

THE ORCHARDS FEDERATION

HEALTH AND SAFETY POLICY & GUIDANCE

Signed (Executive Head):	Date:
Signed (Chair of Governors):	Date:
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THE ORCHARDS FEDERATION

POLICY FOR HEALTH & SAFETY

STATEMENT OF HEALTH & SAFETY POLICY

The Orchards Governing Board has adopted the Local Authority Model Health and Safety Policy. A copy of this can be seen in the Executive Head teacher's office along with copies of appropriate arrangements.

All members of staff have a responsibility under the Health and Safety at Work Act 1974 to:

- Take reasonable care of their own safety and that of others;
- Co-operate with the employer on health and safety matters;
- Use correctly any equipment provided for safety reasons;
- Report any defective equipment to the appropriate person;
- Report accidents/incidents or dangerous occurrences at the earliest possible opportunity and complete the appropriate log book;
- Be familiar with and observe at all times all safety policies and procedures;
- Take reasonable precautions to ensure the safety of any persons in their charge.

MANAGEMENT OF HEALTH AND SAFETY

- The Orchards Governing Board will ensure that the school's safety policy is implemented and that standards outlined in the document are maintained.
- The Executive Headteacher is responsible, on behalf of the Governors, for the day- to-day management of Health and Safety and will ensure that all matters related to health and safety are kept under review and reported to Governors periodically.
- The Executive Headteacher/Premises, Health and Safety Manager are the identified Risk Assessors for the School.
- For a list of all named responsible persons please see page 13

HEALTH & SAFETY / MAINTENANCE REPORTING LOG

- All Maintenance/Faults and Issues must be reported via email to the Premises, Health and Safety Manager (premises@theorchards.bolton.sch.uk) or via the software link to the school's 'EVERY' software system.
- These faults or issues include any hazard, heating problem, lighting problem, safety issue or repair needed or any specific 'urgent' issues. It is the responsibility of all members of staff to report on noticing any incident/potential hazard within the school or school grounds.
- All maintenance faults and issues are recorded on the 'EVERY' software system and jobs/repairs are allocated to either a member of the Site Team or contractor, when appropriate, and reviewed accordingly by the PHSM.
- This information will be updated/monitored daily by the Premises, Health and Safety Manager, and reviewed by the Executive Headteacher on a regular basis.
- This information will also be reported to the school governor's termly Premises Committee, for review and feedback.



FIRST AID

First Aid boxes are located in:

Upper Site: the Main Office, Staff room, Medical room, Hydrotherapy Pool and in ALL classroom areas on both floors. Also School Kitchen offices, Site Team rooms and 'Main' cleaner's cupboard

Lower Site: the Main Office, Staff room, ALL classroom areas, Staff room and also School Kitchen offices, Site Team rooms and 'Main' cleaner's cupboard.

Arrangements regarding first aid provision are set out in the First Aid Policy. The names and locations of the first aid trained staff on site are listed in the first aid policy and also clearly signed around the school.

First aid is never to be administered by anyone except first aid trained staff with in-date training certification, operating within the parameters of their training.

Please use your NEAREST trained First Aider.

Home telephone numbers/next of kin details for pupils and staff can be found in the School's Admin Office.

ACCIDENT/INCIDENT BOOK - (Red Casebound Book)

- This is located in the School Admin office areas and must be completed for each separate incident by the person witnessing the event. This must always be done as soon as possible after the incident.
- Accidents **must** be entered in the Accident/Incident book along with information about treatment given and contact with parents.
- **Parents MUST BE informed** of all injuries to their child either by letter, telephone or in the case of Green Fold pupils, via the Home School diary. A separate standardised letter referring to "Head Injuries" should also be sent home with any child who has experienced an injury to the head.
- Orange accident forms must be completed for all significant injuries to staff, pupils and visitors.
- Further guidance on accident reporting can be found in the front of the accident /incident book and also in a handout provided by the Premises, Health and Safety Manager.

FIRE/EMERGENCY EVACUATION

- Please also see: FIRE SAFETY PROCEDURES
- Please also see: POLICY RE: PERSONAL EMERGENCY EVACUATION PLANS (PEEPS)

Please note - ALL the phones in school can dial the emergency services, but remember the number is 99999. If you have to contact the emergency services from your nearest phone, ALWAYS let the School Admin office be aware, so they can direct the services accordingly when they arrive on site.

All emergency exits are clearly labelled. Procedures for the evacuation of the school in case of fire are displayed in each classroom. These will be brought to the attention of visitors to the school by class staff, as well as initial instruction from the School Admin Team on the visitors arrival to site.

Fire drills will be held each term and reported on to Governors (and also when specific works are in the building which impact on blocking existing designated escape routes etc)

Fire extinguishers can be found in the following places:-

Upper Site: In the main entrance hall, the food tech room, classrooms and main corridors. There are also appropriate extinguishers in the main school kitchen and the boiler room. Fire blankets are located in main school kitchen and food tech room.

Lower Site: In the main entrance hall, the classrooms and main corridors. There are also appropriate extinguishers in the main school kitchen and the boiler room. Fire blankets are located in main school kitchen, Nursery class and Reception class 'kitchenette' areas.

PLEASE NOTE: Fire extinguishers should not be used UNLESS there is no safe exit out of the building. In the event of fire "Get Out and Stay Out"

The general fire procedure for the school which all staff, on discovering a fire, must follow will be:-

- Raise the alarm at the nearest point;
- Evacuate pupils by the nearest/safest route – if your class group is already out on the 'pitches', do not re-enter the building, make your way to the assembly points.
- Clear classrooms and close doors and windows behind you;
- Ensure there is orderly evacuation;
- Assemble the class as per the plan and check that all pupils are accounted for.

The fire alarm system, sprinkler system and extinguishers are tested and checked weekly by the Site Team and are serviced and maintained on a regular basis by approved contractors.

The Fire Log book is kept in the School Office (Upper Site) and the Site Team's room (Lower Site) and is completed by them as required. This contains a range of information including:

- Record of Fire Practice drills
- Location of Portable Fire Fighting equipment and Service Schedule
- Fire Alarm and sprinkler system test record
- Fire Alarm Service and Fault record – Contractor
- Record of Tests/Faults on Emergency Lighting
- Record of visits by Fire Brigade.

COSHH REGULATIONS

- A copy of the above regulations can be found in the School Admin Office. All substances must be stored securely either in the Site Team's room, Site Team's store, Cleaner's store room areas or Main School Kitchen storage cupboard.
- The Site Team's room, store and Cleaner stores will be locked in their absence. **Under no circumstances should pupils be sent to these rooms.**
- Staff and children **must not** bring any substances into school from their own homes unless the substance has been checked under the COSHH regulations. The school will use only those substances supplied by official contractors, as they have already been assessed. We do require copies of substance data sheets to be kept on site.
- Copies of all 'product safety data sheets' will be kept for each item, along with the information transferred to the local authority's COSHH risk assessment template.

OXYGEN CYLINDERS IN SCHOOL

- Fire and explosion risks are adequately controlled when oxygen is in use in school.
- Daily, recorded, checks of stored oxygen must be carried out.
- Cylinders should be stored in the open air where possible. If this is not reasonably practicable, then they should be stored in a well ventilated area or storeroom, the door of which should be marked with the oxygen symbol
- Cylinders must not be subjected to extremes of heat or cold and must be stored away from highly flammable liquids, combustible materials, oils, greases and from sources of heat and ignition.
- Fire Alarm panels and adjacent site floor plans must clearly show location of stored oxygen cylinders, and ALL employees must be made aware of the location of ALL oxygen cylinders, be it stored on-site or with pupils. This information to be made available to the Fire Service in the event of a fire.
- Risk assessment to be completed by oxygen cylinder provider
- To transport oxygen safely to and from school and on educational visits
 - Training is provided for staff who are identified through the Care Plan to administer oxygen

- The child is escorted to school by an appropriately trained person instructed in administering oxygen.
- In the event of an accident or incident - the driver must inform the emergency services that oxygen is being carried and where it is located. Copies of Material Safety Data Sheets (MSDS) should be available on the vehicle and handed over to the emergency services. Information regarding the size of cylinders and amounts of oxygen on board should also be included with the MSDS.

Also refer to specific “Oxygen Cylinders in School” Risk Assessment for further information.

ELECTRICAL SAFETY

- A log of Fixed and Portable appliances is kept in the main office (Upper Site) and Site Team Room (Lower Site). All portable electrical appliance equipment is checked on an annual basis by a recognised contractor and listed in the log book. Items checked carry a date marked sticker.
- Staff and pupils **SHOULD NOT** bring portable electrical appliances into school from home. New items will be checked, as soon as reasonably possible, the Site Team has a PAT tester.

SPILLAGES

- Any spillage should be cleaned using the appropriate cleaning materials - advice obtainable from the Site Team (or if they are not available contact the Admin Office)
- Disposable powder-free vinyl gloves and travel sick bags will be available in the same locations as first aid boxes are located. Disposable powder-free vinyl gloves are also available in all hygiene toilet suite areas and laundry areas. Mops (Yellow) used for cleaning spillages should be rinsed thoroughly.
- A specialist Body fluid cleaning kit is also available in each classroom or hygiene suite, for staff to clean any body fluid spillage.

PERSONAL NEEDS OF PUPILS

- Disposable powder-free vinyl gloves and disposable aprons are provided for staff involved in changing incontinent or sick children and **MUST** be worn at this time.
- Soiled materials and gloves should be disposed of in the containers provided in each hygiene suite toilet area. Changing beds **MUST** be wiped with an appropriate substance (diluted disinfectant sprays available in all hygiene suites) after each child has been changed.
- Purell hand gel is available in all hygiene suites and the pool changing areas for staff hand cleaning/disinfecting following changing. Hand gel is also provided in small containers for each member of staff to carry.
- Purell hand gel is also provided in all Key Stages 1 and 2 classes within Cherry Tree, for use by pupils. All staff are responsible for encouraging good hygiene habits in the children. Particular emphasis is placed on hand washing.

SUN PROTECTION

- When the sun is particularly bright, children are encouraged to bring sun hats to school.
- Sun glasses may also be brought to school at these times.
- In Key Stage 1, parents may make requests in writing, for staff to apply sun cream to children.
- In Key Stage 2, children may bring small bottles of sun cream to apply themselves.
- However, the school cannot take responsibility for replacing lost property items. All staff are asked to be vigilant in ensuring that children do not expose skin to the sun for long periods of time.

MANUAL HANDLING

- The school has a number of qualified Centaur Moving & Handling Trainers who organise a programme of training and review for staff.
- Records must be kept of staff trained and the information they have received.
- Fixed and portable electrically operated hoists are available in school as well as a range of other moving and handling resources. To comply with requirements of the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), all equipment is inspected, serviced and maintained at regular intervals by approved contractors.
- To comply with the LOLER regulations, all hydraulic change beds must also be inspected, serviced and maintained on an annual basis by an approved contractor.
- Moving and Handling risk assessments are carried out as required, and must be updated accordingly, for each pupil's individual needs.

SECURITY

- The Executive Headteacher, Premises Health and Safety Manager, Site Team and Bolton Council's Security Service are the named key holders for the schools and as such are responsible for the security of the 2 buildings.
- ALL Classroom staff are asked to ensure that all windows, blinds and outside exit doors are closed and locked at the end of the school day or if leaving their classrooms for prolonged periods of time.
- Magnetic locks, with a fob release system, are fitted to the outer main entrance doors, staff area internal doors, side access gates and specific fire exit doors on both the Upper and Lower Sites.
- **Please note**, all magnetic locks do 'switch off' in the event of a "real" fire alarm activation.
- Key fobs are available on both long and short term loan basis, when appropriate, from the school offices. When issuing a key fob on a short term basis e.g. when staff leave their fob at home for a day, the school's admin staff may ask for an item in way of a deposit i.e. keys from the borrower, to be kept securely in the office and returned to the lender on return of the key fob. Hopefully, this will ensure ALL key fobs are returned!! Long term 'loans' of fobs are for members of staff who come into school on a regular basis e.g. one to one tutors.
- In the event of an individual access fob being lost it **MUST BE** reported to the school offices immediately and will be deactivated immediately. It is possible to reactivate an individual fob if it is found at a later date. Replacement fobs will be charged at a cost of £10.
- Both buildings are protected by intruder alarm and CCTV systems.
- **All visitors to the school** must report to the main reception desk and sign in using the Inventory system. They will be asked to wait in the lobby area, then, either be escorted by a member of the school's admin team or be 'collected' by the member of staff being visited. Visitors are **NOT** allowed to roam within the building. Staff expecting visitors **must** ensure that the School Admin Offices are aware of the time of their appointment.
- It is **everyone's responsibility to question the presence of a stranger**. Remember to always be aware to possibly challenge anyone wearing a **RED LANYARD or RED WALLET**, if they are unaccompanied by a member of staff. Usually they have a good reason for being on site and a polite enquiry or offer of help is usually accepted without offence by legitimate visitors.
- Staff should, however, approach people with caution and particularly when outside, on the school grounds.
- If you have concerns about anyone you see 'unattended' within the buildings or grounds, please contact the School Admin Office on the internal telephone system for assistance.

EDUCATIONAL DAY/RESIDENTIAL VISITS

- ALL school trips or visits off the school sites **MUST** be recorded on the Evolve system.
- Guidelines for the planning and organisation of such visits can be found on the Evolve system. Each member of staff has a user log-in to access the system – contact the Premises, Health and Safety Manager for details and assistance in using the Evolve system.
- All trips and visits must be first authorised by the Head of school, before being submitted onto the Evolve system.

- All school trips or visits MUST be submitted onto the Evolve system, a minimum of 2 weeks before the visit. Residential and adventurous trips must be submitted a minimum of 4 weeks before the trip, as these require additional local authority scrutiny and approval.
- All trips and visits must be fully risk assessed well in advance – ask the Premises, Health and Safety Manager or Heads for further guidance. These assessments must include any known allergic or medical information for both pupils and staff.
- The Federation currently seek advice, when appropriate, from the local authority's Health and Safety team.

INDIVIDUAL CARE/INTIMATE CARE PLANS

- Individual care plans have been drawn up for named pupils in the Federation. These refer to children who are not continent or who have epilepsy and/or complex medical problems.
- The procedures as outlined in the care plan are agreed by the Executive Head Teacher, parents and the school nurse, and are updated, at least annually as part of the annual review process or following medical consultations. Copies of the plan are stored in the pupil's Health & Welfare file (Green Fold) and with the SENCO (mainstream), the main office and other areas as appropriate.

CONTRACTORS

- The Governors will, as far as possible, use only those contractors recommended and approved by the local authority. Where this is not possible, contractors will be asked to outline their position re. public liability insurance, method statements and DBS information, before any contract/work goes ahead.
- Contractors entering school will be informed of the parameters and times in which they can safely operate. Contractors will be asked to inform the Executive Head Teacher or Premises Health and Safety Manager of any work to be carried out which has implications for the health and safety of people in school.
- Also see separate policy and risk assessment for Contractors on Site and other related risk assessments.

PREMISES HEALTH and SAFETY MANAGER'S RESPONSIBILITIES

The Premises Health and Safety Manager, and when appropriate the Site Team, have an obvious and crucial role to play in the School's Health and Safety Policy.

The Premises Health and Safety Manager has a copy of the appropriate sections from the Children's Services Health and Safety Manual.

His general responsibilities are:-

- to ensure that all equipment, machinery and apparatus under his control (as identified in job description) is in good condition and can be used safely.
- to ensure that all hazardous substances are correctly used, handled, stored, transported and disposed of safely.
- to ensure that proper precautions are observed in the boiler plant rooms and main school kitchen areas.
- to ensure that proper precautions are observed in all areas of school and school grounds.
- to notify the Executive Head Teacher of any defects or occurrences in or on the premises which might constitute a health and safety hazard
- have a working knowledge of the Governors Policy on contractors in school and to ensure that the procedures are carried out at all times
- after consultation with the Executive Head Teacher and agreed delegation, arrange consultation re: Health and Safety arrangements.

STAFF & PUPILS

All employees are responsible for the care and safekeeping of their personal property and possessions during the course of employment.

- Employees should keep personal property brought onto school premises in a safe and secure place and should be kept in a secure locked cupboard.
- Employees are expected to make their own insurance arrangements for their personal property.

Class Teachers and Teaching Assistants

The class teacher is responsible for the safety of pupils whilst in classrooms, workshops and laboratories, this has been a statutory duty since 1987. If for any reason this responsibility cannot be accepted it must be discussed with the appropriate Head of School/Premises, Health & Safety Manager before any activities take place.

A class teacher, along with their teaching assistants, are expected to:

- Know the emergency procedures in respect of fire and first-aid and the special safety measures to be adopted in his/her own teaching areas and to ensure that they are applied.
- Exercise effective supervision of pupils to ensure that they know of the general emergency procedures in respect of fire and first aid the special safety measures of the teaching area
- Give clear instructions and warnings as often as necessary (notices, posters and hand-outs are not enough)
- Ensure all areas are safe and secure for pupils, other staff and visitors to the school.
- Ensure pupils can't have access to any materials, resources, equipment or substances which will endanger them in anyway.
- Ensure that pupils coats, bags, cases etc are safely stored away.
- Integrate all relevant aspects of safety into teaching procedures and if necessary give special lessons on safety
- Follow safe working procedures personally.
- Ensure that classroom based activity risk assessments are in place. These can be adapted from 'generic' risk assessments held by the Premises, Health & Safety Manager, who will also advise on the completion. *Also see section on 'Risk Assessments' in this policy.*
- Ensure that before specific lessons, by carrying out a risk assessment, that all protective clothing, guards, screens, etc. plus any special safety procedures are available and will be used when appropriate.
- Make recommendations on safety measures to the appropriate Premises, Health & Safety Manager/Head of School
- When taking playground duty or games lessons teaches need to check that there are no obvious hazards eg broken glass
- Staff will not be asked to carry out any activity for which they are not competent, trained or authorized.

NB: Students on placement at The Orchards will be made aware of the Health and Safety arrangements applicable to them through the student co-ordinators.

School Meals Supervisory Assistants

School Meals Supervisory Assistants are expected to:

- exercise effective supervision of pupils during break and lunch,
- ensure they know the general emergency procedures in respect of fire and first-aid and are clear about their responsibilities in these situations.

Pupils are expected to:

- Exercise personal responsibility for safety of themselves and others.
- Observe standards of dress consistent with safety and hygiene.
- Observe the safety rules of the school, in particular the instructions of staff given in an emergency
- Have respect for all school equipment and property, whilst they are in and out of school.
- Use and not wilfully misuse, neglect or interfere with things provided for safety.
- Follow directly the instructions of staff, especially in an emergency situation.

- All parents/carers **MUST** ensure they provide school with **ALL** current contact, allergy and medical information. School will, on a regular basis, issue forms for completion by parents/carers to ensure the school's pupil records are up to date.

NB: It is essential that all pupils, and parents when appropriate, are made aware of the requirements of this section.

ADMINISTRATION OF MEDICINES IN SCHOOL

Please see separate policy document(s).

- All school staff, visitors to school and contractors who come into school, who have to bring in medication, prescribed or otherwise, must always ensure that they are safe and securely locked away and are not accessible to any pupil.
- School staff are not permitted to administer any of their own medications to any pupil.

ALCOHOL AND ILLEGAL DRUGS

The taking of illegal drugs or alcohol during working hours or whilst on any school visits where pupils are present is unacceptable and will not be tolerated. Staff members are expected to attend work without being under the influence of alcohol or illegal drugs.

If alcohol or drug usage impacts on a staff member's performance, the school has the right to discuss the matter with the employee and take appropriate action.

AROMATHERAPY OILS

- Only approved oils will be used. Check with COSHH regulations.
- Before using oils with pupils, staff must check with parents for any allergies which individual pupils may have.
- Permission for the use of oils must be obtained from parents/guardians.

INFECTIOUS DISEASES

- Any infectious disease (or suspected) are to be reported to the Executive Head and Premises, Health and Safety Manager.
- The person responsible for notifying the Children's Services Department of any notifiable disease is the Executive Head Teacher and/or Premises, Health and Safety Manager.
- Details of notifiable diseases and periods of exclusion are kept in the main school admin offices.

SCHOOL VISITS AND JOURNEYS

NB: Please see Bolton Council's "Policy and Practice File" for the current school policy on 'Out of School Activities'.

- All visits and journeys will comply with the Bolton Council's Trips and Visits Policy, ensuring that all aspects relating to the safety of staff and-pupils are risk assessed and evaluated.
- Any member of staff driving a mini-bus must have undertaken Bolton Council's, or appropriate Authority, mini-bus driving test. This will be arranged by the Premises, Health and Safety Manager when appropriate.

Wearing of Seat Belts on all school vehicles:

- Adult and children's seat belts are fitted in all vehicles used by the Schools, **they must be worn at all times.**
- If a strap needs to be removed, the vehicle must pull in. If this is not possible then a verbal warning must be given to the driver to make them aware that a child or member of staff is not strapped in.
- If staff do not adhere to this policy then the Governing Board will not accept liability.
- Prior to setting off on any journey staff must ensure that all children's seat belts are adjusted to fit comfortably.

LOADING AND UNLOADING OF SCHOOL TRANSPORT:

- All transport is fitted with seat belts. Clamps are also fitted for the safe transportation of pupils travelling in wheelchairs.
- It is the responsibility of the driver and escort to ensure that pupils are correctly fitted into the mini-bus before leaving home or school.

Please also refer to separate “School Transport Protocols – Green Fold”

Unloading:

- Buses will be unloaded in order of arrival at the school. No bus will be unloaded unless there is a member of the school staff in attendance.
- Pupils who are mobile will be seen safely off the transport and in through the school door.
- There are a number of pupils who will require lifting off the transport in this instance:
 1. Ensure that there is another member of staff present before lifting the pupil.
 2. Have a buggy or wheelchair ready to put the pupil into, do not carry to class unless in an emergency.
 3. Use the straps in the buggy or wheelchair to ensure pupil safety before transporting to the class room.
 4. Always position your body correctly (as identified in the policy on moving and handling).
 5. Pupils who travel in chairs will be removed from the transport by the driver.

Loading.

- Mini-buses will be loaded in order of arrival at the school, or as appropriate.
- Staff, responsible for each particular bus, will escort their pupils out to the bus only when they have been told to do so by a member of the senior leadership team or designated person.
- Staff will see pupils onto their buses and, if required, will ensure that all pupils have their seat belts on before leaving the school site. The seat belts will be checked by the escort.
- Although we ask staff to do the above, it always remains the responsibility of the escort and driver to ensure that all pupils in their care are safe before setting off.

When assisting a child onto the mini-bus please note the following:

1. Those pupils who require lifting onto the bus must be taken out in a buggy or wheelchair.
2. Never carry a pupil to the bus, except in an emergency.
3. Lift to another adult already on the bus.
4. Do not step up onto the bus whilst carrying a pupil.
5. Maintain the correct posture
6. The driver will operate the tail lift and ensure that all wheelchairs are correctly clamped.

Staff using Local Authority transport for visits or trips.

- No one must drive the bus without first passing Bolton Council's driving test.
- Only those trained to do so, may use the tail lift and clamp wheelchairs.
- All staff and pupils must use the seat belts provided at all times.
- The guidelines for loading and unloading identified above, apply in this instance.

SWIMMING LESSONS

- If attending swimming lessons off the school site, all 'visit' information and risk assessments etc. must be completed and input onto the Evolve visits system.
- From leaving the classroom until returning there, the "duty of care" is the responsibility of the teacher/HLTA/TA4 in charge.
- The swimming instructors are in charge of the class for the duration of the swimming lesson.
- Each teacher/HLTA/TA4 with swimming responsibility will be given a copy of the Local Authority's swimming regulations (Section 9) and if applicable, the school's policy for the use of the hydro-therapy pool.
- They should read these carefully and abide by them, always putting the safety of pupils first.

HYDRO-THERAPY POOL

Please see separate Policy document

SAFETY IN THE SENSORY ROOMS

- All activities in the sensory rooms should be planned and assessed in accordance with whole school policies on planning and assessment.
- The sensory room co-ordinator will provide additional support to those pupils identified by the Class teachers as requiring additional light room activities.
- Each class will have a period of time for using the sensory room. Although certain classes may not have pupils with specific requirements for using the equipment, they will take part in group activities which utilise the sensory room as a resource.
- Generally, no equipment should be removed from the Sensory Room as fully equipped mobile sensory trolleys are available on both sites.
- All staff must ensure that sensible, safety precautions are maintained when using the sensory rooms with individual or groups of pupils.
- No pupil should be allowed to remain unattended in the sensory rooms.
- Staff must report faulty equipment as soon as possible to the Premises, Health and Safety Manager and Sensory room co-ordinator, in order that repairs can be carried out.
- All equipment will be tested on a regular basis by an approved contractor/engineer at the request of the Executive Head Teacher or Premises Health and Safety Manager as appropriate.

MOBILE AND FIXED TRACKING HOISTS

- There are presently a number of mobile and fixed tracking hoists on both school sites. It is expected that these will be used for those pupils identified through risk assessment as requiring moving and handling by the means of a hoist.
- The physiotherapist/Centaur trained staff will carry out a risk assessment on the moving and moving of pupils.
- If it is identified that individual pupils require the use of a hoist then it is expected that staff will follow all their individual Moving & handling Care Plans (see Health & Welfare/SENCO file)
- Staff will receive training on the use of the hoist as appropriate

Staff must be aware that if they do not comply with training and instructions then they will be personally liable for any accident or injury that may occur.

P E. EQUIPMENT

- The large P.E. equipment based in the school hall is checked for safety by an approved contractor on an annual basis. Any equipment found to be faulty will be put out of use until such time as repairs have been completed or new equipment purchased, whichever is required following inspection.
- All staff are expected to take necessary safety precautions during the time that pupils in their care are using P.E. equipment.
- All equipment will be put away in a safe manner and the storage area kept in a tidy condition.
- Any faults found with equipment or breakages incurred must be reported to the P.E. coordinator and/or Premises Health and Safety Manager.
- The P.E. Subject leaders, after consultation with the Executive Headteacher and Premises Health and Safety Manager will arrange for repairs to be carried out if this is appropriate.
- Risk assessments for all equipment need to be carried out P.E. Subject leaders and reviewed by the Premises Health and Safety Manager.

PUPIL SUPERVISION

- All adults left in a supervisory capacity with pupils will have enhanced DBS clearance
- Students and staff awaiting DBS clearance will be allowed to work with pupils but must NEVER be left unattended with them.
- Pupils will never be left unattended or unsupervised.
- Each year as new class lists are implemented, the Executive Head teacher and Heads of School, will identify appropriate staffing levels for supervision of pupils. They will take into account the individual needs of pupils, areas in use, space, risks undertaken and will then allocate staff accordingly.
- Appropriate levels of supervision must also be maintained during “off school site” trips, visits and activities.

FOOD TECHNOLOGY AND EQUIPMENT

The majority of this guidance applies to the Food Technology room on the Upper Site, however, it is acknowledged that many pupils and staff prepare food on a regular basis elsewhere in both buildings:

- High levels of hygiene **must** be maintained at all times.
- Pupil and staff hands should be washed at the start of each lesson.
- Use the appropriate materials provided for activities e.g. cleaning cloths, tea towels, hand towels.
- As part of their education, pupils may use cleaning materials and knives in this area of school but must be supervised by a member of staff at all times. When not in use these materials must be kept in a locked cupboard away from pupils.
- Cupboards are provided for the safe storage of equipment and these must be used and kept clean and tidy. These cupboards should be kept free of any damaged equipment e.g. chipped plates etc
- Safety/warning signs are displayed in the Food Technology room and must all be noted.
- Staff will endeavour to, through carefully planned teaching, make pupils aware of dangers to themselves and others.
- Adhere to all rules of safety when using electrical equipment.
- Any faults or breakages in electrical equipment must be reported to the Premises Health and Safety Manager and/or Site Team for the necessary repairs to be carried out.
- Only use recognized and tested equipment. **On no account bring in electrical equipment from home.**
- The temperature of the fridge should be correctly maintained at + 1degree centigrade to + 4 degrees centigrade.
- Food in the fridges should be checked regularly to ensure that nothing out of date is stored, and when appropriate disposed of accordingly.
- **NO items must be stored or left on top of ANY microwave oven at any time (even when turned off).**
- **NO items must be stored or left on top of cooker hob surfaces at any time (even when turned off)**
- **Be mindful of leaving the cooker unattended, with items still in it and the heat left on. This is a significant fire risk!**
- Pupils must wear aprons or other protective clothing.
- Waste should be disposed of in a waste bin with lid.

MAIN SCHOOL KITCHENS

- The main kitchen area is only to be used by authorised staff in accordance with their identified safe working procedures.
- Authority and procedures for local management of the main kitchen is controlled by the Kitchen Manager.
- Any persons not normally authorised but wishing to enter the kitchen area must gain approval prior to entry and must strictly adhere to the kitchen safe working practices.

BOILER ROOMS (PLANT ROOM)

NO ACCESS TO BOILER PLANT ROOM or MAIN SWITCH ROOM, OTHER THAN SITE TEAM or APPROVED CONTRACTORS

- Plant and Switch rooms kept clear of materials and appropriate storage used for all items of equipment or chemicals
- Ensure lighting levels are maintained and working
- Plant and Switch rooms to be kept locked at all times, keys only available for Site Team
- Appropriate signage in place
- Gas boilers and supply tested in line with regulations, certified and recorded
- Electric supply and appliances tested in line with regulations, certified and recorded

VEHICULAR ACCESS

- The speed limit on both sites is 5mph.
- Please be very aware of adults/children who may be on site.
- It is expected that staff and visitors will use the designated parking areas in the school grounds.
- No parking is allowed directly in front of the entrance to both school buildings except for loading/unloading and in the designated spaces.
- Specific parking bays are provided for visitors, which clearly display restrictions of times for their use, due to access requirements of SEN transport vehicles.
- Care should be taken to ensure access for emergency vehicles at all times.
- No deliveries will be allowed on-site between 08:30 and 09:30 or 14:30 and 15:30, to reduce vehicle movement on the school sites whilst pupils are loaded/unloaded from school transport.
- Parents/Carers are not allowed to drive onto or park on the school site at the beginning or end of the school day to drop off or collect their child(ren), unless agreed by Executive Headteacher.
- Staff not parking on the school sites must comply with all road markings and show consideration for all local residents and their access to their properties.

SMOKING

The Governing Board operates a No Smoking policy in both Federation buildings and within the grounds of both sites. This also includes electronic cigarette devices **NOT** being allowed to be used in school buildings or within the grounds.

RISK ASSESSMENTS

Assessments of significant risks will be carried out at the school. The Executive Head Teacher/Premises Health & Safety Manager may ask an individual involved in the task to complete the assessment. Completing the assessment does not make that person responsible for any outcome arising from it.

An assessment will be completed on many aspects of school life, but in particular the following:

- Residentials
- Educational Visits
- Moving and Handling of individual pupils
- Use of the Hydrotherapy pool
- Swimming
- Any other activity likely to cause harm or injury to staff, visitors and pupil
- Students
- Volunteers
- Use of the building after school hours
- All other areas (usually premises related) which must be assessed e.g. fire, legionella

All risk assessments should allow school leaders to 'identify and prioritise' any action needed to be taken to reduce risks, prevent accidents and to comply with statutory regulations.

It is understood that different professionals working in the school must co-operate on common Health and Safety issues.

The school will use the risk assessment form template produced by the local authority, and a vast selection of 'generic' risk assessments have been produced by the Premises, Health and Safety Manager are available for reference.

Where the Executive Head Teacher/Premises Health & Safety Manager considers it appropriate they will share concerns with the full Governing Board and may, after this consultation refer the matter to the local authority or the Health and Safety Executive.

GOOD HOUSEKEEPING

Tidiness, cleanliness and efficiency are essential factors in the promotion of good health and safety.

The following conditions are to be adhered to at all times:

- All corridors and passageways are kept free from obstruction.
- Shelves in storerooms and cupboards are stacked neatly and not overloaded.
- Floors are kept clean and dry, and free from slip and trip hazards.
- Emergency exits and fire doors are not obstructed in any way.
- Supplies and resources are stored safely in their correct locations.
- Rubbish and litter are cleaned and removed at the end of each working day.
- Poor housekeeping or hygiene conditions are immediately reported.

CONCLUDING STATEMENT

Suggestions by any member of staff to improve standards of health and safety are welcomed by the Senior Leadership Team and Governing Body. The greatest hindrance to good practice is apathy. This policy is communicated to staff as part of their induction process and copies are kept in each classrooms "Health and Safety/Information" folders. Any changes following policy review are communicated to all staff.

THE ORCHARDS FEDERATION - HEALTH & SAFETY ARRANGEMENTS

The arrangements section of the health and safety manual has been designed for educational establishments to complete with the relevant health and safety information for staff, visitors and contractors.

3.1 ROLES & RESPONSIBILITIES

The Senior members of staff in the establishment with responsibility for Health and Safety matters/the health and safety co-ordinator are:	Andrew Feeley Dave Colbourn
The Governor appointed for health and safety is:	Cllr C Mistry
Consultation with staff, regarding health and safety is provided via:	Staff briefings
Members of the Governors Health & Safety (Premises) committee are: Andrew Feeley Holly Bonfield Councillor Champak Mistry Laurie Williamson Martin Rostron Gillian Charnock Dave Colbourn Heads of School	
Members of the Hydrotherapy Pool Committee are: (Please ask for current information) Andrew Feeley Dave Colbourn Gary Anders Identified representatives of the Governing Board (Elected annually) Representative(s) from Physiotherapy Team	
3.2 RISK ASSESSMENT	
The person responsible for ensuring risk assessments are carried out is:	Andrew Feeley / Dave Colbourn
Copies of risk assessments are located :	Main Admin Offices - Both sites Pregnancy RA & other health related RAs stored in individual personnel files
Staff who have undergone training and are competent to carry out risk assessments are:	Dave Colbourn Andrew Feeley
Any hazards noted within the building or site must be reported to:	Dave Colbourn Andrew Feeley
The person responsible for initiating risk assessments of hazard reported and for ensuring that control measures are implemented is:	Dave Colbourn Andrew Feeley
Risk assessments will be reviewed on an annual basis, unless there is a change in circumstances or specific concerns regarding an activity or following an incident/accident <i>(NB this should be carried out at LEAST every 2 – 3 years)</i>	
The educational visits co-ordinator is:	Dave Colbourn Local authority H&S Team
Educational visits risk assessments and paperwork are located in:	Offices of: Gary Anders (Green Fold) Mary Fraser (Cherry Tree)

3.3 EMERGENCY & FIRE ARRANGEMENTS

The person who discovers the emergency will raise the alarm immediately by the most appropriate means and ensure that the Executive Headteacher/Premises Health and Safety Manager/Heads of school or in their absence, a member of the senior management team is informed immediately and that where appropriate the emergency services are summoned.

He/she will liaise with the emergency services when they arrive and take advice from them.

The priorities in an emergency situation are as follows:

- to ensure the safety of all persons, their removal from danger,
- their care and the application of first aid and medical treatment where appropriate;
- to call the emergency services when appropriate;
- to safeguard the premises and equipment, if this is possible without putting persons at risk.

The competent person responsible for monitoring the fire risk assessment and liaising with the fire risk assessor is:	Dave Colbourn
Fire drills will be held on a termly basis by:	Dave Colbourn
Fire alarm points will be tested on a weekly basis by:	Upper Site: Site Team Lower Site: Site Team
Means of escape will be checked on a weekly basis by:	Site Team
Fire fighting equipment will be checked on a weekly basis by:	Site Team
Emergency lighting will be tested on a monthly basis by:	Site Team
Records of tests, checks and drills will be held in/by:	Dave Colbourn
Fire extinguishers will be serviced on an annual basis arranged by:	Dave Colbourn

All staff should undertake fire training on an annual basis

3.4 ACCIDENT, DANGEROUS OCCURRENCE, VIOLENT INCIDENT AND NEAR MISS REPORTING AND INVESTIGATION

Any employee who witnesses an accident, dangerous occurrence, verbal abuse or actual or threatened violence or near miss, or to whom one is reported, will complete an accident report as soon as possible after the event for both employees and non employees (inc. pupils, visitors etc)

Location of accident forms:	Main offices – both Sites
Person(s) responsible for accident forms:	Dave Colbourn Mary Fraser Gary Anders
Person(s) responsible for carrying out accident investigations is:	Dave Colbourn Representative of Central Health & Safety as required
Accident forms must be completed on a weekly basis and returned to	Bolton Council, Central Health and Safety Unit, Office 4, Ashburner Street, Bolton, BL1
The person(s) responsible for monitoring and reviewing accidents and incidents to identify trends and patterns is:	Dave Colbourn & Heads of Schools: Mary Fraser Gary Anders

Where accidents are found to be caused by faulty plant, equipment, premises or unsafe systems of work action must be taken to remove or isolate the hazard and warn people until the necessary modifications or repairs can be made.

3.5 FIRST AID

Lists of currently trained staff available in the main office and staffrooms both sites, and in all classroom areas, situated with each first aid kit

The person(s) responsible for ensuring first aid qualifications are maintained/and appropriate levels of qualified staff is/are:	Dave Colbourn & Heads of Schools: Mary Fraser Gary Anders
The person responsible for ensuring that first aid cover is provided for staff working out of normal school hours is:	Dave Colbourn Andrew Feeley
First aid boxes are kept in the following points:	Main Office, Staffroom and in all classrooms, Medical Rooms both sites. Hydrotherapy Pool Site Team and Cleaner stores School Kitchens
Travelling first aid boxes are located:	School's Main Admin Office
The location and contents of all first aid boxes will be	Reviewed on a Termly Basis, Restocked Annually
The person(s) responsible for the checks is: Deficiencies of first aid materials should be reported to	Dave Colbourn School Nurse
The address and telephone number of the nearest medical centre/NHS GP is:	Stonehill Medical Centre Dr Silvert and Partners Highfield Surgery 235 Highfield Road Farnworth, Bolton BL4 0NX Tel: 01204 573445
	Out of Hours: 0161 763 8940
The address and telephone number of the nearest hospital with accident and emergency facilities is: Accident & Emergency Dept Royal Bolton Hospital Minerva Road Farnworth Bolton BL4 0JR	Main reception: Adult Emergency Department Tel: 01204 390300 Main reception: Children's Emergency Department Tel: 01204 390415
Occupational health services and provisions are available from the Council appointed: 'Health Assured' Employee Assistance Programme – Tel: 0800 030 5182 Please speak to the Executive Head Teacher and/or School Business Manager regarding accessing this service.	



3.6 PUPILS WITH MEDICAL/SPECIAL NEEDS	
The person(s) responsible for undertaking and reviewing the healthcare plans of pupils with medical needs is:	Andrew Feeley Gary Anders School Nursing Team
The person responsible for ensuring pupil specific risk assessments are conducted is :	
The person responsible for the supervision and storage of pupils medicines is:	
3.7 MAINTENANCE AND PREMISES	
All employees and governors must report any hazards that could be a cause of serious or imminent danger, e.g. damaged electrical sockets, broken windows, suspected gas leaks, wet or slippery floors immediately, by telephone to:	Dave Colbourn Site Team
A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to:	Dave Colbourn Site Team
Defective furniture or equipment should be taken out of use immediately and reported to:	Dave Colbourn Site Team
The person (and/or their deputy) responsible for unlocking and locking, dealing with emergency call outs for the building, and arming and disarming security alarms etc is:	First (Out of Hours) Bolton Council's Security & Response
	Second Site Team Dave Colbourn Andrew Feeley
3.8 HEALTH AND SAFETY TRAINING	
The person responsible for drawing to the attention of all employees the following health and safety matters as part of their induction training is:	Andrew Feeley Dave Colbourn Mary Fraser Gary Anders Sharon Unsworth
<p>Induction training should cover:</p> <ul style="list-style-type: none"> • Health and Safety Policies: Bolton Council Departmental and School. • Education Visits Policy • Risk Assessment • Fire and other Emergency Arrangements • Accident Reporting Arrangements • First Aid Arrangements • Safe Use of Work Equipment • Procures for Hazardous Substances • Good Housekeeping • Hazard Reporting and Maintenance Procedures • Special Hazards/Responsibilities Associated with their Work Activity • Special Needs of Young Employees (e.g. Work Experience Placements) 	
The person responsible for organising health and safety training is:	Dave Colbourn Andrew Feeley

3.9 WORK EQUIPMENT

The following equipment has been identified as likely to involve a specific risk to health and safety and its use, inspection and repair is therefore restricted.

<p><u>Ladders</u> Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is :</p>	<p>Dave Colbourn</p>
<p>Person(s) authorised to use:</p>	<p>Site Team</p>
<p><u>Equipment for pupils with special educational needs</u> The person responsible for ensuring that all hoists, both ceiling mounted & mobile, used for moving people are inspected and serviced every six months and hydraulic change beds are inspected and serviced annually by a competent contractor and kept in good working order is:</p>	<p>Dave Colbourn</p>
<p><u>Lifts</u> The person responsible for ensuring that lifts are inspected and serviced every six months is:</p>	<p>Dave Colbourn</p>
<p><u>Caretaking equipment</u> (including powered cleaning equipment, power and hand tools etc) Person responsible for selection, inspection, maintenance, training, Supervision, safe use and risk assessment is:</p>	<p>Dave Colbourn</p>
<p>Person(s) trained and authorised to use are:</p>	<p>Site Team</p>
<p><u>Cleaning equipment</u> (including powered cleaning equipment etc) Person responsible for selection, inspection, maintenance, training, Supervision, safe use and risk assessment is:</p>	<p>Council's Environmental Services</p>
<p>Person(s) trained and authorised to use are:</p>	<p>Council's Environmental Services Staff</p>
<p><u>Main School Kitchen equipment:</u> Person responsible for maintenance of equipment:</p>	<p>Dave Colbourn</p>
<p>Person responsible for selection, inspection, reporting of faults, training, Supervision, safe use and risk assessment is:</p>	<p>Gail Rimmer Council's Environmental Services Staff</p>
<p>Person(s) trained and authorised to use are:</p>	<p>Council's Environmental Services Staff</p>
<p><u>Laboratory Apparatus and Equipment</u> Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:</p>	<p>N/A</p>
<p><u>Design and Technology Equipment</u> Person responsible for selection, inspection, maintenance, training, Supervision. Safe use and risk assessment is:</p>	<p>Subject Leaders</p>
<p>The person(s) responsible for instructing pupils in the safe use of equipment before they use it and checking they use it correctly is/are:</p>	<p>Class teachers</p>
<p>The person(s) responsible for ensuring that all machinery is adequately guarded and that the guards are in position when the equipment is in use is/are:</p>	<p>Dave Colbourn</p>
<p>The person responsible for taking out of use any equipment which is inadequately guarded is/are:</p>	<p>Dave Colbourn</p>

Art and Design Equipment Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Class Teachers
Person(s) authorised to operate and use is/are:	Class Teachers Pupils under supervision
PE Equipment (indoor and outdoor) Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Premises Health & Safety Manager, PE Subject Leaders
Person(s) responsible for regular (daily) visual inspection is/are:	Site Team Class Teachers
Contractor responsible for annual full inspection and report is:	Approved Council Contractor
3.10 PORTABLE ELECTRICAL APPLIANCES	
The person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded is:	Dave Colbourn
Person(s) responsible for carrying out formal visual inspection and testing is/are:	Site Team
STAFF MUST NOT BRING ONTO THE PREMISES ANY PERSONAL PORTABLE ELECTRICAL APPLIANCES	
3.11 PERSONAL PROTECTIVE EQUIPMENT (PPE)	
<i>Suitable PPE will be provided, free of charge, where appropriate and identified as necessary in a risk assessment. All employees are responsible for informing their manager as soon as they become aware of a need to repair or replace PPE, which they use.</i>	
The persons responsible for inspecting PPE termly and replacing personal protective equipment when it is worn out are as follows <ul style="list-style-type: none"> - Science - Design Technology - Art and Design - Caretaking and cleaning - Catering - Grounds maintenance - Cleaning Services 	Dave Colbourn Site Team School Kitchen Supervisor Subject specific resources – Subject Leaders
3.12 HAZARDOUS SUBSTANCES	
Copies of all the hazardous substances inventories are held centrally by:	Dave Colbourn
The person responsible for undertaking and updating the COSHH risk assessments is:	Dave Colbourn
3.13 ASBESTOS	
The person responsible for making arrangements for dealing with asbestos in compliance with the BMBC's policy, and ensuring that the premises asbestos plan is consulted by visiting contractors and other relevant persons is:	Dave Colbourn Upper Site: New build No asbestos Lower Site: Asbestos Survey details available (June 2015) Contractors statement available
The asbestos management plan is held:	
The person responsible for ensuring that the plan is updated, annually and as appropriate following work on the fabric of the building is:	

3.14 LEGIONELLA	
The Duty Holder as defined in the Control of Legionella Bacteria in Water Systems ACoP is:	Andrew Feeley
The responsible person (as defined in the Control of Legionella Bacteria in Water Systems ACoP) is:	Dave Colbourn Site Team
3.15 WORK EXPERIENCE	
The person(s) responsible for co-ordinating work experience placements, ensuring risk assessments are completed, ensuring students are visited etc	CT Lynn Robinson GF Debbie Hall
3.16 VISITORS	
On arrival all visitors should report to: where they MUST sign into the Inventory System to be issued with: <ul style="list-style-type: none"> • an identification badge • relevant health and safety information ie. Fire Evacuation information 	School Main Office
3.17 CONTRACTORS	
The person responsible for selecting contractors and vetting contractors health and safety, policies, procedures, risk assessments, method statements and past health and safety performance is:	Dave Colbourn
The person(s) in control of contractors whilst on site is:	Dave Colbourn Site Team
3.18 NOISE and TEMPERATURES	
Any employee concerned about the noise and temperature levels at work should report the matter to who will arrange for remedial action or for an assessment to be made by the Health and Safety Team:	Dave Colbourn Andrew Feeley
3.19 CLEANING ARRANGEMENTS	
ALL MEMBERS OF STAFF are responsible for arranging to clear up spillages, including vomit and other fluids which occur whilst they are in charge of the area concerned. Other spillages, leaks or wet floors should be reported to the Site Team (or if not available the School office) who will arrange for them to be dealt with.	Site Team / Cleaning Teams
3.20 DISPLAY SCREEN EQUIPMENT	
The display screen equipment assessor for the establishment is	Dave Colbourn
3.21 MISCELLANEOUS	
The current Health and Safety Law Poster is located:	<u>Both buildings:</u> Staffroom Main office area School Kitchens <u>Upper Site:</u> Ends of 'main' class corridors <u>Lower site:</u> Children's centre
The person responsible for updating it is:	Dave Colbourn Andrew Feeley
	Smoking - The Governing Board has prohibited smoking in the school buildings, school grounds and in vehicles under its control. This also prohibits the use of electronic cigarette devices in those locations.
	No dogs are allowed in or on any of the school grounds.

Signed (Executive Head)	Date:
Signed (Chair of Governors)	Date:
Review Date: September 2017	