



PeelHall

PRIMARY SCHOOL



Health and Safety Policy Statement

Health and Safety at Work Act 1974

This is the Health and Safety Policy Statement of

PEEL HALL PRIMARY SCHOOL

Please see COVID 19 Risk Assessment, which details what changes have had to be put in place to mitigate against the risk of infection

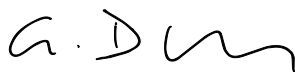
Our statement of general policy is:

- 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, kitchen equipment and appliances, 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 LA
- 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 accommodation for personal belongings;
- to 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 cover; safety at home, on the road, around water areas and railway lines, fire/matches/fireworks, no talking to strangers, bullying, smoking, 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: 8/12/2020

Signed:
(Headteacher)



Date 8/12/2020

Review Date December 2021

Organisation

County Controlled and Voluntary Controlled Schools

Overall and ultimate responsibility for health and safety in schools is that of the employer
i.e. the Strategic Director of Children's Services.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to School Governing Body and Headteacher.

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 the School Governing Body and Headteacher

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 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
- 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

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 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 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 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 policies as appropriate.

Teaching and Non-Teaching Staff

All Teaching and Non-Teaching 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 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, 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 members of staff as required

- The findings of the risk assessments will be reported to

The Headteacher/Deputy Headteacher

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

The Headteacher/Deputy Headteacher

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The Governing Body

will be responsible for ensuring the action required is implemented.

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The Governing Body

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 is

None at present

- Consultation with employee is provided by

Meeting with Headteacher/member of Governing Body as appropriate

3.0 Safe Plant and Equipment

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The Site Officer

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

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The Site Officer

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

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The Site Officer

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

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

The Headteacher/Deputy Headteacher

The Headteacher

will check that new plant and equipment meets health and safety standards before it is purchased.

- No unauthorised electrical equipment is to be used on 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

The Site Officer and Kitchen Staff

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

- In schools, Caretakers, Site officers and Kitchen staff will be responsible for obtaining product health and safety data sheets and for undertaking COSHH assessments. In libraries, museums and sports centres, the building manager and Kitchen staff will be responsible for obtaining 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).

All staff as appropriate to risk assessment

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.

The Site Officer

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

The Headteacher

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 posters are displayed:

**By the Headteachers Office door
In the Dining Hall**

- Health and safety advice is available from

The Health and Safety Section,
Children's Services Directorate
Unity House
Chorley Road
Sinton
M27 5FJ

Telephone Numbers:

Isaac Yusuf, Senior Health and Safety Officer
Netsai Piki, Health and Safety Officer

0161 920 8479
0161 778 0338

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

The class teacher or a member of support staff as appropriate

Each Member of staff

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

The Headteacher, Deputy Headteacher or member of staff identified as the most appropriate for the trainee

- Job specific training will be provided by

The Headteacher, Deputy Headteacher or member of staff identified as the most appropriate for the trainee

- Specific jobs requiring special training are:

Those which have specific health and safety implications, e.g. working at height, fire safety, asbestos safety, supporting children with medical conditions

- Training records are kept by

The Headteacher

- Training records are located:

In the School Office

- Training will be identified, arranged and monitored by

The Headteacher/Deputy Headteacher

7.0 Accident, First Aid and Work Related Ill Health

**Miss Twigley; Ms Berry; Miss Mulcahy; Mrs Adamapolous;
Mrs Rouse; Mr Sutherland; Miss Davies; Miss Whittaker
Mr Lomax; Miss Baldwin; Mr Lowe; Miss Cundle;
Mrs Burgess; Mrs Weedall; Mrs Wormleighton
Mr Richardson; Miss Tsang; Mrs Phenix**

- The first aid boxes are kept:

**In the School Office
In Infant Corridor (for use at lunchtime)
Classroom on first floor (Year 3)**

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

**in the School Office, to be filled in by office staff
And filed in the appropriate file**

- All serious accidents/incidents will also be recorded using the Authority's intranet based accident report form or by entering the data directly into the SAP system or by contacting the call-centre on 0161 909 6550.
- The Health and Safety Team at Unity House 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: -

Once a month

conduct a full workplace inspection at a frequency of:

Once a year

conduct health and safety audits at a frequency of:

Once a year

- Termly classroom inspections are carried out by the Teacher responsible for each classroom using the Monthly Housekeeping Inspection Sheet attached. The Site Officer is responsible for carrying out these housekeeping inspections in all communal areas e.g. corridors, hall, dining room etc. Any problems identified to be reported to the Headteacher immediately.

The Headteacher/Deputy Headteacher

is responsible for investigating accidents.

The Headteacher/Deputy Headteacher

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

All staff as appropriate to identified risk

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

9.0 Emergency Procedures – Fire and Evacuation

The Headteacher

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

**Headteacher
Site Officer
Member of Foundation Stage staff as determined annually**

- Escape routes and exits are checked by

The Site Officer

at a frequency of

Weekly + all staff have a responsibility to report any issues that might compromise safety

- Fire extinguishers are maintained and checked by

Firemark

at a frequency of once per year.

- Alarms are tested by

The Site Officer

at a frequency of

Once a week

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

Once a term

- Records will be kept:

In Site Officer's log

10.0 Visitors to School Premises

- Any person visiting the premises is requested, as practicable and relevant to make an appointment prior to the visit or submit CRB paperwork as appropriate

Identifiable visitors and other persons who may be affected include:

- invited guests and visitors to the school;
- volunteers and students who may assist with teaching;

- parents and customers to events such as jumble sales/Christmas Fairs etc;
 - users of school property out of school hours such as an aerobics class or a football club
 - bus drivers or other persons encountered on an external trip or holiday
 - contractors at the school (other than their own work activity, which they themselves are responsible for)
 - Council employees such as peripatetic teachers, grounds maintenance staff, advisers, refuse collection operatives etc;
 - deliverers of goods, meter readers etc;
 - trespassers unless injured by their own unsafe activities.
- On entering the premises, visitors must go to the reception office and sign in the visitor's book unless alternative arrangements have previously been arranged with the Headteacher, e.g. contractors may wear ID badges.
 - All visitors will be issued with a visitor's badge which is to be worn for the duration of the visit.
 - On departure, visitors must sign-out in the visitors' book.

11.0 Contractors and Safety

- Contractors are selected on the following basis: -

	Y	N
Cost	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Production of company safety policy	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Proof of Competence (e.g. production of qualification certificates)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
References	<input type="checkbox"/>	<input type="checkbox"/>
Via Property Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Any other criteria

<p>References as appropriate Sufficient Public Liability Insurance CHAS certification as appropriate Principles of best value</p>
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- All contractors are required to attend a pre-start meeting with the Head Teacher and any other relevant personnel e.g. Health and Safety Officer, in order for health and safety rules/information etc. to be communicated.
- All contractors are required to sign in and wear a visitor's badge.
- Contractors must not leave their equipment unattended.
- Activities carried out by a contractor must not present a hazard to others in the vicinity of the work.

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<p style="text-align: center;">The Site Officer</p>
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is responsible for monitoring contractors activities whilst on site.

- Under no circumstances will contractors be allowed to use equipment belonging to the school.

12.0 Educational Visits/Extra Curricular Activities

- The Head Teacher 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 and Skills (DfES) document entitled 'Health and Safety of Pupils on Educational Visits'.
- The Educational Visits Co-ordinator for the school is

<p style="text-align: center;">Name: Mo Adamopoulos Position: Receptionist</p>
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- All educational visits must be authorised by the Head Teacher in advance.
- The Head Teacher or Departmental Manager 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 the appropriate ratio as determined by the age of the children.

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

Simon Willis

Email: simon.willis@northyorks.gov.uk

Telephone: 01609 535951 or 07970 679517

- 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, Parental and other non-employed helpers should undergo a police 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.
- Deliveries should not take place during lunchtime, playtime, start and end of the school day
- Parents are not permitted to drive into the school grounds
- Disabled bay to be used only by people with mobility issues.

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"/>
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"/>

15.0 Occupational Health Services and Stress

- Occupational Health services are provided by the Occupational Health Unit, 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 a Human Resources Officer in the first instance.
- Occupational Health (Health and Wellbeing Service) can provide support for employees by offering a confidential stress counselling service, for both personal and occupational stress. Employees wishing to access the counselling service may do so by contacting 0161 603 4081.

16.0 External Groups/Activities

- External groups currently using school premise are

None

- 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

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**The Site Officer
Admin staff**

- All extra curricular groups using school premises must abide by school health and safety rules.
- Groups that use school premises to hold functions, will be asked to produce evidence of having carried out the necessary risk assessments and of implementing appropriate control measures to reduce any risks identified.
- All events organised by any other external group, should be notified to the Health and Safety Team at Minerva House to enable the necessary health and safety guidance to be issued.

17.0 Safety in the Community

- Safety in the community is addressed by

**PCSO
Fire Service
Crucial Crew (Year 6)
Covered in class and assemblies as necessary**

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.
- The school will address bad behaviour, bullying and harassment involving pupils by

**Following the School's Behaviour Policy and taking external advice
where necessary**

- The school will address good pupil behaviour by

Following the School's Behaviour Policy

- The school will address bullying and harassment involving staff by

Following the Dignity at Work Policy

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 dependant upon their age and their understanding of a hazard.

21.0 Caretakers and Site Officers

School Caretakers or 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 is the Site Officer required to look after his own safety, but has a major role in the safety of all the school population.

The basic duties 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 is not competent to carry out. This includes keeping a 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 would include assisting teachers with moving furniture and equipment, carrying stationery supplies and deliveries, moving milk crates, etc and where possible this should be done with the aid of handling devices;

Cover in the event of the Site Officer being absent:

The responsibilities are:

- a) security of the premises and its contents;
- b) lighting, heating and cleaning duties;
- c) portering where necessary

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
- A VDU assessment will be undertaken for all office personnel.
- 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 head teacher/teacher in charge may send the pupil home after consultation with the pupil's parents. This would be an authorised absence not an exclusion. Detailed guidance is in DCSF 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.