Health and Safety Policy

(Based on MCC Model Policy 2025)

Policy Reviewed: September 2026

Review Due: September 2027

‘Growing lifelong learners.’

Our vision is to provide an inspiring education that sets all children up with the knowledge, skills and motivation needed to become learners for life – in the classroom and beyond. We recognise that children join our diverse school community with unique and varied life experiences, interests and skills creating an opportunity for a vibrant and exciting learning journey for all. Through ensuring children feel included, respected, safe and secure; with their achievements and contributions recognised, all children will become caring, responsible future citizens that the community are proud of.

Statement of Occupational Health & Safety Management Policy

The governing body fully supports and is committed to the aims and objectives of Manchester City Council to provide a safe, secure and reassuring environment for staff, pupils, students and visitors, encouraging everyone to have high aspirations and a love of learning.

The governing body aims, through the Head teacher, to ensure the achievement of high standards of occupational health and safety within the school, and

- Recognises and accepts its responsibility for ensuring that the premises, all means for access, and any plant or substance in the premises or provided for use there, are safe and without risks to health and safety
- Will comply with all relevant health and safety legislation, adhere to Manchester City Council policies, procedures, and arrangements to reduce and where possible prevent accidents, incidents and illness.
- Will encourage the co-operation of all users of the school to promote and develop measures which ensure health and safety of all employees, pupils, volunteers and other visitors to the premises
- Will monitor and review health and safety performance
- Will cooperate with the Manchester City Council in any auditing or monitoring they may carry out of health and safety performance
- Strive for continual improvement of its performance in managing occupational health and safety,
- Will make all employees, contractors and other visitors to the premises aware of this policy and responsibilities arising from it
- Will facilitate and provide appropriate training for governors, employees, pupils and volunteers.
- Aim to involve children and teach them about health and safety to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives.

The Governing Body will review this statement of intent annually.

Chair of Governors: Alice Hall **Date:** October 2025

Head teacher: Ryan Thompson **Date:** October 2025

Organisational Arrangements

Governing Body

The ultimate responsibility for ensuring that the school premises, access thereto and therefrom, and any plant or substance in the premises or provided for use there is safe and without risks to health, so far as is reasonably practicable, rests with the governing body.

The Governing Body will ensure that:

- all necessary procedures and systems of work are developed, implemented and reviewed so as to ensure the successful application of this policy, compliance with statutory requirements, Manchester City Council Health and Safety Policy and associated codes of practice, and that these are taken into account in determining the allocation of resources

- Annual monitoring / performance review is carried out in accordance with Manchester City Council policies and procedures and that findings from such reviews are reported to them.

The Head Teacher

At operational level the Head Teacher, or in their absence their nominated deputy, is responsible and accountable to the governing body, so far as is reasonably practicable, for implementing this school health and safety policy and for all matters relating to health, safety and welfare within the school. In particular this will include those responsibilities detailed overleaf.

Where such responsibilities are delegated, the person discharging this responsibility is named accordingly.

HT = Head Teacher DHT = Deputy Head Teacher SBM = School Business Manager SM = Site Manager Admin = Admin Team

Head Teacher Responsibilities	Responsible person / delegate
Organisation **to enable the contents and duties detailed in the policy to be adequately implemented and met**	HT
The Health and Safety Policy **is brought to the attention of all staff and is reviewed as and when required**	HT
Health and Safety Responsibilities **of all Governors, Staff and Volunteers are known**	HT
Consultation **with staff and others who may be affected by the school's activities is appropriately achieved to ensure the robust and effective development of health and safety procedures and controls to mitigate risks to health, safety and wellbeing**	HT/SBM
Communication **of key health and safety messages, updates, information and the findings from risk assessments, accident investigations or any other lessons learnt to staff and others who may be affected by the School's activities**	HT/SBM
Risk Assessment **adequate assessment of all the risks from hazards in educational activities is carried out and significant findings are recorded, with appropriate preventive measures in place to ensure safe practice**	HT/DHT/SBM
Visitors **the health and safety of any visitors to schools, and volunteers involved in any school activity is assessed and adequate precautions applied**	HT/SBM
New or Pregnant Employees **that adequate assessment is carried out of any risks to new or pregnant mothers, with changes to work practices arranged or special precautions ensured**	HT/SBM
Security & Safeguarding **The security of staff, pupils and visitors is adequately protected**	HT/SBM

Head Teacher Responsibilities	Responsible person / delegate
Planning **risks to health and safety are taken into account and assessed/re-assessed when any change to policy, buildings, methods or equipment are being considered or planned**	HT/SBM
Manual Handling **manual handling operations are avoided, or where they cannot be avoided, the risks are reduced to the lowest reasonably practicable level**	SBM
Use of Display Screen Equipment **that workstations used by staff / employees are assessed and risks associated with poor posture / provision are reduced to the lowest reasonably practicable level**	SBM
PPE (Personal Protective Equipment) **is provided, free of charge and fit for the user, where identified as a relevant control following a risk assessment**	SBM
Maintenance **of services, provisions and equipment is undertaken by competent persons, is recorded, and any defects identified remedied accordingly as part of a varied or planned PPM (Planned preventative maintenance) programme**	SBM/SM
Educational Visits **are adequately planned, organised and the risks assessed in accordance with Manchester City Council policy, and that performance monitoring of educational visits is carried out**	HT/DHT
Incident Reporting **incidents and hazards are recorded, investigated and reported in accordance with Manchester City Council policies, including to the Health and Safety Executive where appropriate under RIDDOR, and that all persons under their control are aware of the reporting procedure; and that appropriate remedial action is taken**	HT/SBM

Head Teacher Responsibilities	Responsible person / delegate
Hazard Removal **in the event of any hazard or risk to health and safety of any person under their control, appropriate action is taken to remove the hazard. Where action is of a temporary nature, consultation will take place as appropriate to enable further positive steps to be taken**	SBM/SM
Training, instruction & supervision **training needs are identified and met, and that employees are kept informed, instructed and supervised, and are fully aware of the hazards involved in their work**	HT/SBM
Induction **new employees receive appropriate health and safety information, instructions and training, including details of the Health and Safety Policy, Codes of Practice, fire and other safety procedures**	HT/DHT/SBM
Volunteers **all volunteers and similar agents receive adequate supervision, instruction and training to ensure safe conduct of any activities in which they are engaged**	HT/DHT/SBM
Fire Safety **A Fire risk assessment is carried out by a competent person / entity and any corrective actions applied. Information relating to fire safety, including any necessary training or instruction to be provided to relevant staff and other parties including arrangements for drills, tests and evacuation in the event of an emergency**	HT/SBM
First Aid Provision **is suitable (adequately trained numbers of staff provided with appropriate equipment and facilities) and caters for both staff, visitors and pupils**	HT/SBM/Admin
Selection & Management of Contractors & Third Parties **are suitably assessed, on health and safety grounds, before appointment and any works undertaken by the same are assessed beforehand to identify and control any risks associated with such works**	SBM

Head Teacher Responsibilities	Responsible person / delegate
Asbestos **if present / applicable within the premises is properly managed, a register of known ACM (Asbestos Containing Materials) is suitable maintained and is provided to staff / contractors / third parties who may possibly disturb this during the conduct of their undertakings**	SBM/SM
Legionella **arrangements are made to manage legionella effectively by assessing and reviewing the risk at least every 2 years and having a system of maintenance in place**	SBM/SM
Record keeping **all statutory registers and records are kept**	HT/SBM
Monitoring, audit and review **of health and safety performance is monitored, and arrangements reviewed, including regular inspections / audits of the school, routine equipment maintenance checks, that safety devices are fitted and maintained, that safety rules are observed and followed and personal protective equipment worn, investigation of incidents, causes of ill health and complaints, and reviewing incidents statistics to identify causes of accidents**	SBM/SM
Safety Representatives **Safety Representatives can carry out their functions including inspections and incident investigations and, where appropriate, that consultations take place with them**	SBM/SM
Advice **specialist advice is sought on health and safety matters when necessary**	HT/SBM
Compliance **appropriate action is taken under the disciplinary procedures against anyone found not complying with this statement or any associated safe working practices published and issued by the school in the interests of Health, Safety and Wellbeing**	HT/SBM

Designated Health and Safety Co-Ordinator / Business Manager / Site Manager

Subject to delegated responsibilities outlined previously

To ensure effective implementation of this policy has been delegated specific responsibilities by the Head Teacher to:

- disseminate health and safety information to all staff, pupils, volunteers, contractors and visitors etc. as appropriate;
- be the focal point for day-to-day references on health and safety and to give advice or indicate sources of advice;
- make adequate arrangements for first aid;
- investigate incidents and revise any risk assessment if appropriate;
- report incidents or hazards;
- develop emergency evacuation procedures and arrange drills as appropriate;
- ensure health and safety matters raised by staff are dealt with;
- maintain a central file of relevant codes of practice and other health and safety information.
- co-ordinate the implementation of safety procedures.
- ensure that regular monitoring of health and safety is undertaken and that working practices are checked;
- appraise the Head Teacher of compliance with procedures and systems of work on a regular basis

Site Manager / Caretaker

Subject to delegated responsibilities outlined previously

The Site Manager / Caretaker will have particular responsibility to ensure that:

- they are familiar with and comply with the health and safety policy, relevant risk assessments and codes of practice;
- access equipment should be inspected at least every 6 months and a record kept, in addition they should be checked prior to use to ensure safety;
- access equipment must be used in accordance with HSE and Industry guidelines;
- any monitoring required to control legionnaires disease is carried out and appropriate records kept;
- asbestos is managed on the site and that the condition of asbestos is checked regularly and records kept;
- contractors, service engineers etc. are made aware of the asbestos survey and any records relating to asbestos and that they have signed the “Contractor induction” form or similar Permit to Work
- A suitable and sufficient asbestos survey is carried out prior to any major works to check no risk of damage or disturbance to asbestos?
- they receive a copy of the health and safety policy of the contractor;
- regular inspections of the boiler(s) by a competent person (e.g. Gas-Safe registered) takes place;
- they are trained in the operation of the boilers and are familiar with any action needed to be taken in an emergency;
- regular inspections of the boiler house are undertaken and that the sump pump (if present) is operating effectively;
- COSHH assessments are kept up to date, and data sheets are obtained for any new hazardous substances, i.e. cleaning products, and an assessment made. Also, that any such information be made available to relevant personnel (e.g. contractors, service engineers and own staff);

- all cleaning staff are aware of any implications of the health and safety policy as it affects their work activities e.g. storage arrangements for materials, equipment, substances etc;
- traffic is managed safely;
- hazards notified to them are passed onto the Head Teacher and/or delegated member of staff
- defects to the premises are dealt with in consultation with the Head teacher, and that interim measures are taken to make an area safe where the defect cannot be dealt with immediately.
- any items received from suppliers e.g. machinery, equipment, substances are accompanied by adequate information, safety data and instruction prior to use;
- testing of fire bells, fire doors, emergency lighting, intruder alarms etc. is carried out at appropriate intervals with records kept;
- all fire alarm call points are numbered and tested, with a record kept identifying the number tested and date etc.
- all Fire Doors, including associated door closers are checked, with records kept, to ensure that they are working properly once per term and that arrangements are made to rectify any defects immediately;

Lunchtime Organisers (LO's) / Supervisors or Supervising Staff

Subject to delegated responsibilities outlined previously

LO's / Supervising Staff are responsible for ensuring that:

- pupils are safe and without risks to health during the mid-day period inside and outside the school building by effective supervision;
- spillages are cleaned up immediately;
- arrangements for fire and first aid are followed;

Phase Leaders

Subject to delegated responsibilities outlined previously

With their special knowledge of the area of work for which they are responsible, Phase Leaders have a key role to play in the running of those activities safely. Phaser Leaders are responsible, so far as is reasonably practicable, for implementing the School Health and Safety policy within their phase of school.

In particular Phase Leaders will be responsible for ensuring that:

- codes of practice appropriate to the Department / Curricular Area (i.e. PE) are brought to the attention of all staff in the department;
- codes of practice are complied with and appropriate safety signs and notices are displayed;
- relevant health and safety information is communicated to staff;
- all incidents occurring within the Department / Curricular Area are reported, the causes investigated and an incident form completed;
- health and safety training needs within the Department / Curricular Area are identified and met, or reported to the Head Teacher / Delegated person;
- staff are aware of first aid, fire and emergency procedures;
- new employees receive appropriate health and safety training, including Departmental / Curricular Area / Key Stage Safety Procedures;
- assessments for all risks to health and safety are carried out and significant findings recorded, including COSHH, Manual handling etc., with appropriate preventive measures being taken;
- regular inspections of areas for which they are responsible are carried out;

- all equipment is safe for use and, where appropriate, seek specialist advice that this is so;
- as far as possible, any health and safety issues brought to their attention in respect of work and/or areas of premises for which they responsible are resolved;
- effective supervision of pupils takes place, and that pupils are aware of general emergency procedures in respect of fire and first aid and any special safety measures in relation to the teaching areas.

Teachers (including supply teachers and students on training placements):

Subject to delegated responsibilities outlined previously

Teachers are responsible for the health and safety of pupils and students while in their care, as are students teachers and supply teachers. A teacher is responsible for ensuring that they:

- carry out risk assessments as necessary to ensure the safety of pupils in their care;
- follow school procedures relating to educational visits, and that they are clear about their duties on any educational visit, and that proper planning and organisation has taken place with risks assessed before and during the educational visit with appropriate control measures followed in line Manchester City Council Policy, and that performance monitoring is carried out;
- know the emergency procedures in respect of fire and first aid and the special health and safety measures to be adopted in his/her own teaching areas to ensure they are applied;
- exercise effective supervision of pupils and students and ensure that they know of the general emergency procedures in respect of fire and first aid and the special safety measures of the teaching area;
- give clear instruction and warnings as often as necessary (notices, posters, hand outs are not enough);
- students' coats, bags, cases etc. are safely stowed away and do not compromise any emergency escape routes / traffic routes within the learning environment
- manage the storage of equipment and materials to ensure good housekeeping and prevention of slip/trip hazards;
- integrate all relevant aspects of health and safety into the teaching process and if necessary give special lessons on health and safety;
- follow safe working procedures personally;
- call for protective clothing, guards, special safe working procedures where necessary;
- make recommendations on health and safety matters to the head of department / curricular lead / key stage lead etc.
- report any hazards seen on site.

New and expectant mothers

New and expectant mothers must inform the Head Teacher School Business Manager as soon as possible when they are aware of the pregnancy so that they can be advised of any special precautions or changes to working practices.

All employees

In addition to any specific responsibilities which may be delegated to them, all employees have responsibilities:

- to take reasonable care of their own health, safety and welfare and that of other persons affected by their acts or omissions;
- to co-operate with Manchester City Council, so far as is reasonably practicable, to enable it to meet its responsibilities for health, safety and welfare;
- to be aware of, and follow, this policy, codes of practice and guidelines;

- to make sure they are aware of the hazards associated with their work and familiarise themselves with emergency procedures, first aid provision and accident/incident reporting;
- to use work equipment provided correctly and carry out any activities in accordance with instructions and training;
- to take reasonable care of all safety equipment and clothing given to them, report any defects, and always wear personal protective equipment when undertaking those jobs for which it is required, and use all safety devices provided;
- to use, and not wilfully misuse, neither neglect nor interfere with things provided for their own safety and the safety of others;
- to ensure good housekeeping and prevention of trip hazards;
- to ensure that occasional one off manual handling operations are assessed before attempting them;
- to report all accidents, incidents, damage, hazard and defects to the Head Teacher / Delegated Person;
- to inform their line manager of any work situations which represent a serious and immediate danger to health, safety and welfare, and take immediate measures to protect persons from such risk;
- to co-operate with the employer and other employees in promoting improved safety measures in the school;
- to co-operate with the Union appointed Safety Representatives, enforcement officers, and advisers on behalf of Manchester City Council;

Pupils

Pupils are expected to:

- Report to the nominated person matters which may require their attention in accordance with agreed procedures;
- Wear personal protective equipment provided;
- Follow safe working practices and instructions;
- Observe the uniform policy;
- Familiarise themselves with emergency procedures;
- Take care to protect the health and safety of themselves and others affected by their acts or omissions;
- Not to misuse or interfere with things provided for their own safety and the safety of others;

Safety Representative

The appointed safety representative is the School Business Manager.

- He/she will function in accordance with the Health and Safety Commission’s Code of Practice for Safety Representatives’.
- The Safety Representatives Regulations allow representatives to formally inspect every 3 months (or more frequently if agreed) and to inspect after any notifiable accident, dangerous occurrence or notifiable disease, where there is a substantial change in working conditions or if new information becomes available.
- The frequency of safety inspections will be agreed by consultation with the Head Teacher and the governing body.

Health and Safety Advisors

The school obtains competent Health and Safety Advice from

Michael Booth
Health & Safety Manager (Place and Construction)

Internal Audit and Risk Management
Corporate Services
Manchester City Council

Tel 0161 234 1897
Internal Tel 801 31897
Health and Safety Duty Line 0161 234 1897
Mobile Tel 07940 734697
Fax 0161 276 7615
michael.booth@manchester.gov.uk

Health and Safety Duty Inbox
health.and.safety@manchester.gov.uk

Location and Postal Address:
Internal Audit and Risk Management, Manchester City Council, Floor 3 (Library Walk), Town Hall Extension, Albert Square, Manchester, PO Box 532. M60 2LA

The School confirm that Manchester City Council advised this commission and that suitable steps have been taken to determine the competency (including qualifications, experience and skills) of the advisor to determine their ability to provide such advice.