



*Fairway  
Primary  
School*

## Health & Safety Policy

Member of staff responsible:	Karen Hardman Alison White
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**STOCKPORT**  
METROPOLITAN BOROUGH COUNCIL

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# 1. Aims and Objectives (Statement of Intent)

- 1.1 The school's Governing Body and Leadership Team recognise and accept their responsibilities for health and safety under civil and criminal law and also under the Services to People's directorate scheme of delegation, for local management of schools.
- 1.2 As responsible employers and/or persons in control of premises, the requirement to provide, so far as is reasonably practicable, a safe and healthy working environment for all employees, visitors and pupils is acknowledged.
- 1.3 In doing so, the school will expect all staff, parents, pupils and visitors to respect and abide by the requirements of this policy.
- 1.4 In compliance with the Health and Safety at Work etc. Act 1974, the school's Governing Body will ensure so far as is reasonably practicable that:
  - The premises are maintained in a safe condition.
  - Safe access to and egress from the premises is sustained.
  - All plant and equipment are safe to use.
  - Appropriate safe systems of work exist and are followed.
  - Sufficient information, instruction, training and supervision are provided.
  - Accidents and work-related illnesses are prevented where possible.
  - The school complies with all appropriate statutory requirements.
  - All risks are minimised via robust risk assessments and policies.
  - Policies are reviewed regularly to ensure effectiveness.
  - High targets and objectives are set to develop the school's culture of continuous improvement.
  - Adequate welfare facilities are available throughout the school.
  - Adequate resources are available to address health and safety issues, so far as is reasonably practicable.
  - Consultation with employee representatives will be held as and when appropriate on all matters affecting the health and/or safety of employees.

## Review

The Head Teacher/School Business Manager/ School Caretaker/ Health & Safety Governor 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.

Governors are required to take steps to ensure that they are kept informed of Stockport Metropolitan Borough Council's advice and guidance on health and safety matters.

Health and Safety is a fixed agenda item on the termly meeting of the Governing Body as well as being considered at the Resource Committee.

The School will review the Health and Safety Policy annually.

A hard copy is available in the office. The document details Health and Safety procedure at Fairway Primary School.

## 2. Legal Framework

2.1 The law requires all employees to:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Co-operate with their employers on health and safety matters
- Do their work in accordance with training and instructions
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken
- Follow health and safety procedures put in place by their employer.

2.2 Teachers and other staff in schools have a common law duty when in charge of pupils to take the same care of them as they would as a parent.

This policy has due regard to all relevant legislation including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974:  
<https://www.legislation.gov.uk/ukpga/1974/37/contents>
- The Workplace (Health, Safety and Welfare) Regulations 1992:  
<https://www.legislation.gov.uk/uksi/1992/3004/contents/made>
- The Management of Health and Safety at Work Regulations 1999:  
<https://www.legislation.gov.uk/uksi/1999/3242/contents/made>
- The Control of Substances Hazardous to Health Regulations 2002:  
<https://www.hse.gov.uk/nanotechnology/coshh.htm>
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013:  
<https://www.legislation.gov.uk/uksi/2013/1471/contents/made>
- The Construction (Design and Management) Regulations 2015:  
<https://www.hse.gov.uk/construction/cdm/2015/index.htm>
- The Personal Protective Equipment at Work Regulations 1992:  
<https://www.legislation.gov.uk/uksi/1992/2966/contents/made>
- The Education (School Premises) Regulations 1999:  
<https://www.legislation.gov.uk/uksi/1999/2/contents/made>
- The Ionising Radiation Regulations 2017 (IRR17):  
<https://www.legislation.gov.uk/uksi/2017/1075/contents/made>
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law):  
<https://www.legislation.gov.uk/uksi/2019/1218/made>

This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2021) 'Health and safety: responsibilities and duties for schools': <https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools>
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals': <https://www.gov.uk/government/publications/storing-and-disposing-of-hazardous-chemicals-in-schools>
- HSE (2014) 'Sensible health and safety management in schools': <https://www.hse.gov.uk/services/education/sensible-leadership/index.htm>

The Health and Safety at Work etc. Act 1974 determines British health and safety law. The Health and Safety Executive (HSE), with local authorities, enforce this Act.

The Management of Health and Safety at Work Regulations 1999 supports the Act. Schools should make sure they are familiar with both of these documents.

### 3. Scope

- 3.1 The policy applies to all schools with the Metropolitan Borough who buy back the Health and Safety Package from the Local Authority.
- 3.2 It is important to remember that all staff have three basic rights:
  - ✓ The right to know about health and safety matters.
  - ✓ The right to participate in decisions that could affect their health and safety.
  - ✓ The right to refuse work that could affect their health and safety and that of others

### 4. Who Does What (Roles and Responsibilities)

- 4.1 This section outlines who is responsible for what and delegates tasks and duties in a hierarchical fashion.

#### **The Governing Body At Fairway Primary School**

**The Governing Body are responsible for health and safety matters at a local level including but not restricted to:**

- Ensuring adherence to the local authority health and safety policy, procedures and standards.
- Formulating a health and safety statement detailing the responsibilities for ensuring health and safety within the establishment.
- Reviewing the establishment's health and safety policy annually and implementing new arrangements where necessary.
- Monitoring, reviewing and evaluating the school's health and safety performance.
- Providing appropriate resources within the establishment's budget to meet statutory requirements and the local authority health and safety policy, procedures and standards.

- Receiving from the Head Teacher or other nominated member of staff reports on health and safety matters and reporting to (the local authority, or other body as necessary), any hazards that the establishment is unable to rectify from its own budget.
- Seeking specialist advice on health and safety that the establishment may not feel competent to deal with.
- Promoting a positive health and safety culture and high standards of health and safety within the establishment via the nomination of a named health and safety governor.
- Ensuring that when awarding contracts health and safety is included in specifications and contract conditions and takes account of local authority policy and procedures.

**Nominated Governor: Melanie Fuller**

**The Headteacher: Alison White**

Overall responsibility for the day-to-day management of health and safety in accordance with the Local Authority's health and safety policy and procedures rests with the Head Teacher.

As manager of the establishment and of all the activities carried on within it, the Head will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds.

**The Head Teacher has responsibility for:**

- Co-operating with the Local Authority and governing body to enable health and safety policy and procedures to be implemented and complied with.
- Ensuring effective health and safety management arrangements are in place for carrying out regular inspections and risk assessments, implementing actions and submitting inspection reports to the governing body and Local Authority where necessary.
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors.
- Carrying out health and safety investigations.
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction, and training.
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Reporting to the Local Authority any hazards which cannot be rectified within the establishment's budget.
- Ensuring that the premises, plant, and equipment are maintained in a serviceable condition.
- Monitoring purchasing and contracting procedures to ensure compliance with local authority policy.

The Head Teacher may choose to delegate certain tasks to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Head Teacher from the overall day to day responsibilities for health and safety within the establishment.

The task of managing health and safety on the site has been delegated by the Head to: **The School Business Manager, Karen Hardman**

- Attend Governing Body and appropriate Governors' meetings relating to Health, Safety and Wellbeing
- Negotiate and influence strategic decision making within the school's Leadership Team relating to Health, Safety and Wellbeing
- In the absence of the Head Teacher, take delegated responsibility for Health and Safety related decisions
- Monitor the relevant legal, regulatory, ethical and social requirements and the effect they have on your school and staff
- Ensure people have a clear understanding of the policies and procedures and the importance of putting them into practice
- Monitor the way policies and procedures are actioned and provide support where necessary
- Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations
- Ensure the safe maintenance and security operation of all school premises
- Manage the maintenance of the school site including the purchase and repair of all furniture and fittings
- Ensure the continuing availability of utilities, site services and equipment
- Follow sound practices in estate management and grounds maintenance
- Monitor, assess and review contractual obligations for outsourced school services
- Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided
- Ensure ancillary services e.g., catering, cleaning, etc., are monitored and managed effectively
- Manage the letting of school premises to external organisations, for the development of the extended services and local community requirements.
- Seek professional advice on insurance and advise the leadership team on appropriate insurances for the school and implement and manage such schemes accordingly..
- Plan, instigate and maintain records of fire practices and alarm tests.
- Ensure the school's written health & safety policy statement is clearly communicated and available to all stakeholders
- Ensure the health & safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change
- Enable regular consultation with stakeholders on health and safety issues
- Ensure systems are in place to enable the identification of hazards and risk Assessments
- Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Leadership Team, and Governors
- Ensure the maximum level of security consistent with the ethos of the school
- Oversee statutory obligations are being met for pupils with special educational needs, ensuring that financial and supporting agency services are adequate for their diverse needs

The task of overseeing health and safety on the site has been delegated by the Head to: **The Caretaker, Martin Cowles.**

- To clean designated areas in accordance with the Authority's approved methods, frequencies and standards.
- To assist the Headteacher in monitoring the cleaning standards achieved by outside contractors on site.
- To ensure that the premises are kept secure and safe, including locking & unlocking buildings,
- Ensure the building alarm is activated & deactivated & premises are secured.
- Undertake handyperson duties as appropriate.
- Undertake portering duties.
- To assist the Headteacher in the organisation and arrangement of lettings.
- Deal with members of the public on site during lettings.
- Undertake regular inspections of the premises to determine the need for repair and maintenance work.
- Keep appropriate documentation and records of repairs.
- Monitor the effectiveness of, and ensure the maintenance of, all heating and service installations.
- Ensure that the grounds maintenance works are fully completed, and records kept up to date.
- Ensure that the school grounds are free from litter.
- Monitor the condition of the school fences and gateways and to take appropriate action, with the SBM/Headteacher's approval, to repair and improve the perimeters.
- Monitor the fuel used in the school buildings.
- Ensure that all energy bills are correct in accordance with the readings kept at the school.
- To liaise with the Governing Body named Governor and attend Resource Committee if requested to
- Use equipment, machinery and cleaning materials as directed and to ensure that such equipment is satisfactorily maintained.
- Ensure that accidents at work and defects of equipment and machinery are reported to the appropriate sources.
- Undertake administrative/clerical duties connected with the caretaking and cleaning service i.e., order forms, stock returns, work orders, time sheets etc

**Responsibilities of all other Teaching Staff/Non-Teaching Staff:**

- 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.
- Maintain or have access to an up-to-date library of relevant published health and safety guidance from sources including CLEAPSS, AfPE etc., and ensure that all subordinate staff are aware of and make use of such guidance.
- Ensure regular health and safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented and regularly reviewed.
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control.
- 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 that all accidents (including near misses) occurring within their department are promptly reported and investigated using the appropriate forms etc.
- Arrange for the repair, replacement, or removal of any item of furniture or equipment which has been identified as unsafe.

### **Responsibilities of all other Employees:**

Under the Health and Safety at work etc. Act 1974 all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the school's reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health, safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to the School Business Manager.
- Report immediately to the School Business Manager any shortcomings in the arrangements for health and safety.
- Ensure that they only use equipment or machinery for the purpose that it is intended and that they are competent/have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

## **5. How Risks are Managed (Arrangements)**

This section outlines the arrangements the school has for the completion of risk assessments and the practical control measures that are in place to reduce risk to all those present on site at a school at any given time. These measures form part of the Occupational Health, Safety and Welfare Management System (OHSWMS) that is audited on an annual basis, or as and when necessary, by the Local Authority.

Risk assessments take into consideration what measures are needed to protect the health and safety of all; staff; pupils; visitors and contractors. These may include (but are not exclusive) risks that may arise in the course of the school day. This could include anything related to the operation of the school premises or delivery of the school curriculum, whether this is on or off site.

We use guidance from the HSE on the risk assessment process This can be found at:

- Health and Safety Executive-Guidance-Industries-Public services-Education:  
<https://www.hse.gov.uk/services/education/>

### 5.1 Accident and RIDDOR Reporting Procedure

The school reports in accordance with the Local Authorities accident/incident reporting procedure, which requires employees to report accidents, violent incidents, dangerous occurrences, and near misses using the online reporting system.

School accident reports are monitored for trends on a termly and annual basis and a report made to the Governors.

The Head Teacher, or their nominee, investigates accidents and takes remedial steps to avoid similar instances recurring.

Any accidents reportable to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) will be investigated by the SMBC Health Safety and Wellbeing Team because this responsibility is delegated to them through the school's H&S SLA. This team can be reached on 0161 474 3056 for assistance.

Responsibility for accident/near miss reporting is with: **Karen Hardman**

### 5.2 Asbestos Management

Fairway Primary School does not have any asbestos.

### 5.3 Breakfast Club/ After School Club

Fairway Primary School operates a Breakfast and After School Club. Staff who run these follow the guidance regarding hygiene and other Health & Safety factors.

### 5.4 Buildings and Facilities

Fairway Primary School follows the School Premises (England) Regulations 2012 and compliance standards as outlined by the Department for Education (DfE). Safeguarding pupils and staff is paramount, so we ensure a safe and secure building as being a high priority.

To be effective, our school facilities management is co-ordinated by the School Business Manager and Caretaker who implements processes, and uses software solutions to support them. At Fairway this is the Safe smart App.

Strategic estate management is undertaken to ensure the land and buildings in our school estate support the responsible body's overall education goals and objectives over time. It is a whole organisation activity - to be effective it must be fully coordinated and integrated with the organisation's business planning processes.

Good strategic estate management will help your school be:

1. <b>Safe</b>	Poorly maintained schools are likely to be more hazardous.
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<b>2. Successful</b>	Ensuring that facilities are designed well for delivering the curriculum and avoiding poor physical environments can be linked with levels of attainment.
<b>3. Financially sustainable</b>	An effectively managed estate will minimise surplus provision, minimise revenue costs, optimise revenue generation, prioritise investment and maintain asset value.
<b>4. Efficient</b>	Repairs, maintenance and works to schools can be planned, minimising emergency works and preventing failures and loss of facilities. Planned works will be less costly than emergency works.
<b>5. Appealing</b>	A well-maintained school will help create a positive impression and attract pupils.

## 5.5 Child Injury Prevention

At Fairway our aim is to prevent any injury occurring to children whilst on site.

We aim to help families build confidence and skills in managing the real risks to their children's safety. Overall we want all children to have the freedom to grow and learn, safe from serious harm.

## 5.6 Competent Person(s)

We have a team of people who support the Health and Safety at Fairway Primary School. As a team we have a cross section of skills, knowledge and experience to manage the risks and to ensure we meet health and safety duties.

We buy back the Council's health and safety SLA, to provide 'health and safety and wellbeing assistance' in accordance with Regulation 7 of the Management of Health & Safety at Work Regulations 1999.

The school gets their competent health and safety advice from: SMBC Health & Safety Team

## 5.7 Control of Substances Hazardous to Health (COSHH)

All substances which may be considered hazardous to health must have been assessed.

A copy of the health and safety data sheet and COSHH assessment is available in the School Business Managers Office.

Any person using these chemicals must ensure they have seen and follow the information given on the COSHH assessment (including the wearing of any identified PPE).

Staff must not bring any hazardous chemical onto the school site unless prior permission has been sought and a COSHH assessment has been completed.

## 5.8 Display Screen Equipment (DSE)

A Fairway Primary School we use guidance outlined in the Health and Safety (Display Screen Equipment) Regulations as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002, to identify if employees would be classed as DSE Users, and assess their needs appropriately.

The definition of a DSE user is:

‘An employee who habitually uses DSE for a significant part of their working day’

The school adopts and follows SMBC’s DSE Guidance taken from the staff handbook (January 2019) section 15.4 which is reproduced below:

“Employees who use a computer or other Display Screen Equipment for a significant part of their working day are entitled to an eyesight test to be carried out by a qualified Optician.”

The Council will pay for the cost of eyesight tests and the provision of glasses up to but not exceeding the current amount set out in the Pay, Additional Payments and Allowances policy, which says that for a “Subsidy for corrective glasses (Display Screen Use) An allowance of £62.94 will be made to employees who need corrective glasses to comply with Display Screen Equipment (DSE) Regulations. In order to process any claim for reimbursement for these, the prescription detailing exclusive VDU use must be provided on application to your Manager to check criteria and must be kept for 6 years after application. Claims for reimbursement can only be processed if made on iTrent employee self-service and must be claimed within 6 months of the test. Only one claim within any 2-year period can be made. However, if employees are experiencing problems associated with VDU or DSE use then you should contact HR for advice.

If an employee enters into a period of notice, the Council will not reimburse for eye tests or prescriptions for glasses.

All school staff who habitually use computers as a significant part of their normal work (seated at a workstation with continuous or near continuous spells of an hour will be asked to complete a DSE Self-Assessment.

## 5.9 Electrical Safety (Including PAT)

Arrangements are in place for the testing of fixed wiring and fixed appliances by competent electrical engineers.

### What the School Must Do:

- When purchasing equipment, ensure that it is suitable for intended use and built to a relevant British Standard
- Establish a system for correctly wiring and fusing new appliances before use
- Ensure sufficient sockets are available before purchasing extra electrical equipment
- Ensure that no portable electrical equipment is brought onto premises and used unless it has been inspected by a competent person
- Consider other means of reducing risk e.g., low voltage equipment, RCDs. (circuit breakers)
- Ensure that a system is in place to ensure regular inspection and testing of high-risk portable electrical equipment annually and the fixed installation equipment every 5 years by a competent person. [See SMBC guidance for more details]
- Ensure that a system is in place for reporting faulty electrical equipment

- Ensure systems exist to withdraw all faulty equipment from service until repaired by a competent person
- Monitor arrangements, follow-up action and risk assessment according to results
- Ensure all contractors working with electricity are competent.
- Keep records of maintenance throughout the life of the system/equipment

In order to reduce the risk, Portable Appliance Testing (PAT) should be standard practice when:

- There is reason to suppose the equipment may be defective, but this cannot be confirmed by visual inspection.
- Any repair, modification or similar work has been done to the equipment;
- An interval has elapsed appropriate to the equipment, the manner and frequency of use and the environment

The School Caretaker is a qualified PAT tester. They have received suitable training and the right equipment to do the tests in house.

### **5.10 Fire Safety (Including PEEPS)**

Fairway Primary School ensures that a fire evacuation drill is completed at least once per term and records the date, time taken to evacuate and any other relevant details on the fire drill sheet.

The fire sheet will be kept up to date with entries for weekly fire alarm checks and fire door (means of escape) checks, monthly emergency lighting checks and fire extinguisher checks and any contractor visits or false alarms.

Arrangements are in place for evacuating disabled people via Personal Emergency Evacuation Plans (PEEP).

The Headteacher and Governors will ensure a full Fire Risk Assessment (FRA) by an external professional is completed every 4 to 5 years and that this is reviewed annually by the competent person at school.

The School Business Manager/ Caretaker will review the fire risk assessment if:

- there's reason to think it's no longer valid (for example, if there has been a fire in the building)
- there have been significant changes since the assessment was done (for example, major building works or more people using the building)

All staff are responsible for ensuring that pupils and visitors evacuate in an orderly and timely fashion in the event of the alarm sounding.

All staff are responsible for ensuring evacuation routes and doors are kept clear at all times.

### 5.11 First Aid

At Fairway Primary School we aim for all support staff to hold a current paediatric first aid qualification. The Forest School member of staff holds the first aid qualification relevant to this area of the curriculum.

Up to date lists of all first aiders are displayed in all areas of the school.

First aid kits are located in main office and every classroom.

Portable kits are made available to staff for off-site trips and visits.

### 5.12 Health and Safety Audits and Inspections

Regular visual inspections of the site and installations, where defects are identified and recorded are carried out by the school Caretaker. A documented facilities and health and safety inspection of the site is carried out termly by the School Business Manager, Site Manager, and Health and Safety Governor.

The Headteacher with the Health and Safety Governor will undertake an inspection of the premises and safety management systems on an annual basis and report to both the relevant sub-committee and full governing body meetings.

As part of the Health, Safety, and Wellbeing team service level agreement an annual Audit and Inspection of the site is undertaken.

### 5.13 Health Care Plans

Individual healthcare plans are **documents drawn up involving people who might be required to contribute to a child's care while at school**. Healthcare Plans are put into place on an annual basis and updated where and when needed.

At Fairway Primary School health care plans are in place for those pupils with complex medical needs e.g., chronic, or ongoing medical conditions.

These plans are reviewed annually by Liz Mason and parents/carers. The school nurse reviews these on an annual basis.

### 5.14 Infection Control

Fairway Primary School follows Government Guidance and regularly checks SLA online for updates.

We aim to prevent the spread of infections by ensuring routine immunisation, high standards of personal hygiene and practice, particularly handwashing, and maintaining a clean environment. Further advice when needed is sort through contacting the Public Health Agency Health Protection Duty Room (Duty Room) on 0300 555 0119 or visiting [www.publichealth.hscni.net](http://www.publichealth.hscni.net) or [www.gov.uk/government/organisations/Public-health-england](http://www.gov.uk/government/organisations/Public-health-england) for further advice or information, including the latest guidance.

### **5.15 Legionella Prevention**

Fairway Primary School has a Legionella Risk Assessment and a Written Scheme of Control which is held in the School Business Managers office.

The Headteacher is responsible for ensuring that actions identified in the Written Scheme of Control are completed including monthly temperature checks via an external company and the weekly flushing records.

### **5.16 Lockdown and Invacuation**

Fairway Primary School is aware of the threat posed from a broad range of terrorist methodologies. Such methodologies may include Vehicle as a Weapon, Marauding Attacks with either bladed weapons or firearms and improvised explosive devices etc.

At Fairway Primary School we use the term 'lockdown' to refer to getting everyone into a safe place and sealing the exits, Invacuation is the process of getting everybody inside and safe and securing the building.

Lockdown goes a step further, in that everyone on the premises – staff, pupils and visitors – are moved away from the potential danger to a place where they cannot be seen from outside the building.

Lockdown is only used in extreme circumstances where there is a serious and current threat to the safety of those in the building and/or facilities.

Invacuation might be required if:

- There is local air pollution due to a nearby fire or chemical release.
- There is a fierce dog or wild animal on the grounds.
- There is an incident or civil disturbance in the area that might affect the school.

Lockdown might be implemented if:

- There is an aggrieved, deranged, or intoxicated person trying to gain access to the school (this could be a parent or a stranger).
- There is an intruder on the site.
- There is an internal threat from a student.

Invacuation or lockdown could be triggered if there is an urgent imminent threat, or as a precaution because of a threat in the vicinity.

#### **Invacuation**

At Fairway, an invacuation will take the following shape:

1. A clear signal will be given that pupils, staff, and visitors can identify as an invacuation signal.
2. If pupils are outside, staff should immediately take them to the nearest safe area inside the building.
3. All external doors, shutters and windows should be shut and locked as necessary.
4. The register is taken to ensure all children are accounted for.
5. The staff member in charge of taking the register must notify the office if any children are unaccounted for.
6. Everyone should remain where they are until the all clear is given.

## **Lockdown**

At Fairway Primary School lockdown areas will be used in serious incidents.

Our lockdown areas all:

- Have a separate means of escape.
- Have no windows or doors directly to the outside, due to being protected by shutters or internal doors.
- Have a lockable door.

The steps taken will be the same as during an evacuation, but there will be an additional signal that lets people know the school is in lockdown. The doors and windows must be shut and locked, and blinds or curtains should be drawn. Depending on the nature of the threat, children may be told to hide under their tables.

Staff members will be responsible for supervising each lockdown area.

As a school we will practise evacuation procedures with pupils, in the same way on an annual basis.

We aim to take care not to frighten pupils and clear, strong communications are required to ensure that children know that practices are for the purpose of preparing them for the “real thing”, without introducing a fear factor. The more lockdowns are practised the less fearful pupils become.

### **5.17 Lone Working**

Staff are encouraged not to work alone in school. Where lone working is deemed necessary it is risk assessed and monitoring systems put in place.

The school adopts and follows SMBC’s Lone Working Policy.

### **5.18 Managing Contractors**

The school-based person appointed to liaise and monitor contractors on site is:  
Karen Hardman

The school adopts and follows SMBC’s Managing Contractors Policy.

### **5.19 Managing Medical Conditions (Inc. Allergens and Anaphylaxis)**

Fairway Primary School follows DfES guidance on the dispensing of medicines within school.

The administration of medicines is the overall responsibility of parents/carers. The headteacher is responsible for ensuring children are supported with their medical needs whilst on site, and this may include managing medicines where appropriate and agreed with parents/carers.

Records of administration will be kept by the person who administers the medication using CPOMs.

## **5.20 Manual Handling**

Fairway Primary School follows SMBC's Manual Handling Guidance and completes risk assessments on any significant manual handling tasks.

Employees who complete manual handling tasks will have suitable and sufficient training. Where employees are required to lift pupils, they will receive training in appropriate moving and handling techniques along with training in the use of any specific equipment.

## **5.21 Managing Stress**

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

Fairway Primary School adopts and follows SMBC's Stress Policy, making use of the Self-Assessment Tool, Stress Risk Assessment and Mental Health Toolkit as required.

The school has access to counselling services by manager referral or self-referral via SMBC's arrangement.

## **5.22 Off-site Visits**

At Fairway Primary School we follow the advice/ toolkit from SMBC regarding off site visits.

### EVC and visit leader training

As a school we appoint an EVC lead and they receive relevant training.

## **5.23 Personal Protective Equipment**

Personal Protective Equipment Regulations (PPE) 2018.

If a working environment presents significant risks to employee health and safety (e.g., from falling materials, contact with hazardous substances, contaminated air, extremes of temperature, etc.). The school would follow their duty on the employer to provide workers with personal protective equipment (PPE) to reduce the potential risk of harm when it cannot be reduced or mitigated by any other means ("last resort" principle).

If needed a suitable and sufficient risk assessment would be carried out, prior to providing PPE, to determine that potential risk cannot be mitigated through other control measures.

PPE includes, but is not limited to, high-visibility clothing, protective footwear, safety helmets, eye protection, safety harnesses and even respiratory protective equipment (RPE).

The Key factors of PPE regulation are:

- Suitable provision - where it has been assessed that PPE is required, the provision of PPE must be suitable and appropriate to the work-task and its associated risk i.e., the equipment must fit the user properly and be of proportionate size and weight for them to use it. 'The equipment must also be CE marked in accordance with the Personal Protective Equipment Regulations 2002.'
- Compatibility and effectiveness - where more than one item of equipment must be worn for any given task, the PPE items must still be effective when worn together. The wearing of one item (e.g., protective eyewear) must not cause the other item to be ill fitting, and therefore ineffective (e.g., a respirator) and vice versa.
- Maintenance and storage – PPE must be properly looked after, maintained, and stored. Reusable items must be properly cleaned and kept in good condition. If items have disposable parts (e.g., respirator filters) replacements parts must be properly compatible with the original piece of equipment.
- Considerations such as having replacement PPE available (in the event of damage or malfunction) and appointing someone to oversee how and when items are maintained are important too.  
Use and training – It's the duty of the employer to ensure that employees have correct training on the use of PPE, what level of responsibility that the employee has towards the maintenance of PPE and that they are properly informed about the risks that the PPE is protecting them from. It is also the responsibility of the employer to ensure that any PPE provided is being used correctly.
- Employee responsibility – The duty of the employee is to use PPE in accordance with instruction and training. Employees also have a responsibility to report any damage, defects, or loss of equipment that they are aware of.

Wherever PPE has been identified as being required as part of the control measure provision, this will be provided at no cost to the employee.

#### **5.24 Preventing Violence at Work and Personal Safety**

The Health and Safety Executive (HSE) defines work-related violence as:

Any incident in which a person is abused, threatened, or assaulted in circumstances relating to their work

This can include verbal abuse or threats as well as physical attacks. Fairway Primary School and its Governing Body takes incidents very seriously. These will be addressed through seeking further advice where needed.

### **5.25 Risk Assessments**

Risk assessments are completed for any significant risks in accordance with the SMBC Risk Assessment guidance. These cover curriculum-based activities in school, school visits and the running of the school building and grounds

Responsibility for ensuring risk assessments have been completed lies with the Headteacher/ School Business Manager.

Risk Assessments are held centrally, in the staff shared area under Risk Assessments and are available for all staff to view.

These risk assessments are working documents and will be viewed by staff carrying out the activity.

Risk Assessments will be reviewed on an annual basis or whenever there is a significant change to the activity/task /personnel or following an accident.

Specific risk assessments relating to individuals, e.g., staff member or young person/pupil are held on that person's file and will be undertaken by the Headteacher/ School Business Manager

### **5.26 Smoke Free Policy**

Fairway Primary School operates a strict no smoking policy and this includes electronic cigarettes.

## 5.27 Statutory Compliance Checks

Compliance Activities Within: Fairway Primary School							
Responsible Person	Activity	Frequency	Planned Date	Completed Date	Completed by (Name of contractor/ site supervisor)	RAG	Notes
Contractor	Air conditioning units	Annually					Best practice to service annually
Headteacher	Asbestos management - annual management report	Annually					Annual report to Governors
Contractor	Asbestos management - specific surveys prior to intrusive works	As required					Only required for project work
Site Supervisor	COSHH risk assessments from data sheets	Regularly					Review if products change
Contractor	Drainage maintenance	Annually					
Contractor	Electrical - 5-year fixed wire testing	5 yearly					All C1's and C2's must be completed
Contractor	Electrical - PAT (high risk items only)	Annually					Example policy & further info available from H&S team
Site Supervisor	Electrical - PAT (recorded visual checks of low-risk items)	Bi-annual					Can be done by Site Supervisor
Contractor	Fire call points	Annually					
Site Supervisor	Fire call points	Weekly					
Headteacher	Fire drills	Termly					
Contractor	Fire emergency alarm panel	Annually					
Site Supervisor	Fire emergency lighting	Monthly					
Contractor	Fire emergency lighting	Bi-annual					
Site Supervisor	Firefighting equipment	Monthly					
Contractor	Firefighting equipment	Annually					
Site Supervisor	Fire means of escape	Weekly					Any damaged/blocked doors must be recorded
Contractor	Fume Cupboards (Secondary Schools)	Annually					

### Compliance Activities Within: Fairway Primary School

Responsible Person	Activity	Frequency	Planned Date	Completed Date	Completed by (Name of contractor/ site supervisor)	RAG	Notes
Contractor	Gas safety - all gas appliances located on site	Annually					Regulation (36)(1) of the Gas Safety (Installation and Use) Rags 1998
Contractor	Gas safety - boilers & heating plant comprehensive maintenance	Annually					
Contractor	Gas safety - pressure systems (insurance check)	Annually					Pressure Equipment Regulations 1999 & Pressure Systems Safety Regulations 2000. Please see <a href="https://www.hse.gov.uk/pubns/indg261.pdf">https://www.hse.gov.uk/pubns/indg261.pdf</a>
Contractor	Gas safety - soundness/tightness	5 yearly					System is purged to check there are no leaks
Contractor	Gates and barriers	Annually					BS EN 1176
Site Supervisor	Gates and barriers	Weekly					
Contractor	Grounds Maintenance	Termly					
Contractor	Intruder Alarm	Annually					
Contractor	Kitchen - catering LEV inspection and cleaning	Annually					
Contractor	Kitchen - inspection of kitchen equipment (mixers, and fixed equipment)	Annually					
Contractor	Legionella - up to date risk assessment and written scheme	Annually					Review required if any significant changes to the HWS and layout
Contractor	Legionella anti scald	Monthly					
Site Supervisor	Legionella management quarterly cleaning of shower heads	Quarterly					
Site Supervisor	Legionella management weekly flushing of little used outlets	Weekly					
Site Supervisor	Legionella management weekly outlet temperature checks	Weekly					Temperature must be between 50-60 °C after running for 1 minute
Contractor	Local Extraction and Ventilation systems (Secondary Schools)	Annually					

### Compliance Activities Within: Fairway Primary School

Responsible Person	Activity	Frequency	Planned Date	Completed Date	Completed by (Name of contractor/ site supervisor)	RAG	Notes
Headteacher	Lockdown - test of procedures and policy	Bi-annual					Guidance on SLA online
Contractor	LOLER - Hoists and lifting equipment	Bi-annual					
Contractor	LOLER - Passenger Lift Inspection	Bi-annual					
Contractor	PE Equipment	Annually					
Site Supervisor	Playground equipment	Monthly					
Contractor	Playground equipment	Annually					
Contractor	Roller shutters annual maintenance	Annually					
Contractor	SICO Dining Table Maintenance	Annually					
Headteacher	Site Specific Risk assessments - 3 examples please	Annually					Best practice to review each year/record any changes
Contractor	Stage lighting and rigging & AV Systems	Annually					
Contractor	Tree inspections	Annually					

### **5.28 Sun Safety**

As part of our PHSE Curriculum we educate pupils about safe and unsafe exposure to the sun and how to reduce the risk of sun damage, including skin cancer.

As a school we ask Parent/carers to put sunscreen on their children before they come to school. We will apply further sunscreen if we have permission from the parent/ carer when needed throughout the day.

In extreme cases as a school we may decide to keep the children inside if temperatures are harmful.

### **5.29 Training**

The Head Teacher must ensure that staff receive information and training about health and safety. This includes:

- how to assess risks specific for their job
- how to meet their roles and responsibilities identified within the health and safety policy

At Fairway this is done in a number of ways for example, providing staff with written guidance or attending a relevant training course.

Staff whose work involves a greater element of risk will attend specific training. The school refers to the [HSE risk management guidance](#) which provides information about when staff require specific training in, for example:

- using industrial machinery
- managing asbestos
- having responsibility for the storage and accountability for potentially hazardous materials in their buildings

All members of staff, as part of their Induction to the school, will receive training on the requirements of this health and safety policy.

### **5.30 Work at Height**

Fairway Primary School adopts and follows SMBC's Work at Height Guidance.

When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff will be instructed to not climb onto chairs or other furniture under any circumstances.

Staff must not use access equipment unless appropriate training has been given.

A risk assessment will be completed for the access equipment or task, and staff using the equipment must have access to and comply with the risk assessment.

The access equipment will be visually checked before each use. An inventory is available for all access equipment, with an annual formal written check.

### **5.31 Work Equipment**

All work equipment will be purchased from a reputable supplier.

Before purchase the following considerations must be given:

- The installation requirements
- The suitability for purpose
- The positioning and or storage of the equipment
- Maintenance requirements (contracts and repairs)
- Training and use of the equipment.

Staff will not use new items of work equipment unless appropriate training has been given. A risk assessment will be completed for the work equipment, and staff using the equipment will have access to and comply with the risk assessment.

All plant and equipment requiring statutory inspection, testing and maintenance, will be inspected by an approved contractor through the buyback via SMBC.

Any PPE required for the use of work equipment will be supplied free of charge by the school. All employees must wear the PPE when operating such equipment.

## **6. Monitoring and Review of the Policy**

At Fairway Primary School we aim to maintain all aspects of Health and Safety. We regularly monitor and review our health and safety policies to ensure they are reducing risks. As part of this monitoring, we investigate incidents to ensure that they are taking appropriate corrective action, sharing learning and putting necessary improvements in place. We review our Health and Safety Policy annually.

If there is a major health and safety incident at the school, the Health, Safety and Wellbeing team from SMBC will assess the effectiveness of the school's procedures and its response. They will also, make recommendations for necessary changes to policies and procedures.

## **7. Useful contact details**

The Corporate Health and Safety team:

Phone: 0161 474 3056

Email: [healthandsafety@stockport.gov.uk](mailto:healthandsafety@stockport.gov.uk)