

HEALTH AND SAFETY POLICY

1. Introduction

It is a legal requirement of the Health and Safety at Work Act 1974, that all employers employing more than five people must prepare a written health and safety policy.

The policy should contain:

- a statement of the philosophy relating to health and safety at work signed by the most senior person within the organisation. In a school this will be the Chair of the Governing Body;
- details of the organisational structure, i.e. who is responsible for what, and how they fit in with each other; and
- details of the arrangements in place for putting the policy into practice e.g. first aid arrangements.

The law also requires the employer to ensure the health and safety policy is brought to the attention of all employees.

A health and safety policy demonstrates the employer's commitment to health and safety issues and how those issues can be managed.

The policy must be reviewed on a regular basis to ensure that it is effective and adequate. Health and safety requirements may change for example, due to changes in legislation or the introduction of new technology, therefore the policy must be altered to accommodate the changes enabling them to be incorporated into the management system.

2 Oldham Council's Health and Safety Policy

The Council has an overarching health and safety policy that applies to all employees. This is available on both FirstClass and the Council's intranet site

The council policy statement and commitment section is overarching across the whole organisation. The responsibilities identified under the 'Organisation' section should be identified and delegated as appropriate through the tiers of management within schools.

3 The Role of the Governing Bodies of Schools with Formally Delegated Budgets

In accordance with the Council's Local Management of Schools (LMS) Scheme, governing bodies of community and controlled schools with formally delegated budgets have the responsibility for interpreting the Council's Health and Safety Policy and for ensuring effective health and safety practice on their premises.

Each governing body should:

- formally adopt a school Health and Safety Policy;
- ensure adequate day-to-day management systems are in place to safeguard the health and safety of employees, students, pupils and other users of the premises;
- and work with the Council to monitor the arrangements made.
- governing bodies should consider health and safety matters on a regular basis.

In organising for health and safety, governing bodies need to ensure that adequate health and safety arrangements are in place within their school.

Governing bodies must assist the Council in undertaking health and safety audits, given reasonable notice. Similarly, facilities shall be afforded to accredited Health and Safety Representatives to undertake health and safety inspections, given reasonable notice.

On 1 April 1999, under regulations laid down within the School Standards and Framework Act 1998, schools became responsible for all revenue funding for repairs and maintenance work up to the value of £10,000. The regulations exclude school meals premises. This was extended in April 2000 and gave responsibility for the repairs and maintenance of school meals premises and equipment to Secondary Schools. However, schools that purchase the school meals service from the Council are not responsible for maintaining equipment.

4 Voluntary Aided, Foundation and Trust Schools

In Voluntary Aided, Foundation and Trust schools, the governing bodies employ the teachers and, normally, all non-teaching staff (except, in some cases, school meals and cleaning staff).

They, therefore, have sole responsibility for all health and safety matters affecting staff, pupils, visitors etc., and control of premises.

5 The Role of Headteachers

It is the responsibility of each Head of Establishment to ensure s/he is aware of and disseminates the information contained within the Health and Safety Policy and to act upon any advice and guidance provided. S/he is responsible for the day-to-day management systems and procedures to safeguard the health and safety of employees, pupils and other users of the premises.

Headteachers will report on health and safety matters on an annual basis to their governing bodies.

Headteachers will facilitate health and safety inspections, including audit/inspections and accident investigations by Council Officers and/or safety inspections proposed by accredited Health and Safety Representatives.

6 All other Employees with Management Responsibilities

Their main functions are:

- day-to-day management of health and safety.
- drawing up and reviewing service procedures regularly;
- carrying out regular inspections and making reports to the head teacher/head of establishment;
- ensuring action is taken;
- arranging for staff training and information;
- passing on health and safety information received to appropriate people; and
- acting on reports from within the establishment.

7 Class teachers

Class teachers are responsible for the safety of pupils/students whilst in their care i.e. in classrooms, workshops, laboratories, out-of-doors, and away from school/establishment premises.

Where class teachers have concerns regarding safety issues e.g. class sizes, condition of equipment etc, they should discuss their concerns with their Head of Department or Headteacher. Class teachers should:

- control and supervise pupils/students and ensure that safety rules are followed and protective equipment used;
- know and ensure all safety procedures applicable to their areas of work or responsibility are followed, including knowing the location of safety equipment and its proper use;
- ensure that safety instructions are clear and understood by pupils/students and check, as necessary, that they are being followed;
- ensure that before the start of any activity a risk assessment has been carried out, any necessary protective clothing, guards, screens, etc. are used and any special safety procedures are followed;
- advise the Head of Department of any hazards found; and
- ensure all classroom support staff have a clear understanding of their duties in ensuring pupil/student safety.

8 Role of Individual Employees

Each employee has a responsibility to ensure his/her own safety and that of others.

Their main functions are:

- day-to-day management of health and safety.
- checking classroom/work areas are safe;
- checking equipment is safe before use;
- ensuring safe procedures are followed;
- ensuring protective equipment is used, when needed;
- participating in inspections;
- participating in Health and Safety Committee meetings if appropriate; and
- raising issues with relevant managers.

9 Caretakers' Responsibilities

Caretakers are key members of staff in that they are often the first person to notice health and safety hazards and are, in a large number of schools/establishments, the 'contact person' for reporting faults and liaising with contractors on site.

Their role within the school/establishment's safety arrangements should be clearly defined and all staff made aware of this.

Caretakers should follow health and safety procedures and safe methods of working provided to them by their employer (Oldham Council Cleaning Services).

Guidance for school caretakers can be found on FirstClass and Oldham Council intranet site

10 Council Responsibilities

The main functions of the Council are:

- monitoring (including consideration of inspection reports);
- confirming or advising on priorities identified;
- arranging and considering audits;
- developing and reviewing the Health and Safety Policy regularly;
- providing information;
- analysing accident and ill-health/near miss reports; and
- providing training.

11 Provision of Advice to Governing Bodies, Heads of Establishment etc.

The Chief Executive is responsible, overall, for health and safety in schools (except voluntary aided, foundation and trust schools) and for all other educational establishments. This responsibility is, however, shared with the governing bodies of schools with formally delegated budgets under the Council's LMS scheme. The Council will maintain a Health and Safety Information System for schools.

This system, (in the form of Health and Safety circulars) will contain advice and guidance on particular matters affecting the health and safety of employees, pupils and other users of the premises. The content of these circulars must be taken into account by the governing bodies of community and controlled schools and by all persons employed by the Council in the discharge of their duties and responsibilities.

The Council will also provide advice and support, undertake audits, inspections and investigations for all Oldham Community and Voluntary Controlled schools via the Health, Safety and Wellbeing Service, all other schools may access the same service via Service Level Agreement.

The Council has a team of inspectors and officers with particular expertise who are available to offer advice to governing bodies and headteachers regarding particular situations drawn to their attention.

12 Directorate Health and Safety Committee

In accordance with Council policy a Health and Safety Committee for the People Communities and Society Directorate has been established. Membership of this Committee consists of up to twelve management representatives and up to twelve trade union representatives, as set out in the constitution (available on FirstClass and the Council intranet site). The trade union representatives are appointed by the respective trade unions.

The Committee maintains an overview of health and safety matters in the Directorate as a whole and acts as a forum for discussion for any item of concern. Where a decision within the Health and Safety Committee is reached, jointly, by management and the trades unions, then its advice will be recommended for implementation to governing bodies and headteachers. The Health and Safety Committee receives accident and violent incident statistics and can initiate investigations arising from them, if considered necessary.

Minutes of the meetings of the Committee are circulated to all of the schools and have the status of a Health and Safety Circular.

13 Pupils

The school prospectus should set out the expectations of pupils. In relation to health and safety these could reasonably include:

- exercise personal responsibility for the safety of themselves and others;
- wear the correct clothing consistent with safety and/or hygiene (this would preclude unsuitable footwear);
- follow the safety rules of the school; and
- only use, and not wilfully misuse, neglect or interfere with equipment provided for his/her safety.

14 Contractors' Responsibilities

All contractors should report to the main office on arrival. Contractors working on school premises are required to ensure safe working practices by their employees under the provisions of the Health and Safety at Work Act, and must pay due regard to the safety of all persons using those premises in accordance with Sections 3 and 4 of the Health and Safety at Work Act.

Headteachers as the Client must ensure that appropriate and competent adviser / consultants are appointed to oversee repairs, maintenance and construction works which fall outside general day-to-day repairs. Through the involvement of the adviser/consultant they must ensure that all foreseeable health and safety issues are considered and addressed prior to, and if necessary, during the works. A 'Method Statement' must be produced by the contractor carrying out the works in which details of how the contractor intends to carry out these works safely by addressing any health and safety issues identified as part of the works e.g. C.O.S.H.H, asbestos as well as consideration of the normal operation and particulars of the site. The contractor will meet all additional requirements if the contract falls within the remit of the Construction (Design & Management) Regulations (CDM). You, as client, must seek further advice from the Contract Consultant Planning Co-ordinator.

Procedures must be discussed at a pre-start meeting held prior to the contractor starting on site and a member of the health and safety team must be notified.

Should a contractor create hazardous conditions and refuse to eliminate them, the headteacher must take such actions as are necessary to protect persons in his/her care from risk of injury and inform the Council Asset Management service of actions taken.

15 Arrangements

A copy of the Health and Safety Law poster should be displayed in a prominent position in all schools.

Health, Safety and Wellbeing advice is available from:-

The Health, Safety and Wellbeing Service
Oldham Council
Level 8
Civic Centre
PO Box 40
West Street
Oldham
OL1 1XJ

Tel: 0161 770 8990
Fax: 0161 770 3222

Identification of training needs, job specific training and induction training will be the responsibility of all Headteachers. Please refer to the 'Competency Framework' and 'Training Matrix' for assistance. As schools have devolved budgets they can obtain training from a range of external sources as needs are identified. Training can also be accessed via the Council's Organisation and Workforce Development service and/or **via the Health, Safety and Wellbeing service bespoke provision.**

A model health and safety policy has been prepared to assist with this requirement and is reproduced at Appendix B.

The model policy has been prepared by the Health, Safety and Wellbeing service with contributions from both Mather Street Primary School and Crompton House C.E. School. The model closely follows the Health and Safety Executive's guidance leaflet INDG324 '*Stating Your Business – Guidance on preparing a health and safety policy document for small firms*' and guidance set out in the DCSF document '*Health and Safety: Responsibility and Powers*'.

The key elements within the arrangement section of a health and safety policy should include:

- arrangements made to assess the risks arising out of work activities;
- arrangements made to monitor, inspect and audit premises systems and procedures;
- training of staff in health and safety including competence in risk assessment;
- off-site visits including school-led adventure activities;
- selecting and controlling contractors;
- first-aid and supporting pupils with medical needs;
- school security;
- occupational health services and work-related stress;
- consultation arrangements with employees;
- workplace safety for teachers, pupils and visitors;
- violence to staff;
- on-site vehicle movements;
- management of asbestos;
- control of hazardous substances;
- selection, use and maintenance of equipment;
- accident recording and reporting;
- fire safety; and

- emergency evacuation.

It is important to remember that this list may not be exhaustive and school arrangements may be added to, or amended, to suit the specific needs of the establishment, provided that all essential information is included in any amendments.

Detailed arrangements and further guidance for Health and Safety can be found on the Health, Safety and Wellbeing area of FirstClass and/or the Council intranet site.

HEALTH AND SAFETY POLICY

Section 1 - Health and Safety Policy Statement

Health and Safety at Work Act 1974

This is the Health and Safety Policy Statement of

Littlemoor

Our statement of general policy is:

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

Signed:
(Chair of Governing Body)

Date:

Review Date:

Section 2 – Responsibilities

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

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

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

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

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

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

Headteacher

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

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

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

Teaching and Non-Teaching Staff

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

- Ensure the Council and School policies are implemented at all times;
- Be responsible for the health and safety of the pupils they supervise;
- Ensure equipment used at school is safe and presents no risk to health and ensure that any defects are reported immediately to the Headteacher so that the equipment can either be repaired or disposed of;
- In the event of a fire, ensure all pupils know the fire procedures and are evacuated safely;
- In the case of an injury, arrange for suitable first aid treatment, investigate the accident that caused the injury and record the details on the appropriate documentation;
- Ensure all classroom-based activities are carried out in a safe and healthy manner;
- Ensure playground activities are supervised as appropriate and any violent behaviour is stopped;
- Ensure pupils are adequately supervised at lunchtimes;
- Ensure that, whilst pupils are playing for a sports team, provision has been made for dealing with injuries and other emergencies;
- Ensure that whilst transporting pupils by car, appropriate restraints are worn and the Council guidelines are followed;
- Ensure that when undertaking school trips and holidays, sufficient research, planning, precautions and supervision are undertaken as laid down in the Council guidance;
- Ensure that pupils do not bring into school any potentially dangerous article or hazardous substance without the expressed permission of the Headteacher;
- Take appropriate action to make safe any dangerous condition caused by wet or icy weather;
- Ensure any agreed security provisions are carried out;
- Co-operate with the Headteacher on all aspects of health, safety and welfare; and
- Co-operate with the Headteacher in undertaking risk assessments for all activities with significant risks, to identify hazards and control measures and to communicate this information to all people who need to know.
- Ensure all safe systems of work are understood and implemented e.g. Manual Handling, Working at Height etc

Caretaker/Site Manager

Ensure all safe systems of work are understood and implemented. This includes the following;

- Working at Height/Ladder checks
- Manual Handling
- Carry out maintenance and minor repair work safely
- Fire evacuation procedures
- Site security
- Complete monthly site inspections checklist
- Web log reporting e.g. Legionella
- Refer to site manual for COSHH regulations/storage of hazardous substances
- Awareness of asbestos
- General conditions of the school ground/standards of cleaning

Pupils

All pupils must:

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

ARRANGEMENTS

2.1 Health and Safety Risks arising from our work activity

2.2 Consultation with employees

2.3 Safe Plant and Equipment

2.4 Safe Handling and use of Equipment

2.5 Information, Instruction and Supervision

2.6 Competency for Tasks and Training

2.7 Accidents, First Aid and Work Related Ill Health

2.8 Monitoring

2.9 Emergency Procedures – Fire and Evacuation

2.10 Visitors

2.11 Contractors and Safety

2.12 Educational Visits / Extra Curricular Activities

2.13 Movement of Vehicles

2.14 School Security

2.15 Occupational Health Service and Stress

2.16 Asbestos & Legionella

2.17 External Groups / Activities

2.18 Violence, Behaviour, Bullying and Harassment

Section 2 – Arrangements

2.1 Health And Safety Risks Arising From Our Work Activity

Risk assessments will be undertaken by: **All school personnel in relation to activity being undertaken: e.g. class teacher, EVC co-ordinator**

The findings of the risk assessments will be reported to: **Relevant member of senior Personnel: e.g. Business Manager, Head teacher**

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

Will check that the implemented actions have removed / reduced the risks: **SLT**

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

2.2 Consultation With Employees

Employee representative(s) are:- **Head teacher/Deputy Head teacher/Business Manager**

Consultation with employee is provided by:- **Head teacher/Deputy Head teacher/Business Manager**

2.3 Safe Plant And Equipment

All staff will be responsible for identifying all equipment / plant needing maintenance.

Business Manager/Caretaker will be responsible for ensuring that all identified maintenance is carried out.

Any problems found with plant / equipment should be reported to: **Caretaker/Business Manager/relevant administration staff.**

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

2.4 Safe Handling and Use of Substances

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

The Caretaker will be responsible for undertaking COSHH assessments.

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

Assessments will be reviewed on a regular basis, when the work activity changes, or the constituents of the product change, whichever is the sooner.

2.5 Information, Instruction and Supervision

The Health and Safety Law poster is displayed in the **STAFF ROOM**

Health and safety advice is available from

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

Tel: 0161 770 3165
Fax: 0161 770 3222

Supervision of young workers / trainees will be arranged / undertaken / monitored by the Head teacher.

2.6 Competency for Tasks and Training

Induction training will be provided for all employees by: **Relevant Line Manager**

Job specific training will be provided by: **Relevant Line Manager**.

Training records are kept by Head teacher.

Training records are located in the School Office.

Training will be identified, arranged and monitored by SLT through Performance Management.

2.7 Accident, First Aid and Work Related Ill Health

The first aiders are as follows:

C Wilson
M Sidebottom
J Robinson
H Bannister
E Hirst
S Tierney
C Ormrod
P Ramsden
D Trelfa

The first aid boxes are kept in the Main Entrance/ Key Stage 2 corridor

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

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

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

Medication may only be administered if it is in an emergency situation, it is critical to life and the Head has prior knowledge about the child's medical condition. Any medication of this

nature will be kept in a secure location and all relevant staff have been informed and advised how to access.

Staff administering medication in an emergency **must** be fully trained to do so.
All accidents and cases of work-related ill health are to be recorded on an accident form (AIRS 1), which is located in the main School Office

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

Violent incidents will be recorded on the Authority's violence at work forms, which are located in the main School Office

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

2.8 Monitoring

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

Carry out spot check visits at a frequency of: Termly

Conduct workplace inspections at a frequency of: Termly

The Head teacher is responsible for investigating accidents.

The Head teacher is responsible for investigating work-related causes of sickness absences.

The Head teacher is responsible for acting on investigation findings to prevent a recurrence.

2.9 Emergency Procedures – Fire and Evacuation

The Head teacher is the Responsible Person for the building

The Head teacher is responsible for ensuring the fire risk assessment is undertaken and implemented.

The Head teacher is responsible for ensuring a Fire Action Plan has been completed.

The Head teacher is responsible for ensuring a fire evacuation procedure is in place

Claire Kelly, Steve Buckley, Michelle Sidebottom and Jane McCullam have been appointed as fire wardens.

Escape routes and exits are checked by the Caretaker at a frequency of daily.

Fire extinguishers are maintained and checked by Unity Partnership (appointed contractor) at a frequency of once per year.

Alarms are tested by Caretaker, at a frequency of weekly.

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

Records will be kept by the Caretaker.

2.10 Visitors

Any person visiting the premises is requested to make an appointment prior to the visit. On entering the premises, visitors must go to the reception / main office and sign-in the visitor's book.

All visitors will be issued with a visitors badge which is to be worn for the duration of the visit. On departure, visitors must sign-out the visitors book.

2.11 Contractors and Safety

Contractors are selected through Unity Partnership

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

All contractors are required to sign in and wear a visitor's badge.

Contractors' equipment must not be left unattended.

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

The Business Manager and the Caretaker are responsible for monitoring contractors whilst on site.

2.12 Educational Visits / Extra Curricular Activities

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

The Educational Visits Co-Ordinator for the school is Claire Kelly (interim).

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

All Category C visits must receive LEA Approval.

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

Adult supervision will be related to the age of the pupils.

Advice relating to educational visits can be obtained from:

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

Tel: 01457 874276

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

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

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

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

2.13 Movement of Vehicles

Staff and visitors should park their vehicles in the designated car park.

Vehicular access will not be permitted when children are entering or leaving school.

Gates will be closed at 8.30am and opened 4.00pm

2.14 School Security

Security of the school is maintained by:-

- Perimeter fencing
- External door being locked during school hours
- External gates being locked throughout the day/night.
- Security Lighting
- Security patrol team SLA (Stanley security)

2.15 Occupational Health Services and Stress

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

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

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

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

2.16 Asbestos & Legionella

Asbestos and legionella surveys have been undertaken in school. Copies of the reports are also available from Unity.

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

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

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

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

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

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

This person is **Steve Buckley/ Acting Caretaker.**

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

2.17 External Groups / Activities

External groups currently using school premises are:

Polling Station/ Ward Surgeries

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

Steve Buckley/ Acting Caretaker

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

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

2.18 Violence, Behaviour, Bullying and Harassment

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

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

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

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

The school will address bad behaviour, bullying and harassment involving pupils by:

Littlemoor School - Behaviour Policy

The school will address good pupil behaviour by:

Littlemoor School - Rewards Policy

The school will address bullying and harassment involving staff by:

SLT/ Human Resources Support – Oldham Council