Manchester Hospital School

Health and Safety Policy

Document Control	
Title	Health and Safety Policy
Policy Number	MHS037
Date	July 2026
Supersedes	September 2025
Purpose of the policy	To set out the running of a safe school environment
Related policies/guidance	Safeguarding and Child Protection Policy
Review	July 2027 (annually)
Author	Danielle Clough
Date Consultation Completed	June 2026
Date adopted	7th July 2026- 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 Head of School / Executive Headteacher

In consultation with the governors and staff, all school safety organisation and activity is determined by the Head of School (Ruth Sheard-Pearson) and the Executive Headteacher (Joanna Beswick), who designate operational responsibility to the School Business Director (Danielle Clough), 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 regarding accidents and hazardous situations.
- From time to time there is a review of the provision of first aid in school, emergency regulations, and welfare facilities, with recommendations for improving procedures laid down as appropriate;
- 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 visitors are carried out, all staff are expected to:

- Know and adopt the special measures and arrangements in their own working areas;
- Observe standards of dress and footwear consistent with safety and hygiene, in line with the Staff Code of Conduct;
- Exercise good standards of housekeeping and cleanliness;
- Know and apply emergency procedures in respect of fire, first aid, and site lockdown;
- Use and not wilfully misuse, neglect or interfere with things provided for their 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 leadership 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;
- Shall establish and maintain safe working procedures, including risks associated with handling, storage, and transport of substances (e.g. chemicals, boiling water);
- Shall resolve any health and safety problems referred to them, or escalate them to the School Business Director (Danielle Clough) if a solution cannot be achieved within available resources;
- Shall carry out regular safety inspections of their assigned areas and prepare reports for the School Business Director to discuss with the Head of School;
- Shall ensure the provision of sufficient information, instruction, training, and supervision to enable other employees and pupils to avoid hazards;
- Shall propose requirements for safety equipment and improvements to any tools or machinery considered dangerous or potentially so.



2.4 Special Obligations for Class Teachers and TAs

Risk assessments must be checked or conducted before activities take place. If for any reason the condition of equipment or the physical state of the room is not safe, practical work must not take place until the matter is discussed with the School Business Director or Assistant School Business Manager (Shazia Mirza).

Class teachers and TAs are expected to:

- Exercise effective supervision of pupils, know emergency protocols (fire, evacuation, first aid, lockdown), and carry them out promptly;
- Know and apply the special safety measures required in their specific teaching areas;
- Give clear instructions and warnings to pupils as often as necessary;
- Follow safe working procedures personally and model safe behaviour;
- Call for protective clothing, guards, or specialized safe working procedures where necessary;
- **Enforce Premise Prohibitions:** Strictly enforce and adhere to the school's prohibited site safety listings, ensuring that no nuts/nut products, aerosol sprays (deodorants/body sprays), or aluminium drinks cans are brought into secure or shared pupil environments.

2.5 Pupils

Where possible and appropriate, pupils are encouraged to:

- Exercise personal responsibility for the safety of themselves and classmates;
- Observe standards of dress consistent with safety and hygiene;
- Use equipment safely and follow all safety rules and instructions given by staff in an emergency;
- Not wilfully misuse, neglect or interfere with things provided for their safety.

2.6 Visitors and Contractors

Regular visitors and users of the premises (parents, students, delivery personnel, contractors) are required to observe the basic safety rules of the school. Visitors must sign in via the reception entry system and be accompanied around the school building 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 the Governing Body. The responsibility for ensuring that the requirements detailed in this policy are carried out across all sites is delegated to the Assistant School Business Manager (Shazia Mirza), who reports directly to the School Business Director and Head of School.

Elected Members & School Governors

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

- **Head of School:** Ruth Sheard-Pearson
- **Deputy Headteacher & Whole-School DSL:** Gwen Rees-Moffitt
- **Caretaker:** Wilson Iyegbe
- **Assistant School Business Manager/s:** Shazia Mirza & Carol Shaw

Staff with relevant agreed positions of responsibility are prominently involved in training, safety inspections, accident investigations, equipment maintenance, and the testing of fire alarms.

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: Operational Allocation of Safety Duties

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

Area of Responsibility	Responsible Person / Framework
Annual Review of Appendix 1	School Business Director (Danielle Clough)
Delegated Health & Safety Lead / Coordinator	School Business Director (Danielle Clough)
Reporting Sickness Absences & Availability Tracking	Managed digitally via the **SAM (Staff Absence Management) System**.
Reporting Accidents & Incidents	Assistant School Business Managers (Shazia Mirza/ Carol Shaw)
Accident Investigation	Assistant School Business Manager / School Business Director
Completion of Accident Forms	All staff, with approval from the School Business Director

Reporting RIDDOR Incidents to the HSE	Assistant School Business Manager (Shazia Mirza/ Carol Shaw) / School Business Director
Monitoring Accidents & Trends	Assistant School Business Manager (Carol Shaw)
Preparing Personal Emergency Evacuation Plans (PEEPs)	Lead SENDCo (Jo Yates)
Maintaining First Aid Boxes	First Aiders at each site under the direction of Site Leads
First Aiders List	Lisa Davis, Rosa Rooney, Dorian Reynolds, Paul McAvady, Charlotte Chatburn, Mary Scott, Hanna Galbraith, Amy Thompson and Lydia MacArthur
First Day Induction & Safety Familiarisation	Site Leads, School Business Director, and Assistant School Business Manager (Carol Shaw)
Employee Safety Training Needs & Records	School Business Director

Informing Visitors of Safety Procedures	Executive Headteacher, Head of School, and School Business Director
Informing Contractors of Known Hazards (e.g. Asbestos)	Assistant School Business Manager (Carol Shaw/ Shazia Mirza), Caretaker and School Business Director
Raising Safety Concerns with the Head of School	Assistant School Business Manager (Carol Shaw/ Shazia Mirza) and School Business Director
WIFI & Device Monitoring / Filter Alerts	Monitored by Whole School DSL via **Securly**.
Safety Consultation Meetings	Addressed during daily site briefings by Site Leads
Checking Standards Prior to Purchasing Equipment	Finance Officer and Assistant School Business Manager (Carol Shaw/ Shazia Mirza)
Arranging Inspection & Maintenance of Plant/Equipment	Assistant School Business Manager (Carol Shaw/ Shazia Mirza)

Arranging Safe Storage of Substances / Chemicals	Assistant School Business Manager (Carol Shaw/ Shazia Mirza) / Caretaker
Keeping Inventories of Equipment & Ladders	Assistant School Business Manager (Carol Shaw/ Shazia Mirza) and Caretaker (Wilson Iyegbe)
Ensuring Fire Risk Assessments are Available	Assistant School Business Manager (Carol Shaw/ Shazia Mirza)
Organising Termly Fire Drills & Log Books	Assistant School Business Manager (Carol Shaw/ Shazia Mirza)
Fire Wardens	**At RMCH:** Penny Coe, Charlotte Chatburn **At Leo Kelly:** Shazia Mirza, Carol Shaw, Hanna Galbraith
Emergency Lockdown Communication System	Activated by the Business Team via **NetSupport Notify**.

Risk Assessment Specific Leads

- **Annual Risk Assessment Co-ordination:** School Business Director (Danielle Clough)
- **Caretaker & Cleaning:** Assistant School Business Manager (Carol Shaw/ Shazia Mirza)
- **Kitchen / Office / DSE:** Catering Manager / Assistant School Business Manager
- **Expectant Mothers:** School Business Director
- **Art / Cookery / Design & Technology / Science / PE / Forest School:** Head of School (Ruth Sheard-Pearson)
- **Educational Visits / Trips including Swimming:** Lisa Biggar (EVC)
- **COSHH & Work at Height:** Assistant School Business Manager (Carol Shaw/ Shazia Mirza)