instruction and training;
- monitoring and reviewing systems to make sure they are effective;
- developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters;
- setting targets and objectives to develop a culture of continuous improvement;
- ensuring a healthy working environment is maintained including adequate welfare facilities;
- ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable;
- ensuring safe use, handling and storage of substances at work.

The Governing Body and Headteacher will ensure adequate resources, including finance to implement the Policy.

The Governing Body and Headteacher are committed to this Policy and all staff are required to comply. They are encouraged to support the Governing Body and Headteacher's commitment to continuous improvement in the schools health and safety performance. For the Policy Document to be effectively implemented, the school requires the full co-operation of employees and others who use the premises.

This Policy Statement and the accompanying organisation and arrangements will be reviewed at least annually and revised as and when necessary.

## Organisation

<p><b>Organisation – Introduction.</b></p> <p>In order to achieve compliance with the Governing Body and Headteacher’s Statement of Intent the school’s normal management structure will have additional responsibilities assigned to them as detailed in this part of this Policy Document.</p>	
<p><b>The Duties of the Governing Body</b></p> <p>The Governing body has overall responsibility for ensuring compliance with this Safety Policy Document. In consultation with the Headteacher the Governors will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the school, periodically assessing the effectiveness of this document ensuring that any necessary revisions are made to determine the policy and monitor its implementation.</p>	
<p><b>The Duties of the Headteacher</b></p> <p>The Headteacher has day-to-day responsibility for ensuring compliance with this Safety Policy Document. In consultation with the Governors the Headteacher will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the school, periodically assessing the effectiveness of this document ensuring that any necessary revisions are made to determine the policy and monitor its implementation. The Headteacher will maintain the profile of health and safety within the school by the development of safe working practices and conditions and will ensure that health and safety standards are maintained at all times.</p>	

### **The Duties of Employees**

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions, and must comply with the school's Health and Safety Policy Document and procedures at all times, co-operate with school management in complying with relevant health and safety law, use all work equipment and substances in accordance with instruction, training and information received, report to the Site Manager and/or the School Business Manager any hazardous situations and defects in equipment found in their work places, report all incidents in line with current incident reporting procedure, act in accordance with any specific health and safety training received, inform the School Business Manager of what they consider to be shortcomings in the school's health and safety arrangements and exercise good standards of housekeeping and cleanliness.

*Any accidents/near misses to pupils, staff, visitors or contractors MUST be reported the main office or SLT. There are First Aid at Work and Paediatric First Aid trained staff on both sites who are identified on the Staff notice boards each day.*

*An Accident Report Form (blue) must be completed. The same form can be used for NEAR miss incidences.*

*Following this, where necessary an Accident Investigation Report Form (Red) must be completed. Both forms must be given, in confidence, to Diane Hallworth – School Business Manager. A copy of the completed form will be sent to the LA and a copy retained in the Main office.*

*The school has a Violent Incident Reporting Form (Green) which MUST be completed for any violent incident, verbal and/or physical and handed in at the office.*

*The school has a staff handbook that staff must follow and adhere to.*

*All of the above forms and handbooks are available from the main office.*

### **Pupils**

Pupils, in accordance with their age and aptitude, are expected to exercise personal responsibility for the health and safety of themselves and others, observe standards of dress consistent with safety and/or hygiene, observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency, use and not wilfully misuse, neglect or interfere with anything provided for their health and safety.

*Children are encouraged and reminded regularly to walk around the school in a sensible manner. Children know where the medical room is and are familiar with our Paediatric First Aiders. Children and parents are familiar with E- safety.*

<p><b>School Health and Safety Representatives</b></p> <p>The Governing Body and Headteacher recognise the role of Health and Safety Representatives who maybe appointed by a recognised Trade Union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time. Trade Union Representatives are entitled to certain information, e.g. information relating to accidents, and to paid time away from the workplace to train for and carry out their health and safety functions. However representatives are not part of the management structure and do not carry out duties on behalf of the Headteacher or Governing Body.</p>	<p><i>N/A – The school currently report direct to HSE to investigate any serious accidents and incidents.</i></p>
<p><b>Temporary Staff</b></p> <p>Temporary staff are provided with information and guidance which includes the Safeguarding and Fire and Emergency Procedures etc. and are suitably inducted to their role. Temporary staff are directly accountable to the Headteacher whilst on the school site.</p>	<p><i>All Agencies providing supply staff are provided with copies of the school policies.</i></p>
<p><b>Teaching Staff</b></p> <p>Teaching Staff have a day to day responsibility for ensuring compliance with this Safety Policy Document and ensuring all persons under their control are aware of the general health and safety requirements of the school and the detailed requirements for activities relevant to them. Teachers are responsible for the immediate safety of the pupils in his/her classroom. Nominated teachers are responsible for their own classroom and associated equipment and as such it is their responsibility to ensure that it is maintained to a high standard with respect to health and safety issues.</p>	<p><i>Risk assessments must be completed by any staff members who wish to run an activity which may have a risk element to it. Standard risk assessments are available from the School Business Manager.</i></p> <p><i>All Staff are encouraged to report any defect equipment or damages in the Site Managers log book at each site.</i></p> <p><i>Teachers are prompted to complete a classroom assessment questionnaire once a year</i></p>

<p><b>Teaching Assistants</b></p> <p>Teaching assistants have a day to day responsibility for ensuring compliance with this Safety Policy Document and are immediately accountable to the teacher in charge whilst the class is in session.</p>	
<p><b>The Duties of External Visits Coordinators (EVC)</b></p> <p>The External Visits Coordinator (EVC) ensures that all off-site activities and Educational Visits, Regulations and standards for offsite visits are followed. The EVC works with Group Leaders to ensure the aim of the educational visit is achievable and in line with those of the school.</p>	<p><i>N/A Class Teachers and Site Leads organise their own Educational Visits.</i></p>
<p><b>The Duties of Premises Manager (Business Manager, Site Manager)</b></p> <p>The Premises Manager has a day to day responsibility for ensuring compliance with the School Safety Policy Document and taking effective action and/or immediately referring to the Headteacher any health and safety issues brought to their attention, this includes the stopping of any practices or the use of any tools, equipment etc which are considered unsafe.</p>	<p><i>Site Managers are responsible for completing morning checks of the grounds, internally and externally, for any damage or hazards that may have occurred over night. Repairs and maintenance related issues are dealt with swiftly</i></p>
<p><b>Volunteer and Parent Helpers</b></p> <p>Volunteer and parent helpers are provided with information and guidance which includes safeguarding, fire and emergency procedures etc. Volunteer and parent helpers are directly accountable to the teacher in charge whilst on the school site.</p>	<p><i>Volunteer and parent helpers are always accompanied by a member of staff whilst on the school premises</i></p>

## Arrangements

<b>Arrangements</b> The following procedures and arrangements have been established within the school to minimise health and safety risks to an acceptable level.	<b>Responsibility of: Name/Title</b>	<b>Action/Arrangements</b>
<b>Communication</b> The school recognises the importance of communication to such as staff, visitors, pupils, parents, volunteers, contractors etc:	<i>HR</i>	<i>Employees are issued with a staff handbook. Employees are directed to policies. Changes to policies or the introduction of new policies are communicated to staff via email. All staff must sign a declaration confirming they have read and understood the policy. All employees have a school email address which is regularly used as a communication tool for Health and Safety related issues.</i>
<b>Consultation with Employees</b> The school recognises the importance of consulting with employees on health and safety matters.		



## Risk Assessments

<p><b>Risk Assessment</b></p> <p>The school uses a risk assessment process and template as a standard for risk assessment. Risk assessment is the responsibility of the Schools Leadership Team at a variety of levels. Those responsible for premises or curriculum areas ensure that risk assessments are undertaken and recorded for significant activities. Risk assessments are reviewed periodically or where there is a change in circumstances.</p>		<p><i>Premises/grounds – Gary Hindle and Diane Hallworth</i>  <i>Catering/Kitchens – Manchester Fayre</i>  <i>PE – Jonny Carroll</i>  <i>General Classroom – Site Leads</i>  <i>Slips, trips and falls – Diane Hallworth</i>  <i>Handling Cash – Diane Hallworth</i>  <i>Outdoor play equipment – Helen Shaw</i>  <i>Playground – Helen Shaw</i>  <i>Lunch/breaktime supervision on the playground – Site Leads</i>  <i>Curriculum – Subject Leaders</i>  <i>Personal Evacuation Plans – Senior Leadership Team</i>  <i>Children/staff with injuries – Diane Hallworth</i>  <i>Pregnant staff – Diane Hallworth/Lisa Shaw</i></p>
<p><b>School Trips/Offsite Visits</b></p> <p>The school complies with DFE Guidance on offsite visits and school journeys.</p>	<p><i>Class Teachers</i></p>	<p><i>Teachers must complete a trip request form (in the office) detailing the class, venue, times etc. This is then signed by a member of SLT. Once the trip has been approved, a risk assessment EV1 is completed and signed off by a member of SLT.</i></p>

<p><b>Working at Height</b></p> <p>The risks associated with working at height are identified through risk assessment. Frequent documented checks take place to ensure the safe working condition of access equipment. Procedures are in place to ensure any damaged access equipment is clearly labelled and removed as soon as practicable. Staff also have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.</p>		<p><i>Only Site Staff are to use the ladders in school.</i></p> <p><i>Step ladders are available for staff who are putting up displays.</i></p> <p><i>Contractors are to use their own ladders</i></p>
<p><b>Noise</b></p> <p>The school is aware of their responsibility for assessing the risks of noise and where noise is identified as a significant risk the school ensures appropriate control measures are put in place.</p>		
<p><b>Violence to Staff</b></p> <p>The school are aware of their responsibility for assessing the risks of violence to staff and where violence is identified as a significant risk the school ensure appropriate control measures are put in place. Staff report any incident of aggression or violence (or near misses) directed to themselves through the reporting process.</p>		<p><i>The school have a reporting procedure to log any violent incident, verbal and/or physical on IRIS; CPOMS; and in extreme cases a Violent Incident Reporting Form (Green). This MUST be completed and handed in at the office. Upon completion, a copy is sent to the Local Authority.</i></p>

<p><b>Security Arrangements Including Dealing with Intruders</b> Risks to security of the premises and property are assessed through the risk assessment process</p>		<p><i>The school has an appropriate alarm system for intruder and fire which is maintained throughout the year via Bradbury Consulting. All activations are linked to a monitoring station (Custodian). Incident Response will respond to the activations by visiting the school if it is out of hours.</i></p> <p><i>The school has an electronic signing in system (Inventry) which must be used by all staff and visitors to sign in and out. Badges are issued to visitors and contractors. Any visitors/contractors without a suitable DBS certificate and/or unfamiliar with the school are escorted and supervised by a member of staff or an adult who does have a suitable DBS certificate and is familiar with the school.</i></p> <p><i>The staff are encouraged to contact the office if they see a stranger in school who is not wearing a visitors badge.</i></p>
<p><b>Personal Security/Lone Working</b> The school ensures that lone working is risk assessed and that appropriate control measures are put in place to mitigate those risks. Staff assist in the operation of any systems designed for their safety.</p>		<p><i>A lone working Risk Assessment is in place for any affected staff.</i></p>
<p><b>Hazardous Substances (Control of Substances Hazardous to Health CoSHH)</b> Where hazardous substances are used a designated employee carries out risk assessments and adopts a hierarchy of control measures seeking to eliminate or substitute the risk first and foremost.</p>		<p><i>CoSHH data sheets are kept on file in all Cleaning stores on both sites.</i></p>

<p><b>Personal Protective Equipment</b></p> <p>Employees/Managers assess on the basis of risk assessment and CoSHH assessments where the need for PPE is identified as a control measure. Where it is assessed that PPE is required PPE is appropriately selected and provided. Staff are responsible for ensuring that they use PPE where it is provided.</p>		
<p><b>School Transport</b></p> <p>Risks associated with driving are evaluated within assessments for activities.</p>		<p><i>Staff who use cars to transport children to provide a copy of insurance (business insurance) and MOT certificate, which is kept on file by the School Business Manager.</i></p>
<p><b>Manual Handling (typical loads and handling pupils)</b></p> <p>Risks of manual handling are communicated within general risk assessment.</p> <p>Any activities that involve significant manual handling tasks are risk assessed and where appropriate training provided for staff. The Senior Leadership Team are responsible for assessing the appropriate approach to handling tasks.</p>		<p><i>The Site Manager has received manual handling training. The caretaker will receive manual handling training.</i></p> <p><i>Physical Intervention Training is delivered to all staff annually.</i></p>

<p><b>Curriculum Safety (including extended schools activity/study support)</b></p> <p>Heads of Service/Departments ensure that risks related to curriculum areas are identified and controlled following the National Guidelines such as CLEAPSS. For any activity falling outside of National Guidance a risk assessment is carried out. An inventory of all equipment is kept by the Departmental Head and all tools/equipment/machinery are checked, maintained and stored correctly.</p>	<p>N/A</p>	
<p><b>Work Experience Placements</b></p> <p>Work experience co-ordinators follow the working practices outlined in: 'Work-related learning and the law', Guidance for schools and school-business link practitioners and 'Work experience a Guide for secondary schools'.</p>	<p>N/A</p>	
<p><b>Display Screen Equipment</b></p> <p>The majority of staff within the school are not considered to be DSE users. Headteachers/Heads of Department ensure that DSE workplace assessments are conducted for all users. DSE assessments are reviewed annually and where equipment changes or office layouts change or when there are staff changes.</p>	<p><i>Diane Hallworth</i></p>	<p><i>Regular DSE users are as follows:</i></p> <p><i>Phil Hoyland</i>  <i>Kelly Eyre</i>  <i>Nichala Johansen</i>  <i>Diane Hallworth</i>  <i>Lisa Shaw</i>  <i>Caroline Gibson</i>  <i>Shalima Shakil</i>  <i>Julia Raine</i>  <i>Claire Hogan/Deborah Tinsley</i></p> <p><i>All of the above will complete a DSE assessment. Adjustments, where reasonably practicable, will be made.</i></p>

<p><b>Parent Teacher Association</b></p> <p>The school offers support to the Parent Teacher Association (PTA) and provides a forum through which parents can become more involved in the education of their children. Risk assessments are carried out for PTA run events and adequate insurance is in place.</p>		N/A
<p><b>Playground Supervision/Play Equipment and Maintenance</b></p> <p>A risk assessment of the potential hazards in the playground and their likelihood to cause harm has been undertaken and the following have been considered within the risk assessment process</p>		<p><i>The playgrounds are used by all pupils from Y3-Y6 at our KS2 site and Y1-Y2 at our KS1 site. All class based staff are required to supervise and engage with the pupils during break times.</i></p> <p><i>A Paediatric first aider is available in the main office.</i></p>

## Premises

<p><b>Mechanical and Electrical (fixed and portable)</b></p> <p>The School takes appropriate measures to make sure that all electrical equipment is safe and suitable for the purpose intended. All relevant persons are made aware of the associated hazards and of the requirements to adopt working procedures designed to keep the risks to their health, and to the health of any other person, as low as reasonably achievable</p> <p>Persons carrying out the testing and/or repair of electrical equipment, or carrying out experimental work on electrical equipment or its associated connections have the appropriate technical knowledge, training and information to enable them to work safely. Results of electrical safety tests (PAT testing and fixed wiring inspections) are recorded and held in the Business Manager's office.</p>		<p><i>The staff are reminded to make electrical equipment available for PAT once a year. Staff are also informed not to bring in their own electrical equipment without prior approval from the Site Manager.</i></p> <p><i>The staff are reminded to report any defect items to the Site Manager or the School Business Manager.</i></p>
<p><b>Maintenance of Machinery and Equipment</b></p> <p>The school inspects and maintains its equipment on a regular basis; however the frequency of these inspections is much dependant on the use and type of equipment.</p>		<p><i>Bradbury Consulting provide and are responsible for the maintaining equipment and machinery.</i></p> <p><i>Manchester Fayre are responsible for the maintenance of any equipment/machinery in the kitchens.</i></p>

<p><b>Asbestos</b></p> <p>To minimise risk from asbestos containing materials on the school site, the school maintains a safe and healthy environment by:</p> <ul style="list-style-type: none"> <li>• complying with all regulations concerning the control of asbestos;</li> <li>• removing asbestos containing materials where the risk to building users is unacceptable;</li> <li>• having a named officer who has responsibility for implementing the Asbestos Management Plan.</li> <li>• where necessary communicating to all staff and visitors where asbestos containing materials are located within the school site.</li> </ul>		<p><i>There is no asbestos in refurbished KS2 building.</i></p> <p><i>The Asbestos Report for the KS1 building is kept in the cleaner store.</i></p>
<p><b>Service Contractors</b></p> <p>Service contractors have regular access to site as specified by a contract. The service contract specifies what work is expected of them and what they can expect from the school. Contractors follow their own safe systems of work and their working methods take into account how they will impact upon staff, students and other visitors on site. The school provide details of its safe systems of work to the contractors where relevant and all contractors are consulted over emergency arrangements.</p>		<p><i>Contractors are expected to sign in and out.</i></p> <p><i>Contractors other than via Bradbury Consulting must provide the school with any relevant paperwork which may include method statements, risk assessments, public liability documents etc</i></p>



<p><b>Building Contractors</b></p> <p>This involves work where part of the site is handed over to the contractor. Hazards associated with this activity are controlled by effective supervision of students and contractors whilst on the school site.</p>		<p><i>The Headteacher, Business Manager and Site Managers will be involved in the scheduling, managing and communicating of all works carried out with the school premise/grounds.</i></p> <p><i>All contractors are expected to sign in and sign out every day and complete any necessary paperwork associate with the job.</i></p>
<p><b>Small Scale Building Works</b></p> <p>This includes day-to-day maintenance work and all work undertaken on site where a pre site meeting has not taken place.</p>		<p><i>The Headteacher, Business Manager and Site Managers will be involved in the scheduling, managing and communicating of all works carried out with the school premise/grounds.</i></p> <p><i>All contractors are expected to sign in and sign out every day and complete any necessary paperwork associate with the job.</i></p>
<p><b>Lettings (shared working – playgroups etc)</b></p> <p>The school ensures that the hirer/tenant has public liability insurance in place in order to indemnify the school from all such hirer’s/tenant’s claims arising from negligence. If any part of the school is let, the Headteacher is satisfied via the agreement that the hiring organisation will use the premises in a safe manner. A signed, written letting agreement is completed and copies are kept and a risk assessment has been undertaken.</p>	<p><i>School Business Manager</i></p>	<p><i>The School Business Manager will ensure a lettings agreement has been completed with relevant insurance.</i></p>

<p><b>Slips/Trips/Falls</b></p> <p>The school recognises the main cause of accidents is slips, trips and falls. It is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear. The responsible person ensures regular inspection of communal areas. All hazards, obstructions, spillages, defects or maintenance requirements are reported to the Site Managers or Business Manager via email or telephone in more urgent cases. All staff are expected to be vigilant and aware of possible hazards.</p>		<p><i>The Site Manager and caretaker, as part of their routine daily checks, will ensure that there are clear and safe (where reasonably practicable) routes to and from school, and fire exits are kept clear.</i></p>
<p><b>Cleaning</b></p> <p>A cleaning schedule is in place which is monitored by the Business Manager and Site Managers. All waste is disposed of according to appropriate health and safety guidelines. Deep cleaning is undertaken on a regular basis where necessary. The school ensure general cleanliness, appropriate waste disposal, safe stacking and storage and the checking of general equipment such as ladders etc. All members of staff and students adopt good housekeeping practices to assist in the maintenance of a safe and healthy workplace.</p>		<p><i>The school has 1 Site Manager, 1 caretaker and 3 cleaners.</i></p> <p><i>Deep cleans take place every half term.</i></p>

<p><b>Transport Arrangements (on-site)</b></p> <p>The school segregate access traffic, vehicular and vulnerable pedestrians and cyclists and design out vehicular and vulnerable traffic route conflicts, both at access points and on site. The school wherever possible avoid same access for all.</p>		<p><i>KS1 site – The carpark and pedestrian entrance is open at 6.30am and are closed at 6.30pm</i></p> <p><i>Gates accessing the carpark from the playground are on a magna lock system to which all staff have a fob.</i></p> <p><i>KS2 site - The carpark to both Plymouth Grove Parking and Bridgelea and front single leaf yellow pedestrian gate to school are open at 6.30am. The carpark gates are closed 8.30am and 3.30pm with the exception of the arrival and departure of the school buses.</i></p> <p><i>Internal gates, the gates from the playground to the carpark are open between 6.30am-6.30pm and are monitored by staff during break times.</i></p> <p><i>All visitors are encouraged to use the pedestrian gates and must report to the main office</i></p> <p><i>Deliveries are encouraged before and after school</i></p>
<p><b>Bus Duties (supervision of pupils boarding school buses)</b></p>		<p><i>The majority of pupils arrive on LA school transport.</i></p> <p><i>KS1 site – 3 x buses arrive and park outside the school gates. Pupils are escorted by staff via the pedestrian entrance on and off the buses into the school.</i></p> <p><i>KS2 site – 12 x buses arrive each day.</i></p> <p><i>(am) -They enter and exit the carpark dropping pupils off at the pupil entrance where staff are waiting to escort them into school</i></p> <p><i>(pm) – 6 x buses park in the carpark and the gates closed whilst the pupils board the buses. Carpark gates are opened for buses to exit. The next 6 x buses can then park in the car park and the gates closed whilst the pupils board the buses. Carpark gates are opened for buses to exit.</i></p> <p><i>Carpark gates are then closed until 3.30pm</i></p>

<p><b>Caretaking and Grounds Maintenance (and grounds safety)</b></p> <p>The school identifies risks associated with caretaking and grounds maintenance and identifies the risks through the risk assessment process.</p>		<p><i>The Site Manager carries out daily visual checks of the grounds and records his findings on our facilities management software.</i></p> <p><i>All scheduled maintenance and checks are booked via Bradbury Consulting and logged on our facilities management software.</i></p>
<p><b>Gas and Electrical Appliances</b></p> <p>Any necessary work and testing of gas and electrical appliances are carried out by qualified contractors. Gas and electrical appliances are also checked visually on a regular basis and subject to appropriate formal inspection.</p>		<p><i>Gas and Electrical works are carried contractors through Bradbury Consulting and logged on our facilities management software.</i></p>
<p><b>Glass and Glazing</b></p> <p>A risk assessment has been carried out for all glazing on site to ensure it complies with current safety standards. All low level glazing (below 800 mm), such as glazing in doors and high risk glazing such as glazing within PE departments is toughened, laminated glass and complies with safety regulations or has been fitted with safety film. There is a system in place to ensure all broken glazing is reported through a known procedure and that the area is made safe immediately and repairs carried out as soon as possible. Glazing is also assessed during a regular site inspection.</p>	<p>N/A</p>	<p><i>Both sites are LA Maintained schools and comply with current glazing safety standards.</i></p>

<p><b>Water Supply/Legionella</b></p> <p>An effective water hygiene management plan is in place to control the risks of legionellosis to staff and members of the public. The named responsible person has a clear understanding of their duty, has undertaken training in water system management and has the competence and knowledge to ensure that all operational procedures are carried out in a timely and effective manner. Regular documented water checks are undertaken and a system is in place to ensure an annual check is carried out. A legionella risk assessment has been documented and the site log book is used. A process is also in place to deal with any actions should they arise.</p>		<p><i>All checks are carried out and documented by Cleartech via Bradbury Consulting. The log book is situated in the Main office.</i></p> <p><i>A LRA is carried biannually by Bradbury Consulting.</i></p>
<p><b>Snow and Ice Gritting</b></p> <p>Adequate arrangements are in place to minimise the risks from snow and ice on the site e.g. access/egress routes. There is suitable storage for salt/grit and tools, (such as wheeled grit spreader) on site and a sufficient supply of grit/salt is available.</p>		<p><i>The Site Manager has received manual handling training. The Caretaker will receive manual handling training.</i></p> <p><i>Both school sites have adequate bins to store salt/grit</i></p>

## Medical/Fire and Emergency Arrangements

<p><b>Infectious Diseases</b></p> <p>The school follows the National Guidance produced by the Health Protection Agency, which is summarised on the poster, 'Guidance on infection Control in Schools and other Child Care Settings'.</p>		<p><i>Posters have been ordered and will be displayed in suitable and visible locations around the school.</i></p>
<p><b>Dealing with Medical Conditions</b></p> <p>The school accommodates pupils with medical needs wherever practicable and makes reference to DFE circular - <i>Supporting Pupils with Medical Needs in School</i> which sets out the legal framework for the health and safety of pupils and staff. Responsibility for pupils' safety is clearly defined within individual care plans where necessary and each person involved with pupils with medical needs is aware of what is expected of them. Close cooperation between schools, parents, health professionals and other agencies help provide a suitably supportive environment for those pupils with special needs.</p>		<p><i>The administration of medicines policy is stored electronically and in the medical files held in the main office. It is available upon request from the SBM.</i></p> <p><i>The Senco's, Safeguarding Lead and SLT work closely with parents and health professionals to ensure that every child with a medical need is given the best possible care.</i></p>

<p><b>Drug Administration</b></p> <p>The school accommodates pupils with medical needs wherever practicable and makes reference to DFE <i>Guidance Managing Medicines in Schools and Early Years Settings</i>. Parents have prime responsibility for their child's health and provide the school with information about their child's medical condition. Parents obtain details from their child's General Practitioner (GP) or Paediatrician, if needed. The school nurse and specialist voluntary bodies provide additional background information for staff.</p>		<p><i>Parents/carers are required to complete a medicine administration form for any child who may require medication during the school day. The school will/can only administer medication that has been prescribed by a GP and must be for that child and must have been prescribed recently. There are also specific forms for inhalers. The form for long term medication ie inhalers and short term medication forms ie antibiotics can be completed with a member of the admin staff.</i></p>
<p><b>First Aid</b></p> <p>The school follows the statutory requirements for first aid and provides suitably trained first aid staff.</p>		<p><i>KS2 site - The school has a designated medical room which is located on the ground floor.</i></p> <p><i>KS1 site – First aid is administered in the main office.</i></p> <p><i>The school sites have designated Paediatric First Aid Trained Officers who are on duty and available between 8.00am and 4.00pm. The school also has numerous trained First Aid at Work staff situated throughout the school.</i></p> <p>Diane Hallworth – Paediatric First Aider          Nichala Johansen - Paediatric First Aider &amp; Workplace First Aider          Phil Hoyland – Paediatric &amp; Workplace First Aider          Shalima Shakil – designated Paediatric First Aider          Deborah Tinsley – designated Paediatric First Aider          Claire Hogan - Paediatric First Aider          Lee Bailey – Emergency First Aid          Emma Mynes – Emergency First Aid          Ellen Delahunty – Emergency First Aid</p>

<p><b>Reporting of Accidents, Hazards, Near Misses</b></p> <p>All staff are encouraged to report accidents, incidents and near misses and line managers investigate such incidents and identify and implement means to prevent a recurrence.</p>		<p><i>Any accidents/near misses to staff, visitors or contractors MUST be reported to the office/ or a key staff member.</i></p> <p><i>An Accident Report Form (blue) must be completed. The same form can be used for NEAR miss incidences.</i></p> <p><i>The school has a Violent Incident Reporting Form (Green) which MUST be completed for any violent incident, verbal and/or physical and handed in at the office.</i></p> <p><i>All of the above forms are available in the following locations:</i></p> <ul style="list-style-type: none"> <li><i>• School Office</i></li> <li><i>• Business Manager</i></li> </ul>
<p><b>Fire Safety and Emergency Evacuation</b></p> <p>A risk assessment has been carried out and a safety management plan is in place</p>		<p><i>KS1 site - A Fire Risk Assessment has been carried out by Manchester HSE. Any recommendations made are carried out by the Site Managers (or a specialist if necessary). The Fire Risk Assessment is located in the office.</i></p> <p><i>The designated fire assembly point is on the outside of the school gats on the opposite side of Bridgelea Road.</i></p> <p><i>KS2 site – A Fire Risk Assessment and Evacuation policy is undergoing with Manchester HSE.</i></p> <p><i>The designated fire assembly point is at the bottom end of Bridgelea’s carpark aligned with Plymouth Grove.</i></p> <p><i>Fire drills are carried out 3 times a year. There are individual emergency evacuation plans for vulnerable staff and pupils.</i></p>



**Crisis and Emergency Management**

A Crisis Management Team is in place to assist in the reduction of the consequences of major hazards and risks and to action a recovery plan in the event of a serious accident. The Team acts as the decision-making influence for the management of an incident. Procedures and practices are in place for handling emergency situations and communicating these to all staff. All necessary equipment is available for rapid activation during an emergency which includes communications equipment, emergency plans and procedures, a log to record all actions taken during the crisis, necessary office equipment and supplies and appropriate building plans. A test is carried out on a regular basis to ensure that it is feasible and realistic. The emergency plan is reviewed on an annual basis and after the practice emergency exercise, if deficiencies are found immediate corrections are made.

*The school has a Business Continuity Plan which is reviewed by the SBM, Headteacher and Governing Body on an annual basis.*

## Monitoring and Review

<p><b>Monitoring</b></p> <p>Arrangements are monitored and reviewed annually and revised as new topics arise that may affect the process of managing health and safety for staff, pupils, contractors and other visitors</p>		
<p><b>Inspections</b></p> <p>Regular safety inspections are carried out by the nominated person/s. All hazards and risks associated with the premises/departments/grounds are monitored and controlled.</p>		<p><i>The staff are required to complete an assessment form annually in relation to their classroom which will identify any hazards or risk. These are passed to the Site Managers who forward any task to Bradbury Consulting where necessary</i></p> <p><i>The staff are regularly reminded to report any hazard/risk via log book to the Site Managers or in more urgent cases directly to the office/SBM.</i></p> <p><i>Maintenance and service reports are filed and stored in the office</i></p>
<p><b>Review</b></p> <p>The School has mechanisms for undertaking active monitoring and review of health and safety which includes an arrangement of periodic planned health and safety checks of each section of the school, supplemented by various 'ad hoc' and un-planned checks and inspections.</p>		<p><i>Staff complete a HSE classroom checklist twice a year</i></p> <p><i>Site staff have a record on our facilities management software of all periodic checks, inspections and repairs.</i></p>

**Auditing**

As a means of confirming that the necessary systems to comply with legislation are in place and are being followed the school ensures a complete health and safety audit by competent persons. The action points identified through the audit form part of the school development plan.

*KS1 site – The school was reviewed by a representative from the DfE in 2018 awaiting report.*

*KS2 site - The school was fully refurbished in 2018 and is awaiting sign off from building control.*

## Training

<p><b>Staff Health and Safety Training/Competence</b></p> <p>The school is committed to ensuring that staff are competent to undertake the roles expected of them. The Headteacher/SLT undertake a training needs analysis to identify the competency requirements of specific job roles in terms of health and safety, and ensure that appropriate training is delivered and training records held centrally. The training need analysis is reviewed on an annual basis or on the introduction of new legislation. Line managers conducting the Performance Management process consider health and safety performance and address areas of concern with employees.</p>		<p><i>The followed people are trained in:</i></p> <p><i>Diane Hallworth, SBM – Fire Safety Training; Display screen equipment; Health &amp; Safety at Work, Paediatric First Aid.</i></p> <p><i>Gary Hindle, Site Manager – Fire Safety Training; Health &amp; Safety at Work; Manual Handling; How to carry out PAT Testing.</i></p>
<p><b>Supply and Student Teachers</b></p> <p>The school's expectations are made clear to the Supply and Student Teacher through the provision of Staff handbook, Health and Safety Policy, Safeguarding Policy, Behaviour Policy and other relevant Policies. The Headteacher is responsible for liaising with the Supply/Student Teacher on general school organisation and routines. When Supply and Student Teachers attend the school to cover for staff absence at short notice the Headteacher/responsible person gives guidance on the work to be covered.</p>		<p><i>Students and supply staff are encouraged to familiarise themselves with all school policies.</i></p>

**Volunteer and Parent Helpers**

Volunteer and parent helpers are subject to the schools safeguarding arrangements. Volunteers receive an induction from the designated teacher for child protection and general health and safety and are expected to wear a visitors badge at all times and follow the school procedures. The teacher is the principal point of contact and volunteers are under his/her direction. Conversations and any documentation to which volunteer/parent helpers may have access are strictly confidential and are treated as such.

N/A

## Health and Wellbeing

<p><b>Pregnant Members of Staff</b></p> <p>Members of staff who are pregnant are required to inform the school in writing so that an appropriate risk assessment of their work routines can be carried out.</p>		<p><i>The SBM/Safeguarding &amp; Pastoral Lead will carry out a risk assessment for expectant mothers as soon as we have been informed by the employee. The school uses the risk assessment template provided by the HSE.</i></p> <p><i>Risk assessments are completed with the expectant mother and signed. A review date is included in the Risk Assessment. An agreement is made with the expectant mother that any necessary adjustments to their role or environment will need to be shared with their site team.</i></p>
<p><b>Health and Well Being Including Absence Management</b></p> <p>The school has carried out a risk assessment based on the Health and Safety Executive's Management Standards for Work-Related Stress. The school endeavour to promote a culture of co-operation, trust and mutual respect and ensure good management practices are in place and staff have access to competent advice.</p>		<p><i>The school has conducted an inset around stress. A HSE stress tool questionnaire is available from the office for staff to complete if necessary. These forms can be returned in confidence to the SLT.</i></p> <p><i>The school has a Staff Absence Policy.</i></p>
<p><b>Smoking on Site</b></p>		<p><i>No smoking on the school site including e-cigarettes.</i></p>

## Environmental Management

<p><b>Environmental Compliance</b></p> <p>The school seeks to fulfil its waste management objectives through: using only what is needed; seeking alternatives where possible; recycling as much as practicable; disposing of as little as necessary.</p>		<p><i>Staff and pupil are encouraged to use the designated recycle bins provided around the school</i></p> <p><i>General and paper waste is collected by Biffa.</i></p>
<p><b>Disposal of Waste</b></p> <p>All waste classified as 'hazardous' is collected by specialist firms and disposed of in the approved manner</p>		<p><i>Sanitary and medical bins are collected by PHS</i></p>

## Catering and Food Hygiene

<p><b>Catering and Food Hygiene</b> All catering contractors have in place a food hygiene management system and competent health and safety advice. All contractors are registered with the Local Authority (District/Borough Council).</p>		<p><i>The school provides on-site catering via Manchester Fayre.</i></p>
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## Health and Safety Advice

<b>Information</b>		<p><i>Employees, visitors, parents and contractors can seek advice on Health and Safety matters from the following competent persons;</i></p> <p><i>Diane Hallworth – SBM Gary Hindle– Site Manager Lisa Shaw – HR/Safeguarding/Pastoral Lead</i></p> <p><i>The school will seek advice from The Lead Health and Safety Officer at Manchester City Council or the HSE</i></p>
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