



**Crompton**  
Primary School

# Health and Safety Policy

**Reviewed February 2022**

**Written by: SLT**

**Date: February 2022**

**Presented to staff: February 2022**

**Ratified by Governors: 03.02.2022**

# Crompton Primary School

## Health and Safety Policy

### Section 1 - Health and Safety Policy Statement

#### **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 e.g. powered cleaning equipment and portable electrical 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.

**Date of Next Review:** February 2023

## **Section 2 – Responsibilities**

### **2.1 The Governing Body**

The Director of Education and Early Years 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.

### **2.2 The 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 Headteacher's report. In the event of a major injury, the Chair 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/appropriate office staff 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.

### **2.3 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 Local Authority guidelines are followed;
- Ensure when undertaking school trips and residential that sufficient research, planning, precautions and supervision are undertaken as laid down in the Local Authority 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.

## **2.4 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.

In addition, union appointed safety representatives are entitled to investigate any accident / incident occurring, any potential hazard reported and carry out safety inspections at a rate of one inspection per quarter.

## **Section 3 – Arrangements and Safeguarding**

### **3.1 Health and Safety Risks Arising From Our Work Activities**

- Risk assessments are undertaken by the Premises Manager and the Headteacher.
- The findings of the risk assessments are reported to all staff via the risk assessments file located in the staffroom and via the risk assessments posted on the walls of each room.
- Action required to remove / control risks are approved by the Headteacher and the Finance, Premises and Safety Committee who are responsible for ensuring the action required is implemented.
- The Finance, Premises and Safety Committee check that the implemented actions have removed / reduced the risks via their six monthly check of the school building.
- Assessments are reviewed annually or when the work activity changes, whichever occurs first.

### **3.2 Consultation with Employees**

- Employee representative(s) are the staff representatives on the Governing Body, namely Mrs Lara Beaumont and Mr Spencer Crossley
- Consultation with employees is provided through discussions with these individuals and weekly staff briefings which include items of health and safety when applicable.

### **3.3 Safe Plant and Equipment**

- The Premises Manager is responsible for identifying all equipment / plant needing maintenance.
- The Premises Manager is responsible for ensuring effective maintenance procedures are drawn up.
- The Premises Manager is responsible for ensuring that all identified maintenance is carried out.
- Any problems found with plant / equipment should be reported to the Premises Manager or Headteacher
- The Premises Manager will check that new plant and equipment meets health and safety standards before it is purchased.
- No unauthorised electrical equipment is to be used on the school premises and where appropriate, residual current devices should be used with all electrical equipment.

### **3.4 Safe Handling and use of Substances**

- The Premises Manager is responsible for identifying all substances that require COSHH (Control of Substances Hazardous to Health) assessments.
- The Premises Manager is responsible for undertaking COSHH assessments.
- The Premises Manager is responsible for ensuring that all actions identified in the assessments are implemented.
- Use of chemicals for teaching as set out in the national curriculum will be handled in accordance with guidance and hazard cards produced by CLEAPS Schools Science Service.
- The Headteacher is responsible for ensuring that all relevant employees are informed about the COSHH assessments.
- The Premises Manager will check that new substances can be used safely before they are purchased.
- Assessments will be reviewed on a regular basis, when the work activity changes, or the constituents of the product change, whichever occurs first.

### **3.5 Information, Instruction and Supervision**

- The Health and Safety Law poster is displayed in the staffroom
- Health and safety advice is available from

Health & Safety Team  
Oldham MBC  
Chadderton Town Hall  
Middleton Road  
Chadderton  
OL9 6PP

Tel: 0161 770 4282

Fax: 0161 770 3444

- Supervision of young workers / trainees will be arranged / undertaken / monitored by the Headteacher in association with the relevant class teacher.
- The Headteacher is responsible for ensuring that our employees working at locations under the control of other employers are given relevant health and safety information.

### **3.6 Competency for Tasks and Training**

- Induction training will be provided for all employees by the Headteacher
- Job specific training will be provided by the appropriate line manager or by a relevant specialist training provider. Specific job training includes:
  - Working at height
  - Manual handling
  - Lone working
  - Risk assessment
- Training records are kept by the Headteacher and training records are located in the office.
- Training will be identified, arranged and monitored by the Headteacher.

### 3.7 Accident, First Aid and Work Related Ill Health

- The persons authorised to administer Adult First Aid are:
  - Mrs Julie Crossley – to 3 May 2024
  - Mrs Victoria Brannick – to 3 May 2024
  - Mr Nathan Sinkinson – to 3 May 2024
  - Mr Jon Batters (Emergency First Aid at work) – to 21 February 2022
- The persons authorised to administer Paediatric First Aid are:
  - Mrs Dee Adams – to 8 May 2023
  - Miss Naomi Broome – to 8 May 2023
  - Mrs Julie Crossley – to 8 May 2023
  - Mrs Jeanette Sharp – to 8 May 2023
  - Mrs Gillian Taylor – to 8 May 2023
  - Ms Donna McGhee - to 8 May 2023
  - Mrs Kelly Brennan – to 20 May 2023
  - Mr Spencer Crossley – to 20 May 2023
  - Mrs Deborah Biggs – to 20 May 2023
  - Miss Sarah Griffiths – 17 January 2025
  - Mr Nathan Sinkinson – 17 January 2025
  - Miss Amy Carfoot – 2 December 2022
  - Mrs Stacey Holden – 2 December 2022
  - Mrs Victoria Brannick – 4 May 2024
  - Mrs Wendy Bal – 17 January 2025
  - Ms Rahena Khatun – 17 January 2025
  - Mrs Hapi Begum - 17 January 2025
  - Mrs Andrea Smalley - 17 January 2025
  - Mrs Fatima Begum - 17 January 2025
  - Mrs Shamima Begum - 17 January 2025
- The persons authorised to maintain records concerning pupils' medical issues: Mrs Julie Crossley and Mrs Jeanette Sharp
- The first aid boxes are kept in the first aid room and in the classrooms
- A list of the names of pupils who have specific medical requirements e.g. asthmatics, epileptics, is kept in the School's First Aid room
- Children who are known to be asthmatic, are required to keep a spare inhaler at the school. This is kept in a safe area known to the individual pupil and staff members. Each inhaler is labelled with the child's name.



- The School must have written parental consent before any form of medication can be administered.
- Medicines are not allowed to be brought into school **by children** with the exception of nebulisers / inhalers. Where possible parents of children who require medication (such as anti-biotics) during the school day are encouraged into school to administer the medication. *In exceptional cases, medicine may be administered by a qualified First Aider, with the signed agreement of the Head (or the Deputy or First Aider in the Head teacher's absence) and the parent*
- Staff administering medication in an emergency **must** be fully trained to do so.

Other Medical Issues:

- Health forms are distributed to the parents of children with identified medical problems e.g. Asthma, Diabetes, Epilepsy, Food Allergies etc. These forms are held by Mrs Crossley.
- Inhalers for children suffering from Asthma are kept in the classroom and are accessible to the children.
- The kitchen staff will be notified of children with food allergies and every effort will be made to accommodate these.
- If expert help is required, a Medical Care Plan meeting is set up and invitations are extended to representatives from all relevant medical areas and the child's parents.
- Medicines will not normally be administered to a child by an adult in school. Exceptions to this would be in the case of a life-threatening situation when a child may require, for example, adrenalin or when medication is long term. A named adult would administer this. Necessary forms would need to be completed by the parent and Head Teacher.
- All accidents and cases of work-related ill health are to be recorded on an accident form (AIRS 1), which is located on the Health and Safety noticeboard in the staffroom. 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 on the Health and Safety noticeboard in the staffroom. Completed report forms will be sent to the Health, Safety and Wellbeing Service.

### 3.8 Monitoring

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

carry out spot checks

conduct workplace inspections

conduct health and safety audits

### **3.9 Emergency Procedures – Fire and Evacuation**

- The Headteacher is the Responsible Person for the building
- The Headteacher and Premises Manager are responsible for ensuring the fire risk assessment is undertaken and implemented.
- The Headteacher and Premises Manager are responsible for ensuring a Fire Action Plan has been completed.
- The Headteacher and Premises Manager are responsible for ensuring a fire evacuation procedure is in place
- Escape routes and exits are checked by the Premises Manager every day.
- Fire extinguishers are maintained and checked by an appropriate company (arranged through Unity Partnership) at a frequency of once per year.
- Alarms are tested weekly by the Premises Manager
- Emergency evacuation / fire drills will be carried out at a frequency of one per term. Records are kept by the Premises Manager
- Fire Procedures
  - All rooms have fire procedures for that room displayed in a prominent place. It is the responsibility of the adult in charge to ensure that it is adhered to.
  - On hearing the fire alarm, all children and staff must vacate the premises by the designated route and assemble in the playground that serves that key stage.
  - Support staff will check public areas like toilets.
  - The office staff/Head Teacher will take the registers to the playground. At lunchtime the children will leave from the nearest exit and assemble as normal in the playground.
  - On discovering a fire, children and adults have a responsibility to sound the fire alarm. The emergency services will then be contacted.
  - Full equipment checks are made according to the schedules set up by the LA.
  - Full fire practices are held termly and a report is made to the Governors.

### **3.10 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 and sign in using the electronic signing in system.
- All visitors will be issued with a visitor's badge which is to be worn for the duration of the visit.
- On departure, visitors must sign out on the electronic signing in system.

### **3.11 Contractors and Safety**

With very few exceptions contractors working in School are sourced through Unity Partnership as part of the annual Service Level Agreement. Unity Partnership are responsible for ensuring best value for the School and obtaining sight of all necessary documentation such as the company policy, proof of competence, any necessary references etc.

- Contractors are required to attend any appropriate pre-start meetings with Unity Partnership and/or the Headteacher or any other relevant personnel e.g. Health and Safety Advisor 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 Premises Manager is responsible for monitoring contractors and their activities whilst on site.

### **3.12 Educational Visits / Extra Curricular Activities**

- The Headteacher is responsible for ensuring that the Policy is followed. This Policy adopts the Local Authority guidance set out on the Health, Safety and Wellbeing website under Educational Visits (Oldham Regulations and Guidelines for Educational Visits - ORGEV). The school uses the evolve system for risk assessing school visits.
- The Educational Visits Co-ordinator for the school is the Mr Crossley.
- All educational visits must be authorised by the Educational Visits Co-ordinator and the Headteacher in advance.
- The relevant class teacher (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 is determined by the age group of the children in accordance with Oldham LA recommended adult /pupil ratios.
- Advice relating to educational visits can be obtained from:

Dave Faulconbridge  
Castleshaw Centre  
Delph

Educational Visits Advisor  
Waterworks Road  
OLDHAM OL3 5LZ

Tel: 0161 770 8595

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

### **3.13 Movement of Vehicles**

- Staff and authorised visitors/deliveries/contractors should park their vehicles in the designated carpark.
- Vehicular access will not be permitted when children are entering or leaving school.

### **3.14 School Security**

- Refer also to arrangements for 'Visitors' .
- Security of the school is maintained by:-
  - Perimeter Fencing
  - External doors being locked during school hours
  - Signposting
  - Security lighting
  - Lanyard system for staff and visitors

### **3.15 Occupational Health Services and Stress**

- Occupational health services are provided via HR services provided by Unity Partnership
- 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 Health Management, 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.

### **3.16 Asbestos and Legionella**

- Asbestos and legionella surveys have been undertaken in all schools (copies circulated to the Headteacher via Unity Partnership). Copies of the reports are also available from Unity Partnership.
- 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 its location and/or condition, the Headteacher will become responsible for its management.
- A monthly inspection system must be set up to monitor the condition of the asbestos (where it is accessible) and the findings will be recorded.
- 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 Local Authority'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 Partnership Weblog.
- This person is Mr Jon Batters (Premises Manager).
- Other checks (bi-annual/annual) will be carried out by appointed contractors as part of the School's Service Level Agreements (SLAs) – arranged through Unity Partnership

### **3.17 External Groups / Activities**

- External groups currently using (leasing) school premises on a regular basis are:
  - Schools Out
  - Parent Teacher Association
  - Soccer Stars

- Particulars of the Health and Safety Policy and other health and safety information (escape routes / fire exits, alarm call points etc) are communicated to external group representatives before a letting.
- 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.

### **3.18 Violence, Behaviour, Bullying and Harassment**

- Efforts are 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 through the School's Behaviour Policy.
- The School will address bullying and harassment involving staff through the School's Disciplinary Policy.

### **3.19 Police Checks**

- All staff working in school have an up to date Criminal Records Bureau Disclosure/Disclosure & Barring Service Check. We adhere to Local Authority procedures.

### **3.20 School Closure**

- In the event of emergency closure of the building staff would ensure that children do not leave the premises unless a parent or a named person on the contact form is informed. Every effort will be made by school to contact families and to keep pupils safe and supervised.

### **3.21 Inclement Weather**

- Paths are kept gritted, as far as is possible, by the School's Premises Manager. Children are not allowed to play out in icy conditions or if the wind is excessive.

### **3.22 Collection of Children**

- All parents are advised that children should be collected by a responsible adult ( over 16 years of age) though it is recognised that most parents of upper KS2 children may allow their child/children to walk home unaccompanied (having confirmed this permission to the School).
- Nursery to Year 4 inclusive, must be collected by a responsible adult i.e. over the age of 16 years.
- If a child remains uncollected, the child is taken to the Head teacher (or Deputy in their absence). Attempts will be made to contact a responsible adult who is named on the child's contact form. This may include taking the child home. The child would be cared for at all times. In the unlikely event of a child remaining after 5pm with no contact made, Social Services would be contacted.

### **3.23 Before School**

- School begins at 8.45 a.m for Nursery children and 8.55 a.m for the rest of school. Doors to school will be opened at 8.45 a.m .Please note that children remain the responsibility of parents until the child is in the school building.

### **3.24 Lunchtime procedures**

- Every class in school has a designated midday supervisor. There is also a senior midday supervisor on duty throughout the lunchtime break. Lunchtimes are staggered both across and within each Key Stage to avoid congestion and minimise possible disruption. During inclement weather children remain in their classrooms with activities provided by the class teachers.
- Home lunchtimes are discouraged as this is an important social time for children. However, we recognise that occasionally there are special circumstances. Parents should contact the headteacher in writing with any special requests.

### **3.25 Play time procedures**

- There is always at least one member of staff on duty per Key Stage, who is a qualified teacher or qualified and experienced Teaching Assistant (Level 2 or equivalent). During inclement weather all pupils remain in their classrooms supervised by their class teacher.