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Headteacher: Mrs V Terry

SCHOOL SAFETY POLICY

2025-26

This policy was written on behalf of the school by our current Health and Safety Leads:

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Date of review - September 2025

Next review - September 2026

HAMER COMMUNITY PRIMARY SCHOOL

SAFETY POLICY

Statement of Intent and General Policy

- a) To Governors of Hamer School recognise their corporate responsibility under the Health and Safety at Work etc. Act 1974, to provide a safe and healthy environment for the teaching and non-teaching staff, the pupils and other people who come onto the premises.
- b) They will take all reasonably practicable steps within their power to fulfil this responsibility.
- c) It is the intention of the Governors that for health and safety purposes the school will operate within the structure and framework of Rochdale Metropolitan Borough Council and will apply all health and safety instructions and advice issued by the Council and the Education Department in particular.
- d) The headteacher is required to draw up the necessary arrangements to secure compliance with all health and safety requirements, to write them down and to circulate this information to all staff and Governors and subsequently to monitor the effective implementation of the arrangements.
- e) The Governors are committed to ongoing consultation with staff in the drawing up, implementation, monitoring and review of the school safety policy.

Signed

Chair of Governors

Print Name.....

Date.....

Signed

Headteacher

Print Name.....

Date.....

Part 2 - Description of Organisation

The Governors will delegate to the **Headteacher** the following functions:

- a) To pursue to objectives of the Council in respect of health and safety.
- b) To set up arrangements in the school to cover all health and safety legal requirements, to produce a written statement of those arrangements, to bring the statement to the attention of all staff and to monitor effectively the implementation of the arrangements. The statement is to be revised and republished as necessary.
- c) To be available to any member of staff to discuss and to seek to address health and safety problems not satisfactorily resolved at a lower level or through the established arrangements.
- d) To report to the Education Department those instances where the head's executive authority does not allow the elimination or reduction to a satisfactory level any potential risk or hazard. To take all necessary short- term measures to eliminate these risks or hazards as far as is reasonable practicable prior to rectification by the appropriate agency.
- e) To note all health and safety instructions and advice issued by the Health and Safety Executive, Department for Education, Council and the Education Department in particular. To keep a file of such information and ensure that this information is brought to the attention of and made available to all staff.
- f) To assess other areas of risk that fall within their executive authority that are not covered by existing safe working methods and procedures as issued by the Council and in particular the Education Department.
- g) To draft such proposed safe working practices designed to meet local needs and present these to the Governing Body and Director of Education for approval. To ensure that these procedures and safe working methods are explained to, understood and followed by employees.
- h) To revise the procedures and safe working methods where necessary following changes in personnel or working arrangements.
- i) To ensure that appropriate advice and consultation is arranged.
- j) To identify the training needs of employees and arrange for appropriate training to be provided.
- k) To keep a list of safety representatives appointed to represent staff at the school and to be readily available to them. To co-operate with appointed safety representatives as far as is reasonable. To receive written reports from safety representatives and to respond in writing within a reasonable time.
- l) To establish a school safety committee within three months of receiving a written request from the safety representative of staff at the school.

- m) To ensure that all areas of the school are inspected once per term.
- n) To ensure that the system for the reporting, recording and investigation of accidents and near misses operates in accordance with the R.I.D.D.O.R. (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985) and the Council's and in particular the Education Department's arrangements.
- o) To appoint authorised and appropriately qualified person/s to be responsible for all First Aid matters.
- p) To ensure that all visitors, including contractors, are informed of any hazards on site to which they may be exposed. To ensure that due consideration is given to the possibilities of contractor's work affect pupils, staff and other visitors to the premises.
- q) To ensure that new employees receive induction training in relation to safety arrangements; in particular to ensure that they are given a copy of the school's statement and the opportunity to read it before starting work.
- r) To assess the requirement for protective clothing and equipment, and to ensure that this is properly utilised, maintained and renewed in accordance with the Personal Protective Equipment (P.P.E) Regulations 1992.
- s) To ensure that effective arrangements are in force to facilitate ready evacuation of the buildings in case of fire or other emergency, and that fire fighting equipment is available and maintained.
- t) To designate a senior member of staff (not a safety representative) to be responsible to the Headteacher and Governors for the overview of all aspects of health and safety in school.

Teachers will be responsible for the following functions:

- a) The health and safety of all staff, pupils and any other persons whilst under the school's control.
- b) To ensure that all equipment, machinery and apparatus within the school is in good condition and can be used safely.
- c) To report faults or defects in equipment or the fabric of the building to relevant persons/Departments.
- d) To ensure that all hazardous substances are correctly used, handled, stored, transported and disposed of safely.
- e) To have a collective responsibility for ensuring that floors are free from slip and trip hazards.
- f) To assess the requirement for protective clothing and equipment, and to ensure that this is properly utilised, maintained and renewed in accordance with the Personal Protective Equipment (P.P.E) Regulations 1992.

- g) To notify the Headteacher or other designated person of any defects or occurrences in or on the premises which might constitute a health and safety hazard.
- h) To have a representative accompany the Governing Body and/or trade union safety representative on health and safety inspections.
- i) To work in accordance with policy, advice or guidance issued by the DSO or other employer.

Caretaker / Site Manager and PFI Company will be responsible for the following functions:

- a) To ensure that all equipment, machinery and apparatus under their control is in good condition and can be used safely.
- b) To ensure that all hazardous substances are correctly used, handled, stored, transported and disposed of safely.
- c) To ensure that proper safety precautions are observed in the boiler house.
- d) To ensure that where protective clothing and equipment are required, that these are properly utilised, maintained and renewed in accordance with the personal Protective Equipment (P.P.E.) regulations 1992.
- e) To ensure that they are up to date with relevant safety legislation, regulations and guidance, and to ensure that this information is shared with colleagues and complied with.
- f) To notify the School Business Manager or other designated person of any defects or occurrences in or on the premises, which might constitute a health and safety hazard.
- g) To accompany the Governing Body and/or Trade Union Safety Representative on health and safety inspections.

To work in accordance with policy, advice or guidance issued by the DSO or other employer.

Kitchen Staff and PFI Company will be responsible for the following functions:

- a) To ensure that school meals are prepared, cooked and served in safe and conditions.
- b) To ensure the correct hygiene and foods safety requirements are observed.
- c) To report faults or defects in equipment or the fabric of the building to relevant persons/Departments.
- d) To ensure that staff involved in food production and distribution are up to date with relevant safety legislation, regulations and guidance issued by the DSO or other employer.
- e) To work in accordance with policy, advice or guidance issued by the DSO or other employer.

- f) To ensure that where protective clothing and equipment are required, that these are properly utilised, maintained and renewed in accordance with the Personal Protective Equipment (P.P.E) Regulations 1992.
- g) To accompany the Governing Body and/or trade union safety representative on health and safety inspections.

Individual Employees will be responsible for the following functions:

- a) Follow designated procedures and safe working methods once they have been explained and understood by them.
- b) Attend safety training courses arranged by the School or Education Department or Council.
- c) Work in a safe manner to protect themselves and other persons.
- d) Co-operate with others in the School and the Education Department and Council to comply with Health and Safety legislation.
- e) To report faults or defects in equipment or the fabric of the building to relevant persons/Departments.
- f) Report accidents and incidents to the Headteacher or other designated person.
- g) Seek advice from their line manager if they are unsure about any health or safety matter.

Part 3 - The School's Arrangements

a) Accidents and Near Misses

All accidents and near misses are to be reported to:

Headteacher/School Business Manager

The person responsible for completing the Accident book and/or Form PMS 102 is:

The School Business Manager

The person responsible for notifying the Education Department of any accidents or near misses falling with R.I.D.D.O.R (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985), the Council's and in particular the Education Department's arrangements is:

The School Business Manager

The person responsible for undertaking accident/near miss investigation is:

The Headteacher

Procedures to be followed are as detailed in Section 6a of the Education Department's Health and Safety Handbook and the school's local arrangements.

b) **First Aid**

The person responsible for first aid is:

**Debbie Wild
Lucy Williamson
Charlene Mullane
Louisa Kershaw
Tom Nadin
Sue Howarth
Tracy Maher**

- **The staff above have specialist, first aid training, however, all staff are trained in delivering basic first aid**

First Aid Box/es are located in:

School Office, First Aid Area, classrooms and in areas of school as described in the PFI contract within their obligation to the maintenance of the school

The person responsible for maintaining the stocks of the first aid box/es is:

The First Aiders

In the event of an injury occurring which requires the injured person to receive hospital treatment, the person responsible for summoning an ambulance or arranging transport to hospital is:

The Headteacher/Deputy Headteacher /School Business Manager

The person/s responsible for accompanying injured persons to hospital is/are:

The Headteacher/Deputy Headteacher/School First Aider

The person responsible for informing parents is:

Headteacher/Deputy Headteacher/Pastoral Manager/School Business Manager

Procedures to be followed are as detailed in Section 6c of the Education Department's Health and Safety Handbook and the school's local arrangements.

c) **Fire precautions and Emergency Evacuation Procedures**

Fire drills will be organised by:

The Headteacher in conjunction with the Headteacher of Springside school

At termly intervals

The Fire Marshall will be:

Deputy Headteacher/School Business Manager/Headteacher

Procedures to be followed are as detailed in Section 7a and 7b of the Education Department's Health and Safety Handbook and the school's local arrangements.

d) **Risk Assessment**

The person/s responsible for the co-ordination and recording of risk assessment procedures will be:

The Headteacher/Deputy Headteacher

Procedures to be followed are as detailed in Section 3 of the Education Department's Health and Safety Handbook and the school's local arrangements.

e) **Environment**

Any defects or occurrences in or on the premises which might constitute a health and safety hazard are to be reported to:

The School Business Manager/The Site Supervisor

Procedures to be followed are as detailed in Section 8a of the Education Department's Health and Safety Handbook and the school's local arrangements.

f) **Safety representatives and safety committee**

The safety representatives for the school are:

The Headteacher/Deputy Headteacher/Karen Duggan/ The School Business Manager

The committee responsible for all health and safety matters is:

Health & Safety Committee

The membership and constitution of this committee is:

Headteacher/Deputy Headteacher/Karen Duggan/The School Business Manager /Site Supervisor

Procedures to be followed are as detailed in Section 28b of the Education Department's Health and Safety Handbook and the school's local arrangements.

g) **Inspections**

Premises

Inspections will be carried out by Grosvenor facilities management

in addition to the health and safety inspection undertaken by the Education Department and periodic audits carried out for and on behalf of the Council.

Fire Alarm

The fire alarm system will be inspected annually by:

Name of Contractor **Through Grosvenor Facilities Management**

I.C.T. Equipment

I.C.T. equipment will be inspected on an annual basis by:

Name of Contractor **Through Grosvenor Facilities Management**

P.E. Equipment

P.E. equipment will be inspected on an annual basis by:

Name of Contractor: **Through Grosvenor Facilities Management**

Electrical Appliance Inspection

An Electrical Appliance Inventory will be maintained by:

The Site Supervisor/School IT consultant

Technical inspections will be undertaken and recorded by:

Grosvenor Facilities Management

Procedures to be followed are as detailed in Section 9a of the Education Department's Health and Safety Handbook and the school's local arrangements.

Electrical Services Inspections

Electrical Services will be inspected by:

Name of Contractor: **Through Grosvenor Facilities Management**

Outdoor play equipment

Via Rochdale Borough Council inspection team

h) Information

Staff can obtain advice and information about the health and safety implications of their activities, and about substances and articles used at school by reference to the Education Department's Health and Safety Handbook and from the Health and Safety Executive: hse.gov.uk

i) **Substances**

Assessments for all hazardous substances used in school will be undertaken by:

The Site Supervisor

in accordance with the Control of Substances Hazardous to Health Regulations 1988, Section 21 of the Education Department's Health and Safety Handbook and the school's local arrangements.

j) **New staff**

New staff will on appointment receive copies of this policy and the school handbook. Induction training will be provided by:

The School Business Manager

k) **Infectious diseases**

Any infectious diseases are to be reported to:

The Headteacher/ Deputy Headteacher /The School Business Manager

Procedures to be followed are as detailed in Section 5 of the Education Department's Health and Safety Handbook and the school's local arrangements.

l) **Training**

The person responsible for the co-ordination of all health and safety training is:

The School Business Manager/Headteacher

who will identify training needs and make arrangements for such training to be provided.

m) **Housekeeping**

Individuals shall be responsible for ensuring good housekeeping practices in their own work areas. The Caretaker will in addition be responsible for the housekeeping of areas of common usage. These exclude the staffroom, library and any other shared teaching/ resource areas which are to be maintained by each user in a safe and tidy condition.

n) **Educational Visits**

Educational visits are to be planned and organised strictly in accordance with the procedures as detailed in Section 11a of the Education Department's Health and Safety Handbook and the school's local arrangements.

The person responsible for co-ordination of risk assessment for school trips is:

Visit Leader in conjunction with the EVC

o) Purchasing

All items purchased must be suitable and sufficient for the purpose for which they are intended and used only for that purpose. They must be maintained in an efficient state and in good working order and repair. Staff must be appropriately instructed and trained in the safe use of any new equipment purchased.

Advice on the safe selection of equipment can be obtained from officers of the Education Department.

p) Contractors and Visitors

Contractors on the school site are owed, and owe duties of care to all users of the premises. Procedures to be followed are as detailed in section 8f of the Education Department's Health and Safety Handbook and the school's local arrangements.

All necessary measures must be taken to ensure that visitors to school are reasonably safe when using the premises for the agreed purpose of the visit. Visitors must therefore be requested to sign in on arrival at school, indicating the purpose of their visit and the area which they will be visiting. Instructions regarding emergency evacuation procedures should be issued whenever possible, and the visitor made aware of any hazards peculiar to the site.

Part Q)

EMERGENCY SERVICES

Emergency Services report to the School Office

Part R General Arrangements + Procedures

ROAD SAFETY

The GOVERNORS and HEADTEACHER will ensure that all pupils within the school are educated about Road Safety issues.

This education will comprise the following areas:

- R.1 Pedestrian and traffic safety
- R.2 Curricular development of Road Safety Education

Part S

MOVEMENT OF PUPILS ROUND SCHOOL

- S.1 During wet breaks and lunchtimes children should remain in their classrooms.
- S.2 When entering/leaving school the children should use their appropriate exit for their classroom.

S.3 When moving around school, pupils should demonstrate
'Fantastic Walking'

APPENDIX 1

3.2.1. Principles and Practice*

First-Aid is the first assistance or treatment given to a casualty for any injury or sudden illness before the arrival of an ambulance or qualified medical expert. It may involve improvising with facilities and materials available at the time.

3.2.2. Aims*

- a) To preserve life
- b) To prevent the condition worsening
- c) To promote recovery

3.3.3. Responsibility of the First-Aider*

- a) Assess the situation without endangering your own life.
- b) Identify the disease or condition from which the casualty is suffering.
- c) Give immediate, appropriate and adequate treatment, bearing in mind that a casualty may have more than one injury and that some casualties will require more urgent attention than others.
- d) Arrange, without delay, for the disposal of a casualty to a doctor, hospital or home, according to the seriousness of the casualty's condition.

3.3.4 Qualifications of the First-Aider*

Any person who has received a certificate, valid for three years, from one of the following authorised training bodies:

- a) Red Cross Society
- b) St. Andrew's Ambulance Association
- c) St. John Ambulance
- d) Rochdale Occupational Health
- e) Rochdale Outdoor Education Team

3.3.5 Policy

In order to (a) ensure the safety and well-being of all people in our school, and (b) ensure that persons having to make sometimes difficult decisions in sometimes stressful circumstances are confident that they are acting in accord with an agreed school policy and are not left in a position in which they are vulnerable to accusations of neglect or malpractice:

- a) First-Aid for anything more than a minor bump or graze should only be administered by qualified First-Aiders.
- b) The names of qualified First-Aiders should be made known to both staff and pupils.
- c) Travelling First-Aid kits should be available as required from the staff responsible for First-Aid kits.
- d) Staff and pupils should be aware of the location of school telephones.
- e) An up-to-date register of medical information about staff and pupils should be kept centrally for reference purposes.
- f) An up-to-date register of emergency contact numbers for all persons on the site should be kept centrally.

In the event of Accident / Illness

- i. Do not remove the casualty (except from a dangerous environment), or apply any bandages or medication or supply any food or drink.
- ii. Summon the assistance of a First-Aider immediately.
- iii. The First-Aider will act in accordance with the principles and practice of First-Aid which may or may not involve the calling of an ambulance.
- iv. The First-Aider should ensure that the parents or guardian of a pupil casualty are contacted, or the family of a member of staff as soon as possible to inform them of the nature of the accident/illness and any action taken.
- v. The First-Aider should ensure all appropriate logs are made and accident forms completed. The SBM will notify the Local Authority **IMMEDIATELY where this is applicable (and whether RIDDOR reportable)**.

APPENDIX 2

8.1 Pedestrian and Traffic Safety

- 8.1.1 The school will build links with Parents, the Police, Road Safety Officer and Local Community with regard to children's safety on the roads.
- 8.1.2 The school, by means of the prospectus, meetings, letters, circulars or posters will ensure that parents and staff know and consider the implications of setting a good example of safety when accompanying children, either as pedestrians or passengers.
- 8.1.3 The school will plan vehicular access and parking in order to minimise the conflict of pedestrians and vehicles within the school grounds.

- 8.1.4 The school will encourage and support cycle training and the use of cycle helmets.
- 8.1.5 The school will operate a code of good practice when taking children on school visits, with reference to guidance for pupil/adult ratios and pedestrian and vehicular transference of pupils.
- *Transport agencies will be advised on a point where they may pick up and return children safely**
- *There will be adequate supervision based on agreed and safe pupil/staff ratios [following LA guidance [see Educational Visits policy/ advice]**
- 8.2 **The Curriculum**
- 8.2.1 The school has a commitment to a proper curriculum for Road Safety Education for all pupils, led by LA staff.
- 8.2.2 The school will operate an open door policy and foster a multi- agency approach to Safety Education and issues.

Part 4 - Monitoring & Review

The monitoring of this policy will be undertaken by the implementation of:

Premises Inspections

To be undertaken by the **Health and Safety Committee** and reported to the Governing Body.

Inspection Reports from the Education Department

The Resources Committee of the Governing Body will consider reports of inspections undertaken by the Education Department and produce a plan of action to address the recommendations put forward.

Evaluation of Training

The Resources Committee of the Governing Body will work co-operatively with the school safety representatives. The Committee will consider reports of inspections and produce a plan of action to address the recommendations put forward.

Inspection reports from Safety Representatives

The Governing Body will work co-operatively with the school safety representatives. The Committee will consider reports of inspections and produce a plan of action to address the recommendations put forward.

APPENDIX 3

Hamer C.P. SCHOOL

SCHOOL SECURITY

External Doors/Gates

Playground gates are unlocked between 8.40 a.m. and 8:55 a.m. and 3:00 and 3:25pm. Between these times, they remain locked.

Whilst unlocked, staff are positioned on the playground and at external doors leading to corridors and classrooms.

Gates to the side of school (allowing access to the field) remain locked apart from when specific access is required. It is then locked immediately after.

The gate at the front of school (near the hall) is open until 9am. It is then locked until 2:30pm when it is opened again for Springside parents.

External classroom doors are operated by either a push bar or a thumb lock which is cited internally.

Corridor doors are operated by either an internal push button or a swipe card reader (internal doors near the main entrance).

Staff ID

All school staff wear ID badges. Visitors are all given a visitor badge on entrance to the building. Visitors to Hamer who have a CRB/ DBS are given green visitor lanyard badges, all others are given red lanyard badges.

The Main Entrance Door

Visitors are directed by external signs to the Reception area where they will be attended to by the receptionist or Admin Officer. If they are new visitors to school, they will be asked for identification. All visitors to school must sign in as visitors at Reception.

All parents/ guardians requiring to take children out of school during school hours must sign their children out through the school office.

Entry and exit through the main door is by swipe card only. All visitors must be escorted in and out of school by a member of staff.

Visitors/Helpers in School

All visitors in school have to sign in as visitors when entering and exiting, and in school wear clear identification, Local Authority badges or school badges [see above].

FIRE PROCEDURE

- i. If only one fire Marshall is in school, make sure all staff know their exact duties.
- ii. The main aim is evacuation and accountability of staff, visitors and pupils.
- iii. Use of extinguishers should only occur if person is confident and understands how to use them and only if safe to do so.

EVACUATION PROCEDURE

- iv. Evacuate as practised in drills. Close all doors. Sweep and check all toilets, storerooms, etc.
- v. GFM staff will check control panel, locate fire and liaise with Fire Emergency Services.
- vi. When possible, when visitors have signed in, the person who they are visiting should meet them on arrival.

The visitors book/signing in log should be taken to the muster points and the emergency bag should be taken by the SBM.

Where possible staff should take class first aid boxes/inhalers.

Class registers should also be taken to muster points.

- vii. In the event of an actual fire, nearby premises should be alerted of incident.

Review

This policy will be reviewed in the event of any changes in structure, senior personnel, working arrangements, processes or premises. The policy will be updated upon receipt of any new or reviewed policy / regulation issued by the Education Department, HSE or other enforcement agency.

Latest Review - September 2025