

Christ Church C.E Primary School

Health and Safety Policy



Date	Summer 2023
Review Date	Summer 2024
Chair of Governor Signature	
EHT Signature	

Health and Safety Policy Statement

Health and Safety at Work Act 1974

This is the Health and Safety Policy Statement of Christ Church C.E Primary School

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain plant, machinery and equipment which is safe, has been manufactured to a British, European or International standard, is regularly inspected, tested and maintained as appropriate; and that offers protection from danger by being suitably guarded (where appropriate). This would include such items as heating and hot water plant, kitchen equipment and appliances e.g. meat slicer, powered cleaning equipment and portable electrical appliances;
- to ensure safe handling, use, storage and transport of articles and substances; to provide adequate information, instruction and training to enable staff and pupils to carry out their work activities in a healthy and safe manner, and to enable them to contribute positively to their own health and safety and that of others;
- to ensure all employees are competent to do their tasks;
- to prevent accidents and cases of work-related ill health;
- to make arrangements within the school for the reporting of all accidents/incidents to the Local Authority;
- to make positive arrangements for fire evacuation, first-aid, supporting pupils with medical needs and other emergency situations;
- to provide and maintain a safe and healthy school building with safe access and egress, paying particular attention to the structure of the buildings, the electrical installation, draining, glazing, maintenance of floors / corridors / playgrounds / steps / doorways / fire escape routes and security arrangements which would minimise the risk of acts of violence;
- to provide and maintain a safe and healthy working environment with effective management of illumination, temperature, ventilation, dust, smoke, fumes, noise, cleanliness and food hygiene and adequate protection against occupational disease and infestation;
- to provide and maintain adequate welfare arrangements such as eating, washing and toilet facilities and accommodation for clothing and personal belongings;
- to provide and maintain an effective road safety provision which includes Road Crossing Patrol Staff and regular liaison with parents to minimise the risks to pupils arriving at and leaving school particularly in Primary Schools;
- to include aspects of child/personal safety within the curriculum which includes safety at home, on the road, around water areas and railway lines, fire / matches / fireworks, no talking to strangers, bullying, smoking and drug abuse and healthy eating; to ensure so far as is reasonably practicable, the health and safety of visitors to the school (see section 10 for

- example of identifiable visitors) and any other persons who may be affected by the acts or omissions of members of staff or pupils whilst taking part in school activities; and
- to review and revise this policy as necessary at regular intervals.

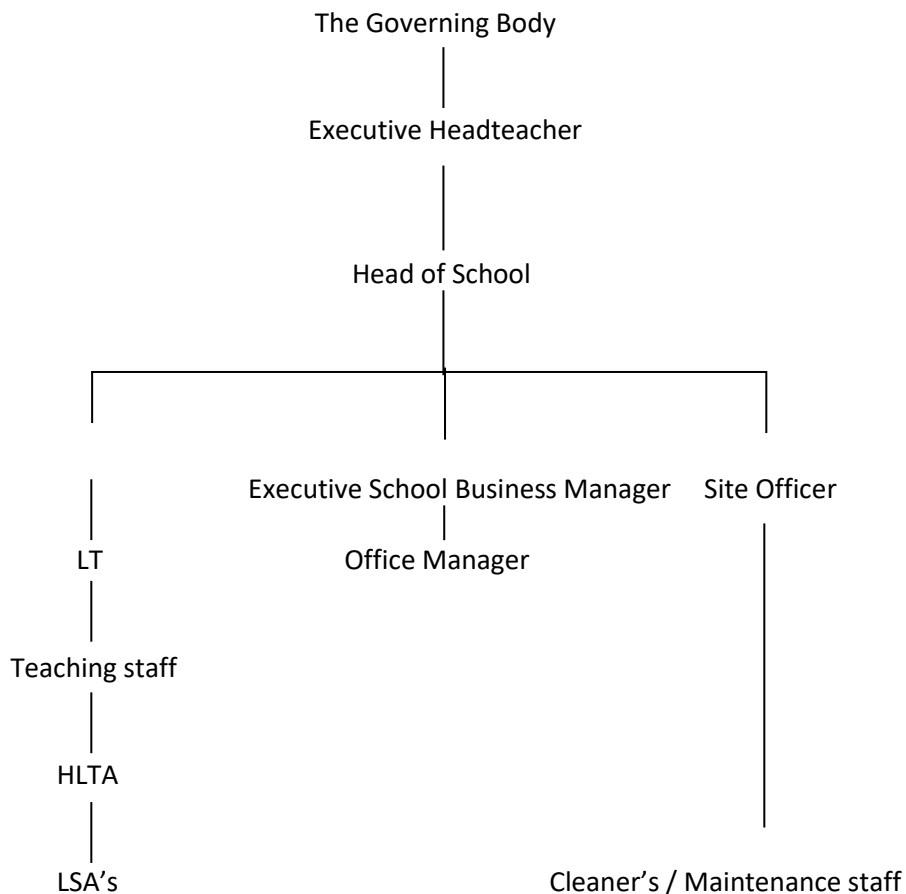
Organisation – Voluntary Aided School

Overall and ultimate responsibility for Health and Safety in schools is that of the employer, i.e. the Governing Body.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Executive Headteacher and Head of School.

Illustration of employee responsibilities - Voluntary Aided School

THE EMPLOYER



Executive Headteacher and Head of School

The Executive Headteacher and Head of School are responsible for the day-to-day management of the school and shall so far as is reasonably practicable:

- ensure that the Local Authority and the school Health and Safety Policy are implemented and adhered to at all times;
- ensure that all members of staff know, understand and accept their health and safety duties and responsibilities;
- ensure that adequate resources are allocated to facilitate healthy and safe working and teaching practices;
- ensure that the Governing Body is advised of health and safety implications when undertaking the management of the school budget;
- ensure that all employees, pupils and visitors receive adequate information, instruction, training and supervision, both within school and on school trips as appropriate;
- ensure that all machinery, appliances and equipment purchased by or used within school, conforms to a British, European or International Standard, is used in the manner that it was designed for and is periodically examined, tested and maintained as appropriate;
- ensure the use of safe working practices and where necessary draw up and communicate written codes of practice for safe working and teaching;
- ensure that only approved chemicals and substances are used at school and ensure that the appropriate safety information and risk assessment is available to the user;
- ensure that suitable and appropriate protective clothing is provided for staff and pupils who require it, and ensure that it is worn when necessary;
- ensure that adequate first aid treatment is available by the provision of a First Aider or Appointed Person and ensure that first aid boxes are kept adequately stocked;
- establish and maintain an effective management system for supporting pupils with medical needs;
- ensure that accidents are recorded and where necessary investigated and reported to the Local Authority Health and Safety Officer as soon as possible and reported to the Governing Body in the Executive Headteacher's termly report; inform the Chairman of the Governing Body in the event of a severe injury;
- ensure if any contagious disease is contracted a record is kept and appropriate containment action is taken;
- ensure that all acts of violence and bullying are recorded, investigated as necessary and that they are reported to the Governing Body as appropriate;
- ensure that fire procedures are planned and are rehearsed at least once per term;
- ensure that fire equipment, fixtures and exits are checked periodically and maintained to ensure that they are in working order;
- ensure that adequate welfare facilities are provided and maintained for staff and pupils;
- ensure that periodic safety inspections of the school are carried out;
- ensure that there is consultation with the staff Safety Representative on matters of health, safety and welfare;
- ensure that contractors working in the school are properly appointed and managed and that they report before work commences in order to ascertain work details and agree safety procedures;
- ensure that in his/her absence health and safety duties are delegated as appropriate;
- ensure that there is an annual appraisal of the school's health and safety performance;

- ensure that risk assessments are undertaken and reviewed at least annually; and
- review and up-date their policies as appropriate.

Teaching and Non-Teaching Personnel

All Teaching and Non-Teaching Personnel shall, where appropriate and so far, as is reasonably practicable:

- ensure that the Local Authority's People Directorate policies and those of the school are always implemented.
- be responsible for the health and safety of the pupils they supervise.
- ensure that equipment used at school is safe and presents no risk to health and ensure that any defects are reported immediately to the Executive Headteacher so that the equipment can either be repaired or disposed of.
- in the event of a fire, ensure that all pupils know the fire procedure and are evacuated safely.
- in the case of an injury, arrange for suitable first aid treatment, investigate the accident that caused the injury and record the details in the accident book.
- ensure that all classroom-based activities are carried out in a safe and healthy manner.
- ensure that playground activities are supervised as appropriate and ensure that any violent behaviour is stopped.
- ensure that pupils are adequately supervised at breaktimes and lunchtimes.
- ensure that, whilst pupils are playing for a sports team, provision has been made for dealing with injuries and other emergencies.
- ensure that whilst transporting pupils by car, safety seatbelts are worn and the Local Authority's guidelines are followed.
- ensure that when undertaking school trips and holidays, sufficient research, planning, precautions and supervision are undertaken in accordance with the Local Authority's guidance. Where specialist instructors are engaged to lead pupils, the role of supervision must be discussed and agreed with the instructor.
- ensure that they do not bring into school any potentially dangerous article or hazardous substance without the expressed permission of the Executive Headteacher.
- take appropriate action to make safe any dangerous condition caused by wet or icy weather.
- ensure that any agreed security provisions are carried out.
- co-operate with the Executive Headteacher on all aspects of health, safety and welfare.
- co-operate with the Executive Headteacher in undertaking risk assessments for all activities with significant risks, to identify hazards and control measures and to communicate this information to all people who need to know.

Caretakers and Site Officers

See Section 8.0 Monitoring and Section 21.0 Site Officers and Caretakers.

Pupils

All pupils must: -

- co-operate with school staff on health and safety matters;
- not interfere with anything provided to safeguard their own health and safety;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to a member of school staff

Trade Unions

Trade Union appointed safety representatives are entitled to investigate any accident / incident occurring, any potential hazard reported and to carry out safety inspections at a rate of one inspection per quarter.

Arrangements

1. Health and Safety Risks Arising From our Work Activity
2. Consultation with employees
3. Safe Plant and Equipment
4. Safe Handling and Use of Substances
5. Information, Instruction and Supervision
6. Competency for Tasks and Training
7. Accident, First Aid and Work-Related Ill Health
8. Monitoring
9. Emergency Procedures – Fire and Evacuation
10. Visitors to School Premises
11. Contractors and Safety
12. Educational Visits / Extra Curricular Activities
13. Movement of Vehicles
14. School Security
15. Occupational Health Services and Stress
16. External Groups/Activities
17. Safety in the Community
18. Violence, Behaviour, Bullying and Harassment
19. Health and Safety in the Curriculum
20. Health and Safety in the Classroom
21. Site Officers and Caretakers
22. Health and Safety in the Office
23. Medicines

1. Health and Safety Risks Arising From our Work Activity

Risk assessments are undertaken by any member of staff trained to carry out risk assessment.

Models are provided by the school's Health and Safety Advisor that are adapted and adopted as appropriate.

The findings of the risk assessments are reported to the Head of School and relevant staff members.

Action required to remove/control risks are approved by Head of School.

The Head of School and ESBM are responsible for ensuring the action required is implemented.

The Head of School and relevant staff members will check that the implemented actions have removed/ reduced the risk.

Assessments will be reviewed annually or when the work activity changes, whichever is soonest.

2. Consultation with employees

Consultation with employees is provided through:

- Staff meetings
- One to one's with Line Managers
- Discussion with staff governors
- Surveys e.g. stress and feedback.

3. Safe Plant and Equipment

The Head of School and ESBM are responsible for identifying all equipment that require regular inspection, servicing and maintenance, both by school staff and by third parties e.g. play equipment, electrical equipment (floor buffers etc.), hand tools.

The ESBM is responsible for ensuring effective maintenance procedures are drawn up.

The ESBM is responsible for ensuring that all identified maintenance is carried out.

Any problems found with equipment are reported to the HOS/ESBM and/or Site Officer.

The Head of School and ESBM will check that new plant and equipment meets health and safety standards before it is purchased. The school's Health and Safety Advisor will assist if necessary.

No unauthorised electrical equipment will be used on school premises.

Portable electrical appliances are tested by a competent person regularly.

Where appropriate, residual current devices are used with all electrical equipment.

No equipment will be lent to anyone who is not employed by the school or has not been trained to use the equipment.

4.Safe Handling and Use of Substances

The Site Officer will be responsible for identifying all substances that require COSHH (Control of Substances Hazardous to Health) assessments.

The Site Officer and Citywide staff will be responsible for obtaining health and safety data sheets and for undertaking COSHH assessments for cleaning and maintenance activities. Further advice and information can be obtained from the school's Health and Safety Advisor (see section 5.0).

The ESBM, Site Officer and Citywide are responsible for ensuring that all actions identified in the assessments are implemented.

Use of chemicals for teaching will be COSHH assessed by the Head of Year or Subject Leader and will be done so in accordance with guidance and hazard cards produced by CLEAPSS Schools Science Service and advice from the Design and Technology Association where appropriate.

The Site Officer, ESBM and Citywide will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.

The Site Officer will check that new substances can be used safely before they are purchased. The school's Health and Safety Advisor will assist if required (see section 5.0 for contact details).

Assessments will be reviewed every year, or when the work activity changes or the constituents of the product change, whichever is the sooner.

5. Information, Instruction and Supervision

The Health and Safety Law poster is displayed in the Staff Room and kitchenette.

Health and safety advice is available from: Claire, Jane Bailey and/or Sara Roberts.

Corporate Health and Safety Team

Contact names: Claire McLaughlin

Supervision of young workers/trainees will be arranged/undertaken/monitored by the Head of School and relevant member of staff the trainee will be working with in the school.

The Head of School and ESBM are responsible for ensuring that school employees working at locations under the control of other employers, are given relevant health and safety information

6. Competency for Tasks and Training

Induction training will be provided for all employees by the Head of School or ESBM.

Job specific training will be organised by the ESBM and will be carried out by an outside expert e.g. first aid, legionella.

Training records are kept in the main office.

Training will be identified, arranged and monitored by the Head of School and ESBM.

7. Accident, First Aid and Work-Related Ill Health

Names of all first aiders are displayed by first aid boxes around school and on notice boards.

The first aid boxes are kept in the school office; school hall; KS2 entrance area

All accidents and cases of work-related ill health are to be recorded in the accident log book / accident forms which located in the school office.

Head injuries are communicated to parents as soon as possible by text message/telephone.

All serious accidents/incidents will also be recorded using the Authority's intranet-based accident report form or by entering the data directly into the SAP system or by contacting the call-centre on 0161 909 6550.

The Corporate Health and Safety Team are responsible for reporting accidents, diseases and dangerous occurrences to the Health and Safety Executive as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). These accidents/incidents/diseases must be reported in writing to the HSE within 10 days.

Incidents that result in an employee being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury are reported to the Central H&S Team within 15 days of the accident. This seven-day period does not include the day of the accident, but does include weekends and rest days.

Incidents that result in a worker being incapacitated for more than three consecutive days but no more than seven (whether absent or not), are recorded in an accident book compliant Social Security (Claims and Payments) Regulations 1979 (BL 510).

All serious accidents/incidents will be investigated in accordance with guidance set out within the Local Authority Health and Safety Policy, in order to prevent a recurrence of the accident/incident.

8. Monitoring

To check our working conditions, premises, plant and equipment and ensure our safe working practices and policies are being followed we will:

- carry out spot check visits at a frequency of termly
- conduct a full workplace inspection at a frequency of half-termly
- ensure teachers submit health and safety reports at a frequency of termly
- conduct health and safety audits at a frequency of annually

Termly classroom inspections are carried out by the Teacher responsible for that classroom using the Local Authority Inspection Checklist or equivalent.

The Site Office is responsible for carrying out these housekeeping inspections in all communal areas e.g. corridors, hall, dining room, outside areas including gates and of equipment that they control e.g. ladders. Any problems identified are reported to the Head of School immediately.

The Head of School and ESBM are responsible for investigating accidents.

The Head of School and ESBM are responsible for investigating work-related causes of sickness absences.

The Head of School and ESBM are responsible for acting on investigation findings to prevent a recurrence.

9. Emergency Procedures – Fire and Evacuation

The Executive Headteacher and Head of School are responsible for ensuring the fire risk assessment is undertaken and implemented

A list of Fire Wardens with designated responsibilities can be found in the school's Fire Procedures document.

- Escape routes and exits are checked by the Site Officer at a frequency of daily.
- Fire extinguishers are maintained and checked by: Firemark at a frequency of once per year.
- Alarms are tested by Aarhus Fire at a frequency of 6 monthly
- Emergency evacuation / fire drills will be carried out at a frequency of termly
- All records will be kept in the school office

10. Visitors to School Premises

Any person visiting the premises is requested to make an appointment prior to the visit.

Identifiable visitors and other persons who may be affected include:

- invited guests and visitors to the school;
- volunteers and students who may assist with teaching;
- parents and customers to events such as jumble sales / Christmas fairs etc;
- users of school property out of school hours such as an aerobics class or a football club;
- bus drivers or other persons encountered on an external trip or holiday;
- contractors at the school (other than their own work activity, which they themselves are responsible for);
- Council employees such as peripatetic teachers, grounds maintenance staff, advisers, refuse collection operatives etc;
- deliverers of goods, meter readers etc;
- trespassers unless injured by their own unsafe activities.

On entering the premises, visitors must go to the reception / main office and sign-in on Entrysign unless alternative arrangements have previously been arranged with the Head e.g. contractors may wear ID badges.

All visitors will be issued with a visitor's badge which is to be worn for the duration of the visit.

All visitors working with children will need to show DBS (CRB) check number as appropriate.

On departure, visitors must sign-out on Entrysign.

11. Contractors and Safety

Contractors are selected on the following basis:

- Cost
- Production of company safety policy
- Proof of Competence (e.g. production of qualification certificates)
- Via BLO
- Via AHR

All contractors are required to attend a pre-start meeting with the Executive Headteacher and any other relevant personnel e.g. Health and Safety Officer, in order for health and safety rules/information etc. to be communicated.

All contractors are required to sign in and wear a visitor's badge.

Contractors must not leave their equipment unattended.

Activities carried out by a contractor must not present a hazard to others in the vicinity of the work.

The Site Officer, Sara Roberts and/or Jane Bailey is responsible for monitoring contractor activities whilst on site.

Under no circumstances will contractors be allowed to use equipment belonging to the school.

12. Educational Visits/Extra Curricular Activities

The Executive Headteacher is responsible for ensuring that the Local Authority Trips and Visits guidance and the advice on trips and visits in the DfE document Health and safety: advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies, February 2014 is followed.

The Educational Visits Co-ordinator for the school is Charlene Skeels SENDCO.

All educational visits must be authorised by the Executive Headteacher in advance.

The Executive Headteacher or Departmental Manager will ensure that all appropriate information relating to the trip e.g. arrival/departure times, clothing requirements, contact numbers etc. is communicated to the parents of the children and that parental consent is obtained.

Adult supervision will be at least at the statutory minimum and as specified in the risk assessment.

Advice relating to educational visits can be obtained from:

Mr Simon Willis

Educational Visits Adviser

Email: simon.willis@northyorks.gov.uk

Telephone: 01609 535951 or 07970 679517

Refer to the Educational Trips and Visits guidance for detailed procedures and guidelines.

Parental consent is to be sought and given in writing, where parental helpers are used. Parental and other non-employed helpers should undergo a police check if they are likely to be supervising children in the absence of a member of staff.

The Executive Headteacher is responsible for ensuring that all vehicles used for the purpose of transporting children to and from specified destinations, are properly taxed, insured and have valid M.O.T. certificates.

Persons who volunteer to drive minibuses:

- Should be trained to at least the MIDAS standard or equivalent.
- Must be over 21 and have held a class B licence for 2 years.
- If passengers pay for transport then a Section 19 bus permit is required.

A D1 PCV is required if employees or volunteers are remunerated via their contract of employment or otherwise, for example when a teacher is being remunerated under the Teachers' Pay and Conditions Document for driving the minibus on an out-of-school-hours learning activity. (i.e. voluntary drivers only). Out of pocket expenses may be reimbursed.

- A D1 PCV is required for outdoor education personnel e.g. Lledr Hall.
- A D1 PCV is required for vehicles weighing more than 3.5 tonnes and trailer towing.
- A D1 PCV and a tachograph are required for driving in other EU member states.

DFE Minibus Guidance from November 2014 on what is On a Voluntary Basis

In our view, if the terms and conditions of a teacher's contract of employment state that driving minibuses is a part of their duties, or if a teacher is paid an additional sum specifically for driving the minibus (other than a sum to reimburse the teacher for out of pocket expenses on a cost recovery basis), such staff would be deemed as receiving payment for driving a minibus and would not be driving the minibus 'on a voluntary basis'. In these cases, a full D1 licence (or a full D licence) would be needed.

However, in our view, if a teacher's contract of employment does not state that driving minibuses is part of their duties and they receive no additional payment for driving a minibus to take pupils on trips or to social sporting events (except for reimbursement for out of pocket expenses), they will be driving on an extra-contractual, voluntary basis. In this case, the category B licence would suffice (assuming the conditions are met) even if the school reimburses the teacher for fuel, parking and tolls.

13. Movement of Vehicles

Staff and visitors should park their vehicles in the designated car park.

Vehicular access will not be permitted when children are entering or leaving school.

Gates will be closed at: 9.00am and 3.30pm.

14. School Security

Refer also to arrangements for 'Visitors'.

Security of the school is maintained by;

- Perimeter fencing
- External Doors being locked during school hours

- CCTV
- Signposting
- Security lighting
- The School is fenced off and gates are locked during lesson time.
- The main entrance door (except the door to the foyer) and all side doors are locked during the School day.
- All visitors to School are issued with a badge and are required to sign in and out and to confirm whether or not they have had a DBS check
- Intruder alarm
- Head of School/Site Officer are the only school staff to have keys to all areas of the building.
- City Watch monitor School security out of hours and will attend site if the intruder alarm is activated

15. Occupational Health Services and Stress

Occupational Health services are provided by the Occupational Health Unit, Tel: 0161 603 4070.

If a Manager feels it is necessary to refer a member of staff to the Occupational Health Unit, he/she should contact a Human Resources Officer in the first instance.

Occupational Health (Health and Wellbeing Service) can provide support for employees by offering a confidential stress counselling service, for both personal and occupational stress. Employees wishing to access the counselling service may do so by contacting 0161 603 4081.

16. External Groups / Activities

There are currently no external groups using school premises.

Particulars of the school's health and safety policy and other health and safety information (escape routes / fire exits, alarm call points etc) will be communicated to external group representatives by The Site Officer/ESBM.

All extra curricula groups using school premises must abide by school health and safety rules.

Groups that use school premises to hold functions will be asked to produce evidence of having carried out the necessary risk assessments and of implementing appropriate control measures to reduce any risks identified.

All events organised by the PTA or as a joint venture between the school and any other external group, should be notified to the Health and Safety Team to enable the necessary health and safety guidance to be provided.

17. Safety in the Community

Safety in the community is addressed by:

- Police
- Crucial Crew – Year 6
- Local Fire Safety Officers
- School topics

Talks/seminars are planned across the year as and are targeted as needed and/or as part of the broader curriculum.

18. Violence, Behaviour, Bullying and Harassment

Efforts will be made to train all staff in how to handle violent and aggressive situations.

If faced with a violent aggressor, avoid direct eye contact, do not raise your voice, do not take an aggressive stance, do not do or say anything to antagonise the situation.

If staff are taking pupils out of the building to a point where a telephone would not be easily accessible e.g. onto playing fields, then a mobile phone should be taken to ensure assistance could be summoned quickly in an emergency.

If staff are entering an area where there have been previous incidences of violence and/or aggressive behaviour from third parties, the possibility of providing additional staff i.e. 'doubling-up' should be considered.

The school will address bad behaviour, bullying and harassment involving pupils by;

- Anti-Bullying Week
- Anti-Bullying/Race Returns to LA
- Speaking to parents
- Relevant policies in place

The school will address good pupil behaviour by implementing the school Behaviour Policy.

The school will address bullying and harassment involving staff by implementing relevant staff conduct policies.

19. Health and Safety in the Curriculum

The curriculum will be delivered in a safe and healthy manner and every effort will be taken to identify risks associated with a curriculum subject/activity e.g. field trips, sports / P.E. activities, science etc., and the appropriate control measures will be implemented. Refer to section 1.0 'Health and Safety Risks Arising From Our Work Activity' and section 12.0 'Educational Visits/Extra Curricular Activities'. Also refer to the Model Risk Assessment document.

Efforts will be taken to educate pupils about health and safety issues as and when the opportunity arises throughout the course of normal teaching. For example, the opportunity to educate pupils about occupational diseases may arise during a history lesson when learning about the role of chimney sweeps, or during a Science lesson when learning about the discovery and use of asbestos.

20. Health and Safety in the Classroom

The curriculum will be delivered in a safe and healthy manner and every effort will be taken to identify risks associated with classroom activities see section 1. 'Health and Safety Risks Arising From Our Work Activity', and the appropriate control measures will be implemented. Also refer to the Model Risk Assessment document.

A monitoring system will be set up to ensure that any hazards in the classroom are identified and that regular inspections of the area are carried out. An individual will be made responsible for each classroom. See section 8. 'Monitoring'.

Pupils will be encouraged to report any hazards to a Teacher e.g. a loose wire on a piece of electrical equipment, spilt liquid on the floor. N.B. Their ability to do this will obviously be dependent upon their age and their understanding of a hazard.

21. Site Officers

School Caretakers or Site Officers work tasks vary depending on their job title and job description. The role of the Caretaker (and Site Officer) is to ensure the smooth running and security of the school premises, including maintaining it in a clean and hygienic condition. Not only has the postholder got to look after his/her own safety, but has a major role in the safety of all the school population.

The essential duties are:

- security of the premises and its contents. This will include locking and unlocking doors, fire escapes and gates, and emergency call-out as appropriate;
- some degree of maintenance, repairs and emergency remedial action as necessary, and arranging for any necessary repairs that he/she is not competent to carry out this includes keeping the maintenance logbook up to date;
- lighting, heating and the cleanliness of the school. This will include replacing lightbulbs/tubes, boiler monitoring, overseeing school cleaners, aspects of cleaning during school hours, and minor grounds maintenance;
- being responsible for aspects of health and safety, and fire safety. For example identifying hazards and taking remedial action in accordance with Section 8.0 Monitoring; and undertaking routine checks on fire alarm systems, fire doors and fire extinguishers;
- lifting and moving equipment and supplies. This would include assisting teachers with moving furniture and equipment, carrying stationery supplies and deliveries, moving milk crates, etc and where possible this should be done with the aid of handling devices.

Relief Caretakers cover in the event of a resident Caretaker or Site Officer being sick or on annual leave.

The essential duties are:

- security of the premises and its contents;
- lighting, heating and Caretaker/Site Officer cleaning duties;
- portering and handy-person duties;
- supervision of staff;
- any other reasonable duty, e.g. evening lettings, bank duties, etc.

22. Health and Safety in the Office

Offices will be safe, hazards will be identified, and risks will be properly controlled see section 1.0 'Health and Safety Risks Arising from Our Work Activity'. Also refer to the Model Risk Assessment document.

A monitoring system will be set up to ensure that any hazards in the office are identified and that regular inspections of the area are carried out. An individual will be made responsible for each office. See section 8.0 'Monitoring'.

A DSE assessment will be undertaken for all office personnel.

Office personnel will be encouraged to undertake the Salford City Council e-learning course DSE and workstation health and safety

Office personnel will be encouraged to report any hazards e.g. a loose wire on a piece of electrical equipment, spilt liquid on the floor.

23. Medicines

Children who require support for medical conditions have the same rights of admission as other children. Children who have a disability which requires medical support are protected from discrimination by equalities legislation. Children with medical needs must be supported in school and can only be required to leave school for medical reasons if this is to receive emergency treatment or if their presence represents a serious risk to the health or safety of other children or school employees, for example if they are infectious. In these circumstances the Head of School may send the pupil home after consultation with the pupil's parents. For the purposes of attendance this would be recorded as an authorised absence not an exclusion.

Children may require support for acute, short term and long term medical conditions. Acute conditions are for example severe asthma attacks or allergic reactions. Short term conditions are for example finishing a course of antibiotics. Long term conditions are for example controlled epilepsy, diabetes or asthma requiring daily use of an inhaler.

The SENDCO will establish an effective management system which provides support to children with medical conditions.

The SENDCO will communicate with parents, pupils and health professionals where necessary, for example in making an agreement to administer medicines or making a health care plan.

The Head of School will store medicines safely and where necessary provide training for personnel who administer or supervise administration of medicine.

Also refer to the "Model Management System for Supporting Children with Medical Needs" on the Local Authority intranet.