

Lowton West Primary School



Health, Safety and Welfare Policy

Date policy reviewed: September 2020

Ratified by Governing Body:

Mr B Cunliffe (Chair of Governors)

Mrs J. Westhead (Headteacher)

Review Date: September 2021



Lowton West Primary School

Health, Safety and Welfare Policy

Aiming High Together

School Vision

To inspire, achieve and succeed, we will aim high and build dreams and futures together.

Mission Statement

Providing the highest quality education, care and support for the whole school community.

Our mission statement is based on RESPECT:

R = Recognising the needs of the individual child

E = Ensuring a unique and engaging curriculum

S = Supporting each other to learn and achieve

P = Passionate about providing the highest quality education

E = Encouraging creativity, self – expression and imagination

C = Creating confident, resilient, life – long learners

T = The voice of everybody is heard

All the above statements help us to understand how we can all make a positive contribution to the school and the wider community.

We will do this through our core values:

- Respect
- Resilience
- Kindness
- Confidence

We also, at Lowton West Primary School, strive to develop and uphold British Values. The five British values that the Government has identified for schools to focus on are:

- Democracy
- The Rule of Law
- Individual liberty and mutual respect and tolerance of those with different faiths and beliefs
- Developing personal and social responsibility
- Respect for British Institutions

There are more details on how our school demonstrates and develops these British Values in our British Values Policy and on our website.

1.0 Introduction

1.1 The health, safety and welfare of all the people who work or learn at our school are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The governing body, along with the LA, takes responsibility for protecting the health, safety and welfare of all children and members of staff.

2.0 Statement of Intent

2.1 The Headteacher and Governors of Lowton West Primary School recognise they have overall responsibility for the organisation and implementation of a Health and Safety Policy, and that key personnel within the management structure are identified and their health and safety roles defined within their areas of employment.

2.2 The employee's duty to co-operate with the employer is recognised. The school management accept the responsibility for ensuring all necessary arrangements for maintaining a safe environment are implemented and monitored.

2.3 Lowton West Primary School recognises the importance of health, safety and welfare regarding the successful operation of its activities and believes that the active participation of all staff is essential in maintaining the highest standards in preventing accidents. All activities will be conducted using appropriate control measures to minimise the risk to the health and safety of all staff, pupils and others, who may be affected by our activities.

2.4 The Governing Body of Lowton West Primary School, will so far as is reasonably practicable, ensure that all activities under its control are carried out in accordance with the Health and Safety at Work etc. Act 1974, relevant regulations, approved codes of practice, guidance notes and the Health and Safety Policies of Wigan Education Authority, and will give due regard to advice and information provided by the Authority's advisers.

2.5 The School Health, Safety and Welfare Policy detailed herein will be brought to the attention of all staff, and will be subject to regular reviews to ensure it reflects the school's activities.

2.6 This policy will be reviewed annually or when necessary in order to meet changes in circumstances. Any necessary changes will be brought to the attention of all employees to assist in improving safety performance.

2.7 The Governors will ensure that:

- the school produces its own Health, Safety and Welfare policy to supplement the LA's policy, and that the policy is annually reviewed;
- the Health, Safety and Welfare Safety Policy will be brought to the notice of all employees;
- the school has considered its health and safety obligations and has made provision for meeting those obligations;
- the school's staffing structure appropriately reflects the responsibilities for carrying out the arrangements for health and safety;
- health and safety issues concerning the school are identified and appropriate action taken;
- regular safety reports are provided by the Headteacher at Governors meetings so that safety arrangements can be monitored and evaluated;

3.0 HEALTH AND SAFETY DUTIES

STATUTORY DUTIES

- 3.1 The Health and Safety at Work etc. Act 1974 places duties on EMPLOYERS to safeguard, so far as it is reasonably practicable, the health, safety and welfare of their employees and the health and safety of persons not employed but who may be affected by work activities, i.e. pupils and all visitors.
- 3.2 Persons who have CONTROL OF PREMISES have duties to take reasonable measures to ensure, so far as is reasonably practicable, that premises and equipment are safe for people using them who are not their employees, e.g. pupils, visitors and those using premises on a lettings basis.
- 3.3 EMPLOYEES have duties to take reasonable care to ensure that they work in ways which are safe and without risk to health both to themselves and other staff, pupils and visitors. They must also co-operate so that employers can comply with their statutory duties.

3.4 LOCAL AUTHORITY

The school will take advice from the L.A. Safety Officer as required.

3.5 EMPLOYEES RESPONSIBILITIES

All employees have a general duty under the Health and Safety at Work etc Act 1974 to:

- take reasonable care of their own safety and that of other persons;
- co-operate with the employer on health and safety matters to enable the employer to carry out their own responsibilities successfully;
- use correctly any equipment provided for their safety;
- report any defective equipment to their line manager or other appropriate person, i.e. Safety Representative;
- report accidents or dangerous occurrences at the earliest possible opportunity;
- be familiar with and observe at all times all safety policies and procedures;
- take reasonable precautions to ensure the safety of all persons in their charge.

4.0 ORGANISATION FOR MANAGING HEALTH AND SAFETY WITHIN THE SCHOOL

- 4.1 The Headteacher is responsible for the day-to-day implementation and management of health, safety and welfare within the school.

4.2 Teaching and non-teaching staff holding posts/positions of responsibility have a general responsibility for the application of the School's Safety Policies within their own area of work and are directly responsible to the Headteacher for the application of all health, safety and welfare measures and procedures within their own department/area of work.

4.3 Class teachers have responsibilities for the safety of pupils in their charge.

4.4 All employees have a responsibility to take reasonable care of their own health, safety and welfare and that of other persons who may be affected by their acts or omissions while at work. They also have a responsibility to co-operate so that employers can comply with their statutory duties.

More detailed lists of the responsibilities of the Headteacher, teaching and non-teaching staff holding posts of special responsibility, and all employees are set out below.

4.5 HEADTEACHER

The Headteacher will ensure that:

- policies and procedures with regard to health, safety and welfare matters within the school are established and approved by the Governing Body, and that the policies and procedures are known, read and followed by all members of staff, including temporary/supply staff;
- any health and safety matters raised, and guidance from the LA, are brought to the attention of the Governing Body;
- regular reviews of the safe performance of all departments of the school are undertaken with appropriate action when necessary, and are reported to the Governing Body;
- accidents, incidents and dangerous occurrences are reported, investigated, and, where appropriate, preventive measures are taken. Also, that reports and returns are submitted to the LA in accordance with the LA procedures;
- adequate first aid provision is made for staff and pupils and other persons, whilst on school premises and when working away from the school, in accordance with LA guidance;
- training needs are identified and arrangements made for those needs to be met;
- awareness and co-operation amongst staff with regard to health and safety matters is actively encouraged.

4.6 TEACHING AND NON-TEACHING STAFF HOLDING POSTS OF RESPONSIBILITY

Staff holding posts of special responsibility, i.e., Deputy Headteacher, Assistant Headteachers, Foundation Stage manager, Business Manager, Caretaker, are responsible to the Headteacher for the implementation of the Health, Safety and Welfare Policy within their department/area of work. To fulfil their responsibilities they will assist the Headteacher by:

- monitoring of health and safety by inspecting their area on a regular basis to ensure that safety measures are being maintained and safety instruction and safe working practices are being followed by staff and pupils, and for making any necessary changes in practices and procedures;
- informing their staff of any hazards to health and safety they are likely to meet in the course of their work and ensure that they have the necessary information, instruction and training to carry out their duties without risk to health or safety;
- ensuring that staff and pupils are aware of emergency procedures, which should be regularly reviewed;

- ensuring that personal protective clothing and equipment is provided, worn/used and maintained as necessary;
- ensuring that adequate supervision is maintained at all times;
- ensuring that all equipment is regularly inspected and maintained in safe working order and that any defective equipment is removed from use immediately.

4.7 The Caretaker and Business manager will assist the Headteacher in ensuring that health and safety implications are considered in connection with the security, cleaning and maintenance of the building and for monitoring contractors on site to ensure their working procedures do not endanger the health, safety and welfare of staff, students and visitors.

4.8 CLASS TEACHERS

Teaching staff timetabled to be in charge of classes are responsible for assisting the Headteacher to:

- ensure the safety of pupils, in their charge;
- be aware of and adopt safety measures within their own teaching areas;
- follow safe working procedures personally;
- request protective clothing, guards, special safe working procedures etc where necessary and ensure they are used;
- make recommendations to the Headteacher on safety equipment or additions or improvements to plant, tools, equipment or machinery which is dangerous or potentially so;
- be aware of school and emergency procedures in respect of fire, bomb alert, accident, first aid, etc and to carry them out.

5.0 Local Arrangements For Health and Safety

In the following any reference to the Headteacher shall mean 'Headteacher, or in her absence the Deputy Headteacher or an Assistant Headteacher'.

Healthy Schools initiative

Following the publication in 1997 of the government's White Paper 'Excellence in Schools', many schools decided to participate in the Healthy Schools initiative. This school fully supported the aims of this initiative, and we have previously achieved the National Healthy School Standard. We believe that a healthy school is one in which children can thrive not only physically and academically, but also spiritually and emotionally. We promote a whole-school approach to the well-being of our children, which involves:

- giving health issues high priority in our planning;
- making sure that we have effective policies on sex education and drugs education;
- planning the curriculum to ensure that the children have sufficient opportunity to learn about healthy living;
- providing opportunities for children to take responsibility for their learning and behaviour;
- making sure that the environment is stimulating and conducive to learning;
- providing opportunities for children to put forward their views and be listened to;
- supporting children who need additional care and attention;
- providing opportunities for all our staff to develop their skills;
- working closely with parents/carers and external agencies to provide the best possible support for our children;
- making sure all children have clear and appropriate targets.

The school curriculum

We teach the children about health and safety in order to equip them with the skills, knowledge and understanding that will enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard as part of the normal school curriculum. We teach children respect for their bodies, and how to look after themselves, following the Jigsaw scheme of work. For example, we discuss issues about keeping healthy in PE, science and PSHE&C lessons. We also show them how to move and play safely in PE lessons. We teach all pupils how to keep themselves safe through lessons and assemblies, e.g. fire safety, stranger danger, road safety, safety near water and railways.

Our Positive Behaviour, Anti-bullying and Online Safety policies also ensure that children are kept safe and that children know how to keep themselves safe.

Health and safety issues also arise when we teach care for the environment, and awareness of the dangers of litter. Children receive both drugs education and sex and relationship education (see the relevant policies).

We believe that everybody in our school can and should promote everybody else's safety, so we teach children to spot hazards in the classroom or around the school, and inform their teacher.

Our school promotes the spiritual welfare and growth of the children through the RE curriculum, through special events, such as harvest festivals, and through the daily act of collective worship.

Each class has the opportunity to discuss problems or issues of concern with their teacher. Teachers use circle time to help children discuss and overcome any fears and worries that they may have. These concerns are handled with sensitivity

Online safety

Online safety is very important. The school has systems in place to ensure that any inappropriate material is blocked whilst the children are accessing the internet. We also have 'Impero' software installed which helps us to regularly monitor all computer usage. (Please refer to the 'Online safety' policy).

School meals

Our school provides the opportunity for children to have a meal at lunchtimes. Some parents or carers may claim free school meals for their children.

If children choose to bring their own packed lunch, we provide them with a suitable place to eat it, and we supervise them during this time.

Our school promotes a healthy lifestyle. As sweets can damage children's teeth, we do not allow sweets to be eaten in school.

School uniform

It is our policy that all children wear the school uniform when attending school, or when participating in a school-organised event, even if outside normal school hours. We agree the requirements for school uniform with parents and carers, and we review these requirements regularly.

We always take a sensitive approach where regulations regarding uniform conflict with a child's religious or cultural beliefs. We do not discriminate on grounds of race, creed or gender.

It is the responsibility of the Headteacher to ensure that the school uniform policy is enforced. It is, however, not our school policy to exclude children from the school if they, for whatever reason, do not have the proper school uniform.

We ask parents and carers to equip their children with the necessary uniform and school equipment. If a child repeatedly attends school without the correct uniform, we will inform parents and carers and request that they make sure their child leaves home with the proper uniform on. If a parent is in financial difficulties, and this results in a child not having the correct uniform, or not having adequate equipment, our school will do all it can to support the parent. We ask parents and carers to discuss their child's appearance with us if there are any religious issues involved that we might be unaware of.

On grounds of health and safety, we do not allow children to wear jewellery in our school. Children are not allowed to wear wrist watches. Details of the school uniform requirements can be found in our school prospectus. Nail varnish, make-up, temporary tattoos, hooded tops and high heeled shoes are not allowed.

Child protection

The designated person for Child Protection is the Headteacher and in her absence it is the Deputy Headteacher or one of the Assistant Headteachers. They should always be notified immediately of any suspected or actual child protection concerns and the 'Safeguarding and Child Protection Policy' must be followed. There is a Child Protection Information Board in the staffroom. (Refer to the 'Safeguarding and Child Protection' Policy).

Safety of children

It is the responsibility of each teacher to ensure that all curriculum activities are safe. Similarly, curriculum coordinators will always be vigilant for hazards concerning equipment or activities related to their area of responsibility. If a teacher or curriculum coordinator has any concerns about pupil safety, s/he should bring them to the attention of the Headteacher before that particular activity next takes place.

We do not take any child off the school site on school trips without the prior permission of the parent. However, at the start of the year, parents are asked to give permission for their child to go on walks in the local area. Permission in this instance, does not need to be sought every time the child goes on a walk in the local area. However, teachers will still inform parents if they are taking the pupils into the local area.

Recording Incidents

We record in the school log book all incidents involving injury, and, in all cases, we inform parents or carers. Should a child be quite seriously hurt, we contact the parents or carers

through the emergency telephone number that we keep on file. We update these numbers annually, but it is essential that parents/carers inform us when contact details change.

There may be rare occasions on which it is necessary for staff to restrain a pupil physically, to prevent him or her from inflicting injury to others, causing self-injury, damaging property, or being disruptive. In such cases, only the minimum force necessary may be used, and any action taken must be only to restrain the pupil. If restraint has been required, this will be recorded.

Where possible, children should not be restrained by members of staff, unless Team Teach trained.

Trained Team Teach staff are:

Teachers:

Mrs N Gould
Mrs A Brooks
Mr Rigby
Miss V Green
Mrs H Culver
Mrs J Cooke
Miss E Larsen
Mr L Copley
Mrs D Rimmer-Phillips
Miss H Olson
Mr B Maguire
Mrs S Meighen
Miss S Bailey
Mrs D Trickett
Mrs J Falconer
Mrs E Copley
Mrs M Bartolini-Bradley

Teaching Assistants:

Mrs K Dean
Mrs M Jones
Mrs M Comer
Mrs J Mulhall
Mrs N Newton
Mrs A Higgens
Mrs L Pouncey
Mrs S Huntington
Mrs D Worthington
Mrs V Davies
Mrs S Oxley
Mrs A Mazey

However, in an emergency situation, any member of staff would be expected to restrain a child in order to prevent them from harming themselves or others. Help should be called for immediately via the internal telephone system.

Fire and other emergency procedures

Procedures for fire and other emergency evacuation are displayed prominently in all rooms. Fire drills are held at least once each term. Arrangements are made to monitor the condition of all fire prevention equipment regularly. This includes the visual inspection of fire extinguishers, and the testing of the fire alarm system.

Educational visits

The school takes very seriously its responsibilities for ensuring the safety of children whilst on school trips (see also the 'Off-site Visits' policy).

Seat belts

We use coaches and mini-buses only when seat belts are provided. We instruct the children to use seat belts at all times when the bus is moving.

Medicines

(Refer to 'Administration of Medicines In School Policy'). If children have had sickness or diarrhoea, they should stay off school for 48 hours from the last episode of vomiting or diarrhoea. If a large number of pupils are becoming ill with sickness/ diarrhoea, a member of the Senior Leadership Team may contact the Health and Safety Officer and/ or the Health Protection agency to inform them seek relevant advice.

If the Health protection agency recommend that pupils should remain off school for at least 48 hours (or longer) following sickness/diarrhoea, this information will be communicated to parents via a letter or a newsletter.

Where possible, children should be given medicines at home before and after the school day. If a child needs to be given medicine, parents are asked to come into school to administer the medicine to their child. Children are not allowed to bring in any medicines, tablets, throat lozenges, cough sweets or skin/face creams into school. Parents should keep children at home when they are acutely unwell.

Internet safety

We regularly use the Internet in school, because it has many educational benefits. In order to minimise the risk of children coming across unsuitable material, we provide constant supervision, and we use only a filtered service, selected links, and child-friendly search engines. Parents and carers are asked to sign authorisation for their child to use the Internet. We also seek parental permission before using photographs of children or children's work (refer to 'Use of Images' policy). When we publish the names of children on school newsletters (which are published on the school website), we use first names and the initial of the child's surname only. If the child's name appears on the school website the child's first name only will be used. If a newspaper wishes to take a photograph and wants to include the child's full name to be published with the photograph, parental permission will be sought. If a High School (or any other establishment) wishes to take photographs (e.g. during a visit to the High School) and publish the photographs on their website or on twitter/ other social media, the school will include the details provided by the establishment to parents and ask parents to give their consent.

Theft or other criminal acts

The teacher or headteacher will investigate any incidents of theft involving children. If there are serious incidents of theft from the school site, the headteacher will inform the police, and record the incident.

Should any incident involve physical violence against a teacher, we will report this to the Health and Safety Executive, and support the teacher in question if s/he wishes the matter to be reported to the police.

The health and welfare of staff

The school takes very seriously the need to safeguard the health and welfare of all our staff. This includes their professional development, which we address in our CPD policy. We also pay particular attention to the assessment and prevention of work-related stress, thus complying with health and safety law. If a member of staff is experiencing stress at work, s/he should inform the Headteacher without delay.

The school will not tolerate violence, threatening behaviour or abuse directed against school staff. If such incidents do occur, the school will take the matter very seriously, and take action in line with the LA's protocol on school and the police.

Staff are also asked to complete a Health Care Plan if they deem it necessary –in case of an emergency.

Staff emergency contact details are kept on file in the school office in case of an emergency.

5.1 Accidents and First Aid

5.2 First Aiders

The first aiders in school are listed below:

Paediatric First Aiders:

Mrs Hough	Mrs Falconer
Mrs Huntington	Mrs Bartolini-Bradley
Mrs Oxley	Mrs Comer
Mrs Mazey	

First Aiders – 3-day course:

Mrs Pouncey	Mrs Comer
Mrs Meighen	

Emergency First Aiders:

Mrs Dean	Mrs Worthington
Mrs Davies	Mrs Mulhall
Mrs Jones	Mr Copley
Miss Atherton	Mrs Lang
Mrs Higgins	Mrs Newton
Mrs Mazey	Mrs Pouncey
Miss Saville	Mrs Race

Lunchtime First Aiders:

Mrs Lang	Mrs Oxley
Mrs Mazey	Mrs Marsden
Mrs Rutter	Miss Pouncey

Mrs Robertson
Mrs Race
Mrs Worthington

Mrs Davies
Miss Saville
Mrs Higgins

5.3 There is a notice in the school entrance hall stating who the first aiders are and where he/she is located. Notices are also displayed in the School Office, Headteacher's Office, Deputy Head's Office, at each first aid point, every classroom and the staffroom.

5.4 The main task of the first aider will be to take charge of the situation in the event of serious injury or illness, to ensure that an ambulance is summoned and the ambulance crew are directed to the casualty. The parents of the pupil should be notified and the appropriate accident report completed. Any member of staff should call an ambulance immediately if they deem it necessary. They do not need to wait for a First Aider or Senior Leader to make the decision to call an ambulance.

5.5 First Aid Boxes

There are first aid boxes located at the First Aid points.

These contain a selection of plasters and dressings.

5.6 Disposable plastic gloves, aprons and bags (for contaminated waste) are stored near the first aid boxes.

5.7 Boxes should be stocked as a minimum in accordance with current H&S guidelines:

5.8 Guidelines for Contents for School First Aid boxes

(from The Management of Health and Safety, Education Health and Safety Team Issue 2 Sept. 1997)

Contents	Travel Pack	1-10 Persons	11-50 Persons	51-100 Persons
Guidance Leaflet	1	1	1	1
Individually Wrapped Plasters	6	20	40	40
Sterile Eye Pad	1	2	3	4
Triangular Bandage	2	4	4	6
Safety Pins	2	6	12	12
Small Sterile Dressing	2	4	6	8
Medium Sterile Dressing	1	2	4	6
Large Sterile Dressing	1	2	3	4
Ex Large Sterile Dressing	0	0	1	2
Cleaning Wipes	10	10 (if req.)	10 (if req.)	10 (if req.)

While this is an approved list, it is acceptable to add or remove items and change quantities of items to suit our circumstances.

Mrs Newton and Mrs Pouncey are responsible for maintaining the contents of the First Aid boxes and should be informed if stock is becoming depleted.

5.9 First Aid kits must always be taken with classes on school trips. The box should include sterile adhesive dressings, one large sterile unmedicated dressing, 2 triangular bandages, safety pins, moist clean wipes and/or paper towels, bottle of water, sick bags.

We have first aid 'bum bags' to assist in carrying equipment.

*** During the current COVID-19 pandemic, all staff dealing with injuries/ first aid / sudden illness should follow the school COVID-19 risk assessment and wear PPE whilst working with children.

Each Year Group / Bubble will be provided with a first aid kit, PPE, bump notes and first aid book to administer first aid.

6.0 Dealing with Injuries / Sudden Illness

When dealing with bleeding or other cases of spillage of body fluid:

- a) Keep people away from the area until spillage is dealt with.
- b) Wear disposable aprons and plastic gloves.
- c) Mop up body fluids using appropriate absorbent materials.
- d) Thoroughly clean all contaminated areas (including sink areas) with a proprietary cleaning agent (as advised by the LA).
- e) Dispose of all contaminated waste (paper towels etc. including gloves and apron), treating them as infected waste i.e. put in an 'infected waste' plastic bag and tied securely before disposal via site manager.
- f) On completion of work, hands should be thoroughly washed.

6.1 Minor Injuries:

- a) Ensure that any cuts or broken skin are covered with waterproof or other suitable dressings.
- b) All accidents which occur to children whilst in the care of school staff must be entered in the Accident Log books. There is an accident log book for both the Infant and Junior departments.
- c) Welfare staff should report any injuries to the appropriate member of the teaching staff in order that they are aware of the situation.
- d) First Aiders and/ or teachers should inform parents of the injury by completing an accident form (according to type/severity of the injury).
- e) Any teacher who is concerned about the condition of a child after an accident should inform either the Headteacher, Deputy Headteacher, an Assistant Headteacher and a nominated First Aider. The parent(s) should be contacted if necessary.

6.2 Serious Injuries / illness: (Worse than average)

Injuries involving immediate hospitalisation or inspection by a doctor (e.g. broken limbs, deep cuts, etc...)

- a) Contact a First Aider and inform the Headteacher.
- b) If hospitalisation is required, then an ambulance should be summoned. It is desirable if reasonably practicable for a responsible adult to accompany the child taken from school by ambulance. The responsible adult would be a member of the school staff.
- c) If a child is transported in a car belonging to a member of staff, there must be at least two adults (including the driver) available to take the child.
- d) Notify the parents. On no account should urgent treatment be delayed pending the arrival at school of parents.

- e) Record the injury in the Accident Log Book.
- f) Complete a Wigan Council Incident Report Form (a Senior Leader will take a lead on this)
- g) The Headteacher/ Senior Leader will also complete Part 2 of the incident form and inform a Health and Safety Officer of the incident by telephone. The Headteacher will then send all documentation to the Health and Safety Department.

6.3 Accidents involving adults

- a) Any accident involving adults must be reported to the Headteacher.
- b) A Wigan Council Incident Report Form should be completed (available from the School Office).

Further information is contained within the HSE Guidance notes 'Accidents/Incident Reporting - Forms and Procedures'.

7 Other Medical Issues

7.1 Hygiene & Infectious Diseases

Where large numbers of people work in close proximity there is an ever present risk of outbreaks of certain infectious diseases.

Guidelines for dealing with communicable diseases are in the Wigan LA H&S Manual and additional information from the Health Protection Agency is located in the School Office.

A high standard of personal hygiene must always be encouraged e.g. washing hands after every visit to the toilet.

7.2 Medical Conditions

When a pupil suffers from a condition such as epilepsy, diabetes or asthma, it is important that all members of staff are aware of the problem. (See Supporting Pupils at School with Medical Conditions Policy).

All medical information is collected via the data collection sheets (which are sent out for parents to complete annually). The Business Manager then produces a whole school medical booklet which contains class pupil lists and any special medical requirements for individual pupils. These booklets are kept in the School Office, Headteacher's Office, Deputy Headteacher's Office and all class teachers are given a copy to keep in their classroom. A copy is also kept in each register box so that supply staff have access to it in the morning.

In addition to this, the teachers, teaching assistants, Business Manager and parents assist the Headteacher in producing 'individual health care plans', including care plans for pupils with severe allergies. These 'individual health care plans' are displayed in the staffroom. Photographs of the children are displayed with the plan so that supply teachers know who the child is. Health Care plans are also kept in the register box for teachers and supply teachers to refer to.

7.3 Asthma

There is an asthma notice board in the staffroom listing the pupils who have asthma in every class. These lists are also displayed in classrooms. Every child has an inhaler and spacer in school which has been prescribed by a doctor. The inhalers are kept in a central place in the classroom so that the children can access them at any time. Inhalers are taken out with the children for P.E. lessons. All staff are responsible for ensuring that children have their inhalers with them when they are out on school trips, or with a supervising adult (who is with that child during the trip). If a child has an asthma attack, staff follow the guidance from the training which is displayed around school and in all classrooms.

In an emergency:

If a child has had 5 puffs and is still breathless, another 5 puffs can be given. If there is still no improvement staff should dial 999 immediately.

Parents are asked to complete a Health Care Plan at the start of every school year, or sooner if their child's medical needs alter.

Spacers will be cleaned termly by the class teaching assistant (with the parents' permission). They should be washed with warm, soapy water and allowed to drip dry - not dried with a cloth.

8 Fire Precautions and Bomb Alerts

There is a need for constant vigilance by everyone to ensure that life and property are not endangered by fire.

The Fire Alarms should be tested on a rota basis before school hours by the Site Supervisor and defects reported to the Headteacher on arrival.

There are checks made periodically to ensure the system is working adequately.

The Caretaker is the nominated Fire Warden.

8.1 Fire Drill

There should be at least one fire practice per term.

It is the responsibility of each member of staff to inform their own class of the pattern of evacuation at the start of the academic year. During the first half term of each academic year, staff will be asked to go through the fire drill with their new class and to carry out a practice evacuation). The first fire drill will then take place during the first term.

Each class should be trained to stand in silence to enable each teacher to call the register quickly and efficiently.

If any alarm occurs, the building should be fully evacuated before reoccupation.

As far as is reasonably practicable, the Headteacher will be responsible for ensuring the full evacuation of the premises.

No-one must try to re-enter school without the Head's permission or that of the Fire Brigade's Officer-in-Charge if they are present.

All kitchen staff must be involved in the arrangements for emergency evacuation.

The Caretaker/ Fire Warden and/or Headteacher will keep a record of all drills held.

8.2 Bomb Alerts

Evacuation should take place as a fire drill. Clear building and contact police. The second site for an evacuation is St Luke's Primary School and/or St. Luke's Church.

8.3 Emergency Evacuation

An Emergency Evacuation box will be held in the School Office (containing spare registers/ class contact details, high visibility jackets for staff, important emergency telephone numbers, etc...). The office staff will bring the box outside if the fire alarm sounds. Emergency ponchos will be stored in the outdoor resource cabin (outside – near the hall exit doors). These will be used in the event of an evacuation. Ponchos will be stored in each rucksack and the rucksacks will be distributed to each class teacher. In the event of an evacuation, Mrs Adamson (kitchen) will contact Metrofresh and order food/ drinks as required. (See Emergency Management Plan).

9 Safety

9.1 Safety Representatives

It is the joint responsibility of everyone who works at Lowton West Primary School to ensure that the workplace is a safe and healthy place to be, both for themselves and the children in their charge. However, any conditions which are not safe or healthy should be brought to the attention of the Headteacher or the Deputy Headteacher.

9.2 General Housekeeping

Many injuries in schools occur as a result of slips, trips and falls. Please be aware of potential hazards such as:

- a) Litter.
- b) Telephone or electrical cables lying across a walkway.
- c) Loose or torn carpets.
- d) Wet floors.
- e) Objects left on the floor in cloakrooms, resource areas, or class bases.
- f) Hurrying or running by adults or children.
- g) Cupboard doors and filing cabinets left open.
- h) Obscured vision when carrying bulky items.
- i) Makeshift methods of reaching heights e.g. standing on tables, chairs or stools. Staff should always use aluminium step ladders which can be locked down. Never overreach or stand with one foot on the steps and the other on a fixed surface.
- j) If a ladder is needed it must be of sufficient length to allow it to be set up properly. Once a term, ladders and steps should be checked by the Caretaker for defects. If they are found to be unsafe, they should be taken out of service. Ladders should be checked every month and results recorded. Faulty equipment must not be used until repaired.

9.3 Cloakrooms

Staff should ensure that there are nominated pupil cloakroom monitors who check the cloakroom areas at the start of the day and after every playtime to ensure that there are no coats and bags lying on the floor.

9.4 Playground Safety

The surface of the playground should be kept in good condition and any uneven paving slabs reported. As far as possible pupils should not play near steps, steep slopes, or changes in level.

All staff should be vigilant and ensure that the children on the Junior playground do not play around the corner near the green cabins, or around the corner where the Reading Sheds are located, unless they are supervised by an adult. Staff should regularly remind the pupils that they are to stay on the Junior playground where they can be seen by an adult. Children are not allowed to play in areas where they are out of sight of the staff member on duty.

Children and staff should be aware of potential risks from playground equipment, such as not playing sensibly with ropes, etc... Immediate action should be taken if children are not using playground equipment safely or if a game that they are playing is deemed to be dangerous.

Staff on duty should ensure that they are not stood together, but are situated at different parts of the playground. Staff on duty should walk around and be pro-active in praising good behaviour and checking that groups of children are playing together nicely. Any disputes between children should be dealt with immediately and resolved. If a problem is not resolved, it must be reported to the Class teacher who should then follow it up. Staff should be on time for playground duties and for collecting their classes after playtimes.

9.5 Lifting and Manual Equipment

If required, staff are to carry out a manual handling risk assessment before lifting/moving equipment, furniture etc.

9.6 Mobile phones

The use of mobile phones by pupils is prohibited. Pupils should not have mobile phones in school. If a child is found with a mobile phone the phone must be taken from the child and given to the Headteacher or Deputy Head. The parents of that child will then be contacted. Older pupils are allowed to hand in their phones to the teacher in the morning and collect them at the end of the day. Older pupils are not allowed to use their mobile phones whilst on the school premises. (Also refer to the school's policy on the use of mobile phones).

Staff should not use mobile phones when supervising children unless in an emergency and phones with a photo facility should not be used in the presence of pupils.

9.7 Smoking

All smoking is prohibited on school premises and during visits or field trips in the presence of pupils.

9.8 Hot drinks

Staff should not carry hot drinks around school in mugs. The school will provide safe flasks or plastic cups with lids for staff on playground duty.

10 Environment

10.1 Temperature

The temperature indoors must be reasonable and it is suggested that the minimum temperature for sedentary work is 16 C. In the Summer months, fans will be provided in the classrooms and offices.

10.2 Lighting

The workplace must have suitable and sufficient lighting.

10.3 Cleanliness

All furniture, furnishings and fittings will be kept 'sufficiently clean' and waste materials will be removed daily by the cleaning staff and caretaker. Litter, besides being unsightly, can cause slips and falls.

Each teacher is responsible for the tidiness of their own base and all school users share responsibility for keeping the school clean and tidy.

All staff and pupils will aim to keep the school as tidy as possible so that it is a safe, tidy and pleasant working environment. All staff will support the Headteacher in this.

***Additional cleaning schedules with enhanced cleaning of tables, toilet and sick facilities and touch points and handwashing routines will be implemented at the start of the school year September 2020 in line with the COVID-19 risk assessment.

10.4 Floors

All floors and traffic routes must, as far as is reasonably practicable, be kept free of obstructions and from any article or substance that may cause someone to slip or fall.

If any member of staff sees an obstruction or article that could pose a danger, they should immediately move the article or report the obstruction. Children should also be encouraged to pick up any articles around school that could be a trip hazard.

If a member of staff notices a cloakroom floor that has several articles on the floor, they should immediately inform the class teacher of the situation. This matter should be resolved immediately.

10.5 Adult Toilet facilities

There are male and female toilets in school for staff and visitors use. The disabled toilet can also be used by staff. Any problems relating to the efficiency and cleanliness of the toilets should be reported to the Caretaker.

10.6 Hazardous Chemicals

Bleach is a prohibited substance in school.

No corrosive chemicals should be left lying around in school.

11 Security

11.1 Security of Pupils and Staff

The risk of incident can be reduced by improving door security and entry/exit procedures.

- We review security measures regularly, and draw upon the advice of experts (e.g. police officers, fire officers, etc. as needed).
- We require all adult visitors who arrive in normal school hours to sign the visitors' book in the reception area, and to wear an identification badge at all times whilst on the school premises.
- Teachers will not allow any adult to enter their classroom if the school visitor's badge does not identify them.
- If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Headteacher immediately. The Headteacher will warn any intruder that they must leave the school site straight away. If the Headteacher has any concerns that an intruder may cause harm to anyone on the school site, s/he will contact the police.

A coded lock is fitted to the main entrance internal door, the Headteacher Office, the School Office and the Junior gate. The Infant gate is kept locked.

Compliance with the following security regulations is mandatory.

- a) During School sessions, all outside doors and gates must remain closed and secure.
- b) The Infant member of staff on the Infant gate closes and locks the gate at 8.55am. The junior member of staff on the gate also ensures that the junior gate is closed at 8.55am.
- c) All parents will be asked to wait in the entrance area. If they are collecting a pupil(s), they will wait there and the pupil(s) will be brought to them by a member of staff. If they are waiting to see a member of staff, they will be asked to wait there until the member of staff comes to meet them. They will then be escorted to the classroom by the teacher and they must wear a Visitor's Badge.
- d) Parents must not be allowed to walk around the school without a member of staff with them. This includes at the start and the end of the school day (e.g. to look for lost uniform, etc)
- e) The car park is secured by a barrier and only staff and other approved visitors have access to the car park. All visitors must indicate their arrival on the car park via the intercom system.
- f) Staff are requested to use the front door when arriving in a morning and leaving in the evening. Staff must sign in and out every time they enter and leave the building.
- g) All visitors/helpers must be admitted through the front door where they should sign in and out. Visitor badges will be issued to every visitor.
- h) Pupils must enter/exit the building by the appropriate doors as directed by staff.
- i) Pupils arriving late or leaving for an appointment whilst school is in session must use the front door under the supervision of the Headteacher, Class Teacher, Teaching Assistant or Office staff.
- j) The front door code should be limited to staff and 'Time Out Club' staff. It is the Headteacher's responsibility to change the code if a breach of security is suspected.
- k) Door keys are held by the Headteacher and Caretaker.
- l) When securing the building, key holders must check all windows and external doors, switch lights off and close internal doors. The caretaker is responsible for checking that the site is secure every evening before locking up. He will check that all windows and doors are closed and secure. If another person is locking up (e.g. the Headteacher), the caretaker will check that the site is secure before leaving the premises so that the other person needs only to secure the area that they have been using.

11.2 Emergency Assistance

Any instances where teachers have been confronted by angry parents/guardians and which have resulted in the member of staff being physically assaulted or verbally abused are not acceptable and all matters will be taken extremely seriously. Staff should ensure that they are not in vulnerable positions and if in any doubt have a second member of staff available. Telephones for emergencies are located in all classrooms and work areas.

11.3 Working in school outside normal hours

- a) Working alone should be avoided if at all possible although the Caretaker cannot always avoid this. Staff working alone should:
 - b) Advise a spouse or family of their whereabouts and expected finish time.
 - c) Lock the doors and carry the keys with them whilst in the building.
 - d) Only authorised key holders will be responsible for closing doors, checking and setting the alarm.

11.4 Strangers

- a) Any stranger seen loitering near the school or in the school grounds should be reported without delay to the Headteacher who will call the Police if necessary.
- b) Any stranger found in the building should be challenged by a senior member of staff. Should the person be committing an illegal act, no attempt should be made to detain or remove the intruder from the premises using force. The Police should be contacted.

11.5 Arrival and Departure of Pupils

*** Please note there are alternate start and finish times being implemented Autumn 2020 to allow staggered starts and finishes to the school day. This reduces the number of people entering and leaving the site and school building at one time. The staggered times for each bubble have been shared with parents and all staff and are available in the Plan for Opening School document available in the COVID-19 section on the school website ***

- a) Children should not be brought to school before 8.45 a.m. as no adult supervision is available before that time. Parents will be reminded that the school cannot accept responsibility for their child if he/ she arrives at school before 8.45am.
- b) Parents/Carers are requested to collect children from school at 3.05pm (Reception Class parents), 3.10pm (Year 1 and Year 2 parents), 3.15pm (Years 3,4,5,6 parents). The Reception, Key Stage 1 and Key Stage 2 children are collected from outside their classrooms by their parents. The staff ensure that all children are collected by a parent. If the parent of a Reception child rings school to say that somebody else is collecting their child, they are asked to give the teacher a password. The teacher will then check the password with the person collecting the child. The Junior staff must line up any older children who walk home by themselves at the end of the day and take them down the path to the school gate. Staff must then wait until they are satisfied that all of the pupils have been collected by a parent or have left the premises to walk home independently. Children should be reminded regularly to wait with their teacher if there is nobody there to collect them at the end of the day. **Teachers must only let children be collected by adults who have been named on the collection list for that particular child.**
- c) Children must be instructed to return to their teacher if they cannot find their parent or guardian. Where pupils have remained uncollected for some time and appropriate enquiries have been made, Children's Duty Team should be contacted (before 5.00 p.m.) or the Police informed.
- d) Children should be reminded to walk around the school building at the start and end of the day. If any member of staff sees a child running, they should immediately remind them to walk.
- e) Parents who wish to remove their child from school during the day (dental appointment etc.) should seek permission from the Headteacher or the child's class teacher in advance. Teachers should annotate the register accordingly.

11.6 Personal Possessions

Staff are requested to lock away all personal valuables (handbag, car keys etc.) whilst in school. Personal medicines, especially pain killers and tranquillisers can be fatal if taken by children. All medication must be kept in a secure place.

11.7 Working with Individual Pupils

Personal security is critical for both pupils and staff where private meetings become necessary. Where confidential interviews take place, they should be conducted in accessible areas of the school. Every effort should be made to ensure that wherever possible, there should be visual access. Where such conditions cannot apply, it is advised that another adult be present whilst the interview is taking place.

11.8 Violent Incidents

Physical or verbal abuse is totally unacceptable and all violent incidents will be recorded and reported to CYPS H&S Officer. Appropriate control measures are in place and reviewed regularly.

11.9 General

Staff are reminded that items can be stolen from school and their constant vigilance can help keep crime to a minimum.

Staff are requested to formally report any defective doors, locks, windows and window catches.

All unoccupied offices/rooms, and particularly the Caretaker's room, should be locked.

Personal records such as pupil records, staff records and records held on computer media should be locked away when not in use. They must be treated as confidential.

12 Inspections

12.1 Committees: H&S Inspections and Reporting

A full inspection of the school will be made by the Governors' Buildings, Grounds, health and Safety Committee representative once every year. Other inspections will then take place on a termly basis. The results of this inspection will be detailed in the committee's minutes.

13 New Staff

Any new member of staff or any parent helper volunteers will be given a copy of the Health, Safety and Welfare Policy by the Headteacher before commencing their employment. Any queries should be answered by the Headteacher or Deputy Headteacher.

14 Road Safety

14.1 Motor Vehicles

- a) Wherever possible walking to school or use of public transport is encouraged
- b) All vehicles must be parked in the approved areas.
- c) Roadways must be kept clear at all times for emergency vehicles.
- d) Parking outside the school: parents are regularly reminded to park with due care for the safety of others and with due regard for the local residents (via the newsletter).

14.3 Pupil Road Safety

Road Safety will be delivered through the curriculum as part of the National Curriculum, P.S.H.C & E., assemblies and specific road safety training. We have high visibility jackets in school which should be worn by classes going out walking in the local area.

15 Physical Education

15.1 All the teaching staff at Lowton West are involved with the instruction of P.E.

It is every teacher's responsibility to: -

- a) Check the area for hazards before a P.E. session, e.g. broken glass and stones are particularly hazardous outside and wet floors and food inside.
- b) Check the pitch after inclement weather.
- c) Check equipment and remove any defective sports equipment from use. The defective item should be clearly labelled and a report (written) submitted to the Headteacher/Safety rep.
- d) Check that the children wear the appropriate clothes and no jewellery.

- e) Ensure that they wear pumps or other suitable footwear when teaching P.E.
- f) Ensure that the PE stores are kept tidy and free from hazards. All equipment should be put back in the correct place.

****All year groups/ Bubble will be provided with their own set of PE equipment to use for a series of weeks (usually on a half term basis). All equipment will be cleaned at the end of every session and placed in the labelled Year Group net bags/ boxes ready for the next PE session in that Bubble. The PE timetable has been adjusted in line with current school guidance and the school risk assessment.**

For more details please refer to 'Safe Practice in Physical Education' issued by B.A.A.L.P.E.

15.2 Swimming

During swimming activities, the staff/pupil ratio will be in line with guidance (service-level agreement). At least one adult will be female. Transport arrangements will be within LA guidelines.

16 Safety Maintenance Checks

School has service level agreements in place to ensure that we comply with all statutory requirements including portable electrical appliances, SEND equipment checks, asbestos and playground equipment checks, etc...

17 School Trip Arrangements

Any staff taking children in their own transport must ensure that they are appropriately insured. Risk assessments are carried out for all trips and the School follows Wigan LA's guidance with regard to safety on school trips. Staff should always take a register of the children before leaving each venue and should always do a double headcount before leaving each venue.

18 Gritting

If it is icy, the Caretaker will grit the car park and walkways into school.

19 Useful Publications

The LA has produced a number of documents on the subject of Health and Safety including in particular the Health and Safety Manual. This is kept in the Headteacher's Office and is available for staff to view at any time.

20 MONITORING AND REVIEW

- 20.1 The governing body has a named governor with responsibility for health and safety matters. It is this governor's responsibility to keep the governing body informed of new regulations regarding health and safety, and to ensure that the school regularly reviews its procedures with regard to health and safety matters. The governor in question also liaises with the LA and other external agencies, to ensure that the school's procedures are in line with those of the LA.
- 20.2 The governing body, in consultation with professional advisors, carries out regular risk assessments, with the object of keeping the school environment safe.
- 20.3 The Headteacher implements the school's health, safety and welfare policy on a day-to-day basis, and ensures that all staff are aware of the details of the policy as it applies to them. The Headteacher also reports to governors termly on health and safety issues.

20.4 This policy will be reviewed at any time on request from the governors, or at least annually.