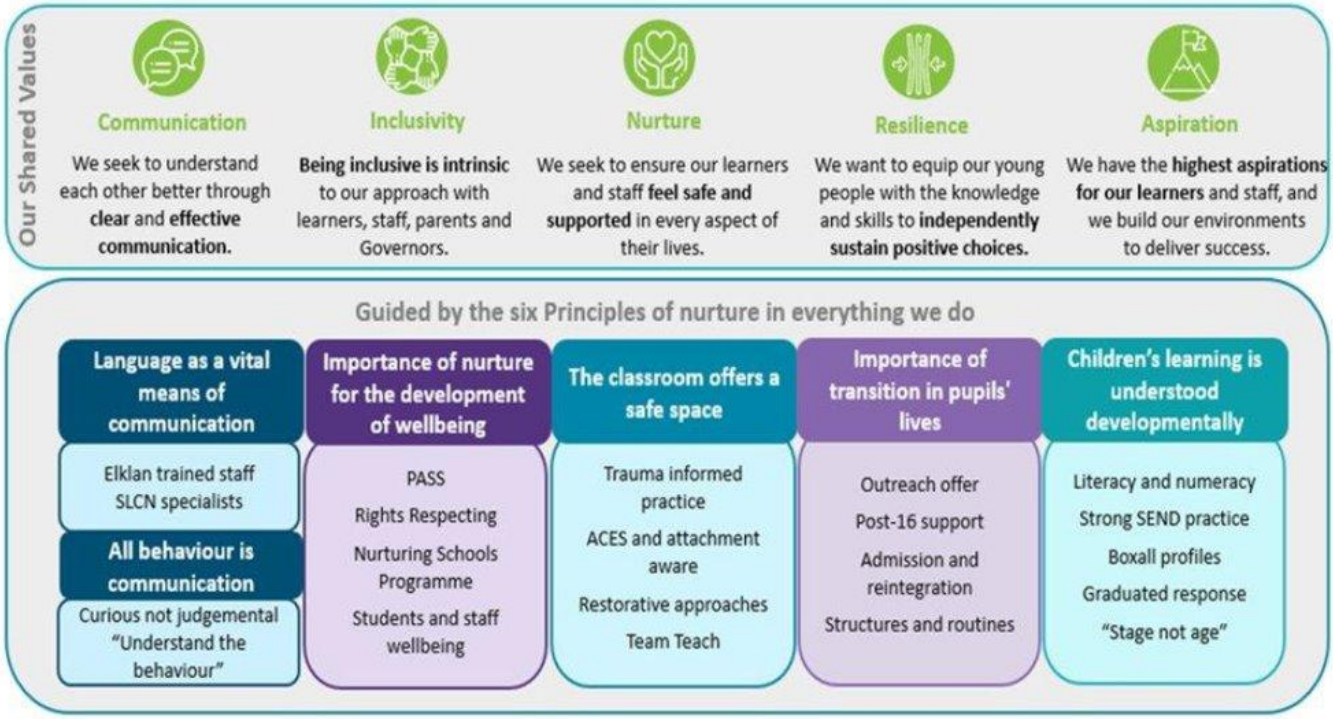
Bridgelea Primary School Bridgelea Road Withington Manchester M20 3FB	Bridgelea Primary School Plymouth Grove West Longsight Manchester M13 0AQ

HEALTH & SAFETY POLICY

Implemented	SLT
Written by	Diane Hallworth
Ratified by Governors	Autumn Resource Committee 2025
Review Due Date	Autumn 2026

Bridgelea Primary School Vision & Mission Statement

Our overall vision of 'Understanding People**' captures our core purpose perfectly. At Bridgelea we want to help our children, families, and communities to understand themselves and others more, whilst keeping their understanding of the statutory and wider curriculum.**



UN Rights of the Child: Bridgelea 10 Articles

Through the School Council the children decided they would like to focus on the following 10 Articles, whilst understanding no right is more important than another:

Article 12

You have the right to give your opinion, and for adults to listen and take it seriously.

Article 13

You have the right to find out things and share what you think with others, by talking, drawing, writing or in any other way unless it harms or offends other people.

Article 15

You have the right to choose your own friends and join or set up groups, as long as it isn't harmful to others.

Article 24

You have the right to the best health care possible, safe water to drink, nutritious food, a clean and safe environment, and information to help you stay well.

Article 27

You have the right to food, clothing, a safe place to live and to have your basic needs met. You should not be disadvantaged so that you can't do many of the things other kids can do.

Article 28

You have the right to a good quality education. You should be encouraged to go to school to the highest level you can.

Article 29

Your education should help you use and develop your talents and abilities. It should also help you learn to live peacefully, protect the environment and respect other people.

Article 30

You have the right to practice your own culture, language and religion - or any you choose. Minority and indigenous groups need special protection of this right.

Article 31

You have the right to play and rest.

Article 39

You have the right to help if you've been hurt, neglected or badly treated.

The Six Principles of Nurture

The nurturing approach offers a range of opportunities for children and young people to engage with missing early nurturing experiences, giving them the social and emotional skills to do well at school and with peers, develop their resilience and their capacity to deal more confidently with the trials and tribulations of life, for life.



Bridgelea Pupil Referral Unit

Statement of Occupational Health & Safety Management Policy

The governing body fully supports and is committed to the aims and objectives of Manchester City Council and the Children's Services Directorate 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 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 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.

ORGANISATIONAL ARRANGEMENT:

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, the Council's Health and Safety Policy and associated codes of practice, and that these are taken into account in determining the allocation of resources

- All annual monitoring is carried out in accordance with the Council's policies and procedures and that findings from such reviews are reported to them.

The Head Teacher:

N.B. The responsibilities can be delegated but it must be clear within the policy who these have been delegated to by giving the individual's name.

At operational level the Head Teacher, or in their absence their nominated deputy, is responsible and accountable to the governors, 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 the following responsibilities:

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

Head Teacher Responsibilities	Responsibilities person/delegate
Organisation – to enable the contents and duties detailed in the policy to be adequately implemented and met	Head Teacher
Health & Safety Policy - is brought to the attention of all staff and is reviewed as and when required	School Business Manager
Health & Safety Responsibilities – of all Governors, Staff and Volunteers are known	Head Teacher
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.	Head Teacher
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.	Head Teacher
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;	School Business Manager
Visitors - the health and safety of any visitors to schools, and volunteers involved in any school activity is assessed and adequate precautions applied;	School Business Manager
New or pregnant mothers - that adequate assessment is carried out of any risks to new or pregnant mothers, with changes to work practices arranged or special precautions ensured;	HR Lead
Security & Safeguarding – the security of staff, pupils and visitors is adequately protected;	Head Teacher
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;	School Business Manager
Manual Handling - manual handling operations are avoided, or where they cannot be avoided, the risks are reduced to the lowest reasonably practicable level;	School Business Manager
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	School Business Manager
PPE (Personal Protective Equipment) is provided, free of charge and fit for the user, where identified as a relevant control following a risk assessment	School Business Manager
Maintenance – of services, provisions and equipment is undertaken by	Premises Manager

competent persons, is recorded, and any defects identified remedied accordingly as part of a varied or planned PPM (Planned Preventative Maintenance) programme;	
Educational visits – are adequately planned, organised and the risks assessed in accordance with Council policy, and that performance monitoring of educational visits is carried out;	Deputy Head
Incident reporting - incidents and hazards are recorded, investigated and reported in accordance with 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;	School Business Manager
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;	Premises Manager / School Business Manager
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;	School Business Manager
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;	SLT
Volunteers - all volunteers and similar agents receive adequate supervision, instruction and training to ensure safe conduct of any activities in which they are engaged;	Head Teacher
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.	School Business Manager/Premises Manager
First Aid Provision – is suitable (adequately trained numbers of staff provided with appropriate equipment and facilities) and caters for both staff, visitors and pupils	School Business Manager
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	School Business Manager / Premises Manager / Bradbury Consulting
Asbestos – if present/applicable within the premises is properly managed, a register of known ACM (Asbestos Containing Materials) is suitably maintained and is provided to staff/contractors/third parties who may possibly disturb this during the conduct of their undertakings. **Note: no asbestos known to be within the buildings**	Premises Manager
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	Premises Manager

Record keeping - all statutory registers and records are kept;	School Business Manager / Premises Manager
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;	Head Teacher / School Business Manager
Safety Representatives - Safety Representatives can carry out their functions including inspections and incident investigations and, where appropriate, that consultations take place with them;	Head Teacher / School Business Manager
Advice - specialist advice is sought on health and safety matters when necessary;	Head Teacher
Compliance - appropriate action is taken under the disciplinary procedures against anyone found not complying with this statement or any associated safe working practices published by the school in the interests of Health, Safety and Wellbeing;	Head Teacher

Designated Health & Safety Co-Ordinator / Business Manager:

Subject to delegated responsibilities outline 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;

Premises Manager:

Subject to delegated responsibilities outline previously

The premises manager 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 Council 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;
- a Type 3 asbestos survey is carried out prior to any works to check no risk of damage or disturbance to asbestos?
- regular inspections of the boiler(s) by a competent person (eg: 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 (eg: contractors, service engineers own staff);
- all cleaning staff are aware of any implications of the health and safety policy as it affects their work activities eg: 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 eg: 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;

Kitchen Staff:

Kitchen staff are responsible for ensuring that:

- pupils are safe and without risks to health during the serving of lunches;
- spillages are cleaned up immediately;
- arrangements for fire and first aid are followed;

Floor Leads:

With their floor responsibility, floor leads have a key role to play in the running of the floor safely. Floor leads are responsible, so far as is reasonably practicable, for implementing the School Health and Safety policy within their floors.

In particular floor leads will be responsible for ensuring that:

- codes of practice appropriate to the floor are brought to the attention of all staff on the floor;
- 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 floor are reported, the causes investigated and an incident form completed;
- health and safety training needs within for the floor is 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 Floor 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):

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 with 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 Floor Leads;
- report any hazards seen on site.

New and expectant mothers:

New and expectant mothers must inform the Head Teacher 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 the 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 responsible;
- 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 the Council.

Pupils:

Pupils are expected to:

- Report to the School Business Manager/SLT/Head teacher 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: Michelle Backhouse (MCC)

- 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:

Officers from the Corporate Health Safety and Welfare Team will provide information and health and safety advice. Tel: 0161 234 1897

APPENDIX

Health & Safety Co-ordinator	Diane Hallworth	School Business Manager
H&S Governor	TBC	
Head Teacher	Kelly Eyre	
Deputy Head Teacher	Amy Robinson	
Safety Representative	Michelle Backhouse	Manchester City Council HSE
Safety Representative	Alice Solomon	Manchester City Council Internal Audit & Risk Management
RESPONSIBILITIES		
Organisation	Diane Hallworth	School Business Manager
Health & Safety Policy	Diane Hallworth	School Business Manager
Risk Assessments		All Staff
Security	Gary Hindle	Premises Manager
Site Checks	Gary Hindle	Premises Manager