



# Health and Safety Policy

Document Control	
Title	Health and Safety Policy
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Purpose of the policy	To set out the running of a safe school environment
Related policies/guidance	Safeguarding and Child Protection Policy
Review	September 2026
Author	Danielle Clough
Date Consultation Completed	September 2024
Date adopted	25th September 2024- Full Governing Body

Under the Public Sector Equality Duty, Manchester Hospital School has due regard to the need to eliminate discrimination, harassment and victimisation and any other conduct prohibited by the Equality Act 2010; to advance equality of opportunity between those who share a relevant protected characteristic and those who do not share it and to foster good relations across all protected characteristics. Manchester Hospital School will take into account equality

considerations when policies are being developed, adopted and implemented  
Manchester Hospital School serves the needs of a very large and diverse range of children, young people and their families at times when they are extremely vulnerable. Our core purpose as a school is to uphold the child's right to Education and our policies and procedures are necessary to keep staff and children safe . We acknowledge that our students are often living with a range of very complex medical conditions including mental ill health and therefore we keep the needs of the student at the heart of all decisions. We will , therefore, work within the parameters of all statutory policies whilst seeking to understand and support the child's long term education and health needs.

## **Part 1: Introduction**

1:1 This is a statement of Organisation and Arrangements (Code of Practice) for Manchester Hospital School. This does not replace the Local Authority's safety policies, but is in addition to them for the benefit of all staff, pupils, governors and visitors to the school.

1:2 This statement deals with those aspects associated with the building structure, plant, fixed equipment and services for which other offices of the authority also have responsibility. It describes how the school is discharging its responsibilities in respect of pupils, visitors and other employees who are present on school premises in the internal organisation, management and discipline of the school.

1:3 The aim of the statement is to ensure that all reasonable practical steps are taken to secure the health, safety and welfare of all persons using the premises:

- to establish and maintain a safe and healthy environment throughout the school;
- to establish and maintain safe working procedures among staff, volunteers and pupils;
- to make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- to ensure the provision of sufficient information, instruction and supervision to enable all people working on site and pupils to avoid hazards and contribute positively to their own safety and health at work and to ensure that they have access to health and safety training as and when provided;
- to maintain a safe and healthy place of work;



- to formulate effective procedures for use in case of fire and other emergencies and for evacuating the school premises;
- to lay down procedures to be followed in case of accident;
- to provide and maintain adequate welfare facilities.

## **Part 2: General Responsibilities and Duties in Matters Concerned with Health and Safety**

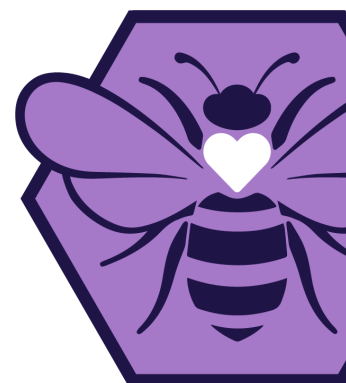
### **2:1 The Headteacher**

In consultation with the governors and staff, all school safety organisation and activity is determined by the Headteacher - who designates responsibility to the School Business Director who shall ensure that:-

- all known hazards are immediately reported to the appropriate authority and any practices or the use of any plant, tools, equipment, machinery etc. considered to be unsafe are stopped until considered safe;
- recommendations to the appropriate authority are made for additions or improvements to plant, tools, equipment, machinery etc. which are dangerous or potentially so;
- investigations of premises, places of work and working practices are made or arranged on a regular basis and there is a system in place to ensure that information is communicated re. accidents and hazardous situations.

From time to time there is a review of:-

- the provision of first aid in school;
- the emergency regulations;
- where appropriate, recommendations for improving the procedures are laid down.
- necessary changes and improvements in welfare facilities are recommended;
- Governors are informed of the safety procedures of the school.



## 2:2 Obligation to Staff

The Health and Safety at Work Act 1974 states:

“It shall be the duty of every employee while at work:

to take reasonable care for the health and safety of himself and of any other persons who may be affected by his acts or omissions at work;

As regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with so far as it is necessary to enable that duty or requirement to be performed or complied with.”

The act also states:

“No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.”

In order that the law be observed and responsibilities to pupils and other visitors to the school are carried out, all staff are expected to:

- know the special measures and arrangements to be adopted in their own working areas to ensure they are applied;
- observe standards of dress consistent with safety and/or hygiene;
- exercise good standards of housekeeping and cleanliness;
- know and apply emergency procedures in respect of fire and first aid;
- use and not wilfully misuse, neglect or interfere with things provided for his own safety and/or the safety of others;
- co-operate with the appointed safety representative and the enforcement officer of the Health and Safety Executive or the Public Health Authority.

## 2:3 Staff Holding Positions of Responsibility

This includes senior staff and all staff with agreed posts of responsibility  
These staff:-



- have a general responsibility for the application of the school's health and safety policy to their own department or area of work and are directly responsible for the application of existing safety measures and procedures within that department / area of work in line with the guidelines and procedures;
- shall, where necessary establish and maintain safe working procedures including arrangements for ensuring as far as is reasonably practical, safety and absence of risks to health in connection with the use of handling, storage and transport of articles and substances e.g. chemicals, boiling water etc.;
- shall resolve any health and safety problem any member of staff may refer to them and refer to the Business Manager any of these problems for which they cannot achieve a satisfactory solution within the resources available to them;
- shall carry out a regular safety inspection of the activities for which they are responsible and, where necessary, prepare a report for the Business Director to discuss with the Headteacher;
- shall ensure, as far as is reasonably practical, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own safety and health at work;
- shall, where appropriate seek the advice and guidance of the relevant advisor or officer of the school or authority;
- shall propose to the Business Director requirements for safety equipment and any additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.

## 2:4 Special Obligations for Class Teachers and TAs

Risk assessments are to be conducted before activities take place. If for any reason, the condition or location of equipment, the physical state of the room is not regarded as safe, she/he should discuss the matter with the Business Director before allowing practical work to take place.

Class teachers and TAs are expected to:-



- exercise effective supervision of pupils and to know the emergency procedures in respect of fire, evacuation and first aid and to carry them out;
- know the special safety measures to be adopted in their own special teaching areas and to ensure that they are applied;
- give clear instructions and warning as often as necessary;
- follow safe working procedures personally;
- to call for protective clothing, guards, special safe working procedures etc. where necessary;
- to make recommendations to their line manager or the Business Manager e.g. on safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so;
- Risk assess classrooms before any activities take place

## 2:5 Pupils

Where possible and appropriate, pupils are encouraged to be aware of and/or adhere to the following:-

To exercise personal responsibility, where able for the safety of self and classmates;

- to observe standards of dress consistent with safety and hygiene
- to use equipment safely
- to observe all the safety rules of the school and in particular, the instruction of staff given in an emergency;
- to use and not wilfully misuse, neglect or interfere with things provided for his/her safety.



## 2:6 Visitors and Contractors

Regular visitors and users of the premises e.g. parents, students, delivery personnel etc. are required to observe the basic safety rules of the school. All regular visitors should be made aware of the basic health and safety arrangements. Visitors need to sign in at reception and be accompanied around school where necessary.

## Part 3: Specific Responsibilities

The overall and final responsibility for health and safety within the establishment is that of the employer (Local Authority) and certain areas with the governors of the school.

The responsibility for ensuring that the requirements detailed in this policy are being carried out throughout the establishment is that of the Assistant Business Manager who reports directly to the School Business Director and Headteacher.

## Elected Members & School Governors

Elected Members and School Governors must ensure that any decisions they make reflect the requirements of this safety policy and that they promote compliance with statutory requirements as a minimum standard apart from the Headteacher and Business Director, the following staff are also directly responsible for health and safety matters:

- Deputy Headteachers
- Caretaker
- Assistant School Business Manager

Staff with relevant agreed positions of responsibility are expected (as appropriate to their post of responsibility) to be prominently involved in:-

- Training
- Inspections
- Accident investigations
- Maintenance of all equipment—outdoor (fixed and portable), indoor (fixed and portable including PE apparatus
- Testing of fire alarms

All staff have a responsibility to co-operate with the school's policy and guidelines so as to achieve a healthy and safe workplace and to take reasonable care for themselves and others who may be affected by their actions and/or omissions.



Any member of staff observing health and safety situations which require attention, shall as soon as possible, notify the situation to an appropriate person.

#### **Part 4: Guidance and Information**

Overall guidance on health and safety matters can be obtained from:-

Health and Safety Executive	0300 003 1747
MCC Health and Safety	0161 234 1897
Greater Manchester Fire Authority	0161 736 5866





## Appendix 1

This form is a supplement to the Health and Safety Policy, giving details of roles / responsibilities for implementing aspects of the safety policy within Manchester Hospital School

Area of responsibility	Responsible person
The person responsible for annually reviewing Appendix 1 is:	School Business Director
The person delegated as the health and safety lead / co-ordinator within this school is	School Business Director
Accidents & First Aid	
Report accidents and incidents to:	Assistant School Business Manager
Accidents and incidents will be investigated by:	Assistant School Business Manager/ School Business Director
Completion of accident forms	All staff with approval from School Business Director
Reporting RIDDOR incidents to the HSE	School Business Director
Monitoring accidents and incidents	Assistant School Business Manager



Responsible for preparing Personal Emergency Evacuation Plans (PEEPs)	SENCO
First Aid boxes are maintained by	First Aiders at each site under the direction of the Assistant Head by site
First aiders are:	Lisa Davis, Rosa Rooney, Dorian Reynolds, Paul McAvady, Charlotte Chatburn, Mary Scott, Ruqayya Choudhary, Justine Jones
<b>Health &amp; Safety information, instruction and training</b>	
First day induction & safety familiarisation	Site Lead, School Business Director and Assistant School Business Manager
Employee safety training needs & retention of training records	School Business Director
Informing visitors of safety procedures and "school rules"	Assistant Heads and School Business Director
Informing contractors of known hazards which may exist e.g. asbestos	Assistant School Business Manager
<b>Consultation</b>	
Raise health & safety issues / concerns with Head	emailing Head



Meetings where health & safety issues should be raised	Daily briefings by site
Union Safety Representative (if applicable)	N/A

### Building & equipment management

Checking safety standards prior to purchase of plant, equipment or services	Finance Officer and Assistant School Business Manager
Arranging inspection and maintenance of equipment and plant:	Assistant School Business Manager
Arranging safe storage of plant, equipment and substances / chemicals	Assistant School Business Manager
Keeping inventories and records of equipment and inspections:	Assistant School Business Manager and Site Manager
Carrying out routine safety inspections or checks:	Assistant School Business Manager and Site Manager
Undertaking Ladder inspection	Site Manager



## Fire & Evacuation

Ensuring Fire Risk Assessment is available	School Business Director
Ensuring Emergency evacuation procedures are in place and displayed around the school	School Business Director
Organising termly fire drills	School Business Director
Keeping Fire log book up to date	School Business Director
Fire Marshal is: Fire Wardens are:	At RMCH - Penny Coe, Lydia MacArthur At Leo Kelly - Blaine Emmett

## Risk assessment responsibilities

Co-ordinate and manage the annual risk assessment process	School Business Director
Caretaker & Cleaning	Assistant School Business Manager
Kitchen	Cook



Office	School Business Manager
Communal areas e.g.: Playground Lunchtime Staffroom Toilets	Under Lunchtime Risk Assessment for Leo Kelly
Display screen equipment (DSE)	Assistant School Business Manager
Expectant mothers	School Business Director
Art	Ruth Sheard- Pearson
Cookery	Ruth Sheard- Pearson
Design & technology	Ruth Sheard- Pearson
Science	Ruth Sheard- Pearson
Physical education	Ruth Sheard- Pearson
Forest school	Ruth Sheard- Pearson



Educational visits/ trips including swimming	Lisa Biggar
COSHH:	Assistant School Business Manager
Work at height	Assistant School Business Manager

**When completed, attach as an appendix to your Safety Policy, make these arrangements known to all staff and display prominently in the staff room.**

