



Health and Safety Policy

Spring 2025



Brierley Primary School & Little Bears Nursery
Mirion Street
Crewe
Cheshire
CW1 2AZ

HEALTH AND SAFETY POLICY

Nurture, Aspire, Believe, Achieve

AIM

Brierley Primary School recognises its duty of care for the health, safety and well-being of its employees. It will take effective steps to ensure that this is achieved, so far as is reasonably practicable. In discharging this responsibility it will take into account its parallel obligations for the Health and Safety of pupils, visitors and others who might be affected by its operations.

The provisions in this Policy are intended to ensure that Health and Safety is an integral part of the general process of risk management which the school operates. Thus, Health and Safety will be included in the school's review and planning process as an issue essential to the development and maintenance of the School's management systems.

The purpose of the policy is:

- To provide the necessary authority and support for staff as they make their respective contributions to health and safety;
- To set out duties and responsibilities;
- To recognise the partnership necessary with Cheshire East to ensure that all statutory duties in this field are met;
- To emphasise the importance of keeping hazards under control by making an assessment of operating risks.

The Governing Body is committed to securing the health, safety and well-being of employees, pupils and others affected by the school's activities, including visitors and contractors. Everyone has a part to play in bringing this into effect and full co-operation is therefore expected. For employees, this is not only a matter of common sense, but also as a legal duty.

All employees, regardless of seniority, have a duty to take care of themselves and others that might be affected by their acts or omissions. Staff should use equipment and working methods approved by their supervisor / senior colleague. Special care should be taken with the health and safety issues of any new venture.

ORGANISATION AND ARRANGEMENTS FOR IMPLEMENTING THE POLICY

The Headteacher has overall responsibility for the implementation of this Policy. To facilitate this, the Head has designated the Business Manager and Site Maintenance Officer to be the Health and Safety Co-ordinator. Mike Birchall is the named Health and Safety Governor. Each line manager will recognise and accept a personal role in ensuring that arrangements for Health and Safety are effective within his or her respective area. Collectively, the Governing Body requires Health and Safety to be taken into account in the proposals which come before it and will seek to encourage a culture of continuous improvement in relation to health and safety.

Spring 2025:

Designated Health and Safety coordinators –
Site Maintenance Officer, Spencer Moore and Nova Harvey, Business Manager

The Governing Body

The Governing Body has the responsibility to ensure that:

- a) A clear written policy statement is created which promotes the correct attitude towards safety in staff and pupils;
- b) Responsibilities for health, safety and welfare are allocated to specific people and that these persons are informed of these responsibilities;
- c) Persons have sufficient experience, knowledge and training to perform the tasks required of them;
- d) Clear procedures are created which assess the risk from hazards and produce safe systems of work.

The Headteacher

The Headteacher supports the school Health and Safety Policy and is accountable to the Governing Body for the implementation of that Policy.

Together, they have the responsibility for the day to day maintenance and development of safe working practices and conditions. The Head is required to take all necessary and appropriate action to ensure that the requirement of all relevant legislation, codes of practice and guidelines are met in full at all times.

- This policy is communicated adequately to all relevant persons;
- Appropriate information on significant risks is given to visitors and contractors;
- Appropriate consultation arrangements are in place for staff and their Trade Union representatives;
- All staff are provided with adequate information, instruction and training on health and safety issues;
- Risk assessments of the premises and working practices are undertaken regularly;
- Safe systems of work are in place as identified from risk assessments;
- Emergency procedures are in place;
- Machinery and equipment is inspected and tested to ensure it remains in a safe condition.
- Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc;
- Arrangements are in place to monitor premises and performance;
- Accidents are investigated and any remedial actions required are taken;
- A report to the Governing Body on the health and safety performance of the school is completed annually.

Teaching/Non-Teaching Staff Holding Posts/Positions of Special Responsibility

They must:

- Apply the school's Health and Safety Policy to their own department or area of work and be directly responsible to the Head teacher for the application of the health and safety procedures and arrangements.
- Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Head teacher.
- Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.
- Resolve health, safety and welfare problems that members of staff refer to them, or refer to the Head teacher any problems to which they cannot achieve a satisfactory solution within the resources available to them.

- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- Ensure all accidents are investigated appropriately and records are completed.
- Include a health and safety report for the Head teacher.

Special Obligations of Class Teachers

Class teachers are expected to:

- Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- Follow the health and safety procedures applicable to their area of work.
- Give clear oral and written health and safety instructions and warnings to pupils as often as necessary to activities.
- Ensure personal protective equipment, safety equipment and guards are used where necessary.
- Make recommendations to their Head teacher on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.
- Report all accidents, defects and dangerous occurrences to their Head teacher.

Obligations of All Employees

Apart from any specific responsibilities which may have been delegated to them, all employees must:

- a) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- b) Observe all instructions on health and safety issued by the LEA, School or any other person delegated to be responsible for a relevant aspect of health and safety.
- c) Act in accordance with any specific H&S training received.
- d) Report all accidents and near misses in accordance with current procedures.
- e) Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- f) Inform the Head teacher of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- g) Inform the Head teacher of any shortcomings they identify in the school's health and safety arrangements.
- h) Exercise good standards of housekeeping and cleanliness.
- i) Know and apply the procedures in respect of fire, first aid and other emergencies.
- j) Co-operate with the appointed Trade Union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive.
- k) Set a good personal example through safe behaviour.
- l) Familiarise themselves with emergency procedures.

All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchases are considered.

Employees entrusted with responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities as appropriate are re-assigned in their absence. Such re-assignments must be approved by the employee's immediate superior.

Pupils

Pupils, in accordance with their age and aptitude, are expected to:

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene.
- Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- Use and not willfully misuse, neglect or interfere with things provided for their health and safety.

Risk Assessment

The underlying process, which secures this Policy, is risk assessment. Assessments of significant risks will be made in conjunction with those affected and recorded in writing. It will be the responsibility of the Head teacher, and line Managers to ensure that relevant risk assessments are maintained and kept up to date. Where no guidance exists on a specific topic, staff will follow the Cheshire East risk assessment process.

Consultation

Employees with concerns should normally raise them with the Head teacher or Health and Safety coordinator. However, the Governors welcome the support of trades unions in health and safety matters and staff should feel free to contact the appropriate trade union appointed safety representative. Requests for external help should be raised initially with the Head teacher or Health and Safety coordinator, who will seek advice from the Departmental Health and Safety Adviser, on any concerns of employees, which cannot be resolved locally.

Contractors and School Partnerships

Contractors carrying out work for the School will be vetted for their Health and Safety performance. They will be required to act in accordance with this Policy and the School's specified local arrangements. Contractors will be required to assess the risks to anyone who might be affected as a result of the performance of the contract. In particular, they will be required to make appropriate arrangements with the Head teacher to ensure that the School's Governing Body and users are sufficiently and suitably informed and consulted on issues relevant to risk control.

School linked partners and hirers, will exchange health and safety policies and procedures with the School and ensure that the health and safety of all school staff and users will be protected to a level which is reasonably practicable and equivalent in standard to the School. In particular, partners will be required to provide school staff and others who might be directly affected with sufficient guidance and advice on any risks or procedures which will be new or unusual in comparison with school's activities.

Inspection and Monitoring

The Head teacher / Health and Safety coordinator will undertake the necessary arrangements for procedures to be examined and workplaces to be inspected to ensure that precautions remain suitable and sufficient by conducting a whole school Annual Risk Assessment and Safety Review. Feedback from this process will be referred to the Governing Body.

Accident / Incident Reporting

Every injury should be reported using the school accident reporting forms, located at each First Aid point throughout the school. An injury that needs medical attention or involves time off work must be investigated by the person in charge of the area or activity. Where the accident falls within the Cheshire East Accident reporting criteria, the accident must be reported on the PRIME system. This covers all accidents to pupils where the pupil is sent home from school or to hospital, and all accidents to members of staff.

Training and Information

Training and development needs will be evaluated and appropriate briefing and training provided. Health and Safety training will be available to employees and records maintained by the Head teacher. The Departmental Health and Safety Manual will be made readily available to employees with relevant notes held on the Intranet for the employees concerned to refer to them.

POLICY REVIEW

This Policy will be reviewed annually. The Governing Body will receive a summary report covering key issues, based on the Annual Risk and Safety Review, at least annually.

Signed: Mike Birchall, Chairman of Governors

Signed: Coral McIntosh, Headteacher

Date: ...**12.02.2025**.....

ARRANGEMENTS

Please see the following appendices regarding specific arrangements for implementation of the Health and Safety Policy within school

Appendix 1: Risk Assessments

Appendix 2: Offsite Visits

Appendix 3: Health and Safety Monitoring and Inspections

Appendix 4: Fire Evacuation and Other Emergency Arrangements

Appendix 5: Fire Prevention, Testing of Equipment

Appendix 6: First Aid and Medication

Appendix 7: Accident Reporting Procedures

Appendix 8: Health and Safety Information and Training

Appendix 9: Personal Safety / Lone Working

Appendix 10: Premises Work Equipment

Appendix 11: Flammable and Hazardous Substances

Appendix 12: Moving and Handling

Appendix 13: Asbestos

Appendix 14: Contractors

Appendix 15: Work at Height

Appendix 16: Display Screen Equipment

Appendix 17: Vehicles

Appendix 18: Stress

Appendix 19: Legionella

APPENDIX 1 RISK ASSESSMENTS

General Risk Assessments

The school conducts and documents risk assessments for all activities presenting a significant risk. These are coordinated by the Bursar following guidance from the LA Health and Safety advisor, and are approved by the Head teacher.

Risk assessments are available for all staff to view and are held centrally in the Risk Assessment file in the main office. These assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff will be made aware of any changes to risk assessments relating to their work.

Individual Risk Assessments

Specific assessments relating to staff member(s) or pupil(s) are held on that individual's file and will be undertaken by their immediate supervisor.

Such risk assessments will be reviewed on a regular basis.

It is the responsibility of all staff to inform their line manager of any medical conditions (including pregnancy) which may impact upon their work.

Curriculum Activities

Risk assessments for curriculum activities will be carried out by the subject coordinator using the relevant codes of practice and model risk assessments.

Whenever a new course is adopted or developed all activities are checked against these and significant findings incorporated into texts in daily use such as lesson plans / schemes of work.

Brierley buys into the subscription to CLEAPSS and their publications¹ are used as sources of model risk assessment within science and DT.

In addition the following publications are used within the school as sources of model risk assessments:

[Primary schools] –

- [Be Safe! Health and Safety in primary science and technology, 4th Edition ASE]
- [National Society for Education in Art & Design (NSEAD)
<http://www.nsead.org/hsg/index.aspx>]
- [Safe Practice in Physical Education and School Sport' Association of PE 'AFPE'
<http://www.afpe.org.uk/>]
- CLEAPSS Science and D&T publications CD Rom or via www.cleapss.org.uk

APPENDIX 2

OFFSITE VISITS

All offsite visits are subject to an individual and specific risk assessment to be carried out the by the teacher leading the visit and approved by the Head teacher.

Evolve will be used for the planning and approval of **all** offsite visits. Relevant risk assessments, participants names etc. will be attached electronically as required

The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the school's Educational Visits coordinator – Kieran Foulkes, who will check the documentation and planning of the trip and if acceptable initially approve the visit before referring to the Head teacher

APPENDIX 3

HEALTH AND SAFETY MONITORING AND INSPECTION

A general inspection of the site will be conducted termly and be undertaken / coordinated by the Health and Safety governor, Mike Birchall and the Health and Safety coordinators.

In both cases the person(s) undertaking inspection will complete a report in writing and submit this to the head teacher. Responsibility for following up items detailed in the safety inspection report will rest with the Health and Safety coordinator,

A named governor Mike Birchall will be involved / undertake an audit of the school's health and safety management systems on an annual basis and report back to both the relevant sub-committee and full governing body meetings.

Advice and pro forma inspection checklists can be found in the [Education Health and Safety Manual](#).

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

APPENDIX 4

FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The head teacher is responsible for ensuring the school's fire risk assessment is undertaken and implemented following guidance from the LA. The fire risk assessment is located in the school's Risk Assessment file and will be reviewed on an annual basis.

Emergency Procedures

Fire and emergency evacuation procedures are detailed in the staff handbook and a summary posted in each classroom, and other school areas. These procedures will be reviewed at least annually and are made available to all staff as part of the school's induction process.

Evacuation procedures are also made available to all contractors / visitors.

Emergency exits, fire alarm call points, assembly points etc are clearly identified by safety signs and notices.

Emergency contact and key holder details are maintained by the school Bursar.

Fire Drills

Fire drills will be undertaken termly and results recorded in the fire log book.

Fire Fighting

- Ensure the alarm is raised BEFORE attempting to tackle a fire.
- The safe evacuation of persons is an absolute priority. Staff are advised **NOT** to attempt to deal with fires, **unless it is safe to do so without putting themselves at risk and they have received full fire training**, using portable firefighting equipment.

Details of service isolation points (i.e. gas, water, electricity) Site plan with locations marked situated in SMO's room and in Bursars office.

Details of chemicals and flammable substances on site.

An inventory of these will be kept by the Site Maintenance Officer, for consultation.

APPENDIX 5

INSPECTION / MAINTENANCE OF EMERGENCY EQUIPMENT

The Site Maintenance Officer is responsible for ensuring that the school's fire log is kept up to date and that the following inspection / maintenance is undertaken and recorded in the fire logbook located in near main Reception office.

Fire Alarm System

Fire alarm call points will be tested weekly in rotation. This test will occur on Friday's, after 3.30pm Any defects on the system will be reported immediately to the alarm contractor / electrical engineer: NWFE : 01477 500300

A fire alarm maintenance contract is in place with NWFE and the system tested quarterly by them.

Fire Fighting Equipment

Weekly in-house checks that all firefighting equipment is available for use and operational and for any evidence of tampering.

NWFE undertakes an annual maintenance service of all firefighting equipment.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to NWFE: 01477 500300

Emergency Lighting Systems

Brierley has no emergency lighting systems currently in place. There are emergency torches in place around the school for any instances of lost power or lighting.

Means of Escape

Daily checks for any obstructions on exit routes and ensures all final exit doors are operational and available for use.

APPENDIX 6

FIRST AID AND MEDICATION

The school has assessed the need for first aid provision and has committed to providing all staff with First Aid Training to at least paediatric level.

First aid qualifications remain valid for 3 years. The bursar, will ensure that refresher training is organised to maintain competence and that new persons are trained should first aiders leave.

First Aid Boxes

These are located in all classrooms and main areas throughout the school.

The First Aid Coordinator is responsible for regularly checking (termly) that the contents of first aid boxes are complete and replenished as necessary. This includes portable First Aid backpacks which are taken onto the playground for use during lunchtime play.

Transport to Hospital

Where a first aider considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents /carers will be notified immediately of all major injuries to pupils.

No casualty will be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents/carers cannot be contacted in time.

Administration of medicines

Please see separate Children with Medical Needs Policy.

Health Care Plans

Parents /carers are responsible for providing the school with up to date information regarding their child's health care needs and providing appropriate medication.

Individual health care plans are in place for those pupils with significant medical needs e.g. chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc. These plans will be completed at the beginning of the school year / when child enrolls / on diagnosis being communicated to the school and will be reviewed annually by the SENCO/ School Nurse.

All staff are made aware of any relevant health care needs and copies of health care plans are on display in the staff room and filed in the school office.

Staff will receive appropriate training related to health conditions of pupils and the administration of medicines by a health professional as appropriate.

APPENDIX 7

ACCIDENT REPORTING PROCEDURES

Accidents To Employees

Where the LA is the employer then **all** employee accidents, no matter how minor, must be reported to them using the online accident reporting system through PRIME.

Accidents To Pupils And Other Non-Employees (Members Of Public / Visitors To Site Etc.)

An accident form is used to record all minor incidents to non-employees.

More significant incidents (as detailed below) must also be reported using the online accident reporting system hosted on PRIME. The First Aider who deals with the accident, together with any witnesses, must complete a PRIME accident form, and then the school bursar will log the accident on the online system.

- Major injuries.
- Accidents where significant first aid treatment has been provided.
- Accidents which result in the injured person being taken from the scene of the accident directly to hospital.
- Accidents where a pupil has to be sent home from school or parents are contacted.
- Accidents arising from premises / equipment defects.
- Accidents which are the result of an assault.

All major incidents will be reported to the Head teacher. Parents /carers will be notified immediately of all major injuries.

APPENDIX 8

HEALTH AND SAFETY INFORMATION & TRAINING

Consultation

The Finance, Buildings and Personnel Sub Committee of the Governing Body 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.

At each of these termly meetings, governors will receive a report from the H&S Governor.

Communication of Information

The Health and Safety Law poster is displayed on the staff room notice board, and is checked for compliance at each annual Health and Safety Review.

The LA Health and Safety advisor, Matthew O'Donoghue, is readily available for advice.

Health and Safety Training

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 will be kept in the main school office and updated by the school bursar, who is also responsible for coordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

Mike Birchall, Chair of Governors will be responsible for assessing the effectiveness of training received.

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

APPENDIX 9

PERSONAL SAFETY / LONE WORKING

The school believes that staff should not be expected to put themselves in danger and will not tolerate violent / threatening behaviour to its staff.

Staff will report any such incidents to the Head teacher. The school will work in partnership with the LA and police where inappropriate behaviour/ individual conduct compromises the school's aims in providing an environment in which the pupils and staff feel safe.

Lone Working

Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary.

Work involving potentially significant risks (for example work at height) must not be undertaken whilst working alone.

Staff working outside of normal school hours must obtain permission of the Head teacher, and must sign in and out of the school premises. During school holiday periods the Business Manager / Head teacher will inform staff when the SMO will be on site and the school will be open.

Where lone working cannot be avoided staff should ensure they have means to summon help in an emergency e.g. access to a telephone or mobile phone etc.

Where attendance staff need to make visits to pupils' home addresses, 2 members of staff must go together.

School Staff Responding To Call Outs

Nominated key holders attending empty premises where there has been an alarm activation should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.

APPENDIX 10

PREMISES WORK EQUIPMENT

Statutory Inspections

Regular inspection and testing of school equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept in the Maintenance File in the school office / by the school Business Manager.

The SMO is 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 where required.

All staff are required to report to the SMO any problems found with plant/equipment. Such problems should be recorded in the maintenance books which are regularly checked by the SMO.

Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

Curriculum Areas

Class Teachers and support staff are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

Electrical Safety

All staff will conduct a visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to the SMO.

All portable items of electrical equipment will be subject to formal inspection and testing (Portable Appliance Testing (PAT)) on a rotational basis. Last full test was November 2024.

This inspection and testing will be conducted by Calbarrie.

The SMO is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing.

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

A fixed electrical installation test (fixed wire test) is completed on a 5 year cycle.

External Play Equipment

External play equipment will only be used when appropriately supervised. This equipment will be checked daily before use for any apparent defects, and the SMO will conduct a formal termly inspection of the equipment. PE and Play equipment is subject to an annual inspection by Sportsafe UK.

APPENDIX 11

FLAMMABLE AND HAZARDOUS SUBSTANCES

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the **"Control of Substances Hazardous to Health Regulations 2002"** (COSHH Regulations). All purchases of cleaning materials will be supplied with relevant COSHH data which is kept on file by the SMO.

Within curriculum areas (in particular science and DT) the Science coordinator is responsible for COSHH and ensuring that an up to date inventory and model risk assessments contained in the relevant national publications are in place. (CLEAPSS, Association for Science Education's "Topics in Safety" etc.)

In all other areas the establishment's nominated person(s) responsible for substances hazardous to health is the Site Maintenance Officer / Business Manager.

They shall ensure:

- An inventory of all hazardous substances used on site is compiled and regularly reviewed.
- Material safety data sheets are obtained from the relevant supplier for all such materials.
- Where required COSHH risk assessments are conducted and that these assessments are seen and understood by those staff that are exposed to the product/substance.
- All chemicals are appropriately and securely stored out of the reach of children.
- All chemicals are kept in their original packaging and labelled (no decanting into unmarked containers).
- Suitable personal protective equipment (PPE) has been identified and available for use. PPE is to be provided free of charge where the need is identified as part of the risk assessment.

Where persons may be affected by their use on site, the SMO is responsible for ensuring that COSHH assessments are available from contractors (*this applies to both regular contracts such as cleaners and caterers and from builders, decorators, flooring specialists, etc.*).

APPENDIX 12

MOVING AND HANDLING

Generic risk assessments for regular manual handling operations are undertaken and staff 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 the Head teacher 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 12 monthly basis by a competent contractor.

APPENDIX 13

ASBESTOS

An asbestos management plan is in place for the school in accordance with CE guidance.

The school's asbestos log is held in the school office and will be made available to all staff and contractors prior to **any** work commencing on the fabric of the building or fixed equipment (e.g. kilns).

An annual check in line with the asbestos register is carried out by the LA, and the report is available in the main school office.

APPENDIX 14

CONTRACTORS

All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice.

All contractors must report to the main school reception where they will be asked to sign the visitors book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.

The SMO is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work.

School Managed Projects

Where the school undertakes projects direct the governing body are considered the 'client' and therefore have additional statutory obligations.

Such projects are managed by the Head teacher and the Governing Body who will ensure that landlord's consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought. This would include whether CDM² regulations will apply.

Contractors will be asked to provide risk assessments and method statements specific to the site and works to be undertaken. The school, contractor(s) and any subcontractor(s) involved will agree the risk assessment and safe systems of work to be used prior to works commencing on site.

(Design and Management) Regulations 2007 and applies to any building, demolition, maintenance or refurbishment work. Such projects are notifiable to the HSE where the work exceeds 30 days or involves more than 500 person days of work. In addition two specific and specialist roles of CDM Co-ordinator and principal contractor must be appointed.

In such instances it is recommended that an agent be used to work on the schools behalf.

APPENDIX 15

WORKING AT HEIGHT

The advice below is to be used in conjunction with **Working at height - A brief guide** from the Health and Safety Executive and **Safe use of ladders and stepladders, again, from the Health and Safety Executive**.

Working at height can present a significant risk, 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 authorised to work at height.

When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs etc.

Only those persons who have been trained to use ladders safely may use them. Basic instruction is provided to all staff who use ladders / stepladders

The establishment's nominated person(s) responsible for work at height is our Site Maintenance Officer.

The nominated person(s) shall ensure:

- All work at height is properly planned and organised;
- The use of access equipment is restricted to authorised users;
- All those involved in work at height are trained and competent to do so;
- The risks from working at height are assessed and appropriate equipment selected;
- A register of access equipment is maintained and all equipment is regularly inspected and maintained;
- Any risks from fragile surfaces are properly controlled.

APPENDIX 16

DISPLAY SCREEN EQUIPMENT

All staff who use computers daily, as a significant part of their normal work (*significant is taken to be continuous / near continuous spells of an hour or more at a time*) e.g. admin / office staff shall have a DSE assessment carried out, and this will be reviewed annually.

Staff identified as DSE users are entitled to an eyesight test for DSE use every 2 years by a qualified optician (and corrective glasses if required specifically for DSE use).

APPENDIX 17

VEHICLES

Brierley Primary School does not have any staff or visitor parking on site.

Access to the double school gates on Brierley Street must be kept clear for emergency vehicles.

In special circumstances, vehicles may be allowed access to the school playground, but only during periods outside playtime, and this access must be supervised and overseen by the SMO.

The vehicle access gate must not normally be used for pedestrian access apart from during school opening and closing.

APPENDIX 18

STRESS

The school and governing body are committed to promoting high levels of health and well-being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and LA's management standards.

The Business Manager and Head teacher will monitor any periods of ongoing staff absence and make a referral to Occupational Health if required. Any absence from work due to stress will require an automatic referral.

Under the system of Performance Management in school, all staff are encouraged to voice individual concerns with their immediate supervisor / Assistant Head teacher / Head teacher.

The school has a mental health first aider who is Hayley Cunningham.

APPENDIX 19

LEGIONELLA

An annual water risk assessment of the school is completed by Brodex, and the SMO is responsible for ensuring that the identified operational controls are being conducted and recorded in the school's water log book.

This risk assessment should be reviewed where significant changes have occurred to the water system,

Weekly and monthly operational checks are carried out by the SMO in line with advice from Brodex.

Operational checks include:

- Identifying and flushing rarely used outlets on a weekly basis and after school holiday periods.
- Conducting necessary water temperature checks (monthly).
- water tanks being inspected for compliance and safety on an annual basis