

MANCHESTER CITY COUNCIL  
EDUCATION DEPARTMENT

HEALTH AND SAFETY POLICY FOR:

ASHBURY MEADOW PRIMARY SCHOOL



Signed (Head Teacher) \_\_\_\_\_

Signed (Governor) \_\_\_\_\_

Date March 2014 \_\_\_\_\_

Review Date March 2017 \_\_\_\_\_

# MANCHESTER CITY COUNCIL EDUCATION DEPARTMENT

## HEALTH AND SAFETY POLICY DOCUMENT

### CONTENTS

1. **General Statement Of Policy**
- 1.1 **School Structure/Organisation**
2. **Responsibilities**
3. **General Arrangements**  
**First Aid**  
**General Fire Safety**  
**Advice/Consultancy**
4. **Hazards**  
**Control Of Substances Hazardous To Health**  
**Electrical Equipment**
5. **Training**
6. **Contractors and Visitors**
- **Notes**

# MANCHESTER CITY COUNCIL EDUCATION DEPARTMENT

## GENERAL STATEMENT OF POLICY

1. It is our Policy to, so far as is reasonably practical, provide and maintain safe and healthy working conditions, equipment and systems of work for all employees and pupils of **Ashbury Meadow 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 Ashbury Meadow Primary School.

Further to the above the Health and Safety Policies of both the Manchester City Council and the Manchester City Council Education Committee are acknowledged and observed.

1.1 Ashbury Meadow Primary School is an expanding school with two form entry in reception and includes a nursery that is presently a 26 full time nursery, but will change to a 52 place part time nursery in September 2014. The school also includes a Children's Centre which occupies one wing of the school. The school is a two storey building built round a central courtyard. It has a temporary two class portakabin on site, this will remain on site until the completion of the new extension in 2015. The school is fitted with a good fire protection system including sprinklers, smoke alarms and emergency lighting as well as an emergency fire alarm system. Each class, of which there are nine, is the responsibility of a class teacher. Teaching assistants teach individual children, groups and classes as appropriate, under the supervision of the teachers.

The Children's Centre includes a playgroup and out of school provision. In addition, there is a carers' and toddlers' group who meet regularly each week, a variety of adult training courses and individual and group sessions. The daily organisation of the Children's Centre is the responsibility of the Head of the Children's Centre.

## RESPONSIBILITIES

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

### THE CHIEF EXECUTIVE OFFICER

- 2.2 The responsibility for ensuring that the requirements details in this policy are being carried out throughout the Education Department is that of

### THE CHIEF EDUCATION OFFICER

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

Health and Safety Governor, Harold Rostrum  
and

Head Teacher, Lucy Thomas

In the event of her absence then this responsibility becomes that of the Deputy Head Teacher, Neil Long.

- 2.4 The following listed members of staff are responsible for Health and Safety matters in particular specialist areas.

a)	General Matters (school)	Lucy Thomas, Headteacher
b)	General matters (Children's Centre)	Tricia Wood, Head of Centre
b)	Catering Matters	Gaynor Howie, Cook
c)	Cleaning Matters	Mark O'Neil, Site Manager
d)	Play Equipment	Mark O'Neil and PE Co-ordinator
e)	Foundation Stage Play equipment	Suzanne Jones, Foundation Stage Leader and Assistant Head
f)	Children's Centre Play equipment	Building Attendant and Playleaders

- 2.5 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
- b) Safety Inspections
- c) Accident Investigation (Initial)
- d) Maintenance of plant and equipment

## **PART 3**

### **GENERAL ARRANGEMENTS**

#### **3.1 FIRST AID**

First Aid Boxes are available in the following locations:

- a) School office
- b) Nursery for first sitting lunchtimes
- c) Children's Centre - Reception

The following listed members of staff are holders of current First Aid Certificates as per the requirements of the Health and Safety (First Aid) Regulations 1981 and as such are designated First Aiders.

#### **Children and Adults**

##### **First Aid at Work**

###### **School**

Catherine Nagle  
Eve Peters  
Suzanne Jones  
Mark O'Neill

###### **Children's Centre**

Tracey Edwards

##### **Emergency First Aid**

###### **School**

Marie Clare	Neil Long
Candy Batty	Tracey Haselden
Mike Foster	Kathryn Greenough
Alison Ward	

#### **Children only**

##### **Paediatric First Aid**

###### **School**

Rena Landell  
Amanda Ward  
Leanne Stamper  
Tracey Morgan  
Sarah Morgan  
Toni Anglin  
Adele Edwards  
Sharon Aston

###### **Children's Centre**

Andrew James  
Joanna Morgan

The following listed members are 'Appointed Persons' as per the above regulations and as such are responsible for the upkeep of First Aid Box contents and accident report records.

###### **School**

Catherine Nagle  
Eve Peters  
Suzanne Jones

###### **Children's Centre**

Tracey Edwards

regulations 1995. is the responsibility of all first aiders attending to an injury and all members of staff involved in an accident.

All injuries occurring in school should be seen by a first aider, recorded and an appropriate letter should be taken home by the child(ren) involved.

#### **3.2 GENERAL FIRE SAFETY**

(For further detail see Fire Risk Assessment Folder)

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 emergency evacuation of the premises being required.

The responsibility for the testing and checking of fire safety procedures and equipment is as listed.

a)	Escape Routes	Daily check
b)	Fire Extinguishers	Weekly visual
c)	Fire Extinguishers	Annual maintenance
d)	Fire Alarms and sprinkler system	Weekly test and annual maintenance
e)	Emergency Lighting	Weekly test and annual maintenance
f)	Smoke alarms	weekly
g)	Escape routes	Daily check
e)	Fire Extinguishers	Weekly visual

The Site Manager, Mark O' Neil, is responsible for these tests and checks and for keeping a log of fire drills and all tests.

### 3.3 ADVICE AND CONSULTANCY

Health and Safety Executive	0161 952 8200
Environmental Health Department	0161 234 4857
Greater Manchester Fire Brigade	0161 908 9603
Greater Manchester Police	0161 872 5050
Manchester Working	0161 219 6860
Management Support helpline	0161 245 7799
Education Department Health and Safety Officer	0161 234 1897
Occupational Health - Healthworks	0161 831 9701
LA Fire Advice person Mr Burnham	0161 234 7458

## 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

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:

Site Manager	Mark O'Neil for	a) Caretaking/Cleaning
Cook	Gaynor Howie for	b) Catering

#### 4.2 HOUSEKEEPING RESPONSIBILITIES

- a) Cleanliness
- b) Waste Disposal
- c) Storage of materials (General)
- d) Storage of materials (Hazardous)

#### 4.3 ELECTRICAL EQUIPMENT

- a) The testing of portable electrical and electronic equipment is carried out annually by Manchester Working (Children's Centre) or a nominated contractor.
- 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 a **LA contractor** 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.

4.4 The testing - checking and maintenance of all fixed indoor/outdoor play equipment is carried out by the approved LA contractor.

4.5 The checking and maintenance of all loose/portable play equipment is carried out by **School Staff as directed by individual line Managers.**

### PART 5

#### TRAINING

The responsibility for the arranging of training for all staff is that of:  
**The Head Teacher, Lucy Thomas.**

### 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 with the permit to work is that of **The Head Teacher 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 the visitors book and await collection/guidance to person/persons being visited.

**NOTES**

1. Guidance on individual Health and Safety Regulations can be found by reference to the Education Departments Health and Safety Manual which is available in each establishment.
2. All records requiring to be maintained are kept by the relevant people responsible for maintaining such records.
3. This Policy Document should be read in conjunction with that of the Education Department's main Policy on Health and Safety and the City Council's general statement on Health and Safety.

**DESIGNATED MEMBERS OF STAFF**

**Head Teacher** Lucy Thomas

**Deputy Head** Neil Long

**Educational Visits**

**Co-ordinator** Marie Clare

**Health and Safety**

**Co-ordinator** Lucy Thomas



**Designated First Aiders**

Catherine Nagle, Evelyn Peters, Suzanne Jones

Mark O'Neill (Children's Centre).

**Paediatric First Aid** David Horan, Amanda Ward, Eva Heaton, Toni Anglin  
Tracey Morgan, Leanne Stamper, Sharon Aston, Sarah Morgan,

**Emergency First Aid (Children only)**

Michael Cowieson Marie Clare Neil Long Katie Howson Carol Ball  
Paul Roberts Ann Ross Mike Foster Jeanette Condron  
Heidi Stancliffe Brenda Calderbank Mandy Ward Gina Rea Candy Batty  
Tracey Haselden Thomas Skerritt Josie Jupp Kellie Stockman

---

**Appointed Persons** Catherine Nagle, Suzanne Jones  
**(First Aid)**

**Cook in Charge** Gaynor Howie

**Administrator** Evelyn Peters

**Site Manager** Mark O'Neil