



**HEALTH & SAFETY POLICY**  
**FOR SCHOOLS WITHIN QUEST**

**St. Peter's C. of E. Primary School, Hindley**  
**Hindley Green Community Primary School**  
**St. John's C. of E. Primary School, Hindley Green**  
**St. John's C. of E. Primary School, Abram**  
**University Collegiate School**



November 2020  
Review Date: Autumn Term 2022

## Health and Safety Policy

### **1. General Statement of Intent**

The CEO, Director of Education, Principals and Directors of Schools within QUEST recognise they have overall responsibility for the organisation and implementation of a Health and Safety Policy, and that key personnel within the management structure are identified and their health and safety roles defined within their areas of employment. The employee's duty to co-operate with the employer is recognised.

The Trust's management accept the responsibility for ensuring all necessary arrangements for maintaining safe environments are implemented and monitored. Schools within QUEST recognise the importance of health, safety and welfare regarding the successful operation of its activities and believe the active participation of all staff is essential in maintaining the highest standards in preventing accidents. All activities will be conducted using appropriate control measures to minimise the risks to the health and safety of all staff, pupils and others, who may be affected by our activities.

QUEST's Health and Safety Policy detailed herein will be brought to the attention of all staff, and will be subject to regular reviews to ensure it reflects the school's activities.

SHARON BRUTON

CEO

Signature

Date – November 2020

JENNY ADAMS

Director of Education

Signature

Date – November 2020

NICOLA GREEN

Principal (St. Peter's)

Signature

Date – November 2020

TIMOTHY MOONEY

Principal (HGCP)

Signature

Date – November 2020

JASON HEATLEY

Principal (St. John's, Hindley Green)

Signature

Date – November 2020

LAURA BUTCHER

Principal (St. John's, Abram)

Signature

Date – November 2020

NICOLA GLYNN

Principal (UCS)

Signature

Date – November 2020

BAREND ANTHON

Chair of Board of Directors

Signature

Date – November 2020

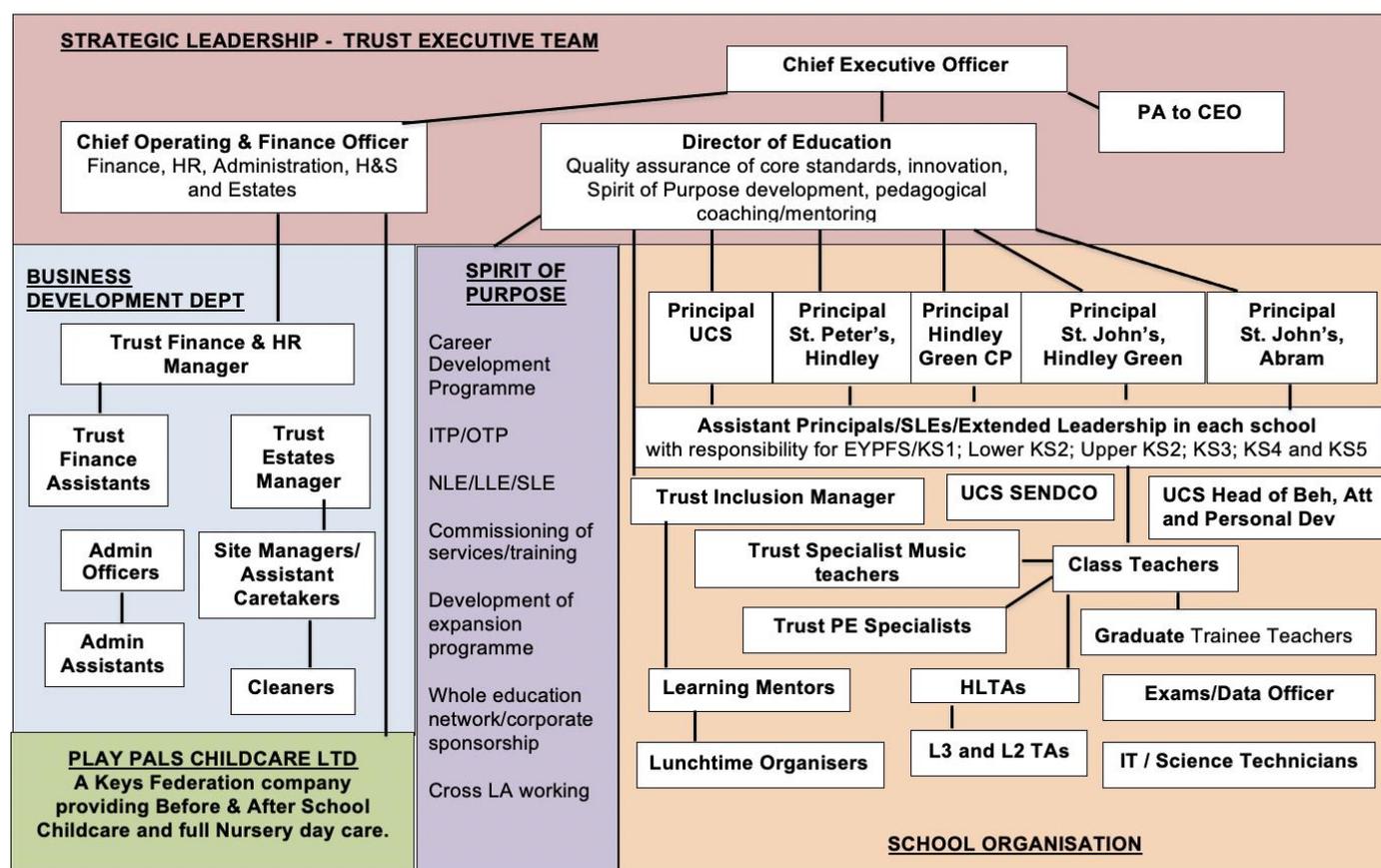
## 2. Trust/School Organisation

2.1 The CEO, COFO, Director of Education and Board of Directors recognise the need to identify organisational arrangements in the schools for implementing, monitoring and controlling of Health and Safety matters. Where possible, the Directors will ensure the school budgets reflect the necessary funding to provide suitable and sufficient training for those with Health and Safety responsibilities.

A summary of individual duties, including reporting arrangements, is available for reference in the Local Authority's Health and Safety Manual, a copy of which is held in the Staffrooms.



**QUEST – Staffing Chart – September 2020**



## 2.2 Designated persons with Safety Responsibilities

The ultimate responsibility for all aspects of health and safety at work within the schools of QUEST rests with the Board of Directors, who have delegated this area to the Directors' Resources Committee. The CEO, Chief Operating & Finance Officer, Director of Education and Principals are responsible for the effective implementation of the H&S policy and for encouraging staff to implement health and safety arrangements.

### **Resources Committee**

The Senior Leadership Teams and Trust Estates Manager will conduct premises inspections and present findings to Resources Committee every 12 months. The Resources Committee will monitor the maintenance of all the premises and develop and implement appropriate safety procedures.

Operational Responsibilities	Staff name/designation	Date
Competent person appointed to advise on Health & Safety	LA Health & Safety Officer	November 2020
Premises	Principals, Trust Estates Manager and Premises staff	November 2020
COSHH	Premises staff; Science Teachers and Science Technician	November 2020
Fire	Principals and Premises staff	November 2020
First Aid	Trust accredited first aiders	November 2020
Medication	Trust accredited first aiders	November 2020
Care & Welfare	Trust Inclusion Manager, UCS SENDCO	November 2020
Catering	School Cooks (DOLCE/RADISH)	November 2020
Supervision (non Teaching)	Principals	November 2020
Crossing Patrols	Metrofresh	November 2020
Swimming	Principals/HLTAs/Cover Supervisors/Learning Mentors/TA's	November 2020
Visits/activity holidays	Class Teachers/Subject Leaders/Educational Visit Co-ordinator	November 2020
PE	PE Subject Leaders/PE Specialists	November 2020
Science	Science Teachers; Science Technician	November 2020
Design and Technology	DT Subject Leaders	November 2020
Art	Art Subject Leaders	November 2020
Information Technology	ICT Subject Leaders	November 2020
Radiation Protection at UCS	Science Technician	November 2020
Out of School Activity Co-ordinator	Principals	November 2020
Play Pals Before & After School Club	Play Pals Managers and Deputy Managers	November 2020

All employees have a legal responsibility to take care of the health and safety of themselves and others and to co-operate with management to help comply with the law. Employees should take reasonable care of their own health, safety and welfare and that of pupils/students and other adults and report all health and safety concerns to an appropriate person.

### **3. Arrangements**

The arrangements described below are the minimum standards that will be achieved to maintain a safe environment, both for staff, pupils and others visiting the schools.

Additional information is contained in the Safety Manual. The Principals and Office staff will keep the manual up to date and bring to the attention of the staff any arrangements for staff to receive training on issues of Health & Safety.

If staff have any concerns about Health and Safety, they should ensure they inform the Principal, Director of Education or the Chief Operating & Finance Officer and complete a record of concern form available from the Staffroom.

### **3.1 Accidents**

In the event of an accident, the staff should contact the Principal, Director of Education or one of the Trust's qualified first aiders. Should an accident occur in school hours or under staff supervision, the accident must be reported to the Principal and a pupil accident form completed. Any injury incurred by staff members during working hours must also be reported to the Principal and recorded on the appropriate accident form.

At lunch times, the Lunchtime Organisers/staff on duty will deal with minor injuries and inform individual class teachers/form tutors. All minor accidents and "near misses" must be recorded on the minor incident sheet. In the event of a major accident 'Riddor' procedures will be implemented.

All significant accidents or incidents that are considered to be dangerous and near-miss situations should be reported to the Principal, who will carry out an immediate investigation into the incident in order to identify the cause of the accident and measures to be taken to prevent a reoccurrence. Investigations such as these are essential in order that accidents, damage to equipment and property, and losses are kept to a minimum and to identify any particular trends or patterns that may indicate an emerging risk or hazard. All such investigations should be reported to the Resources Committee.

### **3.2 Pupils/Students leaving school premises during the day.**

If it is necessary for pupils/students to leave schools, e.g. doctor's appointment, sick etc, they must be collected by a known responsible adult. Pupils/students will not be allowed to leave unsupervised. All incidents of pupils/students leaving schools will be noted in a book stored in the offices or entered on the inventory computer screen in the main entrance.

### **3.3 Contractors**

All contractors will abide by the Trust's safety and emergency procedures contained within the Contractor Induction Pack. Everyone signs in and out when on site. All contractors will be asked to sign the asbestos register if doing work in schools.

All contractors must ensure that accidents on the school sites involving their personnel are reported to the Principal (and/or school Premises staff in the school holiday periods) as well as their own reporting chain.

### **3.4 Control of Substances Hazardous to Health (COSHH)**

Trust Estates manager, site managers, caretakers, assistant caretakers, cleaners, Science Technician to store all substances in a safe manner kept out of reach of pupils/students. Staff are not to bring unauthorised chemicals into the school.

No new materials or chemical substances are to be brought into use unless an appropriate COSHH, DSEAR or other assessment has been carried out and clearance for their use given by a suitably qualified member of staff. COSHH assessments to be conducted by relevant qualified personnel & the Principal, and recorded.

### **3.5 Communicating Health and Safety Information**

General safety information and the statutory poster on display. Further information is contained in the Safety Manual, a copy of which is available in the Staffrooms.

### **3.6 Electrical Equipment**

All electrical equipment will be PAT (portable appliance testing) on a regular basis and in line with HSE guidelines. The Trust's Premises Staff will also visually examine

portable electrical equipment regularly. Staff and volunteer helpers are also to be encouraged to inspect electrical equipment before and after use. No unauthorised equipment is to be brought into schools.

Electrical equipment that is known to be, or suspected of being faulty, must not be used. If electrical equipment becomes faulty whilst in use it must be isolated from the source of supply and secured so that it cannot be used until repair has been effected. Only authorised and fully qualified personnel will install, repair or attempt to repair electrical equipment.

### **3.7 First Aid and Medication**

All pupils/students requiring first aid treatment are to report to a first aider. The first aid boxes are situated in the Medical Room and also near KS1 and KS2 entrance doors in St. Peter's; outside the main hall in St. John's, Hindley Green; in the disabled toilets near the KS1 and KS2 playground exits in HGCP, in a cupboard outside the Caretaker's room at St. John's Abram and in Reception, the Science Prep room, the Bistro and the C floor kitchenette at the UCS. There are small amounts of first aid supplies in classrooms and Phase areas for minor incidents, e.g. nose bleeds etc.

Medicines – Pupils/students are not allowed to bring medicines into school unless they are prescribed by a GP or for medical conditions that are of a more permanent nature. Any medicine or inhaler must be clearly labelled with the child's name, class and dosage. Medicines must be kept in a secure place out of a child's reach and a record will be kept of the medication taken in school. In Primary schools, parents/carers must also complete a form to state the dosage, when last given and the time for the next dosage. They must also sign to give permission for the child to take the medication on school premises. Large quantities of any medicine are not acceptable and schools will not accept any medication not prescribed by the GP for that individual. Where prescribed medication needs to be kept in a refrigerator, this will be placed in an airtight container clearly labelled. There are staff members trained in managing medications in each QUEST school.

In Primary schools, asthma inhalers are kept in a safe but accessible place in each classroom. Each child may use their inhaler as required, under the supervision of the class teacher or TA. These are taken out of class during PE and on school visits. All inhalers and spacer tubes are clearly marked with the user's name. It is the responsibility of parents/carers to ensure inhalers are within the use by date and operational. A record will be kept of all medication administered.

See the appendix to the Supporting children with medication policy for the UCS Asthma policy.

If oxygen is required to be stored on the premises, this will be kept in an enclosed container within a locked outbuilding.

Where pupils/students may need emergency medication, e.g. Epi-pen, rectal valium etc, training will be given to all staff.

See First Aid Policy and Supporting children with Medical Conditions Policy for further information. Staff medication is to be used with discretion and stored out of pupils' reach.

Each QUEST school has a defibrillator on schools premises with staff trained in its useage. These are checked regularly.

### **3.8 Fire Prevention**

Section 22 (page 5 and 6) of the Health & Safety Policy and Safety Manual states the school fire/emergency procedure. Fire alarms to be tested weekly by the Premises staff. All drills and tests to be recorded. All flammable materials to be correctly stored. The Principal will liaise with Site Manager/Caretaker/Assistant Caretaker regarding conducting a fire practice once per term. There will be a review of procedures after each fire practice.

### **3.9 Field Trips and Visits**

Principals/Senior Leaders are the H&S and out of school activity co-ordinator(s) and the use of the EVOLVE software is encouraged for trips and visits. Class teachers are responsible for completing out of school activity forms and risk assessments, ensuring parents advised of visits, pupils briefed and put into groups etc. Risk assessments to be carried out, recorded and helpers briefed. Inhalers, Epi-pens etc. to be taken as necessary.

### **3.10 General Housekeeping**

Tidiness, cleanliness and efficiency are essential factors in the promotion of Health & Safety. Accidents can be prevented by:

- Ensuring corridors, stairways and passageways are unobstructed;
- Ensuring shelves in storerooms/curboards are stacked neatly and not overloaded;
- Keeping floors clean and clear of obstruction;
- Ensuring emergency exits are not obstructed;
- All materials and equipment to be put away and stored safely after use;
- Cleaning, maintenance and repair activities should not be carried out in the presence of pupils/students.

### **3.11 Induction**

New employees received appropriate health and safety information, instructions and training including details of the Health & Safety Policy, Codes of Practice, fire and other safety procedures.

### **3.12 Ladders and Access Equipment**

To be checked every six months by the Site Manager/Caretaker/Assistant Caretaker and results recorded. Faulty equipment will not be used until repaired.

### **3.13 Legionellosis**

The primary aim is to prevent the build-up of the Legionella pneumophila organisms in water systems and to prevent inhalation of infected water droplets.

Control measures are in place as follows:

- All showers are to be turned on and left running for five minutes weekly.
- The water temperature is regulated and checked monthly.
- Records are to be maintained of all flushing, cleaning and temperature checks carried out.
- Water storage tanks are to be covered.
- Records are to be maintained of any maintenance, water treatments or disinfection.

### **3.14 Lifting and Manual Handling**

If required, staff are to carry out a manual handling risk assessment before lifting/moving equipment, furniture etc. Where possible, staff are to work in pairs or mechanical equipment to be used. Premises staff will also be encouraged to undertake necessary training on lifting and manual handling procedures.

### **3.15 New and expectant mothers**

New and expectant mothers must inform the Principal as soon as possible when they are aware of the pregnancy so that appropriate risk assessments can be undertaken and they can be advised of any special precautions or changes to working practices required.

### **3.16 Mobile Phones, Mobile Technology, Cameras**

These must not be used in front of pupils/students, except in a real emergency, e.g. field trip if a child is ill or hurt. Visitors/contractors are prohibited from using mobile phones, mobile technology or cameras whilst on site.

### **3.17 Noise**

Where noise cannot be controlled at source, all personnel must wear ear protectors in areas where high noise factors exist.

### **3.18 Outdoor Play Equipment**

Outdoor play equipment is inspected regularly by the Premises Staff and/or Teaching Assistants responsible for Outdoor Play. Faults are reported to the Principals. An annual inspection is completed by external contractors and any recommendations from these inspections are acted upon.

### **3.19 Personal Protective Equipment**

Appropriate PPE, where identified and provided, for use by pupils and staff, must be worn and used correctly. Any faults to be reported to the teacher in charge.

### **3.20 PE Activities**

Supervision, conduct and use of equipment to be used within the guidelines laid down in the LA manual and BAALPE publications. An annual inspection of all PE equipment is undertaken by an external contractor and any recommendations from this are acted upon.

### **3.21 Remote Learning**

Teaching staff and ICT technicians/ Abtec will ensure pupils are shown how to use the necessary equipment and technology safely and correctly prior to the period of remote learning. If using electronic devices during remote learning, pupils will be encouraged to take a five-minute screen break every two hours.

Screen break frequency will be adjusted to five minutes every hour for younger pupils or pupils with medical conditions who require more frequent screen breaks. If any incidents or near-misses occur in a pupil's home, they or their parents are required to report these to the health and safety officer or other relevant member of staff immediately so that appropriate action can be taken.

### **3.22 Risk Assessments**

The responsibility for assessing and controlling risks rest with all personnel within the schools. All staff are to carry out appropriate risk assessments of the activities they undertake, record, put in place appropriate measure to ensure safe practice and where necessary, inform other colleagues and the Principals.

### **3.23 Security/Visitors**

All visitors are to report to the school receptions to sign in and out using the Inventory signing in system. Visitors will be escorted whilst on school premises where necessary. It is the duty of all personnel within the schools to ensure the health and safety of all visitors to the schools. See Security Policy for the security of the premises.

### **3.24 Smoking**

Smoking is prohibited on school premises and grounds and also during school visits/field trips. This includes the use of vapour/electronic cigarettes.

### **3.25 Stress**

Work environments are created where work-related stress is effectively prevented or managed with awareness of health & well-being promoted. The Trust has a trained Mental Health First Aider available to support staff and to signpost staff to appropriate sources of help.

### **3.26 Substance Abuse/Misuse**

Persons under the influence of alcohol/drugs will be asked to leave the school premises and grounds.

All cases of suspected intoxication will be referred to the local police and to the hospital. If it does not endanger ourselves, the recognised and qualified members of staff may administer first aid. In extreme circumstances the ambulance will be alerted.

Should items used for substance abuse/misuse be found on the premises/grounds, these items will be retrieved by the premises staff, using the sharps and drug handling equipment provided, otherwise the drug clearing team will be contacted. The local police/GMP drug unit will be informed.

### **3.27 Supervision of pupils/students during non-curriculum time**

The minimum supervision ratio during play/lunch break will be adhered to.

In QUEST Primary Schools the Learning Mentors will be responsible for supervising lunchtime periods and extra Lunchtime Organisers are appointed where needs demand. The Senior Leadership Teams are responsible for appointing and briefing staff for supervision duties, lunchtime duties and responsibilities.

In the UCS, the Senior Leadership Team is responsible for organising and briefing staff for supervision duties/responsibilities over break and lunchtimes.

### **3.28 Swimming**

During swimming lessons, the staff/pupil ratio will not be greater than 1:20. At least one adult will be female. Transport arrangements will be in line with LA guidance, and pupils/students will be accompanied by either a Teacher, HLTA, Learning Mentor or L3 Teaching Assistant/Cover Supervisor.

### **3.29 Training**

All staff employed at, or by the schools, will receive appropriate instruction and training to carry out all the tasks/activities requested of them. Training records are maintained on the SIMS database.

### **3.30 Transport**

At all times, whenever vehicle transport is required to be used by the pupils/students and staff, all passengers, regardless of age, will be provided with one seat each, and seat belts will be worn. When travelling in staff or parent/carers cars, permission will be sought beforehand and booster seats used when necessary.

When travelling in the Trust minibuses, the driver will be a staff member who has undertaken suitable driver training. Pupils/students will be provided with one seat each and seat belts will be worn.

The Trust Estates Manager will ensure monthly safety checks are completed on the minibuses and all statutory requirements regarding routine maintenance are completed.

Only those persons authorities, and in possession of the appropriate licence, insurance and a vehicle in a roadworthy condition are to drive vehicles (their own, or others') on Trust/school business. Vehicles on-site are the responsibility of the owner/driver and the Trust/school accepts no liability for theft from or damage to such vehicles. Drivers of vehicles on-site are expected to obey the on-site safety, speed and parking restrictions.

### **3.31 VDU/DSE Users**

Regular users to have a risk assessment of their workstation and appropriate measures taken to minimise any hazard/risk. Appropriate information and training provided.

### **3.32 Violence to Staff**

The schools will conduct a risk assessment and keep under regular review any risk of injury, physical or verbal, to the health and safety of staff. Appropriate control measures will be taken when necessary. All violent incidents to be investigated and reported to the LA Health and Safety Officer and the Board of Directors.

### **3.33 Volunteers**

All volunteers, student teachers on placement, supply staff etc receive adequate supervision, instruction and training to ensure safe conduct of any activities in which they are engaged.

### **3.34 COVID-19 Pandemic**

During the COVID-19 pandemic, all staff, pupils/students, visitors and contractors must adhere to and follow the control measures detailed in the school's risk assessments and wear the required PPE when/where requested.

## **4. Further advice and guidance**

Health and Safety at Work Act 1974 –  
<http://www.legislation.gov.uk/ukpga/1974/37/contents>

Management of Health & Safety at Work Regulations 1999 –  
<http://www.legislation.gov.uk/uksi/1999/3242/contents/made>

Children's play and leisure – <http://www.hse.gov.uk/entertainment/childs-play-statement.htm>

Accountability for health and safety in a school –  
<http://www.hse.gov.uk/services/education/sensible-leadership/school-leaders.htm>

Risk assessment process – <http://www.hse.gov.uk/risk/controlling-risks.htm>

HSE website: Common hazards –  
<http://www.hse.gov.uk/services/education/index.htm>

DfE guidance: Asbestos management in schools –  
<https://www.gov.uk/government/publications/asbestos-management-in-schools--2>

CLEAPSS for science and design and technology – <http://www.cleapss.org.uk>

ASE for science – <http://www.ase.org.uk/resources/health-and-safety-resources>

The Design and Technology Association for design and technology –  
<https://www.data.org.uk/for-education/health-and-safety>

Association of Physical Education – <http://www.afpe.org.uk/physical-education/safe-practice-in-physical-education-school-sport-physical-activity-2016/>

Outdoor Educational Advisers' Panel for school trips – <https://oeapng.info/guidance-documents/>

Work at height – <http://www.hse.gov.uk/work-at-height/index.htm>

Slips and trips in educational establishments – <http://www.hse.gov.uk/services/education/slips-in-education.htm>

Control of hazardous substances – <http://www.hse.gov.uk/coshh/>

Selecting and managing contractors – <http://www.hse.gov.uk/pubns/indg368.htm>

Good estate management for schools – <https://www.gov.uk/guidance/good-estate-management-for-schools>

Manual handling – <http://www.hse.gov.uk/msd/manualhandling.htm>

Managing work-related stress – <http://www.hse.gov.uk/stress/>