

# NCJPS



## Health and Safety Policy

Last updated April 2021

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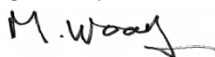
## Statement of intent

At North Cheshire Jewish Primary School, we are committed to the health and safety of our staff, pupils and visitors. Ensuring the safety of our community is of paramount importance, and this policy reflects our dedication to creating a safe learning environment.

We are committed to:

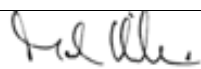
- Providing a productive and safe learning environment.
- Preventing accidents and any work-related illnesses.
- Compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff and representatives in health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop the school's culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our school.
- Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable.

Signed by:



Headteacher

April  
2021



Chair of governors

April  
2021

## 1. Legal framework

- 1.1. This policy has due regard to statutory legislation including, but not limited to, the following:
  - Health and Safety at Work etc. Act 1974
  - Workplace (Health, Safety and Welfare) Regulations 1992
  - Management of Health and Safety at Work Regulations 1999
  - Control of Substances Hazardous to Health Regulations 2002
  - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
  
- 1.2. This policy has due regard to national guidance including, but not limited to, the following:
  - DfE 'Health and safety: advice on legal duties and powers' 2018
  - DfE 'Health and safety for school children' 2015
  - DfE 'Keeping children safe in education' 2020
  - HSE 'Sensible health and safety management in schools' 2014
  
- 1.3. This policy should be used in conjunction with the following school policies and procedures:
  - COSHH Policy
  - Uniform Policy
  - Asbestos Management Policy
  - First Aid Policy
  - Supporting Pupils with Medical Conditions Policy
  - Infection Control Policy
  - Risk Assessment Policy
  - Educational Trips and Visits Policy
  - Manual Handling Policy
  - Working at Heights Policy
  - Lone Working Policy
  - Smoke Free Policy
  - Critical Incident Policy
  - Emergency Procedure Guidelines
  - Personal Emergency Evacuation Plan
  - Fire Evacuation Plan
  - Accident Reporting Procedure
  - Adverse Weather Policy

## **2. Duties of the Governing Body**

- 2.1. The Governing Body, in consultation with the Headteacher, will:
- Ensure familiarity with the requirements of the appropriate legislation and codes of practice.
  - Create and monitor a management structure responsible for health and safety in the school.
  - Ensure there is a detailed and enforceable policy for health and safety, and that the policy is implemented by all.
  - Periodically assess the effectiveness of the policy and ensure any necessary changes are made.
  - Identify risks relating to possible accidents and injuries, and make reasonable adjustments to prevent them occurring.
- 2.2. The Governing Body endeavours to provide:
- A safe place for all users of the site including staff, pupils and visitors.
  - Safe means of entry and exit for all site users.
  - Equipment, grounds and systems of work which are safe.
  - Safe arrangements for the handling, storage and transportation of any articles and substances.
  - Safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
  - Supervision, training and instruction so that all staff can perform their duties in a healthy and safe manner.
  - Where necessary, protective equipment and clothing, along with any necessary guidance and instruction.

## **3. Duties of the Headteacher**

- 3.1. The Headteacher has the overall responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.
- 3.2. The Headteacher will take all reasonably practicable steps to ensure the Health and Safety Policy is implemented by the heads of the appropriate departments and other members of staff.
- 3.3. The Headteacher will designate a health and safety officer to be responsible for the day-to-day implementation of the Health and Safety Policy. This person will also be the designated contact with the LA and the Health and Safety Executive (HSE) where necessary.

## **4. Duties of all members of staff**

4.1. All members of staff will:

- Take reasonable care of their own health and safety, and that of others who may be affected by what they do at work.
- Cooperate with their employers on health and safety matters.
- Carry out their work in accordance with training and instructions.
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- Familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety.
- Avoid any conduct which puts themselves or others at risk.
- Be familiar with all requirements laid down by the governing body.
- Ensure that all staff, pupils and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place.
- Ensure all machinery and equipment is in good working order and safe to use, including adequate guards. They will also not allow improper use of such equipment.
- Use the correct equipment and tools for the job and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Report any defects in equipment or facilities to the designated health and safety officer.
- Take an interest in health and safety matters, and suggest any changes that they feel are appropriate.
- Make suggestions as to how the school can reduce the risk of injuries, illnesses and accidents.
- Exercise good standards of housekeeping and cleanliness.
- Adhere to their common law duty to act as a prudent parent would when in charge of pupils.

## **5. Obligations of Visitors/Contractors**

- 5.1. When the school is used for purposes not under the direction of the headteacher, then, subject to the agreement of the school, the principal person in charge of the activities will take responsibility for safe practice in the areas under their control.
- 5.2. Visitors/contractors working on the school premises are required to identify and control risks arising from their activities.
- 5.3. Visitors/contractors will inform the headteacher of all potential risks to staff, pupils and visitors.

## **6. Pupils**

6.1. Pupils will:

- Exercise personal responsibility for the health and safety of themselves and others.
- Dress in a manner that is consistent with safety and hygiene standards.
- Respond to the instruction of staff given in an emergency.
- Observe the health and safety rules of the school.
- Not misuse, neglect or interfere with items supplied for their, and other pupils', health and safety.

## **7. Training**

- 7.1. The school will ensure that staff members are provided with the health and safety training they need for their job. This may not mean attendance at training courses; it may simply involve providing staff with basic instructions and information about health and safety in the school.
- 7.2. The headteacher will ensure that there are an appropriate number of first-aid trained staff members working within in each classroom.
- 7.3. Staff members will be provided with regular training opportunities and have access to support where needed.
- 7.4. Staff members are expected to undertake appropriate CPD in order to further contribute to the running and success of NCJPS.

## **8. First-aid**

- 8.1. NCJPS will act in accordance with the First Aid Policy at all times.
- 8.2. The school will ensure ample provision is made for both trained personnel and first-aid equipment on-site.

8.3. The following staff members are trained first-aiders:

<b>Name</b>	<b>Qualification</b>	<b>Expiry Date</b>
Orit Adiri Niemogha	Emergency Paediatric First Aid First Step Training	01/09/2020
Kyzia Arnold-Murray	Emergency First Aid at Work	25/09/21
Catherine Ashcroft	Paediatric First Aid	01/09/2020
Nicole Beaumont	Emergency First Aid at Work	08/03/22
Amanda Becker	Paediatric First Aid	01/09/20
Debra Bewley	Paediatric First Aid	01/09/20
Chava Chein	Paediatric First Aid	01/09/20
Rebecca Hannan	Paediatric First Aid	01/09/20
Joanne Hill	Paediatric First Aid	01/09/20
Phillipa Hutchins	Paediatric First Aid	22/06/2021
Zevi Katz	Paediatric First Aid	01/09/2020
Victoria Kyrwonos	Paediatric First Aid	To update
Kirstie Snape	Paediatric First Aid	14/11/2020
Ninet Stephenson	Emergency First Aid at Work	08/03/2022
Debbie Stone	Paediatric First Aid	01/09/2020
Karen Sulman	Paediatric First Aid	01/09/2020
Christine Hession	Paediatric First Aid	01/09/20
George Oliphant	Paediatric First Aid	0/09/2020
Andrew Lee	Paediatric First Aid	01/09/2020
Catherine Lockett	Paediatric First Aid	01/09/2020



Michael Woolf	Paediatric First Aid	01/09/2020
Helen Devine	Emergency First Aid at work	25/09/2021
Maire Hutchins	Paediatric First Aid	01/09/2020
Laura Smith	Paediatric First Aid	01/09/2020
Trish Dooley	Emergency First Aid at Work	25/09/2021
Lynne Feather	Paediatric First Aid	01/09/2020
Leah Shaw	Paediatric First Aid	01/09/2020
Lauren Morris	Paediatric First Aid	01/09/2020

- 8.4. First-aid boxes are located as follows, and the named staff members are responsible for their secure storage and use:

Location	Responsible Staff Member
School Office	Lynne Feather /Laura Smith/ Adele Whiteside
Sinai foyer	Maire Hutchins
Each classroom	All teaching staff

## 9. Contacting the emergency services

- 9.1. Following an accident/injury, the first-aider will contact the emergency services as necessary, or direct a staff member to do so while they tend to the victim.
- 9.2. If there is no first-aider immediately available, a common sense judgement will be made by those attending the injured party regarding whether to contact the emergency services.

## 10. Fire safety

- 10.1. All staff members fully understand and effectively implement the Fire Evacuation Plan.
- 10.2. The headteacher is responsible for certifying that procedures for ensuring that safety precautions are properly managed will be discussed, formulated and effectively disseminated to all staff.
- 10.3. The procedure for fire drills and the use of fire extinguishers will be clear and understood by all staff.
- 10.4. The school will test evacuation procedures on a termly basis.
- 10.5. The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.
- 10.6. Firefighting equipment will be checked on an annual basis by an approved contractor.
- 10.7. Fire alarms will be tested weekly from different 'break glass' fire points around the school, and records will be maintained and held in the caretaker's office.
- 10.8. Emergency lighting will be tested on a six monthly basis, and records will be maintained and held in the school office.

## **11. Accident reporting**

- 11.1. All accidents and incidents, including near-misses or dangerous occurrences, will be reported as soon as possible to the nominated health and safety officer using the standard Accident Report Form.
- 11.2. The health and safety officer will be responsible for informing the headteacher if the accident is fatal or a "major injury" as outlined by the HSE.
- 11.3. More in-depth information concerning reporting accidents and near-misses can be found in the Accident Reporting Procedure and Near-miss Policy.

## **12. Significant accidents**

- 12.1. Significant accidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will be reported to the HSE at the earliest opportunity.
- 12.2. The 'specified injuries' which must be reported include the following:
  - Accidents to employees causing either death or major injury
  - Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days (this seven day period does not include the day of the accident)
  - Fractures, other than to fingers, thumbs and toes
  - Amputation of an arm, hand, finger, thumb, leg, foot or toe

- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes
- Any crush injury to the head or torso, causing damage to the brain or internal organs
- Any burn injury (including scalding) which covers more than 10 percent of the whole body's surface area or causes significant damage to the eyes, respiratory system or other vital organs
- Any degree of scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or that requires resuscitation or admittance to hospital for more than 24 hours

12.3. Additional reportable occurrences include the following:

- The collapse, overturning or failure of any load-bearing part of any lifting equipment
- The explosion, collapse or bursting of any closed vessel or pipe work
- Electrical short circuit or overload resulting in a fire or explosion
- Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion
- Any accidental release of a biological agent likely to cause severe human illness
- Any collapse or partial collapse of scaffolding over five metres in height
- When a dangerous substance being conveyed by road is involved in a fire or released
- The unintended collapse of any building or structure under construction, alteration or demolition, including walls or floors
- Any explosion or fire resulting in the suspension of normal work for over 24 hours
- Any sudden, uncontrolled release in a building of: 200kg or more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas, or 500kg or more of these substances if the release is in the open air
- Accidental release of any substances which may damage health
- Serious gas incidents
- Poisonings
- Skin diseases including but not limited to: occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne
- Lung diseases including, but not limited to: occupational asthma, farmer's lung, asbestosis, mesothelioma
- Infections including, but not limited to: leptospirosis, hepatitis, anthrax, legionellosis, tetanus
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome

### **13. Reporting procedure**

- 13.1. Should an incident require reporting to the Incident Control Centre (ICC) (part of the HSE), the health and safety officer, or a person appointed on their behalf, will file a report as soon as is reasonably possible.
- 13.2. The person will complete the relevant report on the HSE website: <http://www.hse.gov.uk/riddor/report.htm>
- 13.3. The HSE no longer accept written accident reports, except for in exceptional circumstances. The school will report all accidents and injuries online where possible (using the above link/web address).
- 13.4. Fatal and specified injuries, as outlined in 13.2, only may be reported using the telephone service on 0345 300 9923 (open Monday to Friday 8.30am to 5pm).

### **14. Reporting hazards**

- 14.1. Staff, pupils, contractors and visitors are encouraged to report any condition or practice they deem to be a hazard.
- 14.2. In the main, reporting should be conducted verbally to the site manager as soon as possible, who will then inform the headteacher as appropriate.
- 14.3. Serious hazards will be reported using the appropriate form available in the school office.

### **15. Accident investigation**

- 15.1. All accidents, however small, will be investigated by an appointed party, and the outcomes recorded.
- 15.2. The length of time dedicated to each investigation will vary on the seriousness of the accident.
- 15.3. After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.
- 15.4. The health and safety officer will undertake regular evaluations of all reported incidents. They will then identify patterns and trends in order to take corrective action and minimise the reoccurrence of any incident/illness.

### **16. Our active monitoring system**

- 16.1. It is good practice to actively monitor systems prior to accidents, ill health or incidents taking place; this involves regularly checking compliance procedures and the achievement of objectives. Our procedure for actively monitoring our system includes:

- Regularly examining documents to ensure compliance with standards.
- Regularly inspecting premises, plants and equipment.
- Annual audits, including fire risk assessments and health and safety audits.
- Regular reports and updates to the headteacher.
- External measures, such as surveys by contractors and service providers, along with visits from Environmental Health and Ofsted.

## **17. Bomb threat procedure**

- 17.1. All staff members fully understand and effectively implement the school's Emergency Procedure Guidelines.
- 17.2. In the event of an emergency, the procedures outlined in the Emergency Procedure Guidelines will be followed.
- 17.3. All staff members are trained in handling bomb threats and have easy access to instructions of the procedure.
- 17.4. Upon receipt of a bomb threat or a suspicious package, staff members will ask the following types of questions, regardless of the call's source (including if the call is from the police):
  - Where is it?
  - In which building is it and on what floor?
  - What time will the bomb go off?
  - What does the bomb look like and what colour is it?
  - What type of bomb is it and what type of explosive?
  - Who are you?
  - Why are you doing this?
  - Do you have a code word?
- 17.5. The appropriate evacuation procedure will be followed whether staff members believe the threat to be a hoax or not,
- 17.6. Where possible, caller ID or dialling the 1471 service will be used to identify where the call has come from.
- 17.7. Staff should note the time of the call and write down exactly what was said by the person calling as this may be useful for the police.
- 17.8. Where possible, recording devices will be used whilst receiving a bomb threat.
- 17.9. The staff member receiving the call will contact the headteacher immediately, who will then alert the police, CST and the LA.
- 17.10. The headteacher will decide whether or not to evacuate the building.

## **18. Evacuation**

18.1. NCJPS will follow the procedure outlined in the Emergency Procedure Guidelines in the event of a crisis.

18.2. In the event of a fire, the Fire Evacuation Plan will be implemented.

18.3. If an evacuation is deemed necessary, the following procedure will take place:

- All senior staff will be informed of the situation either in person or via the internal computer system, not by the use of radios or mobile phones. The evacuation will then take place as per fire drill procedures, except staff will be instructed to:
  - Leave all doors and windows open (excluding the area in which the bomb or suspicious package is positioned; this room should be sealed with all windows and doors closed).
  - Take all personal items with them, to avoid unnecessary searching.
- Staff and pupils will be asked to make their way to the normal fire assembly area (the area should be moved if close to the area of the bomb or suspicious package).
- Staff will be positioned at all gates leading into the school and nobody will be allowed in or out except for emergency personnel.
- Once the police have arrived, staff will await further instruction from the emergency services.

## **19. Visitors to the school**

19.1. All visitors will sign in at the security hut and at reception.

19.2. Once signed in, visitors will be collected from reception by the member of staff they are visiting, or escorted to the area of the school concerned.

19.3. No contractor will carry out work on the school site without the express permission of the headteacher, other than in an emergency or to make the site safe following theft or vandalism.

19.4. Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, pupils or visitors to the school.

19.5. Anyone hiring the premises will be made aware of their health and safety obligations when making the booking.

19.6. Visitors and contractors will wear a visitor's badge at all times while on school grounds.

19.7. Cleaning contractors will wear an easily identifiable uniform or badge at all times.

19.8. Temporary teaching staff and assistants will inform reception of their presence by reporting to reception on arrival and signing the visitors' log.

- 19.9. Staff members who encounter an unidentifiable visitor will enquire if they require assistance and direct them to reception or off site.
- 19.10. Staff members who encounter uncooperative visitors threatening violence, refusing to leave the site, or carrying out physical or verbal abuse will seek immediate help via a 999 phone call.

## **20. Personal protective equipment (PPE)**

- 20.1. NCJPS provides employees and pupils who are exposed to a hazard at the school, which cannot be controlled by other means, with PPE.
- 20.2. PPE means all equipment worn, or held by, staff or pupils which is designed to protect them from specified hazards.
- 20.3. All staff and pupils will be provided with protective eyewear in all workshops and laboratories. Visitors will also be supplied with PPE when appropriate.
- 20.4. Staff and pupils will use the PPE provided, and care for it according to the instructions and training given. They will also report any loss or defects to their superior/class teacher.
- 20.5. The PPE will fit the wearer properly. Where more than one item of PPE must be worn, they should be compatible and remain effective.
- 20.6. PPE will not be worn if the hazard is caused by wearing it that is greater than the hazard it is intended to protect the wearer from.
- 20.7. PPE includes laboratory and workshop equipment such as tool box tools, protective clothing, safety footwear and face masks, PE equipment, ICT equipment, photocopiers and other office equipment, lifting equipment and respiratory protective equipment (RPE).
- 20.8. Clothing which is not specifically designed to preserve the health and safety of the wearer does not constitute as PPE, e.g. school uniform.
- 20.9. Thorough risk assessments are carried out by the class teacher to determine the suitable PPE to be used for each hazard, and these are reviewed on an annual basis.
- 20.10. Staff and pupils can expect that any equipment they use is suitable for its intended use and is properly maintained.
- 20.11. Staff will receive health and safety training in order to ensure they know how to properly use, maintain and store PPE, and how to detect and report faults.
- 20.12. Equipment manuals are readily available and warning signs are clearly displayed in areas, and on equipment, where PPE is mandatory.

## **21. Maintaining equipment**

- 21.1. When not in use, PPE will be properly stored, kept clean, and in good repair.
- 21.2. Inspectors, or a trained health and safety technician, will inspect the following equipment for health and safety issues annually:
- All electrical appliances
  - All fixed gymnasium equipment
  - Any workshop equipment, e.g. lathes and kilns
  - All fume cupboards
- 21.3. It is the responsibility of the health and safety officer to ensure new equipment meets the appropriate standards and conforms to all health and safety requirements.
- 21.4. A health and safety technician should be consulted as necessary.

## **22. Hazardous materials**

- 22.1. All equipment, materials and chemicals will be held in appropriate containers and areas conforming to health and safety regulations.
- 22.2. Hazardous substances will be labelled with the correct hazard sign and contents label.
- 22.3. All control of substances hazardous to health (COSHH) and ionising radiations regulations will be adhered to.
- 22.4. NCJPS will act in accordance to the school's COSHH Policy at all times.
- 22.5. The site manager is responsible for ensuring all products that may be hazardous to health are risk assessed before being used.
- 22.6. No hazardous substances will be used without the permission of the Headteacher
- 22.7. Low toxic products, such as corrective fluid and aerosol paints, will be stored securely and only used under supervision in a well-ventilated area.
- 22.8. Dust and fumes will be safely controlled by local exhaust ventilation regulations.
- 22.9. No staff member or pupil should ever be put at risk through exposure to any hazardous substance used in our practical curriculum.
- 22.10. Where a substance has a workplace exposure limit, control measures will ensure that exposure is below the limit.
- 22.11. Control measures will be checked and reviewed on a termly basis to ensure continued effectiveness, even when they are known to be reliable.
- 22.12.



## **23. Asbestos management**

The Authority's guidance on Managing Asbestos in Schools and other Educational Establishment's will be followed. The Asbestos register is held in the Headteacher's office. Following a survey in 2018, asbestos removal/decontamination was completed – see ARP Building Consultancy Ltd report of 17.1.19.

## **24. Medicine and drugs**

24.1. The school's Supporting Pupils with Medical Conditions Policy will be read, understood and adhered to by all staff.

## **25. Smoking**

25.1. The school is a non-smoking premises and no smoking will be permitted on the grounds.

25.2. The school's Smoke Free Policy will be read, understood and adhered to by all staff.

## **26. Housekeeping and cleanliness**

26.1. School employed and contract cleaners will be monitored by the site manager. The standard required will be clear in the service level agreement held with the contracted cleaners.

26.2. Special consideration will be given to hygiene areas.

26.3. Waste collection services will be monitored by the site manager.

26.4. Special consideration will be given to the disposal of laboratory materials and clinical waste.

26.5. The Headteacher is responsible for ensuring that the school is at a safe temperature for staff and pupils to work in. Rooms will be kept at a minimum of 16° with a constant supply of fresh air.

## **27. Infection control**

27.1. NCJPS actively prevents the spread of infection through the following measures:

- Routine immunisation
- Maintaining high standards of personal hygiene and practice

- Maintaining a clean environment

27.2. NCJPS employs good hygiene practice in the following ways:

- Displaying posters throughout the school, encouraging all pupils, staff members and visitors to wash their hands after using the toilet, before eating or handling food, after touching animals, and following any other actions that increase the risk of the spread of infection, such as coughing or sneezing
- Ensuring there is sufficient liquid soap, warm water and paper towels available for everyone to wash their hands throughout the school
- Employing cleaners to carry out thorough and frequent cleaning that follows national guidance
- Providing PPE where necessary
- Immediately cleaning any spillages of bodily fluids with a combination of detergent and disinfectant, and always wearing PPE. Mops should not be used to clean up body fluid spillages; instead paper towels should be used and discarded properly, following the procedures for clinical waste
- Washing all laundry in a separate dedicated facility and washing any soiled linens separately
- Hygienically bagging any pupil's soiled clothing to go home, and never rinsing it by hand
- Storing all clinical waste in clinical waste bags and in a secure, dedicated area, before it is removed by a registered waste contractor
- Providing a secure sharps bin, out of reach of pupils, for the disposal of sharps
- Discouraging pupils, staff members and visitors from touching any stray animals that may come onto the school premises

27.3. Staff and pupils displaying signs of infection, such as rashes, vomiting, diarrhoea, COVID 19 , etc., will be sent home and recommended to see a doctor.

27.4. All staff are subject to a full occupational health check before starting employment at NCJPS

27.5. NCJPS keeps up-to-date with national and local immunisation scheduling and advice. All pupils' immunisation status is checked at school entry and at the time of any vaccination.

27.6. NCJPS encourages parents/carers to have their children immunised.

27.7. All cuts and abrasions should be covered with waterproof dressings.

27.8. Wall-mounted hand sanitiser is available all around the school.

27.9. Further information concerning our policies and procedures addressing infection control can be found in our Infection Control Policy.

## **28. Risk assessment**

- 28.1. The Headteacher has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas of risk in the school.
- 28.2. Regular assessments of high risks areas, such as laboratories, will be undertaken.
- 28.3. Annual risk assessments will be conducted for all other areas of the school.
- 28.4. Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.
- 28.5. The governing body will be informed of risk assessments allowing issues to be prioritised and actions to be authorised, along with funds and resources.
- 28.6. The designated Education Visits Co-ordinator will ensure risk assessments are completed by staff leading day trips or residential stays.

## **29. Slips and trips**

- 29.1. In line with HSE guidance, control measures are in place to effectively control slip and trip risks. The school utilises the following procedure:
  - Identify the hazards – risk factors considered include:
    - Environmental (floor, steps, slopes, etc.)
    - Contamination (water, food, litter, etc.)
    - Organisational (task, safety, culture, etc.)
    - Footwear (footwear worn for evening events may not be in line with the school's Uniform Policy)
    - Individual factors (rain, supervision, pedestrian behaviour, etc.)
  - Decide who might be harmed and how
  - Consider the risks and decide if existing precautions are sufficient, or if further measures need to be introduced
  - Record the findings
  - Review the assessment regularly and revise if necessary

## **30. Security and theft**

- 30.1. Closed circuit television (CCTV) systems will be used to monitor events and identify incidents taking place.
- 30.2. CCTV systems may be used as evidence when investigating reports of incidents.

- 30.3. Money will be held in a safe and banked on a regular basis to ensure large amounts are not held on-site.
- 30.4. Money will be counted in an appropriate location, such as *school office*, and staff should not be placed at risk of robbery.
- 30.5. Staff and pupils are responsible for their personal belongings and the school accepts no responsibility for loss or damage.
- 30.6. Thefts may be reported to the police and staff members are expected to assist police with their investigation.
- 30.7. All members of staff are expected to take reasonable measures to ensure the security of school equipment being used.
- 30.8. Missing or believed stolen equipment will be reported immediately to a senior staff member.

### **31. Adverse weather**

- 31.1. The Headteacher, in liaison with the governing body, makes a decision on school closure on the grounds of health and safety.
- 31.2. If a closure takes place, the governing body will be promptly informed.
- 31.3. Name of school will act in accordance with the Adverse Weather Policy at all times.

### **32. School trips and visits**

- 32.1. Health and safety policy and procedures concerning school trips and visits, including trips abroad, are contained in the school's Educational Trips and Visits Policy.

### **33. Manual handling**

- 33.1. Manual handling can prove hazardous when it has the potential to cause a musculoskeletal disorder. This can be due to repetition of the action, the force and/or posture involved in the completion of a handling task, and/or a person's ability to hold/grasp the particular item in a safe and balanced manner.
- 33.2. In order to manage these risks, we have adopted policies and procedures. Further information concerning the safe management of manual handling can be found in the Manual Handling Policy.

### **34. Working at heights**

- 34.1. Policy and procedures concerning employees working at heights are addressed in the Working at Heights Policy.

- 34.2. Staff members are required to sign statements confirming that they have received, read and understood the policy, prior to being allowed to work at heights.

### **35. Lone working**

- 35.1. Policy and procedures concerning employees' lone working are addressed in the Lone Working Policy.
- 35.2. Staff members are required to sign statements confirming that they have received, read and understood the relevant policy/policies, prior to being allowed to undertake lone working.

### **36. Workplace health and safety: stress management**

- 36.1. Staff will be aware of the symptoms of stress, including sleeping problems, dietary problems, mood swings, feeling lethargic, fatigue, emotional problems, chest pains and elevated heart rate, lack of focus, inability to concentrate and increased sweating. Staff members who suffer from any of these symptoms are advised to consult their GP as soon as possible.

### **37. Workplace health and safety: display equipment**

- 37.1. Display screen assessments will be carried out annually by the health and safety officer for teaching staff and administrative staff who regularly use laptops or desktops computers.

## Appendix - Classroom Checklist

	Questions you should ask concerning your classroom environment:	Yes/No:	Further action required:
<b>Movement around the classroom (slips and trips)</b>	Is the internal flooring in good condition?		
	Are there any changes in floor level or type of flooring that need to be highlighted?		
	Are gangways between desks kept clear?		
	Are trailing electrical leads/cables prevented wherever possible?		
	Is lighting bright enough to allow safe access and exit?		
	Are procedures in place to deal with spillages, e.g. water and blood from cuts?		
	<b>For stand-alone classrooms:</b>		
	Are access steps or ramps properly maintained?		
	Are access stairs or ramps provided with handrails?		
<b>Work at height (falls)</b>	Do you have an 'elephant-foot' step-stool or stepladder available for use where necessary?		
	Is a window-opener provided for opening high-level windows?		
<b>Furniture and fixtures</b>	Are permanent fixtures in good condition and securely fastened, e.g. cupboards, display boards, shelving?		
	Is furniture in good repair and suitable for the size of the user, whether adult or child?		
	Is portable equipment stable, e.g. a TV placed on a suitable trolley?		
	Where window restrictors are fitted to upper-floor windows, are they in good working order?		
	Are hot surfaces, such as radiators, protected where necessary to prevent the risk of burns to vulnerable young people?		
<b>Manual handling</b>	Have trolleys been provided for moving heavy objects, e.g. computers?		

<b>Computers and similar equipment</b>	If you use computers as part of your job, has a workstation assessment been completed?		
	Have pupils been advised about good practice when using computers?		
<b>Electrical equipment and services</b>	Are fixed electrical switches and plug sockets in good repair?		
	Are all plugs and cables in good repair?		
	Has portable electrical equipment, e.g. laminators, been visually checked and tested at suitable intervals to ensure that they are safe to use? (There may be a sticker to show it has been tested.)		
	Has any damaged electrical equipment been taken out of service or replaced?		
<b>Fire</b>	If there are fire exit doors in the classroom, are they unobstructed, unlocked and easy to open from the inside?		
	Is fire-fighting equipment in place in the classroom?		
	Are fire evacuation procedures clearly displayed?		
	Are you aware of the evacuation drill, including arrangements for any vulnerable adults or children?		
<b>Workplace (ventilation and heating)</b>	Does the room have natural ventilation?		
	Can a reasonable room temperature be maintained during use of the classroom?		
	Are measures in place, e.g. blinds, to protect from glare and heat from the sun?		

Please note, this is not an exhaustive list and you should identify any other hazards associated with the daily use of the classroom in additional tables, including any further actions needed. If necessary, discuss your concerns with a senior leader in your school.

## **CATERING EQUIPMENT and CATERING VENTILATION**

Catering Extraction systems are also regulated by The Gas Safety (Installation and Use) Regulation 1998 (Updated in 2018).

The annual servicing to a school's kitchen extraction system should be inspected and tested by a competent engineer and will include where appropriate, CO<sub>2</sub> and CO emission testing.

Testing is required to be in accordance also with HSE Catering Information Sheet 10 and 23

The service should also include the cleaning of the filters, fans and canopies in accordance with HVCA Ventilation Hygiene Guide to Good Practice.

Contractors employed in this work must be Gas Safe Certified.

A service report should be left on site following each visit.

A catering equipment and ventilation contract is in place with Heatrite and inspections undertaken twice yearly by them.

Any defects will be reported immediately to the Michael Woolf or Lynne Feather.



## APPENDIX 2

### DRAINAGE

Drainage system inspection and maintenance should be carried out annually, using a planned preventative maintenance service which should be tailored to schools individual needs.

Contractors should be suitably qualified and comply with:

NRSWA 1991

Confined Space Regulations 1997

Planned maintenance will avoid the inconvenience and embarrassment of blockages, unpleasant odours or health hazards through clearing of drains, sewers and associated pipework.

All components of the system should be inspected and jetted including gulley's, pits and chambers.

A simple schematic drawing of the system should be provided with details of any issues and recommendations, if required, simple further investigation can be achieved via CCTV monitoring and follow up reporting.

A service report should be left on site following each visit [Site Manager's Office].

A drainage system and monitoring contract is in place with Stockport Homes and inspections undertaken annually by them.

Any defects will be reported immediately to [Paul McDonald/Lynne Feather].

## APPENDIX 3

### ELECTRICAL INSTALLATIONS

The IEE Wiring Regulations 18<sup>th</sup> Edition and the BS 7671-2018 Code of Practice recommends that the fixed electrical installation of a school is inspected on a five-yearly cycle.

The depth and complexity of the testing at a school will depend upon the age and condition of the installation.

Electrical test and inspection of the fixed wiring and fixed appliances must be undertaken by qualified and competent engineers.

This should include a full Fixed Wiring Inspection Report which will highlight and prioritise any remedial works required to the electrical system.

The engineers report should explain the priority of the remedial work and the classification given to the remedial work.

The contractor undertaking this inspection and testing must be fully approved and a member of NICEIC (National Inspection Council for the Electrical Contracting Industry).

A fixed wiring inspection report should be left on site following each visit [Site Manager's Office].

A fixed electrical installation contract is in place with Stockport Homes and inspections undertaken on a five-yearly cycle by them.

Any defects will be reported immediately to Paul McDonald/Lynne Feather

## APPENDIX 4

### GAS INSTALLATIONS

#### *1.1.1.1 Gas Leak Detection Systems*

Gas leak detection is the process of identifying potentially hazardous gas leaks by means of various sensors. These sensors usually employ an audible alarm to alert people when a dangerous gas has been detected.

Gas installations and servicing/maintenance should only be undertaken by GAS SAFETY registered competent persons. The Gas Safety Scheme, overseen by the HSE, replaced the CORGI Register on the 1<sup>st</sup> April 2009. The Gas Safety (Installation and Use) Regulations 1998 outline the legislative requirements in relation to gas safety.

#### Gas Soundness Test

In accordance with BS EN 15001-2:2009 and EN 15001-2:2008 (E) The frequency of Gas Soundness Inspections shall be based on an estimate of criticality (potential degradation), and in conformity with National regulations. An inspection should be carried out at least every five years.

A schools first scheduled inspection should be carried out within 12 months of commissioning and should be conducted by a competent Gas Safe registered person.

Following the inspection a report including recommendations should be provided to the school and needs to be kept for at least five years. This can be found in Health and Safety file in the Caretakers Office

A gas inspection contract is in place with Stockport Homes and undertaken every 5 years by them. Any defects will be reported immediately to Michael Woolf

## Appendix 5

### LEGIONELLA

The school complies with Local Authority advice on the potential risks from legionella.

The Duty Holder is– Michael Woolf

The Responsible Person is Julie Teale

Both persons have been suitably trained for the positions being held.

Responsible Person is City & Guilds – Hot & Cold water Systems qualified which was awarded in August 2012.

Duty Holder received Legionella Awareness Training in summer 2013 by Responsible Person

A water risk assessment of the school has been completed by IWS, the Headteacher and Julie Teale, from Stockport Homes are responsible for ensuring that operational controls are being conducted and recorded in the water log book. All temperature readings are recorded electronically on web-based access system. WRA completed December 2015 and will be renewed by competent contractor before 11<sup>th</sup> December 2017. A further review between Duty Holder and Responsible Person will take place in January 2018.

This will include:

- Identifying and flushing rarely used outlets on a weekly basis and after school holiday periods.
- Conducting necessary water temperature checks (monthly).
- Disinfecting/descaling showers or other areas where water droplets are formed (quarterly).
- Every 2 years assess water monitoring

## APPENDIX 6

# HEATING AND VENTILATION SYSTEMS

### Heating Boilers (Gas)

In line with the Gas Safety (in use) Regulations 2008, gas heating boilers and water heaters have to be serviced, tested and maintained annually.

This service will include:

- Cleaning of the boiler heating surfaces
- Servicing of the gas burner
- Gas tightness testing of local gas pipework to the boiler
- Combustion and efficiency testing of the boiler

Following the service a report including combustion efficiency details and a gas safe certificate must be issued, together with any recommendations in the school office.

A gas inspection contract is in place with Stockport Homes and undertaken annually by them.

Any defects will be reported immediately to Mr Woolf on 0161 282 4500

### Heating Control Systems

Heating controls will vary from complex integrated systems such as Building Management Systems (BMS) to standard time switch controls.

Heating control systems should be inspected and maintained annually to ensure full efficiency and optimum fuel use of the installation.

### Building Management Systems (BMS)

BMS are complex integrated systems involving outstations and central units whose operation relies on computer interactive management.

An annual maintenance service regime by a competent engineer will include checking and calibrating all sensors, valve response checks to ensure the system is operating effectively, and a report on any issues or recommendations to improve the efficiency of the system.

## HEATING AND VENTILATION SYSTEMS

Ventilation systems can range from simple extract fan systems to fully heated recirculation systems. Systems should be serviced and maintained 6 monthly and

annually depending on the system type and complexity.

The checks on the basic components include:

Cleaning and servicing of the following:

- Grilles
- Fans
- Heating coils
- Duct work

Also

- Calibration and testing of controls
- Air flow monitoring if changes have occurred

Following the inspection a report including recommendations should be provided to the school office.

A ventilation system inspection contract is in place with Stockport Homes and undertaken annually by them.

Any defects will be reported immediately to Michael Woolf on 0161 282 4500

## **APPENDIX 7**

<h3><b>GATES AND BARRIERS</b></h3>
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Fatal accidents have occurred within the Greater Manchester region and in Stockport, and SMBC recommends that all schools have their gates, barriers and fencing inspected by a suitably qualified, competent and insured engineer.

Inspection of a schools gates, barriers and fencing should be carried out on an annual basis.

If any dangerous gates or fences are found then prohibition notices will be issued accordingly.

Following the inspection a report including findings, recommendations and photographs as required should be provided to the school and kept in the Headteacher's office.

A gate and barrier inspection contract is in place with Stockport Homes and is undertaken annually.

Any defects will be reported immediately to Michael Woolf / Sue Berry

## APPENDIX 8

### ADMINISTRATION OF MEDICINE

All medication will be administered to pupils in accordance with the Authority's Managing Medicines in Schools and Early Years Settings guidance.

The only medication kept and administered within school are those prescribed specifically for a pupil at the request of the parent/guardian and with the consent of the Head Teacher.

Records of administration will be kept by Lynne Feather in the school office.

No member of staff should administer any medicines unless a request form has been completed by the parent/guardian.

All medications kept in school are securely stored in the School office with access strictly controlled.

Where children need to have access to emergency medication i.e. asthma inhalers, epi-pen etc., it will be kept in the school office and clearly labelled.

#### Health Care Plans

Health care plans are in place for those pupils with complex medical needs e.g. chronic or on-going medical conditions (e.g. diabetes, epilepsy, anaphylaxis etc.).

These plans are reviewed annually by the class teacher and the school Business Manager and written precautions/ procedures made available to staff.

Staff undergo specific training related to health conditions of pupils and administration of medicines (e.g. diabetes, epilepsy, anaphylaxis etc.) by a health professional as appropriate.

Training records are kept in the Headteacher's office.

## APPENDIX 9

### HEALTH AND SAFETY INFORMATION & TRAINING

#### Consultation

The Finance and Premises Committee meets termly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management.

#### Communication of Information

Detailed information on how to comply with the Authority's health and safety policy is available on Office Online.

The Health and Safety Law poster is displayed in the school office

The Occupational Safety and Health Team, Tel: 0161 474 3056 provide competent health and safety advice for Community, Special and Voluntary Controlled schools.

H&S advice is provided by the Local Authority

## **Health and Safety Training**

Health and safety induction training will be provided and documented for all new employees by Michael Woolf

The Head Teacher is responsible for ensuring that all staff are provided with adequate information, instruction and training and identifying the health and safety training needs of staff.

All employees will be provided with:

- Induction training in the requirements of this policy;
- Update training in response to any significant change;
- Training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.);
- Refresher training where required.

Training records are held by Michael Woolf who is responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits.

The Head Teacher will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing to the Head Teacher's/Line Manager's attention their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

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## **APPENDIX 10**

### **HEALTH AND SAFETY MONITORING AND INSPECTIONS**

A general inspection of the site will be conducted termly and be Undertaken/coordinated by Michael Woolf / Lynne Feather

A named governor, will be involved/undertake an audit/inspection on an annual basis and report back to both the relevant sub-committee and full Governing body meetings.

This governor through monitoring will also cover management systems in addition to inspecting the premises.

Advice and a sample health & safety audit checklist can be found on Office Online.

Inspections will be conducted jointly with the establishment's health and safety representative(s) if possible.

## **APPENDIX 11**

### **STAGE EQUIPMENT**

The inspection and testing of stage lighting equipment is subject to 'Safe Work of Equipment Regulations 1998'.

An annual test is required to test and inspect the electrical and mechanical aspects of equipment used in school productions.

In the event of any items being identified as unsafe, these will be taken out of service immediately and the school informed.

A full report should be provided to the school with test results, system condition and repairs required to the school office.

Any defects will be reported immediately to Michael Woolf.



## APPENDIX 12

### KILNS

School kilns should have an annual service and maintenance regime carried out by qualified service engineers to ensure they are functioning safely.

A service should include:

- the testing of all safety devices
- electrical properties of the equipment
- fume and heat extraction
- ventilation
- functionality and calibration of the controlling equipment

Kilns are subject to inspection by a competent person (Thorough Examination/ Insurance Inspection).

Following the inspection a report including recommendations should be provided to the school.

A kiln inspection contract is in place with Wooliscroft Bros of Stoke and undertaken annually.

Any defects will be reported immediately to Michael Woolf

## APPENDIX 13

### WORK EXPERIENCE

The school has a separate work experience policy which is regularly reviewed and updated. Michael Woolf – Headteacher is responsible for managing and coordinating work related learning within the school following Local Authority guidance and in accordance with the Quality Standard for Work Experience.

The school retains a duty of care for all students undertaking work experience and must ensure the placement is appropriate, therefore:

- All students are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities.
- All placements (including private placements) are subject to pre-placement checks. No work experience placement will go ahead if deemed unsuitable.
- Pre-placement health and safety assessments must be carried out by competent people and supporting documentation completed.

• Where work placements form part of the vocational qualification offered by a FE college then the college is responsible for ensuring equivalent placement checks are conducted.

• Every student will receive a placement job description highlighting tasks to be undertaken and any necessary health and safety information which is passed onto the parent/guardian.

• Arrangements will be in place to visit/monitor students during the placement.

• Emergency contact arrangements are in place (including out of school hours provision) in order that a member of school staff can be contacted should an incident occur.

• In order to be deemed competent an individual should hold a suitable nationally accredited/recognised qualification(s). E.g. IOSH (The Institute of Occupational Safety and Health) Managing Safely qualification, Health and Safety for Work-placement Personnel course or HSS8 (Formerly ENTO Unit D) Review Health and Safety Procedures in Workplaces.

In addition to having occupational competence, knowledge and understanding in relation to sector specific placements. Particularly in high risk placements such as construction, agriculture, equestrian etc.

## APPENDIX 14

### LIFTING AND HANDLING

Generic risk assessments for regular manual handling operations are undertaken and staff are provided with information on safe moving and handling techniques.

**Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.**

All manual handling activities which present a significant risk to the health and safety of staff will be reported to Sue Berry / Michael Woolf and where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

#### **Paediatric Moving and Handling**

All staff who move and handle pupils have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists, slings etc. they are required to use).

All moving and handling of pupils has been risk assessed and recorded by a competent member of staff.

Equipment for moving and handling people is subject to inspection on a 6 monthly basis by a competent contractor.

Following the inspection a report including recommendations should be provided to Mr Woolf or Lynne Feather.

An equipment inspection contract is in place with Stockport MBC and undertaken annually by them.

Any defects will be reported immediately to Michael Woolf

## APPENDIX 15

### LIFTING EQUIPMENT AND HOISTS

Lift and hoist service and maintenance is subject to, and is carried out in accordance with LOLER (Lifting Operations and Lifting Equipment) Regulations 1998.

These Regulations (often abbreviated to LOLER) place duties on people and companies who own, operate or have control over lifting equipment. This includes all businesses and organisations whose employees use lifting equipment, whether owned by them or not. In most cases, lifting equipment is also work equipment so the Provision and Use of Work Equipment Regulations (PUWER) will also apply (including inspection and maintenance). All lifting operations involving lifting equipment must be properly planned by a competent person, appropriately supervised and carried out in a safe manner.

LOLER also requires that all equipment used for lifting is fit for purpose, appropriate for the task, suitably marked and, in many cases, subject to statutory periodic 'thorough examination'. Records must be kept of all thorough examinations and any defects found must be reported to both the person responsible for the equipment and the relevant enforcing authority – Michael Woolf

Thorough examinations must be carried out by competent persons.

N.B. The Lift Regulations also apply to vertical escalators in some circumstances.

An equipment inspection contract is in place Stockport MBC and undertaken annually by them.

## **APPENDIX 16**

### **OFFSITE VISITS**

All offsite visits and journeys will be planned following guidance contained in the Local Authority guidance manual.

The Authority's Co-ordinator of Off-Site Visits must be notified of all level 3 and 4 visits. In general such visits/journeys involve hazardous and/or adventurous activities, on a daily basis, to remote or demanding geographical areas or residential visits. Forms can be downloaded from Office Online and an 'Off-site Visits Approval Form' should be submitted to the Co-ordinator of Off-site Visits.

Each establishment should designate a member of staff as the Educational Visits Co-ordinator (EVC). The EVC will advise in the planning and management of all off-site visits. The EVC will support visit leaders, the Head Teacher and governors by ensuring that the Local Authority's guidelines for leading off-site visits are followed.

The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the school's EVC(s) Michael Woolf who will check the documentation and planning of the trip and approve it.

## **APPENDIX 17**

### **PLAYGROUND EQUIPMENT**

#### **External Play Equipment**

The external play equipment will only be used when supervised.

Equipment will be checked daily before use for any apparent defects, and Michael Woolf / Lynne Feather will conduct a formal termly inspection of the equipment.

PE and Play equipment is subject to an annual inspection by Sportsafe UK Limited

## APPENDIX 18

# PREMISES AND WORK EQUIPMENT

### Statutory Inspections

Regular inspection and testing of school equipment is conducted by appropriate contractors according to recommended timescales. Records of such monitoring will be kept in/by the Headteacher

Sue Berry / Michael Woolf are responsible for identifying all plant and equipment in an equipment register and ensuring that any training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments conducted.

Equipment restricted to those users who are authorised/have received specific training is detailed in the register.

All staff are required to report to Michael Woolf any problems found with plant/equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair/disposal.

### Curriculum Areas

Heads of Department are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

### Electrical Safety

All staff should monitor the condition of plugs, cables and electrical equipment and conduct a quick visual inspection prior to use.

All portable items of electrical equipment will be subject to PAT (portable appliance testing) annually, conducted by Bexam Limited

Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and be subjected to the same tests as school equipment.

Major fixed wiring circuits will be checked at least once every five years.

### External Play Equipment

The external play equipment will only be used when supervised, equipment will be checked daily before use for any apparent defects, and Michel Woolf / Lynne Feather will conduct a formal termly inspection of the equipment. PE and Play equipment is subject to an annual inspection Sportsafe Limited

## APPENDIX 19

### TREE SURVEYS

It is recommended that surveys of trees on school land should be carried out every 2 years by a specialist contractor.

Tree work is usually identified in Priorities 1, 2 and 3. Priority 1 being the most urgent work and should be carried out within the next 3 months or at the earliest opportunity

Ideally priority 2 work should be carried out at the same time however by definition this work is not as urgent as the priority 1 work and could be left for twelve months when it can be reviewed on the next inspection as could all priority 3 works

All work is carried out to B.S.3998 Recommendations for tree work.

Both method statements and risk assessments should be made available.

All waste should be carried and disposed of under a waste transfer note as covered in the Environmental Protection Act 1990.

A full report should be provided with the location and condition of all trees.

A tree inspection is carried out by the school via private contractors

Any defects will be reported immediately to Michael Woolf – 0161 282 4500

## APPENDIX 20

### VEHICLES ON SITE

Vehicular access to the school is restricted to school staff, Nursery Staff, parents and visitors only and not for general use.

The access from the road shall be kept clear for emergency vehicles.

The vehicle access gate must not normally be used for pedestrian access, but the side pedestrian gate used.

If an event is being held outside of normal school activities for which the vehicle access gate is the sole access, then all due care must be taken to ensure the safety of those passing through this entrance.

All staff and parents entering the school car park require a security sticker which must be displayed clearly on the windscreen. Any vehicle which does not have such a sticker will be refused access to the school grounds and will have to park on the street.



## Appendix 21

# RISK ASSESSMENTS

### General Risk Assessments

The school risk assessments (for all activities, teaching and non-teaching, premises and one off activities) will be co-ordinated by Michael Woolf / Lynne Feather following Local Authority guidance and are approved by the Head Teacher.

These risk assessments are available for all staff to view and are held centrally in Administrator on the school network

Risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff are made aware of any changes to risk assessments relating to their work.

### Individual Risk Assessments

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 the Headteacher together with the appropriate personnel.

It is the responsibility of staff to inform their Line Manager of any medical condition (including pregnancy) which may impact upon their work. Such risk assessments will be reviewed on a regular basis.

### Curriculum Activities

Risk assessments for curriculum activities will be carried out by the class teacher or Educational Visit Leader] using the relevant codes of practice and model risk assessments developed by national bodies.

All Local Authority schools have a subscription to CLEAPSS and in science and DT their publications can be used as sources of model risk assessment.

Whenever a new course is adopted or developed all activities are checked against the model risk assessments and significant findings incorporated into texts in daily use [scheme of work] / [lesson plan] / [syllabus] etc.