

St. Agnes' CE Primary School

Health and Safety Policy Statement

2016 – 2017

EDUCATION ESTABLISHMENT:

St. Agnes' CE Primary School

PART 1

GENERAL STATEMENT OF POLICY

It is our Policy to, so far as is reasonably practical, to provide and maintain safe and healthy working conditions, equipment and systems of work for all employees and pupils to provide such information, training and supervision as may be necessary for this to be achieved.

Responsibility is also accepted for all others who may be affected by our activities - actions or omissions.

The allocation of duties in respect of Health and Safety matters and the particular arrangements made to implement the requirements of this policy are as detailed in Part 2 of this document.

The policy will be reviewed periodically so as to ensure as far as is reasonably practical that all legislative changes which may affect our activities have been incorporated and are being observed throughout the establishment.

Further to the above the Health and Safety Policies of both the Manchester City Council and the Manchester City Council Education Committee are acknowledged and observed.

Signed
Chair of Governors

Date

Signed
Headteacher

Date

HEALTH AND SAFETY ORGANISATION CHART

MANCHESTER CITY COUNCIL

Manchester City Council Education Committee

Director of Children's Services

Chair of Governors

Headteacher

Deputy Headteacher

Health and Safety Lead and team
Associate team

Schools Health and Safety

Co-ordinator (Staff Member)

Workplace Health and Safety Representative

(Staff Member – Union Appointed)

Advice and Guidance

1. School Effectiveness Officer
2. Learning Support Officer
3. L.A. Health and Safety Officer
4. Health and Safety Executive
5. Environmental Health Dept.
6. Occupational Health Doctor

DESIGNATED MEMBERS OF STAFF

MANCHESTER CITY COUNCIL

Manchester city council education committee

HEADTEACHER:	Ms E Rose
DEPUTY HEADTEACHER:	Mr S Uddin
HEALTH AND SAFETY CO-ORDINATOR:	Mr R Lammas
UNION HEALTH AND SAFETY REPRESENTATIVES
SITE MANAGER:	Kane Green
DESIGNATED FIRST AIDERS:	Mr R Lammas (Lead) Miss I Ahmed Miss R Buckley Mr S Uddin
APPOINTED PERSONS FIRST AID:	As Above
SCHOOL BUSINESS MANAGER	Mrs N Bukhari

PART 2

RESPONSIBILITIES

2.1 The overall and final responsibility for Health and Safety within the establishment is that of **Ms E Rose** (Head Teacher)

2.2 The responsibility for ensuring that the requirements detailed in this policy are being carried out throughout the establishment is that of **Ms E Rose** (Head Teacher)

And in the event of his/her absence the responsibility will be that of **Mr S Uddin** (Deputy Head Teacher)

2.3 The following listed members of staff are responsible for Health and Safety matters in particular specialist areas:

P.E Dept **Mr R Lammas / Miss I Ahmed**

2.4 All employees have a responsibility to co-operate with the establishment's management team so as to achieve a healthy and safe workplace and take reasonable care for themselves and others who may be affected by their actions and / or omissions.

2.5 Any employee observing health and safety situations which require attention **shall as soon as possible** notify the situation to the person designated for having responsibility for that particular area as detailed in 2-3 above.

2.6 Consultation between management and employees is provided for by the regular staff meetings or for specific concerns on a one to one basis, Headteacher or relevant staff.

2.7 Other areas of responsibility:

- | | | |
|----|-----------------------------------|----------------------------------|
| a) | Safety Training | Ms E Rose / Mr Kane Green |
| b) | Safety inspections | Ms E Rose / Mr Kane Green |
| c) | Accident Investigations (initial) | Ms E Rose / Mr Kane Green |

- | | | |
|----|--|----------------------------------|
| d) | Accident Investigation (Major Incidents) | Ms E Rose / Mr Kane Green |
| e) | Maintenance and plant equipment | Ms E Rose / Mr Kane Green |

PART 3

GENERAL ARRANGEMENTS

3.1 FIRST AID

First Aid Boxes are located at

- a) **Hygiene Suite** (Ground Floor)

- b) **Accessible Toilet** (1st Floor)

- c) **Accessible Toilet** (2nd Floor)

- d) **Toilet Corridor** (Ground Floor – Building Extension)

See Appendix A for the current list of First Aid trained staff

The First Aid team are responsible for the upkeep and provision of the allocated first aid boxes on a regular basis.

First Aid box allocations and list of First aiders is available in key areas with first aid box areas clearly signposted.

The reporting of accidents / injuries as per the requirements of the reporting of injuries, diseases and dangerous occurrences regulations 1985 and as detailed in Handbook for Heads Guidance

Note RO11 is that of: **Ms E Rose** (Head Teacher)

3.2 GENERAL FIRE SAFETY

Evacuation of the establishment should be carried out at least once per term as detailed in Handbook for Heads Guidance Note RO30 - 10 Test Fire Drills. So as to ensure that all persons (employees and pupils) are fully aware of the procedures to observe in the event of emergency evacuation of the premises being required.

The checking and testing of Fire Safety Procedures and Equipment as listed

- a) Escape routes: Daily Check
- b) Fire Extinguishers / Hose Reels: Weekly Check
- c) Fire Alarms: Weekly Test
- d) Annual maintenance of **b and c**: **Manchester Working.**

3.3 ADVICE AND CONSULTANCY

Health & Safety Executive - Factory Inspectorate	0161	952 8200
Environmental Health Department	0161	234 4867
Greater Manchester Fire Brigade:		
Withington Branch	0161	908 5403
Longsight Branch	0161	608 5203
Greater Manchester Police (Longsight)	0161	872 5050
City Works Department Depot	0161	957 5986
Education Department Offices (Reception)	0161	234 7125
Education Department Health and Safety Officer	0161	234 7052
Asbestos Control - Environmental Health Hazards Unit	0161	234 4874

Part 4

HAZARDS

- 4.1 The Control of Substances Hazardous to Health Regulations 1994 (C.O.S.H.H.) require that all hazardous substances be identified and procedures for the storage -handling - use - control - and disposal be full documented.

C.O.S.H.H. files have been produced for the following areas in the establishment

- | | |
|--------------------------|--------------------------------|
| a) Caretaking / cleaning | d) Home Economics Substances |
| b) Workshop | e) Science Substances |
| c) Art Substances | f) Office / General Substances |

These files contain-manufacturers / suppliers data sheets. Working practices / precautions to be taken. Monitoring and test results for local exhaust ventilation extraction equipment etc.

4.2 HOUSEKEEPING RESPONSIBILITIES

- | | |
|-------------------------------------|-------------------|
| a) Cleanliness | Mr K Green |
| b) Waste Disposal | Mr K Green |
| c) Storage of materials (General) | Mr K Green |
| d) Storage of materials (Hazardous) | Mr K Green |

4.3 ELECTRICAL EQUIPMENT

- a) The testing of portable and electrical and electronic equipment is carried out annually by **Manchester Working** as per Handbook for Heads Guidance Note RO51 and LMS Note 19.
- b) All portable and electronic equipment should be visually checked on a daily basis to ensure that cables are in good condition and secure in the cord grip and that the plug is not damaged.
- c) The testing and checking of the electrical installation throughout the

establishment is carried out by **Manchester Working** on a five yearly basis as per the requirements of the electricity at work regulations 1989 and to the standards of the Institute of Electrical Engineers.

4.4 INDOOR PLAY EQUIPMENT – FIXED

The checking – of indoor play equipment is carried out by: **Mr R Lammas / Miss I Ahmed**

The maintenance of indoor play equipment is carried out by: **Continental Sports**

Part 5

TRAINING

The responsibility for the arranging of training for teaching and non-teaching staff is that of: **Ms E Rose** (Headteacher)

Part 6

CONTRACTORS AND VISITORS

The control of contractors and visitors on site is of paramount importance ensuring that good safety practices are observed at all times and this is carried out by

- a) Contractors
 - 1 - PRE contract meetings when work method and safety precautions to be observed whilst on site are fully discussed and agreed upon.
 - 2 - The responsibility for ensuring that contractors are in fact complying to agreed practices is that of: **Ms E Rose**

- b) Visitors
 - All visitors entering the premises shall report to the general office, sign the visitors book and await collection / guidance to per / persons being visited.

All regular visitors are required to produce a current **D.B.S.** certificate

Fire Evacuation Procedure

In the event of a fire:

1. Sound the alarm to advise others in the building of the danger.
2. Close the door where the fire is present, if at all possible.
3. Evacuate the room which you are occupying of the people that you are responsible for and leave the building using the nearest exit.

(Do not return to any rooms for clothing or valuables).

4. Report to the assembly point in the playground on the ground floor and check that all people have evacuated the building by observing / recording a register.
 - Pupils
 - Teaching Staff
 - Associate Staff
 - Kitchen Staff
 - Visitors to the school
5. Manager on duty / Administrator to call the fire brigade.

FIRE DRILL

IN THE CASE OF A FIRE



1.SOUND THE ALARM



**2.ALL STAFF AND CHILDREN
LEAVE THE BUILDING AT THE
NEAREST EXIT**

DO NOT

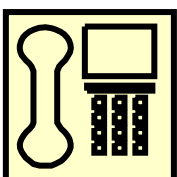
Stop to collect personal belongings or re-enter the building until instructed to do so



**3.CLOSE THE DOOR WHERE
THE FIRE IS PRESENT**



**4.REPORT TO THE ASSEMBLY
POINT IN THE PLAYGROUND ON
THE GROUND FLOOR**



**5.MANAGER ON DUTY TO CALL
THE FIRE BRIGADE**

Accident Reporting **(LMS Guidance Note No.51)**

Accident to employee

1. Make an entry into the accident book
2. Complete an Accident Report Form (Manchester City Council) and send a copy to H&S Section at Crown Square and keep a copy for school files.
3. If the accident is:
 - a) Major (see Guidance Note LMS 51 for what constitutes a major accident) or
 - b) the injury is severe enough to require the injured person to be detained in hospital for more than 24 hours, or
 - c) the injured person is absent from work as a result of the accident for three days or more, not including the days of the accident but including weekdays or rest days, or
 - d) injury as a result of physical assault resulting in a, b, c.

Then form F2508 should also be completed and forwarded to the Health and Safety Executive, Quay House, Quay Street, Manchester, within 10 days of the accident. A copy should be retained on file and a further copy sent to us at Crown Square.

Accident to pupil / visitor

1. Keep details of all accidents to children, particularly those involving the administration of first aid, within the school's record keeping system.
2. Complete a yellow Accident Report Form, pupil / visitor (Manchester Education Department) for all accidents that you deem necessary. This should be sent to the Health and Safety Section at Crown Square and a copy retained on your file
3. For all major injuries where the child is detained in hospital for more than 24 hours and these accidents are the result of negligence rather than normal school activities, then a form F2508 should also be completed as for employee accidents and a copy sent to the Health and Safety Section at Crown Square and a copy retained on school files.

Further guidance in this matter is given in LMS Guidance Note No.51

All staff should be aware of the reporting procedures in the event of an accident and you should arrange for them to be informed.

It should be noted that completed Accident Forms are the privileged documentation to the City Council, and as such, copies of these should not be given to the injured person or carers of the same.

Appendix A

First Aid trained staff 2016 until 2019

Colleen Oven - office

Halima Ahmed - Nursery

Iram Ahmed - Nursery

Jacqui Panteli - TA

Jenni Clegg – Year 5C

Jennifer Weale - Nursery

Jenny Hewat – Year 1/PPA

Joanne Ryan – Year 3C

Leanne Brown – Year 5T

Marie Haggart – Year 4T

Nasreen Hassan - TA

Rachael Heap - EAL

Rachael Mather – Year 2

Rebecca Buckley – Year 5

Ruckshana Choudhury - Reception

Russell Lammas – Year 6

Shoab Uddin - Deputy

