

**St Ambrose Barlow RC High School & Sixth Form College**

A National Teaching School  
A National School of Creativity

Headteacher: Ben Davis



# Health and Safety Policy

Created: November 2018

Date of Next Review: November 2019

**Health and Safety Policy  
for  
St Ambrose Barlow R.C. High School & 6<sup>th</sup> Form College**

***Introduction***

It is a requirement of the Health and Safety at Work Act 1974, that all employers employing more than five people must prepare a written health and safety policy. The policy should contain:-

1. A statement of the philosophy relating to health and safety at work signed by the most senior person within the organisation. i.e. the Chair of the Governing Body;
2. Details of the organisational structure i.e. who is responsible for what, and how they fit in with each other; and
3. Details of the arrangements in place for putting that policy into practice e.g. first aid arrangements.

The law also requires the employer to ensure the health and safety policy is brought to the attention of all employees.

A health and safety policy also demonstrates the employer's commitment to health and safety issues and how those issues can be managed.

The policy must be reviewed on a regular basis, usually annually, to ensure that it is effective and adequate. Health and safety requirements may change due to changes in legislation or the introduction of new technology for example, and therefore the policy must be altered to accommodate the changes enabling them to be incorporated into the management system.

The model closely follows the guidance leaflet entitled '*Stating Your Business – Guidance on preparing a health and safety policy document for small firms*', issued by the Health and Safety Executive (Leaflet ref: INDG324) and DfES guidance.

## Health and Safety Policy Statement

Health and Safety at Work Act 1974

This is the Health and Safety Policy Statement of

St Ambrose Barlow R.C. High School & 6 <sup>th</sup> Form College
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### 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. meat-slicer, 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 accidents/incidents to the LEA;
- to make positive arrangements for fire evacuation, first-aid, supporting pupils with medical needs 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 provide and maintain an effective road safety provision which includes Road Crossing Patrol Staff and regular liaison with parents to minimise the risks to pupils arriving at and leaving school;
- to include aspects of child/personal safety within the curriculum which includes safety at home, on the road, around water areas and railway lines, fire / matches / fireworks, no talking to strangers, bullying, smoking and drug abuse and healthy eating;
- to ensure so far as is reasonably practicable, the health and safety of visitors to the school (see section 10 for example of identifiable visitors) and any other persons who may be affected by the acts or omissions of members of staff or pupils whilst taking part in school activities; and
- to review and revise this policy as necessary at regular intervals.

Signed: .....  
Chair of Governing Body

Date: .....

Signed: .....  
Headteacher

Date: .....

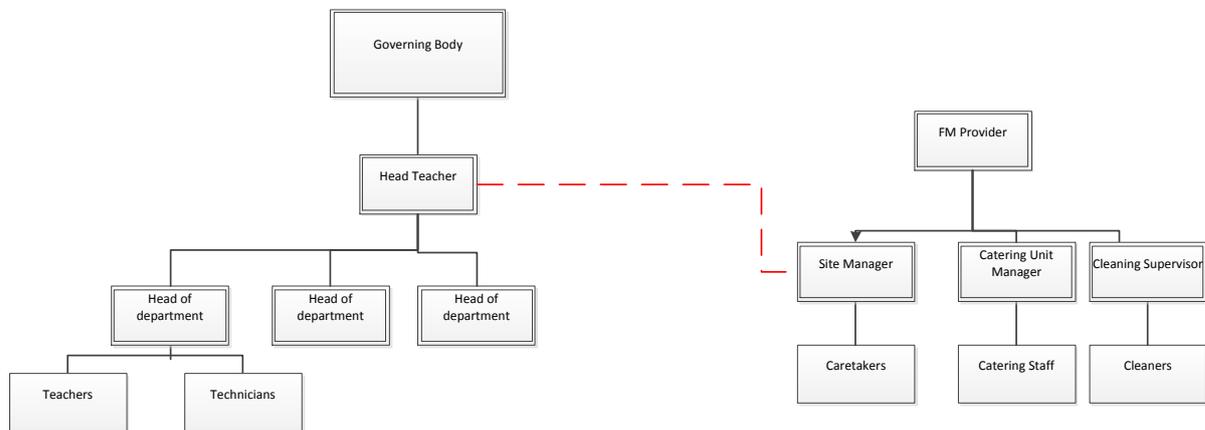
Review Date: November 2019

## Organisation (Voluntary Aided Schools)

Overall and ultimate responsibility for health and safety in schools is that of the employer i.e. The Schools Governing Body.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Headteacher.

### Illustration of Employee Responsibilities Voluntary Aided Schools



To ensure health and safety standards are maintained / improved, the following people have responsibility in the following areas.

#### Local Education Authority (Strategic Director of Children's Services) and Governing Body

- in Council Controlled and Voluntary Controlled schools the Local Education Authority (Strategic Director of Children's Services) is responsible for health and safety; in other schools the Governing Body is responsible for health and safety;
- day-to-day responsibility for implementation is delegated to School Governing Bodies and Headteachers;

**The Local Education Authority (Strategic Director of Children's Services) and the Governing Body shall:**

- ensure so far as is reasonably practicable the health, safety and welfare of teachers and other education employees;
- 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 appoint one of the Governors to be the Governor for Health and Safety;
- shall consider the health and safety implications of policies and guidance issued by Salford Children's Services and the Diocese;
- shall draw up and issue its own policies and guidance on curricular and non-curricular topics where necessary paying particular attention to health and safety aspects;
- shall discuss and resolve so far as is reasonably practicable health and safety issues at meetings of the Governing Body; and
- shall carry out an annual appraisal of the safety performance of the school and include this in its annual report to parents.

**Headteacher**

The Headteacher is responsible for the day-to-day management of the school and shall so far as is reasonably practicable:-

- ensure that the Council's, the Local Education Authority's and the school's Health and Safety Policy are implemented and adhered to at all times;
- ensure that all members of staff know, understand and accept their health and safety duties and responsibilities;
- ensure that adequate resources are allocated to facilitate healthy and safe working and teaching practices;
- ensure that the Governing Body is advised of health and safety implications when undertaking the management of the school budget;
- ensure that all employees, pupils and visitors receive adequate information, instruction, training and supervision, both within school and on school trips as appropriate;
- ensure that 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 that 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 that suitable and appropriate protective clothing is provided for staff and pupils who require it, and ensure that it is worn when necessary;
- ensure that 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;

- establish and maintain an effective management system for supporting pupils with medical needs;
- ensure that accidents are recorded and where necessary investigated and reported to the Council's Health and Safety Officer as soon as possible and also reported to the Governing Body in the Headteacher's Termly Report. In the event of a major injury the Chairman of the Governing Body shall be informed;
- ensure if any contagious disease is contracted a record is kept and appropriate containment action is taken;
- ensure that all acts of violence and bullying are recorded and that they are reported to the Governing Body as appropriate;
- ensure that fire procedures are planned and are rehearsed at least once per term;
- ensure that fire equipment, fixtures and exits are checked periodically and maintained to ensure that they are in working order;
- ensure that adequate welfare facilities are provided and maintained for staff and pupils;
- ensure that 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 that contractors working in the school are properly appointed and managed and that they report before work commences in order to ascertain work details and agree safety procedures;
- ensure that in his/her absence health and safety duties are delegated as appropriate;
- ensure that there is an annual appraisal of the school's health and safety performance;
- ensure that risk assessments are undertaken and reviewed as appropriate; and
- review and up-date their policies as appropriate.

### **Teaching and Support Staff**

All Teaching and Support Staff shall, where appropriate and so far as is reasonably practicable:-

- ensure that the Council's Children's Services Directorate policies and those of the School are implemented at all times;
- be responsible for the health and safety of the pupils they supervise;
- ensure that 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 that all pupils know the fire procedure 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 in the accident book;
- ensure SPIE are informed of any accidents on the premises via the Headteacher/Business Manager or Finance Manager;
- ensure that all classroom-based activities are carried out in a safe and healthy manner;
- ensure that playground activities are supervised as appropriate and ensure that any violent behaviour is stopped;

- ensure that pupils are adequately supervised whilst on midday dinner;
- ensure that any food allergies relating to pupils are shared with the catering staff via the Catering Manager;
- 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, safety seatbelts are worn and the Council's guidelines are followed;
- ensure that when undertaking school trips and holidays, sufficient research, planning, precautions and supervision are undertaken as laid down in the Council's guidelines and Code of Practice. Where specialist instructors are engaged to lead pupils, the role of supervision must be discussed and agreed with the instructor;
- ensure that they 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 that 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.

## **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 to carry out safety inspections at a rate of one inspection per quarter.

## **Arrangements**

- 1.0 Health and Safety Risks Arising From our Work Activity
- 2.0 Consultation with employees
- 3.0 Safe Plant and Equipment
- 4.0 Safe Handling and Use of Substances
- 5.0 Information, Instruction and Supervision
- 6.0 Competency for Tasks and Training
- 7.0 Accident, First Aid and Work Related Ill Health
- 8.0 Monitoring
- 9.0 Emergency Procedures – Fire and Evacuation
- 10.0 Visitors to School Premises
- 11.0 Contractors and Safety
- 12.0 Educational Visits / Extra Curricular Activities
- 13.0 Movement of Vehicles
- 14.0 School Security
- 15.0 Occupational Health Services and Stress
- 16.0 External Groups/Activities
- 17.0 Safety in the Community
- 18.0 Violence, Behaviour, Bullying and Harassment
- 19.0 Health and Safety in the Curriculum
- 20.0 Health and Safety in the Classroom
- 21.0 Site Officers and Caretakers
- 22.0 Health and Safety in the Office
- 23.0 Medicines

## 1.0 Health and Safety Risks Arising From our Work Activity

- Risk assessments will be undertaken by

All Personnel undertaking activities that may have a risk of harm or injury

- The findings of the risk assessments will be reported to

Headteacher/Business Manager/Finance Manager

- Action required to remove / control risks will be approved by

Headteacher

- 

Headteacher/Business Manager/Finance Manager

will be responsible for ensuring the action required is implemented.

- 

Headteacher

will check that the implemented actions have removed / reduced the risks.

- Assessments will be reviewed annually or when the work activity changes, whichever is soonest.

## **2.0 Consultation with employees**

- Employee representative(s) are:-

Mr K Judge (NUT)

- Consultation with employee is provided via:-

- Union representatives
- Weekly briefings on a Tuesday and Thursday if anything to report or update upon
- INSET days
- Weekly departmental meetings if anything to report or update upon
- E-Mail

## **3.0 Safe Plant and Equipment**

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Spie Facility Management

will be responsible for identifying all equipment / plant needing maintenance.

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Spie Facility Management

will be responsible for ensuring effective maintenance procedures are drawn up.

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Spie Facility Management

will be responsible for ensuring that all identified maintenance is carried out.

- Any problems found with plant / equipment should be reported to:-

Spie Facility Management

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Spie Facility Management

will check that new plant and equipment meets health and safety standards.

- No unauthorised electrical equipment is to be used on school premises.
- A system of testing portable electrical appliances will be implemented
- Where appropriate, residual current devices should be used with all electrical equipment.

#### **4.0 Safe Handling and Use of Substances**

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Head of Science  
Senior Science Technician  
Science Technician

will be responsible for identifying all substances that require COSHH (Control of Substances Hazardous to Health) assessments.

- In school, Head of Science/Science Technician will be responsible for obtaining product health and safety data sheets and for undertaking COSHH assessments. Further advice and information can be obtained from the Health and Safety Team within Children's Services (see section 5.0).

Headteacher/Head of Science

will be 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 done so in accordance with guidance and hazard cards produced by CLEAPSS Schools Science Service.

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Head of Science

will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.

•

Senior Science Technician

will check that new substances can be used safely before they are purchased by providing the Directorate's Health and Safety Team with details of the proposed product (see section 5 for contact details).

- Assessments will be reviewed every 2 years, or when the work activity changes or the constituents of the product change, whichever is the sooner.

### **5.0 Information, Instruction and Supervision**

The Health and Safety Law poster is displayed in the

Reception Area

- Health and Safety advice is available from

Telephone Numbers:

Isaac Yusuf, Senior Health and Safety Officer

0161 778 0336

Netsai Piki, Health and Safety Officer

0161 778 0338

- Supervision of young workers / trainees will be arranged / undertaken / monitored by

World of Work Co-ordinator/Careers Officer

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Salford BEP/World of Work Co-ordinator/Careers Officer

is responsible for ensuring that our employees working at locations under the control of other employers, are given relevant health and safety information.

### **6.0 Competency for Tasks and Training**

- Induction training will be provided for all employees by

Miss S Finnemore – Assistant Headteacher (Teaching Staff)  
Mrs P Rudge – Finance Manager (Support Staff)

- Job specific training will be provided by

Line Manager/Department Head

- Training records are kept by

Mr J Lawford – Deputy Headteacher

- Training records are located at

Personnel Sims Management System

Mr J Lawford – Deputy Headteacher

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

- The first aiders are :

Kate Grundy, Liam Morrison, Kelly Macphail, Mark Burns, Kath Wright, Mark Hulton (2<sup>nd</sup> Line)  
Karen Hoxworth, Sarah Moynihan and Patricia Rudge

- The first aid boxes are located in the following rooms:

DT Prep Room	Art/DT Staff Area	Food Tech
Maths Staff Base	Science Prep Room	6 <sup>th</sup> Form MI Room
First Aid Room (Main School)		P.E. Store

- All accidents and cases of work-related ill health are to be recorded in the accident book which is located at

Accident Reporting Form at Main Reception & Student Support Services  
Minor Accident Book maintained by First Aiders and accessed on-line shared area.

- All **serious** accidents/incidents **MUST** be recorded using the Authority's intranet based accident report form or by contacting the call-centre on 0161 909 6550.
- The Health and Safety Team are responsible for reporting accidents, diseases and dangerous occurrences to the Health and Safety Executive as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. These accidents/incidents/diseases must be reported to the HSE within 10 days.
- All serious accidents/incidents will be investigated in accordance with guidance set out within the LEA's Health and Safety Policy, in order to prevent a recurrence of the accident/incident.

## 8.0 Monitoring

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

carry out spot check visits at a frequency of:-

Termly

Annually

ensure Departmental Managers submit health and safety reports at a frequency of:-

Annually or when an infringement arises

conduct health and safety audits at a frequency of:-

Annually

- Termly classroom inspections are to be carried out by the Teacher responsible for that classroom. Any defects/H&S hazards should be reported to the Business Manager or Finance Manager.
- SPIE FM are responsible for carrying out housekeeping inspections in all communal areas e.g. corridors, hall, dining room etc. Any problems identified are reported to the Headteacher immediately.

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Spie/Headteacher/Business Manager/Finance Manager

is responsible for investigating accidents.

- 

Respective Senior Leadership Team Member

is responsible for investigating work-related causes of sickness absences.

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Headteacher/Governing Body

is responsible for acting on investigation findings to prevent a recurrence.

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

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Spie/Headteacher/Business Manager

is responsible for ensuring the fire risk assessment is undertaken and implemented.

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L Collier, L Waterworth, K Grundy, L Morrison, B Furey, M Wilson, C Ball, A Camman, J Matthews, A Lavin, K Judge, N Irwin, B Davies, P Deay, B Cassidy, J Stephenson, A Noone, M Clancy <b>(J Stevens, G Riley, S Moynihan, J Leather, P Rudge, K Bradford, P Shepherd, J Kelleher, Administrators)</b>
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have been appointed as fire wardens / search officers/**admin**.

- Escape routes and exits are checked by

Spie
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at a frequency of

Weekly
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- Sprinkler System is maintained and checked by

Spie
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at a frequency of once per week.

- Alarms are tested by

Spie
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at a frequency of

Weekly
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- Emergency evacuation / fire drills will be carried out at a frequency of

Once per term (19 <sup>th</sup> October 2018 at 2.40pm)
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- Records will be kept by

Spie
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## 10. Visitors to School Premises

- Any person visiting the school premises is requested to make an appointment prior to the visit.  
Identifiable visitors and other persons who may be affected include:-
  - invited guests and visitors to the school;
  - volunteers and teaching students;
  - parents
  - contractors
  - deliverers of goods, meter readers etc.;
  - trespassers unless injured by their own unsafe activities.
- On entering the premises, visitors must report to reception and sign in via the Inventory system located in the reception holding area; contractors will be escorted to the SPIE FM Office to sign in.
- All visitors will be issued with a visitor's badge which is to be worn for the duration of their visit.
- On departure, visitors must sign-out via the InVentry system they signed in with and if a contractor with Spie too.

## 11.0 Contractors and Safety

- All contractors on arriving at school and presenting themselves at the school reception will wait in the holding area until a member of SPIE FM staff have been informed of their arrival and made arrangements for them to be escorted to their office for signing in and undertaking any briefing/induction required under their H&S policy.

## 12.0 Educational Visits / Extra Curricular Activities (in schools)

- The Headteacher is responsible for ensuring that the Education Trips and Visits Code of Practice is followed. This policy adopts the guidance set out in the Department for Education (DfE) document entitled 'Health and Safety of Pupils on Educational Visits'.
- The Educational Visits Co-ordinator for the school is  

Name: Mrs P Rudge
Position: Finance Manager
- All educational visits must be authorised by the Headteacher in advance.
- The Headteacher or Subject 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 and that parental consent is obtained.
- Adult supervision will be at least 

1 Adult
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 per 

20
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 pupils.

- Advice relating to educational visits can be obtained from:-

Mr Simon Willis  
LEA Trips and Visits Co-ordinator  
Tel: 0161 778 0124

- Refer to the Educational Trips and Visits Code of Practice for detailed procedures and guidelines.
- Parental consent is to be sought and given in writing, where parental helpers are used. Parental and other non-employed helpers should undergo a Disclosure Barring Service (DBS) check if they are likely to be supervising children in the absence of a member of staff.
- The Headteacher is responsible for ensuring that all vehicles used for the purpose of transporting children to and from specified destinations, are properly taxed, insured and have valid M.O.T. certificates.

### **13.0 Movement of Vehicles**

- Staff and visitors should park their vehicles in the designated car park.
- A speed restriction of  mph is in place within the school grounds.

### **14.0 School Security**

Refer also to arrangements for 'Visitors'.

- Security of the school is maintained by:-

	Y	N
Perimeter fencing	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Duty Officers stationed within individual buildings	<input type="checkbox"/>	<input checked="" type="checkbox"/>
External Doors being locked during school hours	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CCTV	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Signposting	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Security lighting	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Other security measures (please give details) - **Automatic Gates**

### **15.0 Occupational Health Services and Stress**

- Occupational health services are provided by the Occupational Health Unit who are based at 196 Station Rd, Salford Tel: 0161 603 4070.
- If a Manager feels it is necessary to refer a member of staff to the Occupational Health Unit, he/she should contact the Headteacher in the first instance.

In cases of stress, if the individual concerned does not feel he/she can approach his/her line manager, he/she may contact a BDMA counsellor by calling 0800-919765; all calls and subsequent consultations will be treated in strictest confidence.

### **16.0 External Groups / Activities**

- External groups currently using school premise are:

All lettings are managed by Salford City Leisure

- Particulars of the school's health and safety policy and other health and safety information (escape routes / fire exits, alarm call points etc.) will be communicated to external group representatives by

1. The school when the external group is visiting at the invitation of the school.

- 2. The Facility Management Provider/Salford City Leisure when using the leisure facilities on a payment basis outside school core hours.

- Groups that use school premises to hold functions, will be asked to produce evidence of having carried out the necessary risk assessments and of implementing appropriate control measures to reduce any risks identified.

### **17.0 Safety in the Community**

- Safety in the community is addressed by

Headteacher

(E.g. police talks, fire-service seminars, topics in assembly etc.)

- Talks/seminars are conducted at a frequency of

Annually

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

- Efforts will be 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.

### **19.0 Health and Safety in the Curriculum**

- The curriculum will be delivered in a safe and healthy manner and every effort will be taken to identify risks associated with a curriculum subject/activity e.g. field trips, sports/P.E. activities, science etc., and the appropriate control measures will be implemented. Refer to section 1.0 'Health and Safety Risks Arising from Our Work Activity' and section 12.0 'Educational Visits/Extra Curricular Activities'. Also refer to Generic Risk Assessment document.
- Efforts will be taken to educate pupils about health and safety issues as and when the opportunity arises throughout the course of normal teaching. For example, the opportunity to educate pupils about occupational diseases may arise during a History lesson when learning about the role of chimney sweeps, or during a Science lesson when learning about the discovery and use of asbestos.

### **20.0 Health and Safety in the Classroom**

- The curriculum will be delivered in a safe and healthy manner and every effort will be taken to identify risks associated with classroom activities see section 1.0 'Health and Safety Risks Arising from Our Work Activity', and the appropriate control measures will be implemented. Also refer to Generic Risk Assessment document.
- A monitoring system will be set up to ensure that any hazards in the classroom are identified and that regular inspections of the area are carried out. An individual will be made responsible for each classroom. See section 8.0 'Monitoring'.

Pupils will be encouraged to report any hazards to a Teacher e.g. a loose wire on a piece of electrical equipment, spilt liquid on the floor. NB Their ability to do this will obviously be dependent upon their age and their understanding of a hazard.

## **21.0 Site Officers**

Site Officers work tasks vary depending on their job title and job description. The role of the Site Officer is to ensure the smooth running and security of the school premises, including maintaining it in a clean and hygienic condition. Not only has the Site Officer got to look after his/her own safety, but has a major role in the safety of all the school population.

The basic Site Officer duties provided by Spie Facility Management are:

- a) security of the premises and its contents. This will include locking and unlocking doors, fire escapes and gates, and emergency call-out as appropriate;
- b) some degree of maintenance, repairs and emergency remedial action as necessary, and arranging for any necessary repairs that he/she is not competent to carry out this includes keeping the Site Officer maintenance log book up to date;
- c) lighting, heating and the cleanliness of the school. This will include replacing light bulbs/tubes, boiler monitoring, overseeing school cleaners, aspects of cleaning during school hours, and minor grounds maintenance;
- d) being responsible for aspects of health and safety, and fire safety. For example identifying hazards and taking remedial action; and undertaking routine checks on fire alarm systems, fire doors and fire extinguishers;
- e) lifting and moving equipment and supplies. This may include assisting staff with moving furniture and equipment, carrying stationery supplies and deliveries.

## **22.0 Health and Safety in the Office**

- Offices will be safe and healthy, hazards will be identified see section 1.0 'Health and Safety Risks Arising from Our Work Activity', and the appropriate control measures will be implemented. Also refer to the Generic Risk Assessment document.
- A monitoring system will be set up to ensure that any hazards in the office are identified and that regular inspections of the area are carried out. An individual will be made responsible for each office. See section 8.0 'Monitoring'.
- Office personnel will be encouraged to undertake the Salford City Council e-learning course VDU and workstation health and safety.
- Office personnel will be encouraged to report any hazards e.g. a loose wire on a piece of electrical equipment, spilt liquid on the floor.

## • **23.0 Medicines**

Children who require support for medical conditions have the same rights of admission as other children. Children who have a disability which requires medical support are protected from discrimination by equalities legislation. Children with medical needs must be supported in school and can only be required to leave school for medical reasons if this is to receive emergency

treatment or if their presence represents a serious risk to the health or safety of other children or school employees, for example if they are infectious. In these circumstances a Headteacher/teacher in charge may send the pupil home after consultation with the pupil's parents. This would be an authorised absence not exclusion. Detailed guidance is in DFE Guidance 'Improving behaviour and attendance: guidance on exclusion from schools and PRU's, September 2008.

Children may require support for acute, short term and long term medical conditions. Acute conditions are for example severe asthma attacks or allergic reactions. Short term conditions are for example finishing a course of antibiotics. Long term conditions are for example controlled epilepsy, diabetes or asthma requiring daily use of an inhaler.

- The Headteacher will establish an effective management system which provides support to children with medical conditions.
- The Headteacher will communicate with parents, pupils and health professionals where necessary, for example in making an agreement to administer medicines or making a health care plan.
- The Headteacher will store medicines safely and where necessary provide training for personnel who administer or supervise administration of medicine.