



My Schools Together

Mather Street Primary School

and

Yew Tree Community School

Health and Safety Policy

Reviewed: September 2025

Approved by Governors: September 2025

Section 1 - Health and Safety Policy Statement

Health and Safety at Work Act 1974

This is the Health and Safety Policy Statement of

<p style="text-align: center;">Mather Street Primary School and Yew Tree Community School</p>
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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 accident/violent incidents to the Directorate;
- to make positive arrangements for fire evacuation, first-aid 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 maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

Section 2 – Responsibilities

Organisation – My Schools Together Federation

Mather Street Primary School
and
Yew Tree Community School

Overall and ultimate responsibility for health and safety in schools is that of the employer i.e. the Executive Director of Children, Young People and Families.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to school governing bodies and headteachers.

The Executive Director of Children, Young People and Families with the assistance of school governors:

- shall ensure so far as is reasonably practicable the health, safety and welfare of teachers and other support staff;
- shall ensure so far as is reasonably practicable the health and safety of pupils in-school and on off-site visits;
- shall ensure so far as is reasonably practicable the health and safety of visitors to schools, and volunteers involved in any school activity;
- shall guide and monitor the executive headteacher to ensure that he/she keeps health and safety as a high priority in the day-to-day management of the school;
- shall appoint one of the governors to be the governor for health and safety;
- shall consider the health and safety implications of policies and guidance issued by Oldham Children, Young People and Families Directorate and the Diocese;
- shall draw up and issue it's own policies and guidance on curricular and non-curricular topics where necessary, paying particular attention to health and safety aspects;
- shall discuss and resolve so far as is reasonably practicable, health and safety issues at meetings of the governing body

Executive Headteacher

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

- ensure the Council's, the Children, Young People and Families, and the school's Health and Safety Policies are implemented and adhered to at all times;
- ensure all members of staff know, understand and accept their health and safety duties and responsibilities;
- ensure adequate resources are allocated to facilitate healthy and safe working and teaching practices;
- ensure the governing body is advised of health and safety implications when undertaking the management of the school budget;
- ensure all employees, pupils and visitors receive adequate information, instruction, training and supervision, both within school and on school trips as appropriate;
- ensure 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 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 suitable and appropriate protective clothing is provided for staff and pupils who require it, and ensure that it is worn when necessary;
- ensure 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;
- ensure accidents/violent incidents are recorded and where necessary, investigated and reported to the Health and Safety Team (CYPF) as soon as possible and also reported to the governing body in the headteacher's report. In the event of a major injury, the Chair of the governing body shall be informed;
- ensure a record is kept of any contagious disease that is contracted, and all acts of violence and bullying, and that this is reported to the governing body as appropriate;
- ensure fire procedures are planned and rehearsed at least once per term; and lockdown procedures annually
- ensure fire equipment, fixtures and exits are checked periodically and maintained to ensure they are in working order;
- ensure adequate welfare facilities are provided and maintained for staff and pupils;
- ensure 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 contractors working in the school, report to him/her before work commences in order to ascertain work details and agree safety procedures;
- ensure in his/her absence, health and safety duties are delegated as appropriate;
- ensure there is an annual appraisal of the school's health and safety performance;
- ensure risk assessments are undertaken and reviewed as appropriate; and
- review and up-date the policy as appropriate.

Teaching and Non-Teaching Staff

All teaching and non-teaching Staff shall, where appropriate and so far as is reasonable practicable:

- ensure the Council's Children, Young People and Families together with the school's policies are implemented at all times;
- be responsible for the health and safety of the pupils they supervise;
- ensure equipment used at school is safe and presents no risk to health and ensure that any defects are reported immediately to the Executive Headteacher/Head of School so that the equipment can either be repaired or disposed of;
- in the event of a fire, ensure all pupils know the fire procedures 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 all classroom-based activities are carried out in a safe and healthy manner;
- ensure playground activities are supervised as appropriate and any violent behaviour is stopped;
- ensure pupils are adequately supervised at 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, appropriate restraints are worn and the LA's guidelines are followed;
- ensure that when undertaking school trips and holidays, sufficient research, planning, precautions and supervision are undertaken as laid down in the LA's Health and Safety Manual;
- ensure that pupils 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 any agreed security provisions are carried out;
- co-operate with the executive headteacher on all aspects of health, safety and welfare; and
- 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

Caretakers must carry out regular checks as described in the job description and duty list. They are responsible for monitoring communal areas and carrying out maintenance and minor repair work safely

Pupils

All pupils must:

- co-operate with teachers and 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 teacher.

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

Section 3 - ARRANGEMENTS

- 3.1 Health and Safety Risks arising from our work activity
- 3.2 Consultation with employees
- 3.3 Safe Plant and Equipment
- 3.4 Safe Handling and use of Substances
- 3.5 Information, Instruction and Supervision
- 3.6 Competency for Tasks and Training
- 3.7 Accidents, First Aid and Work-Related Ill Health
- 3.8 Monitoring
- 3.9 Emergency Procedures – Fire and Evacuation & Invacution
- 3.10 Visitors
- 3.11 Contractors and Safety
- 3.12 Educational Visits / Extra Curricular Activities
- 3.13 Movement of Vehicles
- 3.14 School Security
- 3.15 Occupational Health Service and Stress
- 3.16 Asbestos
- 3.17 External Groups / Activities
- 3.18 Violence, Behaviour, Bullying and Harassment

3.1 Health and Safety Risks Arising from Our Work Activity

Risk assessments will be undertaken by:

- Teachers – classrooms & curriculum
- Non-teaching staff – corridors & general communal areas
- Office/admin/site staff – offices & fire/evacuation procedures
- Learning mentors/pastoral staff – behaviour issues & work areas
- SLT – Violence at work; Stress & lone working

The findings of the risk assessments will be reported to the SLT

Action required to remove / control risks will be approved by the SLT

The Executive Headteacher/Head of School will be responsible for ensuring the action required is implemented:

The Buildings/Premises Committee will check that the implemented actions have removed / reduced the risks:

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

3.2 Consultation with Employees

Employee representative(s) is Stephen Mould (Executive Business Manager) Yew Tree & Mather Street

Consultation with employees is provided by induction training & Staff Meetings

3.3 Safe Plant and Equipment

The executive business manager and senior site personnel will be responsible for identifying all equipment / plant needing maintenance:

The executive business manager & caretakers will be responsible for ensuring effective maintenance procedures are drawn up:

The caretakers will be responsible for ensuring that all identified maintenance is carried out.

Any problems found with plant / equipment should be reported to the executive business manager

Budget holders will check that new plant and equipment meet health and safety standards before it is purchased:

No unauthorised electrical equipment is to be used on school premises and where appropriate, residual current devices should be used with all electrical equipment.

3.4 Safe Handling and Use of Substances

The caretakers (cleaning), subject leaders (curriculum resources) business managers via SLA (catering) will be responsible for identifying all substances that require COSHH (Control of Substances Hazardous to Health) assessments.

The caretakers (cleaning), subject leaders (curriculum resources) business manager (catering) depending on the SLA will be responsible for undertaking COSHH assessments.

The caretakers (cleaning), subject leaders (curriculum resources), business managers (catering) via SLA, will be responsible for ensuring that all actions identified in the assessments are implemented.

Use of chemicals for teaching as set out in the national curriculum will be done so in accordance with guidance and hazard cards produced by CLEAPS Schools Science Service.

The caretakers (cleaning), subject leaders (curriculum resources), business manager (catering) via SLA, will be responsible for ensuring that all relevant employees are informed about the COSHH assessments:

The caretakers cleaning), subject leaders (curriculum resources), business manager (Catering) via SLA, will check that new substances can be used safely before they are purchased.

Assessments will be reviewed on a regular basis, when the work activity changes, or the constituents of the product change, whichever is the sooner by the caretakers (cleaning), subject leaders (curriculum resources), business manager (catering) via SLA.

3.5 Information, Instruction and Supervision

The Health and Safety Law posters are displayed at

The main school office & staffroom (Yew Tree) and the main school office & staffroom (Mather Street)

Health and safety advice is available from

Health & Safety Team
Chadderton Town Hall
Middleton Road
Chadderton
Oldham
OL9 6PP

Tel: 0161 770 1334
Fax: 0161 770 4500

Supervision of young workers / trainees will be arranged / undertaken / monitored by the designated Deputy Headteacher at Yew Tree and the Deputy Headteacher at Mather Street.

The executive business manager is responsible for ensuring that our employees working at locations under the control of other employers are given relevant health and safety information:

3.6 Competency for Tasks and Training

Induction training will be provided for all employees by the executive business manager

Job specific training will be provided by line managers

Specific areas requiring special training are SEN, First Aid, Work at Height & Manual Handling.

The Executive Headteacher keeps employees' records. (Training retained within the employee's individual file).

Training records are located in the Executive Headteacher's office and the online record system.

Training will be identified, arranged and monitored by the SLT

3.7 Accident, First Aid and Work-Related Ill Health

A number of staff across the federation are First Aid Trained

*Plus all staff are trained in emergency provision.

At Yew Tree, the first aid boxes are kept in the Early Years Unit, Infant Corridor & Junior Corridor. In addition, there are additional first aid resources available throughout school.

At Mather Street, the first aid boxes are kept in the Early Years Unit (Nursery), the Year 1 practical area and the KS2 shared area.

Portable first aid kits are kept in the main entrance areas at both schools for use on trips etc.

Both schools have **Automated External Defibrillators**. These are kept in the main office.

A list of the names of pupils/staff who have specific medical requirements e.g. asthmatics, epileptics, will be kept in the general office at both schools. At Yew Tree a list is available on First Class and at Mather Street teachers have a list in their classroom. Specific training on the administration of preventative/emergency medication will be provided for staff as necessary.

Children who are asthmatic are required to keep a spare inhaler at the school. This is kept in a box within the classroom, and each inhaler will be labelled with the child's name.

The school must have written parental consent before any form of medication can be administered.

Medication may only be administered if it is prescribed or an on-going medical issue. Medication forms must be completed by Parents/Carers. When medication is administered this is log of the amount, time at the main office.

Staff administering medication in an emergency must be fully trained to do so.

All accidents and cases of work-related ill health are to be recorded on an accident form (AIRS 1), which is located in the general office at both schools.

Completed report forms will be sent to the Health and Safety Team at Chadderton Town Hall within three working days.

Violent incidents will be recorded on the LA's violence at work forms, which are located in the general office at both schools.

Completed report forms that meet the RIDDOR criteria will be sent to the Health and Safety Team at Chadderton Town Hall.

3.8 Monitoring

To check our working conditions, and ensure our safe working practices and policies are being followed, we will carry out spot check visits at a frequency of once per term

The nominated governor(s) with the business manager and caretakers will conduct workplace inspections at a frequency of one per term. (Union/employee representatives will be invited)

A Section 18 health and safety audit will be conducted annually by the Executive Headteacher/Head of School/governors. The local authority conducts a health and safety audit bi-annually.

The Executive Headteacher is responsible for investigating accidents:

The Executive Headteacher (may be delegated to Head of School or business manager) is responsible for investigating work-related causes of sickness absences:

The Executive Headteacher and governors are responsible for acting on investigation findings to prevent a recurrence:

3.9 Emergency Procedures – Fire and Evacuation

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

At Yew Tree, the executive business manager & Head of School have been appointed as fire wardens.

At Mather Street, the caretaker and head of school have been appointed as fire wardens.

Escape routes and exits are checked visually daily by the caretakers.

Fire extinguishers are maintained and checked weekly by the caretakers.

An annual maintenance check is carried out by an external agency approved by the LA.

Alarms are tested weekly by the caretakers and tested quarterly through the Unity SLA.

Emergency evacuation / fire drills/ will be carried out termly and lock down drills carried out annually.

Records will be kept in 'Fire Log Book' & Unity Web Logbook. Lock down drills are recorded.

3.10 Visitors

On entering the premises, visitors must go to the reception / main office and sign-in on the Inventory System

Visitors must make themselves aware of both school's emergency evacuation and invacuation procedures. Leaflets available at the office.

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

On departure, visitors must sign-out on the Inventory System and return the visitors' badge.

3.11 Contractors and Safety

Contractors are selected on the following basis: -

	YES
Cost	✓
Proof of Competence (eg production of qualification certificates)	✓
References	✓

All contractors are required to attend a pre-start meeting with the Executive Headteacher/Head of School/Executive Business Manager and any other relevant personnel. The Health and Safety Officer must be invited to attend, in order for health and safety rules / information etc. to be communicated.

All contractors are required to sign in the contractors signing in book and wear a visitors' badge. Also make themselves aware of emergency procedures in which the schools operate.

Contractors' equipment must use their own equipment, and this must not be left unattended.

Contractors' activities must not present a hazard to others in the vicinity of the work.

The caretakers and business manager are responsible for monitoring contractors' activities whilst on site. All staff in school at the time of work being undertaken must report incidents to the caretaker/ business manager.

3.12 Educational Visits / Extra Curricular Activities

The Executive Headteacher is responsible for ensuring that the policy is followed. This policy adopts the guidance set out in the Health and Safety Manual under Section 21 Oldham Regulations and Guidelines for Educational Visits (ORGEV).

The Educational Visits Co-Ordinator for Yew Tree is the designated Assistant Headteacher.
The Educational Visits Co-Ordinator for Mather Street is the Head of School.

All educational visits must be authorised by the Executive Headteacher/Head of School in advance.

All Category C (see LA guidance) visits must receive Local Authority Approval.

The Executive Headteacher/Head of School 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.

Advice relating to educational visits can be obtained from:

Educational Visits Adviser
Castleshaw Centre
Waterworks Road
Delph
Oldham
OL3 5LZ

Tel: 01457 874276

Refer to section 21 in the Health and Safety manual for detailed procedures and guidelines.

Parental consent is to be sought and given.

Where parental helpers are used, non-employed helpers are to be vetted and approved via Children, Young People and Families HR Section at the Civic Centre.

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

3.13 Movement of Vehicles

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

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

3.14 School Security

Security of the school is maintained by the caretakers

	Yes	No
Perimeter fencing	✓	
External Doors being locked during school hours	✓	
CCTV	✓	
Signposting	✓	
Security lighting	✓	
Other security measures - Signing in/out &	✓	

3.15 Occupational Health Services and Stress

Occupational health and well-being services are provided by Schools Advisory Service and Oldham Council. Referrals can be made by the employer or the employee.

Any individual suffering from work related stress should follow the guidance set out in the school's Stress Policy.

If a line manager suspects that an individual maybe suffering from stress, s/he should follow the guidance set out in the Staff Stress Management & Well-being Policy.

3.16 Asbestos

Asbestos surveys have been undertaken in all schools (copies circulated to the Head of the school via Environmental Services). Copies of the reports are also available from the Buildings Maintenance section within Environment and Transportation Department, and within the Strategic, Health, Safety and Civil Contingencies. Copies also found in the Contractors Visitors' Book

The Executive Headteacher is responsible for its management.

If any damage or flaking is noticed to an asbestos containing material, either during an inspection or otherwise, it must be reported immediately to the Business Manager who will inform CYPF Asset Management.)

Material known to contain asbestos e.g. ceiling tiles, must never be drilled or screwed into, nor must any item be affixed to it e.g. posters, mobiles, especially with pins or staples.

See contractors file.

3.17 External Groups / Activities

External groups currently using school premises at Yew Tree are:

- Yew Tree Pre School
- Buckley Bells Dance Troupe
- Jo Gee Dance Group
- Full Circle

External groups currently using school premises at Mather Street are:

- Pre-school

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 Executive Headteacher

All extra curricular 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 implementing appropriate control measures to reduce any risks identified.

3.18 Violence, Behaviour, Bullying and Harassment

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.

Staff 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.

The school will address bad behaviour, bullying and harassment involving pupils via the school's anti bullying and behavioural policies.

The schools will promote good pupil behaviour through

- The Schools' Enrichment Programmes.
- Child of the Week award.
- Learner of the Week award.

The schools will address bullying and harassment involving staff by implementing the Local Authority Policy guidelines i.e. Dignity at Work Policy