

# HEALTH, SAFETY and WELFARE POLICY

FOR

Broadstone Hall  
Primary School



Approved by Governors	FGB	Date: March 2022
Last reviewed	Date: March 2022	
Next Review	Date: April 2023	

# Contents

STATEMENT OF INTENT .....	3
1.0 ORGANISATION AND RESPONSIBILITIES.....	4
Responsibilities of the Governing Body.....	4
Responsibilities of the Head Teacher.....	4
Responsibilities of Teaching Staff/Non-Teaching Staff holding posts of special responsibility (as named above).....	5
Responsibilities of Employees.....	6
2.0 POLICY REVIEW.....	7
3.0 SCHOOL HEALTH & SAFETY COMMITTEES .....	8
School Governance Arrangements .....	8
4.0 Arrangements.....	9
a) Fire .....	9
b) Accident Reporting Procedure .....	9
c) Administering of Medicines .....	9
d) First Aid .....	10
e) Health Care Plans .....	10
f) Display Screen Equipment (DSE).....	10
g) Training .....	10
h) Managing Contractors.....	10
i) Asbestos.....	10
j) Electrical Installations.....	11
l) Control of Substances Hazardous to Health (COSHH) .....	11
m) Legionella.....	11
n) Health and Safety Monitoring and Inspections .....	11
o) Manual Handling .....	11
p) Lone Working .....	12
q) Offsite Visits .....	12
r) Work Equipment.....	12
s) Risk Assessments.....	12
t) Stress .....	12
u) Work at Height.....	13
v) Statutory Checks.....	14
Appendix 1 – Related Health and Safety Policies, Procedures and Guidance .....	16

## STATEMENT OF INTENT

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

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

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

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

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

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

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

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

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

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

# 1.0 ORGANISATION AND RESPONSIBILITIES

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

## Responsibilities of the Governing Body

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

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

**NOMINATED HEALTH AND SAFETY GOVERNOR: Laura Thomas**

## Responsibilities of the Head Teacher

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

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

The Head Teacher has responsibility for:

- Co-operating with the Local Authority and governing body to enable health and safety policy and procedures to be implemented and complied with.
- Ensuring effective health and safety management arrangements are in place for carrying out regular inspections and risk assessments, implementing actions and submitting inspection reports to the governing body and Local Authority where necessary.
- Communicating the policy and other appropriate health and safety information to all relevant people including employees, visitors and contractors.
- Carrying out health and safety and accident investigations.
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training.
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Reporting to the Local Authority any hazards which cannot be rectified within the establishment's budget.
- Ensuring that the premises, plant and equipment are maintained in a serviceable condition.

- Monitoring purchasing and contracting procedures to ensure compliance with local authority policy.

#### **HEAD TEACHER:**

**Martyn Taylor**

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

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

#### **School Business Manager**

**Carol Laguda**

**To be responsible to the Headteacher for the maintenance of school site and buildings and efficient operation of facilities with specific relation to health, safety, wellbeing and security including the following:**

Under the Health and Safety at work etc. Act 1974 all employees have general health and safety responsibilities. Your daily work activities in relation to the above health and safety tasks, will be monitored and held accountable by the headteacher.

#### **School Site Manager**

**Carl Rust**

**To be responsible to the Headteacher, under the line management of the School Business Manager for the following:**

Under the Health and Safety at work etc. Act 1974 all employees have general health and safety responsibilities. Your daily work activities in relation to the above health and safety tasks, will be monitored and held accountable by the headteacher.

#### **All School Staff**

#### **Staff holding posts of special responsibility (as named above)**

- Apply the school's health and safety policy to their own department or area of work and be directly responsible to the Head Teacher for the application of the health and safety procedures and arrangements.
- Maintain or have access to an up to date library of relevant published health and safety guidance from sources including CLEAPSS, AfPE etc., and ensure that all subordinate staff are aware of and make use of such guidance.
- Ensure regular health and safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented.
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control.
- Resolve health, safety and welfare problems members of staff refer to them, and inform the Head/individual with delegated authority of any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- Ensure that all accidents, incidents and near misses occurring within their department are promptly reported and investigated using the appropriate forms and, where appropriate, are reported to SMBC via the online reporting system.

- Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.

### **Responsibilities of Employees**

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

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health, safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their Line Manager.
- Report immediately to their Line Manager any shortcomings in the arrangements for health and safety.
- Ensure that they only use equipment or machinery that they are competent/have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

## **2.0 POLICY REVIEW**

The Head Teacher/individual with delegated responsibility for health and safety will undertake the necessary arrangements for procedures to be examined and workplaces to be inspected to ensure that precautions remain suitable and sufficient by conducting a whole school Annual Risk Assessment and Safety Review. Feedback from this process will be referred to the Governing Body.

Governors are required to take steps to ensure that they are kept informed of Stockport Metropolitan Borough Council's advice and guidance on health and safety matters.

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

### **Resources and Full Governor Body meetings**

The health and safety policy is reviewed on an annual basis. The review process is the H&S policy is reviewed annually by the Headteacher and the Health and Safety Governor.

The policy is communicated/made available to all staff as follows:

The H&S Policy is put in the staffroom for staff to read. A signature is required by staff to say that they have read and understood the policy. The policy will also be mentioned in the new staff handbook when it is available.

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

## **3.0 SCHOOL HEALTH & SAFETY COMMITTEES**

### **School Governance Arrangements**

The Governing Body has an oversight of on-going health and safety issues through the Resources meeting which are then reported in their minutes to the full governing body once per term.

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

The committee is made up of:

### **LIST MEMBERS BY NAME AND ROLE**

<b>Headteacher</b>	<b>Martyn Taylor</b>
<b>School Business Manager</b>	<b>Carol Laguda</b>
<b>Site Manager</b>	<b>Carl Rust</b>
<b>Family Liaison Officer</b>	<b>Louise Whitlow</b>
<b>H&amp;S Governor</b>	<b>Laura Thomas</b>

### **FREQUENCY OF MEETING Termly**

### **STANDING AGENDA ITEMS**

- Review of minutes from previous meeting
- Site inspection
- H&S inspections since last meeting
- Areas of concern



## 4.0 Arrangements

### a) Competent Person(s)

The school gets their competent health and safety advice from: Stockport council

### b) Fire

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

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

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

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

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

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

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

### c) Accident Reporting Procedure

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

<http://interactive.stockport.gov.uk/olf/AccidentsandIncidents/01-What.aspx>

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

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

Any accidents reportable to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) will be completed using the HSE's on line reporting system. <http://www.hse.gov.uk/riddor/>

Responsibility for RIDDOR reporting lies with: Louise Whitlow  
(NB If you buy competent health and safety advice through a service level agreement with SMBC HSW team this responsibility is delegated to them)

### d) Administering of Medicines

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

Records of administration will be kept by: Nichola Keith

See also the Managing Medical Conditions Policy.

#### **e) First Aid**

An up to date list of all first aiders is displayed **on the noticeboard outside the main office.**

First aid kits are located in the first aid area of the corridor outside the main office.

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

#### **f) Health Care Plans**

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

The plans are reviewed annually by **Louise Whitlow.**

#### **g) Display Screen Equipment (DSE)**

The school adopts and follows SMBC's DSE Guidance.

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

#### **h) Training**

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

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

The school will ensure that all training is recorded and refresher training is completed where required.

#### **i) Managing Contractors**

The school based person appointed to liaise and monitor contractors on site is: Martyn Taylor and Carol Laguda

The school adopts and follows SMBC's Control of Contractors Policy.

#### **j) Asbestos**

Asbestos Responsible Person: Carol Laguda

The Asbestos Responsible Person has received Asbestos Awareness Training delivered by SMBC.

The Asbestos Responsible Person will ensure that:

- The asbestos register is maintained and that any changes are recorded and notified to the authority.
- All work on the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- An annual visual inspection of asbestos containing materials on site is conducted and is recorded in the asbestos log.

The Asbestos Register is held in the School Business Managers office.

#### **k) Electrical Installations**

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

#### **l) Portable Electrical Appliances**

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

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

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

#### **m) Control of Substances Hazardous to Health (COSHH)**

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

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

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

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

#### **n) Legionella**

The school has a legionella risk assessment which is held in the School Business Managers office.

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

#### **o) Health and Safety Monitoring and Inspections**

Regular visual inspections of the site and installations, from which defects are documented, is carried out by the School Business Manager and Caretaker.

A general inspection of the site, which is documented, is carried out termly by the **School Business Manager and Caretaker**.

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

#### **p) Manual Handling**

The school follows SMBC's Manual Handling Guidance and completes risk assessments on any significant manual handling tasks.

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

#### **q) Lone Working**

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

The school adopts and follows SMBC's Lone Working Policy.

#### **r) Offsite Visits**

The school follows SMBC's School Journey & Visit Guidance. Further information can be found within this guidance.

#### **s) Work Equipment**

All work equipment will be purchased from a reputable supplier.

Before purchase the following considerations must be given:

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

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

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

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

#### **t) Risk Assessments**

Risk assessments are completed for any significant risks in accordance with the SMBC Risk Assessment guidance. These cover curriculum based activities in school, school visits and the running of the school building and grounds

Responsibility for ensuring risk assessments are completed lies with Martyn Taylor, Headteacher.

Risk Assessments are held centrally on the server and are available for all staff to view.

These risk assessments are working documents and will be viewed by staff carrying out the activity.

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

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

#### **u) Stress**

The school and governing body are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE management standards.

The school adopts and follows SMBC's Stress Policy, making use of the Self-Assessment Tool, Stress Risk Assessment and Mental Health Toolkit as required.

The school has access to counselling services by manager referral or self-referral via SMBC's arrangement.

#### **v) Work at Height**

The school adopts and follows SMBC's Work at Height Guidance.

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

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

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

### w) Statutory Checks

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

	On Site Y/N	Contractor	Contractor of Stockport Homes	Frequency of Visit	Location/File service report held
Air Conditioning	YES	STOCKPORT HOMES	Venturi	6 monthly	SBM Office
Asbestos	YES	STOCKPORT HOMES	AEC	Annual	SBM Office
Catering Equipment	YES	STOCKPORT HOMES			
Catering Ventilation System	YES	STOCKPORT HOMES	Impact Hygiene	Annual	SBM Office
Drainage	YES	STOCKPORT HOMES	Drainage Solutions	Annual	SBM Office
Electrical Installations	YES	CES		5 year electrical test	SBM Office
PAT Testing	YES	STOCKPORT HOMES	Inspexx Ltd	Annual	SBM Office
Fire Risk Assessment	YES	STOCKPORT HOMES	Firesec	3 years	SBM Office
Fire Alarm	YES	STOCKPORT HOMES	Barlows	Annual	SBM Office
Emergency Lighting	YES	STOCKPORT HOMES	Barlows	6 monthly	SBM Office
Fire Fighting Equipment	YES	STOCKPORT HOMES	Walker Fire	Annual	SBM Office
Fume Cupboards	N/A	N/A			
Local Exhaust Ventilation Systems (LEV)	N/A	N/A			
Gas Installations	YES	STOCKPORT HOMES	Dodd Group	Annual	SBM Office
Gates and Barriers	YES	STOCKPORT HOMES	Triad	Annual	SBM Office
Ventilation Systems	YES	STOCKPORT HOMES			
Legionella	YES	STOCKPORT HOMES	HSL	Monthly	Main Office
Lifting Equipment used for lifting people (eg, lifts and hoists)	N/A	N/A			
Lifting Equipment		N/A			
Playground Equipment	YES	Sportsafe		Annual	SBM Office
Adventure Play Equipment	N/A	N/A			
PE Equipment	YES	Sportsafe		Annual	SBM Office
Stage Lighting Equipment	YES	STOCKPORT HOMES	Torpedo	Annual	SBM Office
Tree Survey	YES	STOCKPORT HOMES	Green Space	3 years	SBM Office
Garden Maintenance	YES	Safe and Secure		Regular	SBM Office
Roller Shutters/Automatic doors	Yes	Inspire Doors		Annual	SBM Office



## **Appendix 1 – Related Health and Safety Policies, Procedures and Guidance**

*(You should amend this list as is appropriate to the school)*

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