



HEALTH & SAFETY POLICY

STATEMENT OF INTENT

Wild Bank Primary School treats the health, safety and welfare of our pupils, staff and visitors as our top priority. The School will, so far as is reasonably practicable, ensure the health, safety and welfare at work of all its employees. The School will also ensure, so far as is reasonably practicable, that non-employees such as visitors, pupils and contractors are not exposed to health and safety risks from the work activities of the school.

The school is committed to achieving compliance with and beyond, the minimum requirements of the Health and Safety at Work etc Act 1974 (HASWA) and all regulations made under the act. We have established suitable policies and procedures to ensure compliance and to minimise risk so far as is reasonably practicable. We shall foster a common sense and proportionate approach to health & safety matters.

This policy has been developed with the assistance of advice from the Department for Education ([Health and Safety Advice on Legal Duties and Powers for Local Authorities, Headteachers, Staff and Governing Bodies \(Feb 2014\)](#)) and the [Health and Safety Executive](#).

The School will, so far as is reasonably practicable:

- a) ensure that adequate resources are made available to ensure the effective implementation of this Policy and to ensure the health and safety of staff and others affected by the school's activities;
- b) ensure that advice is sought from competent persons on legal requirements for health and safety and on current best practice;
- c) ensure that suitable and sufficient assessments are undertaken and recorded of all significant health and safety risks to staff, visitors and other third parties, from work activities and that any control measures adopted are selected using the hierarchical approach to risk control required by the Management of Health and Safety at Work Regulations;
- d) provide and maintain plant, equipment and systems of work that are safe and without risks to health;
- e) make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- f) maintain any place of work under its control in a condition that is safe and without risks to health;
- g) provide and maintain a working environment for its employees and visitors that is safe, without risks to health, and adequate as regards facilities and arrangements for staff welfare at work;
- h) provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of its employees and governors, including temporary staff and visitors, and information on risks for visitors and employees of other organisations who are working in Victorious Academies Trust premises;

- i) provide for the use of its employees, such personal protective equipment as is necessary to ensure their health and safety at work;
- j) give special consideration to employees or visitors with disabilities or language difficulties that may affect their awareness and/or understanding of health and safety information;
- k) make arrangements for the provision of a suitable occupational health service for staff;
- l) monitor health and safety performance to verify that the school's Health and Safety Policy is being implemented and health and safety standards are being maintained and progressively improved;
- m) develop and maintain a positive and proactive health and safety culture.

Wild Bank Primary School will ensure that adequate mechanisms are in place to effectively consult with employees and their representatives on health and safety matters.

The school recognizes Health and Safety as an integral element of its business, and it will be given equal status alongside other management functions.

The school will ensure that appropriate systems are developed and maintained for the effective communication of health and safety matters throughout the school.

The school is committed to continuous improvement in health and safety performance and to this end will develop a Health and Safety Action Plan identifying key targets and areas for improvement in health and safety management and risk control. Progress with this plan will be monitored regularly by the Headteacher and Governing Body.

This Policy requires the commitment, co-operation and active involvement of all school employees to ensure its success and effectiveness.

All contractors and consultants working for the school are required to comply with this Policy.

The school will ensure that procedures are established for appointing and monitoring the competency of contractors.

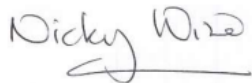
This policy shall be reviewed annually, or following a health & safety related incident, feedback from an interested party, or significant changes to the school's premises/activities. This policy is available to all staff members, parents/carers and interested parties.

The school will ensure that this Policy is effectively communicated to all staff.

Failure on the part of any school employee, irrespective of their position, to comply with this Policy, including any safe system of work, may render that employee liable to disciplinary action and could result in criminal/civil proceedings.

Link Governor – Mrs N Wise

Signed:



Date: 21.2.24

Headteacher – Miss J Postlethwaite



Signed:

Date: 19/2/24

Organisation

At Wild Bank Primary School, we are committed to ensuring that high standards of health, safety and wellbeing are provided and maintained so that there is a safe and healthy working environment for all pupils, staff and visitors. Through the curriculum and other activities, it will do all it can to facilitate the healthy growth and development of our pupils. The health and safety of our pupils, staff and other users of the school, will be the greatest importance to all. Everything will be done to promote good health, and to keep everyone safe, and to protect them from danger.

The Governing Body recognises that health, safety and wellbeing is a management responsibility of equal importance to service delivery and needs to be considered an integral part of the School provision.

This policy reflects our commitment to ensuring that Health and Safety is paramount to the School and that effective management of Health and Safety actively contributes to our success. The safety of both students and employees should underpin the whole culture and ethos of the School.

The Governing Body will take all reasonably practicable steps within their power to fulfil this responsibility.

The Governing Body shall:

- Appoint and record the name of the Health and Safety Governor.
- Record the name of and consult with the elected Health and Safety representative.
- Provide a safe place for staff and pupils to work including safe means of entry and exit and will:
- Provide plant, equipment and systems of work, which are safe:
- Provide safe arrangements for the handling, storage and transport of articles and substances.
- Provide safe and healthy working conditions, which take account of all appropriate:
 - Statutory requirements;
 - Codes of practice whether statutory or advisory;
 - Guidance whether statutory or advisory.
- Provide supervision, training and instruction so that all staff and pupils can perform their school-related activities in a healthy and safe manner. All staff will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities and which will be given before an employee commences any relevant work. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others then the Governing Body will ensure, within the financial resources available, that such training is provided. Pupils will receive such training as is considered appropriate to the school-related activities, which they are carrying out. All training will be regularly updated.
- Provide necessary safety and protective equipment and clothing, together with any necessary guidance, instruction and supervision; and
- Provide adequate welfare facilities.

ORGANISATIONAL RESPONSIBILITIES

The Headteacher is directed to:

- Pursue the objectives of the Governing Body of the school in respect of Health and Safety.
- Set up arrangements in the school to cover all Health and Safety legal requirements.
To bring the same to the attention of all staff and Governors,

The statement is to be revised and amended as necessary.

- Be available to any member of staff to discuss and to seek to resolve health and safety problems.
- Draw up the necessary arrangements to secure compliance with all health and safety legislation.
- Keep a record of such arrangements.
- Circulate this information to all staff and the Governing Body.
- Monitor the implementation of the arrangements.
- Record and report on the implementation of the arrangements to the Governing Body and the school based Health and Safety representative and Officer.
- Report to the Governing Body those instances where the Headteacher's delegated authority does not allow the elimination or reduction of risks to a satisfactory level, but to take all necessary short term measures to avoid danger.
- Comply with all health and safety instructions and advice issued by Education and Cultural Services and to ensure that they are brought to the attention of all staff.
(Keep a file of such information (together with information and advice published by the DfEE and others) about health and safety to make this information available to staff.
Be readily available to the staff Health and Safety representative and to co-operate with them as far as is reasonable in their efforts to carry out their functions, and
Receive written reports from staff safety representatives and to respond in writing within a reasonable time.
- Ensure that all areas of school are inspected once per term; and the details of the inspection recorded.
- Ensure that a system is established for reporting, recording and investigation of accidents and that all reasonable steps are taken to prevent recurrences.
- Ensure that all visitors, including maintenance contractors, are recorded and are informed of any hazards on site of which they may be unaware.
- Ensure that consideration is given to the possibilities of maintenance work affecting pupils and staff.
- Ensure that new employees are briefed about safety arrangements, in particular to ensure they are given a copy of the school's health and safety policy and the opportunity to read it before starting work.
- Ensure that any necessary protective clothing and equipment is used correctly and that it is properly maintained and replaced when required.
- Ensure that effective arrangements are in force to facilitate safe evacuation of the building in case of fire or other emergency and that suitable firefighting equipment is available and maintained.
- Arrange systems of risk assessment to enable prompt identification and control hazards.
- Ensure that all training needs are identified and that staff are trained to the appropriate standards; and
- Ensure that responsibilities are properly allocated, accepted and fulfilled.

Note. The Governing Body may allocate the duties, roles and responsibilities of the Health and Safety Governor or to the Welfare, Premises and Safeguarding Committee. The main duties of this role are to monitor the implementation of health and safety policies within the school, the implementation of this policy and to report back to the full Governing Body on a regular basis.

RESPONSIBILITIES

Specific duties and responsibilities are defined in Section 3 Health and Safety Policy of Education and Cultural Services, Access Service Unit.

THE DUTIES OF ALL MEMBERS OF STAFF

All employees will make themselves familiar with the requirements of the Health and Safety at Work, etc Act 1974 and other health and safety legislation and codes of practice, which are relevant to the work of the department in which they work. They should:

- Take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work; and
- Co-operate to enable any duty or requirement imposed on his or her employer or any other persons by or under any of the relevant statutory provisions to be met.
- All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk.

In particular, all members of staff will:

- Be familiar with the Health and Safety Policy and any and all safety regulations as laid down by the Governing Body and the Health and Safety Policy of Education and Cultural Services, Access Service Unit;
- Ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils;
- Check that all plant, machinery and equipment are adequately guarded;
- Check that all equipment is in good and safe working order;
- Not to make unauthorised or improper use of equipment;
- Use the correct equipment and/or tools for the job and any protective equipment or safety devices, which may be required;
- Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled;
- Report any defects in the premises, plant, equipment and facilities which they observe; and
- Take an active interest in promoting health and safety and suggest ways of reducing risks.

All employees have responsibilities under the Health and Safety at Work Act, and any breach of these could lead to prosecution of the School and/or individual employees. Failure to comply with the health and safety standards could also result in disciplinary action.

WORKING ARRANGEMENTS

First Aid

First Aiders (listed below) are required to update training regularly.

Facilities for first aid treatment including disposable gloves are available at the First Aid points, located in each building. They are audited and re-stocked by the First Aid team. If a child receives any kind of injury, including to the head, this is recorded on Medical Tracker and parents/carers are informed. Parents/carers are always telephoned if a child has a bump to their head. Appropriate First Aid kits (grab bags) are taken on school visits.

Medication

A record of children with a particular need is kept e.g. Asthma, allergies and diabetes. Individual inhalers are kept in school; the school has a spare inhaler in the first aid cupboard in the small office. Please refer to the Asthma Policy for full details.

If necessary care plans are put together with the co-operation of parents/carers, teachers and the health authority. If a parent requires school to administer medicine, written permission must be obtained which details dosage. Any such medicine must be prescribed by a doctor and kept in the Caretaker's fridge. Please refer to the Supporting Pupils with Medical Conditions Policy for full details.

Communicable Diseases in school

For some infectious diseases it is recommended that children be excluded from school to reduce the risk of transmission (See 'Guidance on Infection control in schools and other childcare settings'. This is produced by the Health Protection Agency and forwarded by the Local Authority). The information can be found in the First Aid room and school office.

Personal Hygiene

All equipment used for First Aid is single use only.

Sanitary towels are disposed of in the sanitary disposal units, which are located in the disabled toilet and staff toilets. When required, students are given permission to use staff toilets where sanitary disposal units are located.

Staff should always wear gloves when dealing with vomit or an open wound. Splashes on skin should be washed off, immediately.

Intimate Care

Wild Bank Primary School is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. We recognise that there is a need to treat all our children with respect when intimate care is given. No child should be attended to in a way that causes distress or pain and adults and staff must be sensitive to each child's individual needs.

Intimate care may be defined as an activity required to meet the personal care needs of each individual child in partnership with the parent,/carer and the child. In school this may occur on a regular basis or during a one-off incident.

Please see our ***Intimate Care Policy***

Accidents

Where a serious accident has occurred, accident forms are sent to the local authority. Reasonable steps are taken to identify the cause and remediate e.g. playground sweeps, training in using steps safely. Please see the Trust's Health and Safety guidance on accidents.

Accident reporting

All employees are required to report any accident that occurs at work. An accident report form must be completed for all accidents that result in medical treatment or absence to staff and pupils.

Fire Precautions and Evacuation Procedures.

Every effort is made to ensure that a fire is not able to start. In case of any fire it is important that evacuation procedures start immediately and no attempts should be made to put out a fire with equipment for which anyone has not been trained.

A fire drill is undertaken once a term and a check on the audibility of fire alarms is made weekly. Fire alarm systems are checked regularly as are fire extinguishers.

The procedure for evacuation of the premises is communicated to all staff and emergency exits are signed.

Electrical Safety

Only equipment provided by the school is used on the premises.

An inventory of equipment is kept and portable electrical appliances are tested on a regular basis (annually).

Hard wiring is tested every five years.

Termly checks are made for any damaged wiring and possible overload. Electrical equipment is turned off when not in use.

Asbestos in schools.

If asbestos is identified within the building it is the Headteacher's responsibility to inform the Health and Safety representative and all staff.

Science Safety

There are few risks associated in Science teaching in primary schools. The scheme of work outlines materials needed for each topic. The booklet 'Be Safe' produced by the Association for Science Education is available to members of staff. The risk assessment for science is on the wall in the Science cupboard and shared on the public server for all staff to be able to access.

Healthy School

As a school we encourage children to adopt a healthy lifestyle.

Healthy snacks are provided for children on a daily basis by a member of staff.

Food Preparation

High standards of personal hygiene are stressed. Cuts should be covered with waterproof dressing. A separate chopping board, bowls and storage boxes are used. Plates and beakers are washed and preparation area cleaned with disposable cloths. Chopping board is cleaned with sanitiser and then rinsed. Tea towels are laundered frequently. Separate hand washing facility is provided.

Non-smoking

Smoking of cigarettes and e-cigarettes is not allowed anywhere on the school premises and grounds.

Games and P.E.

Suitable clothing is advised to be worn by children, and clear instructions should be used at all times to prevent accidental injury. Children are not allowed to wear jewellery or watches and long hair should be tied back.

Gymnastics should, only be taught by persons with appropriate qualifications.

Any physical contact sport involves injury. However, injury can be prevented if sufficient attention is paid to playing conditions, clothing and equipment. It is therefore the responsibility of teaching staff to assess the conditions of the pitch/field and ensure that it is free from dangerous objects such as stone and glass. They should also ensure correct clothing and footwear is worn.

Children should be given instruction the rules of the game and activities and behavior expectations are clear.

Games equipment has an annual maintenance inspection carried out by Sportsafe. Repairs are completed promptly with equipment removed from use until repairs have been completed. Teachers must complete visual checks of the equipment before each lesson and report any issues.

All games lessons should be preceded by warm-up sessions.

Any coaches or trainers not employed directly by school should have the relevant safeguarding checks.

Caretaking, Cleaning and Maintenance.

At Wild Bank Primary School, a caretaker and two cleaners are employed. Duties are outlined in their job descriptions and attention is drawn to the authority's Health and Safety guidelines and guidelines for 'Working alone in safety' and COSHH guidance.

A half termly inspection is made by the Headteacher and School Business Manager.

Housekeeping

Staff are encouraged to be tidy and frequently monitor their own housekeeping.

Storage facilities are available and children are encouraged to tidy up after sessions.

Surfaces are cleared at frequent intervals to allow cleaning to take place.

Maintenance

Small maintenance work is carried out by the Caretaker or a contractor.

Major repairs will be tendered out to the appropriate tradesman.

Any major repairs or building work is carried out where possible during school holidays.

Manual Handling

Manual handling is the name given to tasks involving lifting, putting down, carrying, pulling, pushing or moving that rely on bodily force. The employer recognises that such tasks have the potential to cause injuries. Where it is not possible to lift or move loads by mechanical means, tasks will be assessed, mechanical aids will be provided to reduce the amount of manual handling required and employees will be provided with training in safe lifting techniques.

Manual handling training is completed by all staff annually.

Lone Working

Lone working does occur on occasions, and as this may place individuals concerned at 'increased risk' it is important that the issue is addressed within the risk assessment for the particular activity/task. In order to do this, situation's need to be identified in advance so that assessments can be conducted and where necessary, appropriate measures put in place. Examples of lone working:

- Caretaker early start, late finish, school holidays, call-outs etc.,
- Teaching staff: preparation, meetings, etc., outside 'normal' hours
- Late meetings, weekend working

Legionella Prevention

The school is aware of its responsibility to ensure that monitoring systems are adhered to and the logbook completed and to ensure that routine testing of the water systems are carried out so as to comply with the Local Authority's guidelines and procedures.

Personal Protection Equipment (PPE)

Personal protective equipment (PPE) is the generic name given to items of protective clothing and equipment used by individuals to control their exposure to hazards. Where it is not practical to control exposure to hazards by any other means, the employer will provide employees with suitable PPE free of charge. The types of PPE required will be determined as part of the risk assessment process. All employees are responsible for using PPE as directed and for storing it correctly.

Violence to staff

So far as is reasonably practicable we ensure that staff working at Wild Bank Primary School are able to work safely. Parents and carers who we anticipate will be aggressive are not interviewed alone. Security arrangements are reviewed regularly.

Moving Traffic and Children

Every precaution is taken to prevent children and moving traffic from coming into contact. Where possible deliveries take place after 9.30am and before 3.00 pm. This includes contractors' materials.

Outdoor play equipment

Early Years have outdoor play equipment which is available for use when weather permits.

Key Stage 1 and 2 have outdoor play equipment available at lunch time for use when weather permits.

The equipment is portable and stored in the PE cupboard.

Fixed outdoor equipment (Trim Trail) has an annual maintenance inspection by Sportsafe. Repairs are completed promptly with equipment prohibited from use until repairs have been completed. The affected areas are cordoned off. The Caretaker also checks the equipment at least half-termly and reports any issues.

Any equipment (including bikes in EY and UKS2 for Bikeability training) are checked by the class teacher before children are allowed to use equipment.

During outdoor play children should be supervised. The equipment should not be used during 'normal' playtimes and lunchtimes unless it can be supervised over and above the normal playground supervision.

Working with VDU's and DSE

The term Display Screen equipment (DSE) is used to describe not only the visual display unit (VDU) of a computer but also the other computer equipment and the workstation where it is used i.e. the desk, work surface, chair, input devices, software, printer and document holder.

The duties under the *Display Screen Equipment Regulations 1992* requires the employer to assess the risks to the health and safety of its employees from the use of DSE.

A regular analysis of workstations should take place to assess:

Workstations should be appropriate. Lighting should be suitable and chairs should be adjustable. Staff should remember the need for correct posture to avoid injury.

Regulations require breaks and changing of activity. Short frequent breaks are better than longer, but are at the individual's discretion.

Eye tests can be arranged via the Council's Occupational Health Unit and there is an entitlement to further tests at regular intervals.

Information re use of VDU's is available for the information of office staff.

SUPERVISION OF CHILDREN

Morning Procedures

At 8.45am teachers/teaching assistants will stand at their class doors to meet the children and their parents/carers. Class teachers/support staff will close class doors at 9.00am. Children who arrive at school after the doors have been closed at 9.00am will have to enter through the school's main entrance. Children entering after 9.00am will need to be accompanied into the office for their lateness to be logged.

The Caretaker will lock the gates once all parent/carers have left the grounds (9:15am).

In the interest of safeguarding, it is important that parents do not enter the school building, unless they have signed in at the School Office and been given a visitor's badge.

In Class

Class teachers are responsible for the children in the classroom. At no time must children be left unsupervised, or told to stand outside the classroom.

Break Times

Morning playtime is supervised by the members of staff on duty in the playground. The staff on duty must keep children in sight. At the end of play children are lined up and handed over to the class teacher. During bad weather the children will be supervised either in their own classroom or in the hall if their classroom is not accessible.

Afternoon playtime KS1 only - Children in KS1 are supervised in the play area at the back of the premises by a member of staff. During bad weather there may be a short playtime within the classroom.

Lunchtime Supervision

Supervision at lunchtime during the time children are eating, and during playtime is carried out by midday assistants.

The serving of meals is staggered so that Early years and Upper Key Stage 2 children eat before KS1 and Lower KS2 children. Each class is allocated a midday assistant. Midday Assistants supervise children in the hall, classrooms or playground. At least one member of the Senior Leadership Team and a first aider are on the premises at lunchtimes. If all members of the Senior Leadership Team are off the premises, responsibility for this will be delegated to the most senior member of staff.

Lunchtime supervision involves staff in actively creating opportunities for play. Outdoor play equipment is available.

During the summer months, children are allowed on restricted areas of the playing fields with the same restrictions as playtimes. When this occurs, two Midday Assistants will supervise the field area.

After School Procedures

The school day concludes at 3:15pm for all Key Stages.

Children are to be met at 3.15pm.

Parents/carers are to collect their children from their class doors. Pupils in Years 5 and 6 may walk home if written permission has been given.

In the case where a parent/carer wants an older sibling to collect the child they need to put this request in writing.

Any child whom is not picked up from school will be brought to the main office and a parent/carer contacted.

Adverse Weather Conditions

When it is raining heavily the class doors will be opened at 8.45am. Class teachers will be in their classrooms to greet their children. Children must only enter through the office doors if they are late. When the playground is covered in snow or ice children in all classes in the main building will enter through the hall from 8:30. The EY building will also allow their children to enter on arrival to ensure their safety. Class teachers will be in their classrooms to greet their children. Children must only enter through the office doors if they are late.

After School Activities

Children staying for 'after school activities' will be supervised by the appropriate member of staff. A senior member of staff will be in school at that time. If all senior leaders are off premises, the responsibility will be delegated to the most senior member of staff.

Outside sports coaches organising after school sports clubs are advised they are responsible for ensuring all children are collected after the close of the session. The coaches are reminded they must inform teachers if any child has not been met.

All children participating in after school activities should be collected by parents/carers or responsible adults.

Teachers, support staff and sports coaches will be provided with a copy of the school's Behaviour Policy. If this is operated consistently children will play and work in a sensible, safe manner.

SECURITY

Premises

It is the responsibility of the Headteacher in consultation with the Governing Body to ensure the security of the school building and grounds.

The Caretaker, as the person responsible to the Headteacher is:

- Responsible for opening and closing the building and switching alarm on and off.
- Ensures the premises are vacated before securing.
- Ensures the building is secured including windows, outbuildings and gates before leaving.
- Is responsible for boarding up windows if and where necessary.
- To attend the building in case of emergency call out and take appropriate action in the event.
- Staff should take care not to leave their personal valuables unattended in any area of the School at any time and should ensure that School equipment such as computers, videos, televisions, cameras and audio equipment is locked away out of sight when not in use. A visual check of classrooms should be made at the end of the School day to ensure that valuable equipment has been cleared away. Money should always be kept secure and should always be placed in the School safe overnight.
- General security in the working day depends on all occupants of the building being vigilant and reporting to the office or a senior member of staff anything unusual, suspicious or causing concern. Serious breaches of security may require the emergency procedures contained in this policy to be used.

Visitors

During the school day all doors are secured from the inside.

The main gate, the inner entrance door to the main building and the door to the EY unit are operated by a key fob pad system. The gate and main entrance door can be released from the office where necessary. All staff members have their own fob which is registered and logged on the system. A sliding glass panel in the office allows visitors to be 'vetted' before they are allowed in via the release switch.

All visitors to school must:

- enter via the main entrance which is situated at the front of school
- state their reason for visiting the school and if they have an appointment, with whom
- be asked to produce identification and may be refused admission if this is not satisfactory
- sign the electronic sign-in system
- sign out leaving the premises
- Any visitors not identified should be challenged by staff.
- Staff should be informed of any persons who are not allowed access to particular children.
- Children are not allowed to open external doors to let visitors in but must find a member of staff.
- If a member of staff is concerned about the behaviour of a visitor, the visitor will be required to leave the premises. If they refuse to do so then the Police will be called.

Contractors

All contractors are expected to report their arrival and departure to the Headteacher or office staff before commencing work. If they are working in an unsafe manner they are requested to stop work by the Headteacher.

EVACUATION PROCEDURES

It is the responsibility of the Headteacher in consultation with the Governing Body.

Each class has its own marked escape route via a fire exit. Fire evacuation procedures are displayed around school.

Teachers are responsible for ensuring that fire exits in their teaching area are unlocked.

Teachers are responsible for ensuring that their classes leave the building in a calm, orderly manner during any evacuation of the building.

No one, once the building has been evacuated is allowed to return before permission has been given.

Please refer to the **Fire Evacuation Policy**

INVACUATION PROCEDURES

It is the responsibility of the Headteacher in consultation with the Governing Body.

Each class has its own marked lock in zone.

Teachers are responsible for ensuring that children know where to go if the invacuation alarm is triggered.

Teachers are responsible for ensuring that their classes go to their zone in a calm, orderly manner during any evacuation of the building.

Please refer to the **Invacuation / Critical Incident Policy**

HAZARDOUS SUBSTANCES (COSHH)

We do not purchase materials containing hazardous substances for use by children e.g. non-solvent glues. Risk assessment is carried out on materials purchased for use by teachers e.g. whiteboard markers and cleaners.

A risk assessment is carried out on cleaning materials. These are labelled and stored in a locked store room (Any cleaning takes place out of school hours.)

Any hazardous substances which are unwanted or unused are removed appropriately and with advice from Health & Safety officer at TAC.

OUT OF SCHOOL ACTIVITIES

All out of school activities will be in accordance with DfES guidance – ‘Health and Safety of Pupils on Educational Visits’ and the Trust’s advice on safety on school trips.

Teachers are expected to make a pre visit to venues, which have not been visited previously.

Please refer to the **Educational Visits Policy**.

RISK ASSESSMENTS

The Headteacher in consultation with the Governing Body is responsible for ensuring that risk assessments of the premises, methods of work, are carried out for the health and safety of employees and anyone else who may be affected i.e. pupils, parents, visitor and contractors.

The risk assessment required is to assist school to identify the measures to be taken to comply with the requirements of safety legislation. Defects and deficiencies will be identified.

After risk assessment the Headteacher will be responsible for putting into practice preventative and protective measures.

Risk assessments will be carried out by groups of staff including the Headteacher and the governor responsible for Health and Safety on an annual basis, or sooner, if there are changes to the school which suggest they are no longer valid.

The Headteacher is responsible for reviewing the risk assessments and reporting to the Governing Body.

REVIEW

This policy will be reviewed annually

APPENDIX

Headteacher	Miss J Postlethwaite
Health & Safety Governor	Mrs N Wise
Health & Safety Representative	Mrs N Bardsley
Tameside Health & Safety Advisor	Jackie Sharpe Jackie.sharpe@tameside.gov.uk 0161 342 3671
Health and Safety Manager	Alison Glover alison.glover@tameside.gov.uk Tel: 0161 342 3669
Caretaker	Mrs S Pattison
Educational Visits coordinator	Ms S Steele
School Nurse	Natalie Jewell
Paediatric first aiders	Mrs J Crookes Ms A May Mrs K Pollard Mrs L. Regan Miss J Summerhill Miss R Urga Mrs V Abraham Miss H Scott
Emergency First aid at Work	Mrs S. Pattison Ms M Audin Ms G Hewitt Ms M Sutton Ms K Clayton Mrs D Potter
Fire Marshalls	Mrs S Pattison (Caretaker) Mrs N Bardsley (School Business Manager) Mrs McDermott (Cook) Mrs J Crookes Ms A May
Key Holders	ROC (Moorlands Security) Mrs Pattison (Caretaker) Miss Postlethwaite (HT) Mrs Bardsley (SBM)
Tameside Pest Control Office	0161 342 8355 0161 370 5018