



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

HEALTH & SAFETY POLICY

Implemented	October 2021
Presented by	School Business Manager
Ratified by Governors	4th November 2021
Review Date	October 2022

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"



New Beginnings – Positive Futures



Our Shared Values

<p>Communication We seek to understand each other better through clear and effective communication</p>	<p>Inclusivity Being inclusive is intrinsic to our approach with learners, staff, parents and Governors</p>	<p>Nurture We seek to ensure our learners and staff feel safe and supported in every aspect of their lives</p>	<p>Resilience We want to equip our young people with the knowledge and skills to independently sustain positive choices</p>	<p>Aspiration We have the highest aspirations for our learners and staff and we build our environments to deliver success</p>
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We are guided by the 6 principles of nurture in everything we do



<p>Language as a vital means of communication Elklan trained staff SLCN specialists</p>	<p>Importance of nurture for the development of well-being PASS Rights Respecting Nurturing Schools Programme Student and staff well-being</p>	<p>The Classroom offers a safe space Trauma informed practice ACEs and Attachment aware Restorative approaches Team Teach</p>	<p>Importance of transition in pupil's lives Outreach offer Post-16 support Admission and Re-integration Structures and routines</p>	<p>Children's learning is understood developmentally Literacy and numeracy Strong SEND practice Boxall Profiles Graduated Response 'Stage not age'</p>
<p>All Behaviour is communication Curious not judgmental 'Understand the behaviour'</p>				

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:

- Article 12** You have the right to give your opinion, and for adults to listen and take it seriously.
- Article 13** 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.
- Article 15** You have the right to choose your own friends and join or set up groups, as long as it isn't harmful to others.
- 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.
- Article 27** 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.
- Article 28** You have the right to a good quality education. You should be encouraged to go to school to the highest level you can.
- Article 29** 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.
- Article 30** 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.
- Article 31** You have the right to play and rest.
- Article 39** 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 Head Teacher 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 Head Teacher.

In particular, the Governing Body and Head Teacher 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 Head Teacher will ensure adequate resources, including finance to implement the Policy.

The Governing Body and Head Teacher are committed to this Policy and all staff are required to comply. They are encouraged to support the Governing Body and Head Teacher's commitment to continuous improvement in the school's 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>Organisation – Introduction.</p> <p>In order to achieve compliance with the Governing Body and Head Teacher’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>The Duties of the Governing Body</p> <p>The Governing body has overall responsibility for ensuring compliance with this Safety Policy Document. In consultation with the Head Teacher 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><i>The schools Health & Safety Governor is Mike Cooke from Plymouth Grove Primary School.</i></p>
<p>The Duties of the Head of School</p> <p>The Head Teacher has day-to-day responsibility for ensuring compliance with this Safety Policy Document. In consultation with the Governors the Head Teacher 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 Head Teacher 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 (on IRIS) 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.

Hazards are to be logged in the defects book located in the main office or emailed to premises staff Gary Hindle/John Thornley.

<p>Pupils</p> <p>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.</p>	<p><i>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.</i></p>
<p>School Health and Safety Representatives</p> <p>The Governing Body and Head Teacher recognise the role of Health and Safety Representatives who may be 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 Head Teacher or Governing Body.</p>	<p><i>N/A – The school currently report direct to HSE & RIDDOR to investigate any serious accidents and incidents.</i></p>
<p>Temporary Staff</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 Head Teacher whilst on the school site.</p>	<p><i>All Agencies providing supply staff are provided with copies of the school policies.</i></p> <p><i>On arrival agency staff are provided with an abridged version of our safeguarding and fire emergency procedures.</i></p>

<p>Teaching Staff</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 on the schools one drive.</i></p> <p><i>All Staff are encouraged to report any defect equipment or damages in the Site Managers log book at each site or via email. This is currently in the process of being updated to a spreadsheet on the one drive for all staff to access.</i></p> <p><i>Teachers are prompted to complete a classroom assessment questionnaire once a year</i></p>
<p>Teaching Assistants</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/staff in charge whilst the class is in session.</p>	
<p>The Duties of External Visits Coordinators (EVC)</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>Lisa Shaw is the school's EVC co-ordinator for both sites.</i></p>

The Duties of Premises Manager (Business Manager, Site Manager)

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 Head Teacher and School Business Manager 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.

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 that are brought to the attention of the Site Manager are dealt with swiftly.

Site Manager reports directly to the School Business Manager.

Volunteer and Parent Helpers

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.

Volunteer and parent helpers are accompanied by a member of staff whilst on the school premises

Arrangements

Arrangements The following procedures and arrangements have been established within the school to minimise health and safety risks to an acceptable level.	Responsibility of: Name/Title	Action/Arrangements
Communication 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 linking to the schools online parago system. All staff must e-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>
Consultation with Employees The school recognises the importance of consulting with employees on health and safety matters.	<i>SLT</i>	<i>Employees are consulted via inset days and email for any updates/amendments on health and safety matters.</i>

Risk Assessments

<p>Risk Assessment</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 – Site Manager/SBM</i> <i>Catering/Kitchens – Site Manager/SBM</i> <i>PE – PE Co-ordinator</i> <i>General Classroom – Class Teachers</i> <i>Slips, trips and falls – SBM</i> <i>Handling Cash – SBM</i> <i>Outdoor play equipment – Site Manager/SBM</i> <i>Playground – Site Manager/SBM</i> <i>Lunch/breaktime supervision on the playground – Floor Leads</i> <i>Curriculum – Subject Leaders</i> <i>Personal Evacuation Plans – Senior Leadership Team</i> <i>Children/staff with injuries – SBM</i> <i>Pregnant staff – SBM/HR</i></p>
<p>School Trips/Offsite Visits</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 (one drive) detailing the class, venue, times etc. This is then signed by a member of SLT. Once the trip has been approved by the EVC, a risk assessment EV1/EV2 is completed and signed off by a member of SLT.</i></p>

<p>Working at Height</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>SBM/Site Manager</i></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>Noise</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>Violence to Staff</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>SLT</i></p>	<p><i>Where pupils are concerned, staff are trained in Team Teach giving them the skills to de-escalate and make dynamic risk assessments to use physical intervention when reasonable, proportionate and necessary to reduce the risk of violence to staff.</i></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>Security Arrangements Including Dealing with Intruders Risks to security of the premises and property are assessed through the risk assessment process</p>	<p><i>HOS/SBM/Site Manager</i></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). G4S will respond to the activations by visiting the school if it is out of hours. The Longsight school has CCTV installed.</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 required to contact the office if they see a stranger in school who is not wearing a visitors badge.</i></p>
<p>Personal Security/Lone Working 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>HR</i></p>	<p><i>A lone working Risk Assessment is in place for any affected staff.</i></p> <p><i>All staff have completed online training for loan working.</i></p>
<p>Hazardous Substances (Control of Substances Hazardous to Health CoSHH) 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>Site Manager</i></p>	<p><i>CoSHH data sheets are kept on file in all Cleaning stores on both sites. CoSHH leaflets are kept within locked kitchen cabinets within the classrooms for any relevant substances stored in them.</i></p>

<p>Personal Protective Equipment</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><i>SBM</i></p>	<p><i>Staff are provided with relevant PPE where necessary.</i></p> <p><i>Extra specific PPE has been supplied during COVID.</i></p>
<p>School Transport</p> <p>Risks associated with driving are evaluated within assessments for activities.</p>	<p><i>SBM</i></p>	<p><i>Staff who use cars to transport children to provide a copy of insurance (business insurance), MOT certificate and log book, which is kept on file by the School Business Manager.</i></p>
<p>Manual Handling (typical loads and handling pupils)</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>SBM</i></p>	<p><i>The Site Manager has received manual handling training.</i></p> <p><i>Physical Intervention Training is delivered to all staff annually.</i></p>

<p>Curriculum Safety (including extended school's activity/study support)</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>Work Experience Placements</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>Display Screen Equipment</p> <p>The majority of staff within the school are not considered to be DSE users. Head of School/SBM 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>SBM</p>	<p><i>Regular DSE users are as follows:</i></p> <p>SLT SMT Administration Staff</p> <p><i>All of the above will complete a DSE assessment. Adjustments, where reasonably practicable, will be made.</i></p>

<p>Parent Teacher Association</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>		<p>N/A</p>
<p>Playground Supervision/Play Equipment and Maintenance</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>Floor Leads/Site Manager</i></p>	<p><i>The playgrounds are used by all pupils from Y3-Y6 at our Longsight site and Y1-Y3 at our Withington 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> <p><i>Playground risk assessments can be found on the one drive.</i></p>

Premises

<p>Mechanical and Electrical (fixed and portable)</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 on file.</p>	<p><i>SBM/Site Manager</i></p>	<p><i>The staff are reminded to make electrical equipment available for PAT once a year as part of the PPM schedule delivered by Bradbury Consulting. Staff are also informed not to bring in their own electrical equipment without prior approval from the Site Manager.</i></p> <p><i>Fixed testing is undertaken every 5 years.</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>Maintenance of Machinery and Equipment</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>SBM/Site Manager</i></p>	<p><i>Bradbury Consulting provide and are responsible for the maintaining equipment and machinery throughout both school sites.</i></p>

<p>Asbestos</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"> • complying with all regulations concerning the control of asbestos; • removing asbestos containing materials where the risk to building users is unacceptable; • having a named officer who has responsibility for implementing the Asbestos Management Plan. • where necessary communicating to all staff and visitors where asbestos containing materials are located within the school site. 	<p><i>SBM</i></p>	<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, the only possible identification of asbestos is in the external boiler room.</i></p>
<p>Service Contractors</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><i>Service contractors are directed to book visits when pupils are not in attendance; e.g. outside of normal pupil school hours or during school holidays.</i></p>

<p>Building Contractors</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>HOS/SBM/SM</i></p>	<p><i>The Head of School, 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>Small Scale Building Works</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>HOS/SBM/SM</i></p>	<p><i>The Head teacher, Business Manager and Site Manager 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>Lettings (shared working – playgroups etc.)</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 Head Teacher 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 when hiring out the training/conference suite.</i></p>

<p>Slips/Trips/Falls</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>Site Manager</i></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>Cleaning</p> <p>A cleaning schedule is in place which is monitored by the Business Manager and Site Manager. 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><i>Medical/hygiene waste are in appropriate waste disposal bins provided by PHS.</i></p>

<p>Transport Arrangements (on-site)</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>Withington site – Separate carpark and pedestrian entrances are open at 6.00am and are closed at 6.00pm Gates accessing the carpark from the playground are on a magna lock system to which all staff have a fob.</i></p> <p><i>Longsight site - The carpark to both Plymouth Grove Parking and Bridgelea and front single leaf yellow pedestrian gate to school are open at 6.00am. The carpark gates are closed between 8.30am and 3.30pm with the exception of the arrival and departure of the school buses. Internal gates, the gates from the playground to the carpark are open between 6.00am-6.00pm 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 outside the hours pupils attend (9am-2pm).</i></p>
<p>Bus Duties (supervision of pupils boarding school buses)</p>		<p><i>The majority of pupils arrive on LA school transport. Withington site – up to 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>Longsight site – up to 12 x buses arrive each day. (am) -They enter and exit the carpark dropping pupils off at the pupil entrance where staff are waiting to escort them into school (pm) – 6 x buses park in the carpark and the gates closed, the first 3 front buses are called for pupils to board. Carpark gates are opened for buses to exit once full and waiting buses enter with a maximum of six in the carpark at any one time. Carpark gates are then closed until 3.30pm. Pupils waiting to board buses are behind playground gates until buses are stationary and gates to the carpark are closed.</i></p>

<p>Caretaking and Grounds Maintenance (and grounds safety) The school identifies risks associated with caretaking and grounds maintenance and identifies the risks through the risk assessment process.</p>	<p><i>Site Manager</i></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>Gas and Electrical Appliances 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>Glass and Glazing 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>Water Supply/Legionella</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 at both sites.</i></p> <p><i>A LRA is carried biannually by Bradbury Consulting.</i></p>
<p>Snow and Ice Gritting</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.</i></p> <p><i>Both school sites have adequate bins to store salt/grit. A salt spreader has been provided for Longsight due to size of grounds.</i></p>

Medical/Fire and Emergency Arrangements

<p>Infectious Diseases</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 displayed in suitable and visible locations around the school.</i></p>
<p>Dealing with Medical Conditions</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>Drug Administration</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 (asthma care plan).</i></p> <p><i>Only staff who have completed training for administering medicines are permitted to administer prescribed medication to a pupil where the pupil is not able to administer themselves.</i></p>
<p>First Aid</p> <p>The school follows the statutory requirements for first aid and provides suitably trained first aid staff.</p>		<p><i>Longsight site - The school has a designated medical room which is located on the ground floor.</i></p> <p><i>Withington site – First aid is administered in the medical room opposite 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>SBM – Paediatric First Aider ADMIN Longsight – designated Paediatric First Aider x 2 ADMIN Withington - Paediatric First Aider x 1 STAFF Longsight - Emergency First Aid at Work x 3 STAFF Withington - Emergency First Aid at Work x 2</p>

<p>Reporting of Accidents, Hazards, Near Misses</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 (IRIS) 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"> <i>• School Office</i> <i>• Business Manager</i>
<p>Fire Safety and Emergency Evacuation</p> <p>A risk assessment has been carried out and a safety management plan is in place</p>		<p><i>Withington site - A Fire Risk Assessment has been carried out by Vita Safety. 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 gates on the opposite side of Bridgelea Road.</i></p> <p><i>Longsight site – A Fire Risk Assessment has been completed by Vita Safety and Evacuation policy has been issued to staff.</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 3-6 times a year. PEEPS for Individual emergency evacuation plans for vulnerable staff and pupils where necessary.</i></p> <p><i>Fire Evacuation Plan was updated September 2022.</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 currently under review by the SBM, Head Teacher and Governing Body.

Practice emergency exercises require undertaking when the policy is reviewed.

Monitoring and Review

<p>Monitoring</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>Inspections</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><i>Manchester City Council provide insurance inspections at each of the school sites.</i></p>
<p>Review</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 annually.</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.

H&S audit was completed by MCC on 12th July 2022 for both sites.

Longsight - The school was fully refurbished in 2018.

Training

<p>Staff Health and Safety Training/Competence</p> <p>The school is committed to ensuring that staff are competent to undertake the roles expected of them. The Head Teacher/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>SBM – Fire Safety Training; Display screen equipment; Health & Safety at Work, Fire Safety, DSL, Safer Recruitment, Paediatric First Aid.</i></p> <p><i>Site Manager – Fire Safety Training; Health & Safety at Work; Fire Safety; Manual Handling; How to carry out PAT Testing.</i></p>
<p>Supply and Student Teachers</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 Head of School 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 Head Teacher/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> <p><i>All staff undertake annually - Safeguarding; Prevention of Extremism & Radicalisation; Equality & Diversity in the Workplace; Anti-Bullying; E-safety; GDPR.</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 visitor's 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>Pregnant Members of Staff</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>HR</p>	<p><i>The SBM/Safeguarding & Pastoral Lead will carry out a risk assessment for expectant mothers as soon as we have been informed by the employee if deemed necessary or at 12 weeks. The school uses the risk assessment template provided by the HSE.</i></p> <p><i>Risk assessments are completed with the expectant mother. 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>Health and Well Being Including Absence Management</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.</i></p> <p><i>The school have a wellbeing steering group which coordinate regular events that raise awareness and promote health and wellbeing.</i></p> <p><i>The school has mental health first aiders.</i></p> <p><i>The school has a Staff Absence Policy.</i></p>
<p>Smoking on Site</p>		<p><i>No smoking on the school site including e-cigarettes.</i></p>

Environmental Management

<p>Environmental Compliance</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>Confidential waste is placed in shredding bags and disposed of by BCL termly.</i></p> <p><i>General and paper waste is collected by Biffa.</i></p>
<p>Disposal of Waste</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 under contract and collected by PHS monthly.</i></p>

Catering and Food Hygiene

<p>Catering and Food Hygiene 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 Trafford Catering Services. This is due to go in-house from October 2022 with the support of Dukefields.</i></p>
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Health and Safety Advice

Information		<p><i>Employees, visitors, parents and contractors can seek advice on Health and Safety matters from the following competent persons;</i></p> <p><i>SBM Site Manager 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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