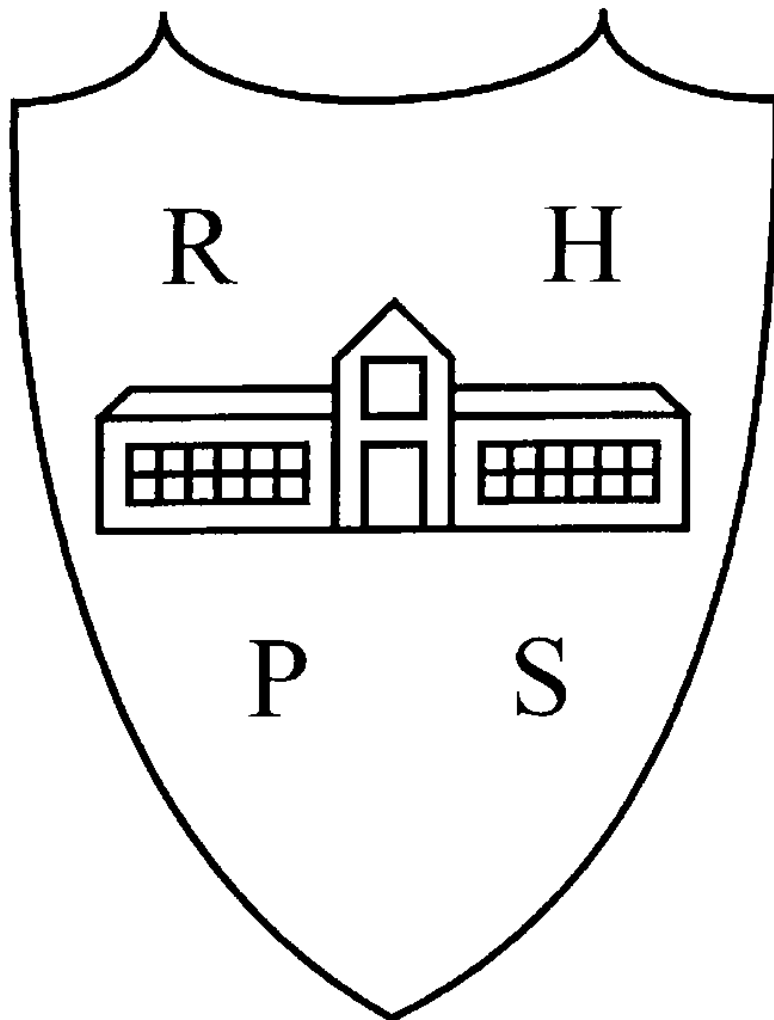


**MANCHESTER CITY COUNCIL**

**CHILDREN'S SERVICES**

**HEALTH AND SAFETY POLICY FOR:**



**Rack House Primary School**

# **MANCHESTER CITY COUNCIL CHILDREN'S SERVICES**

## **HEALTH AND SAFETY POLICY DOCUMENT**

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**Part 1.1**

**HEALTH AND SAFETY STRUCTURE/ORGANISATION CHART**

**Manchester City Council**

**Manchester City Council Children's Services**

**Director Children's Services**

**Chair of Governors**

**Board of Governors**

**Headteacher**

**Deputy Headteacher**

**Health & Safety Officer**

**Educational Visits Co-ordinator**

**Subject / General Teachers**

**Support Staff:**  
**a) Administrator**  
**b) Caretaking/Cleaning**  
**c) Catering**

**Workplace Health & Safety Representative (Union Appointed)**

# RACK HOUSE PRIMARY SCHOOL

## GENERAL STATEMENT OF POLICY

### Part 1.

It is our Policy to, so far as is reasonably practical, to provide and maintain safe and healthy working conditions, equipment and systems of work for all employees and pupils of Rack House Primary School and to provide such information, training and supervision as necessary for this to be achieved.

Responsibility is also accepted for all others who may be  
· affected by our activities - actions or omissions.

The allocation of duties in respect of Health and Safety matters and the particular arrangements made to implement the requirements of this policy are as detailed in Part 2 of this policy document.

The Policy will be reviewed periodically so as to ensure, so far as is reasonably practicable, that all legislative changes which may affect our activities have been incorporated and are being observed throughout Rack House Primary School.

Further to the above the Health and Safety Policies of both the Manchester City Council and the Manchester City Council Children's Services are acknowledged and observed.

Headteacher: Mr D Amesbury

**Signed:**  ..... **Date: January 2016**

Chair of Governors: Councillor Mr K Ashberry

**Signed:**  ..... **Date: January 16**

## **Part 2.**

### **RESPONSIBILITIES**

- 2.1 The overall and final responsibility for Health and Safety within the City Council is that of:

#### **THE CHIEF EXECUTIVE OFFICER**

- 2.2 The responsibility for ensuring that the requirements detailed in this policy are being carried out throughout the Children's Services is that of:

#### **THE DIRECTOR OF CHILDREN'S SERVICES**

- 2.3 The responsibility for ensuring that the requirements detailed in the policy are carried out throughout this establishment is that of:

#### **THE HEADTEACHER**

In the event of his/her absence then this responsibility becomes that of:

#### **THE DEPUTY HEADTEACHER**

- 2.3 The following listed members of staff are responsible for Health and Safety matters in particular specialist areas.
- a) General Matters **Health & Safety Officer**
  - b) Catering Matters **Manchester Fayre**
  - c) Cleaning Matters **Site Manager**
  - d) Play Equipment **Health & Safety Officer**
  - e) Asbestos Matters **Site Manager**
  - f) Legionella Matters **Site Manager**
  - g) Fire Matters **Site Manager**
  - h) Educational Visits **Mrs PA Stevenson**

- 2.4 All employees have responsibility to co-operate with the management team so as to achieve a healthy and safe workplace and to take reasonable care for themselves and others who may be affected by their actions and/or omissions.
- 2.6 Any employees observing health and safety situations which require attention **shall as soon as possible** notify the situation to the person designated as having responsibility for that particular area as detailed in 2.4 above.
- 2.7 Consultation between management and employees is provided for by **Regular Staff Meetings**
- 2.8 Others areas of responsibility
- a) Safety Training **Health & Safety Officer/Headteacher**
  - b) Safety Inspections **Health & Safety Officer**
  - c) Accident Investigation **Health & Safety Officer/Headteacher**
  - d) Maintenance of plant and equipment **Site Manager**

### **PART 3.**

#### **GENERAL ARRANGEMENTS**

##### **3.1. FIRST AID**

First Aid Boxes are available in the following locations:

- a) Main school office
- b) Nursery
- c) Happy Land
- d) Kitchen
- e) All classrooms

The designated First Aiders are holders of a current First Aid Certificate as per the requirements of the Health and Safety (First Aid) Regulations 1981 and as such are designated First Aiders.

The designated First Aiders will be responsible for maintaining adequate stock for the first aid boxes checked monthly and recorded .

The responsibility for ensuring the reporting of accidents/injuries as per the requirements of the Reporting of Injuries Diseases, and Dangerous Occurrences regulations 1995 and as detailed in LMS Health and Safety Guidance Note No. 51.

**Health & Safety Officer/Headteacher**

### 3.2 **GENERAL FIRE SAFETY**

A Fire Safety Risk Assessment as per the requirements of the Regulatory Reform (Fire Safety) Order 2005 Fire Safety Risk Assessment was completed in December 2006 and is reviewed annually

The responsibility to ensure the Fire Safety regulations is adhered to and files are kept to date is that of the **Site Manager**

Evacuation of the establishments must be carried out at least once per term so as to ensure that all persons (employees and pupils) are fully aware of the procedures to observe in the event of an emergency evacuation of the premises being required.

The frequency for the testing and checking of fire safety procedures and equipment is as Follows.

a) Escape Routes	Daily Check
b) Fire Extinguishers	Weekly Visual
c) Fire Extinguishers	Annual Maintenance
d) Fire Alarms	Weekly Test

### 3.3 **ADVICE AND CONSULTANCY**

Health and Safety Executive	952 8200
Environmental Health Department	234 4857
Greater Manchester Fire Brigade	608 1103
Greater Manchester Police	872 5050
Manchester Working	957 5986
Children's Services	234 7463
Corporate Health, Safety & Welfare Team	234 3140
Healthwork Ltd	831 9701
Corporate Services Asbestos Group	234 6209
Corporate Services Legionella Group	219 6253

## **PART 4**

### **HAZARDS**

- 4.1 The Control of Substances Hazardous to Health Regulations 1994 (COSHH) requires that all hazardous substances be identified and procedures for the storage - handling - use - control and disposal be fully documented.

C.O.S.H.H. files have been produced to cover substances in the following areas.

- a) Caretaking/Cleaning
- b) Catering (Manchester Fayre - see kitchen staff)
- c) General Areas

These files contain - manufacturers/suppliers data sheets. Working practices / precautions to be taken. Monitoring and test results for local exhaust ventilation/extraction equipment. The responsibility for ensuring that these files are kept to date is that of

### **Health & Safety Officer**

### 4.2 **HOUSEKEEPING RESPONSIBILITIES**

- a) Cleanliness **Site Manager**
- b) Waste Disposal **Site Manager**
- c) Storage of materials (General) **Health & Safety Officer**
- d) Storage of materials (Hazardous) **Health & Safety Officer**

### 4.3 **ELECTRICAL EQUIPMENT**

- a) The testing of portable electrical and electronic equipment is carried out annually by **the Site Manager** and as per Handbook for Heads Guidance Note R051/LMS Note 19.
- b) All portable electrical and electronic equipment must be visually checked by users on a daily basis so as to ensure that cables are in good condition and secured in the cord grip and that the plug is not damaged. This check to be carried out prior to equipment being brought into use each day.
- c) The testing and checking of the electrical installation throughout the establishment is carried out by **Beta Group Ltd** on a 5 yearly basis as per the requirements of the Electricity at Work Regulations 1989 and to the standards of the Institute of Electrical Engineers.



- d) The testing and checking of the emergency lighting installation throughout the establishment is carried out by **Site Manager.**

#### 4.4 **P.E.**

- a) The testing - checking and maintenance of all fixed indoor / outdoor P.E. and play equipment is carried out by **Continental Sports.** annually

#### **PLAY EQUIPMENT**

- b) The testing - checking of all fixed outdoor play equipment is carried out by **Moral Play Services.** annually and maintenance by
- c) The checking and maintenance of all loose/portable play equipment is carried out by **School Staff as directed by individual line Managers.**

#### 4.5 **FIRE ALARM AND FIRE FIGHTING EQUIPMENT**

- a) The testing – checking and maintenance of the monitored fire alarm system is carried out by **Protec Fire Limited**
- b) The testing – checking and maintenance of all fire fighting equipment is carried out by **Chubb Fire and Security Limited.**

#### 4.6 **ASBESTOS**

A Full MDHS type 2 survey as per the requirements of the Control of Asbestos at Work regulations 2002. Reg 4(9)(c)(i) was completed in January 2003 and June 2006 and January 2012 and a type C survey April 2015

An Asbestos Management Plan has been completed and is adhered to.

The responsibility to ensure the asbestos regulations are adhered to and files are kept to date is that of the **Site Manager**

#### 4.7 **LEGIONELLA**

A Full Legionella Pneumophila Risk Assessment Survey as per Section 16(4) of the Health and Safety at Work Act 1974 and the control of legionella bacteria in water systems Approved Code of Practice and Guidance L8 was completed January 2007.

The responsibility to ensure the legionella regulations are adhered to and files are kept to date is that of the **Site Manager**

#### 4.8 **EDUCATIONAL VISITS**

The Governing Body has adopted Manchester City Council Children's Services Educational Visits Policy and Guidance and a member of staff is trained as Educational Visits Coordinator.

### **PART 5**

#### **TRAINING**

The responsibility for the arranging of training for all staff is that of: **The Head Teacher / Health and Safety Officer.**

The Manchester City Council Corporate Health, Safety & Welfare Team is available on **0161 234 3140**

### **PART 6**

#### **CONTRACTORS AND VISITORS**

The control of contractors and visitors on site is of paramount importance in ensuring that good safety practices are observed at all times and this is carried out by:-

- a) **Contractors**
  1. Pre-Contract meetings when work methods and safety precautions to be observed whilst on site are fully discussed and agreed upon.

2. The responsibilities for ensuring that contractors are in fact complying to agreed practices is that of **The Head Teacher / Site Manager or any other designated Project Officer as may be appropriate to the work being undertaken.**

b) **Visitors**

All visitors entering the premises shall report to the general office, sign in on the EntrySign and await collection / guidance to person/persons being visited.

**Part 7.**

**GUIDANCE NOTES**

1. Guidance on individual Health and Safety Regulations can be found by reference to the Children's Services Health and Safety Manual which is available in each establishment.
2. All records requiring to be maintained are entered into the Schools Assessment and Record File or the file is referenced as to where records are located and who is responsible for maintaining such records.
3. This Policy Document should be read in conjunction with that of the Children's Services main Policy on Health and Safety and the City Councils general statement on Health and Safety.

## **DESIGNATED MEMBERS OF STAFF**

**Headteacher: Mr D Amesbury**

**Deputy Headteacher: Miss C MacPherson**

**Educational Visits Co-ordinator: Mrs PA Stevenson**

**School Health and Safety Officer: Mr B Johnson**

**Appointed Person Fire: Mr B Johnson**

**Appointed Person Legionella: Mr B Johnson**

**Asbestos Appointed Person: Mr B Johnson**

**School Business Manager: Mrs. PA Stevenson**

**Site Manager: Mr B Johnson**

**Designated First Aiders:**

**K McClendon J Kelly C Holt**

**L Baird S Begum**

**Lunchtime: L Jones J O'Neill R Box**

**K Goodwin C Watkins A Shaw**

**S Hildebrandt**

**Cook in Charge: Miss A Shaw**

**Senior Lunchtime Organiser: Mrs. L Jones**

**Assistant Senior Lunchtime Organiser: Miss K Goodwin**