



Health & Safety Policy

Our Mission Statement is:

Our Christian school exists to provide a welcoming environment in which everybody is cherished and challenged to fulfil their potential.

*Our three key values we embrace are:
Belonging, Believing and Becoming*

- 1. Introduction**
- 2. Equipment**
- 3. Curriculum - Use of Resources**
- 4. General Safety / Fire Safety / Evacuation Procedures**
- 5. Supervision of Children**
- 6. First Aid**
- 7. Staff Health and Welfare**
- 8. Off Site Activities**
- 9. Critical Incidents Planned Responses**

1. Introduction

Statement of Intent

Health and safety is an important consideration for our school. We will take all reasonable steps to provide a safe and caring environment for children, staff and our visitors. All personal data/information maintained in this respect will be held in the strictest confidence in line with relevant legislation.

Responsibilities

The governing body shares with the local education authority overall responsibility for health and safety. For its part the governing body will:

- Ensure health and safety has a high profile
- Ensure adequate resources for health and safety are available
- Consult staff and provide training opportunities
- Monitor and review health and safety

The Head of School will:

- Develop a health and safety culture throughout the school
- Take day to day operational decisions
- Ensure staff are aware of their responsibilities
- Update governors
- Draw up health and safety procedures / risk assessments
- Follow relevant health and safety guidance
- Monitor effectiveness of procedures

All staff will:

- Support the implementation of health and safety arrangements
- Take reasonable care of themselves and others

- Ensure as far as is reasonably practicable that their classroom or work area is safe, following guidance and minimizing risk.
- Report shortcomings to the school office so they can be recorded in the Site Maintenance Record Book.

General Health and Safety Arrangements

The arrangements for health and safety have been drawn up following assessment of risk in accordance with the Management of Health and Safety Regulations 1999. This policy is to be read in conjunction with the COVID risk assessment and related DfE guidance.

Smoking is not permitted anywhere on the school site.

When contractors are on site they are expected to follow school safety procedure. The premises manager or Head of School will liaise with contractors as appropriate.

Staff should follow the guidance on using controlled or hazardous substances found in the following publications:

- Safety in Science;
- Safety in Art;
- Control of Substances Hazardous to Health (COSHH).

A yearly check will be carried out by a governor and the Head of School to monitor the upkeep of buildings and grounds.

The governors agree to appropriate training for staff in relation to health and safety.

All new staff and visiting staff, as part of their induction programme, will be advised on safety procedures and associated contingency plans.

Monitoring and Review of Health and Safety Arrangements

The yearly check will be used to prioritise need and to inform planning.

The Site Maintenance Record Books will be used to ensure immediate action is carried out when necessary.

All staff will carry out monitoring on a day to day basis.

The cleaning staff will monitor school grounds and premises daily.

Monitoring by governors will be the Local Governing Body (LGB) and the Head of School's Report.

The policy will be reviewed annually.

COVID procedures are monitored and reviewed regularly in line with updated guidance from DfE.

2. Equipment

Any equipment in school should be used safely and for its intended purpose only.

Equipment identified as defective should be taken out of use immediately and labelled accordingly. Admin staff should be informed immediately in order that arrangements for repairs or replacement can be made swiftly.

No second hand equipment must be introduced to school without the agreement of the Head of School.

Electrical equipment will be tested yearly (PAT testing) with our service provider, BETA, in accordance with Manchester City Council policy. Plugs and leads will be visually checked regularly.

Any electrical equipment used outside must be attached to the electric supply through an RCD, and any leads are covered by for example the Wet Sign or mats to allow safe passage over the wire.

Electrical sockets should be switched off before a plug is removed.

Firefighting equipment and alarm systems are maintained via annual contract.

PE equipment is maintained via an annual contract.

Hazardous substances, such as glazes, cleaning materials, etc., are kept locked in appropriate storage areas.

3. Curriculum - Use of Resources

We follow national guidelines with regard to science, ICT, Technology, Art and PE. A copy of these can be found with each subject leader who is responsible for disseminating the information to the staff and pupils.

In addition the following have higher risk aspects:

- Science reference should be made to the 'Safety in Science' document;
- Art reference should be made to the 'Safety in Art' document; and
- Technology reference should be made to 'Make it Safe - Safety Guidance for the Teaching of Design and Technology at Key Stages 1 and 2' document.

PE

Clothing

All children come into school wearing suitable clothing on their PE day - details of clothing are listed in the school handbook.

Teachers should do the same. This sets a good example to children and allows a greater degree of manoeuvrability for demonstrating skills, or accessibility to a child should an accident occur.

Jewellery

The wearing of jewellery and nail varnish is not permitted. If ears are pierced, studs only may be worn but must be removed or taped over for P.E. A watch may be worn if it is named and not of any great value.

It is advisable to collect all such items prior to the lesson and store safely.

Lifting and Moving

Each child should be taught how to lift and move equipment. Techniques should be revised at least each year with your new class.

Children should be stationed at the corners of each piece of equipment.

A leader of the group says when the lift should start.

4. General Safety

School Building Access

In order to improve safety for everyone in school, measures have been taken to restrict access into the school building. The gates are locked at a set time each morning after children have arrived and after this time visitors or late arrivals should enter via the main entrance. All visitors must report to the school office and sign into the inventory log in system where they will be issued with a visitor's badge and a red (not to be left unsupervised due to no DBS) or blue (able to be left unsupervised as DBS has been checked and passed) lanyard. All visitors must sign out on the inventory system when leaving the school building. Note that during the COVID pandemic, visitors into school are restricted to those who are essential. All visitors are required to follow COVID guidance.

Any adults on site who do not work in the school and who are not wearing a visitors badge must be reported to the school office.

Vehicles

Parents are requested not to bring their cars onto the school site.

Wherever possible deliveries should be made once the children are safely in the building.

Other trade vehicles should park safely and not block doorways, disabled parking or delivery areas.

The car park entrance is locked, allowing access on request from the school office, via an intercom.

Lone Working

All staff should avoid lone working wherever possible by arranging for a colleague to also be on site.

Where lone working is unavoidable staff should ensure that all outside doors are locked and curtains/blinds are closed when it is dark.

Fire doors must be unlocked when staff are working on the premises, e.g. out of school hours.

Anyone lone working on a regular basis, should be equipped with a personal mobile phone.

Security lights are present in the staff car park.

When two or more people work late they should try to leave the building together.

Cars should be parked as close to the access doors as possible.

Where possible staff should let someone know if they will not be home at their usual time and what time they can be expected.

Key Holder Safety during Call Outs

Key holders on call out should be mindful of their own safety.

If the police have left the premises a key holder can contact the police and request that they return before entering the building.

Key holders should lock themselves in.

Before leaving the key holder should ensure that the school is secure and the alarm re-set.

Fire Safety

The school will provide a safe and healthy working environment with respect to fire safety. The Fire Policy Statement is detailed in our Fire Safety file.

Evacuation Procedures

Evacuation procedures, detailed in the Fire Safety file, are practised termly and reviewed annually or more regularly if appropriate. Evacuation routes and meeting points are detailed on the school site plan, which is shown at the end of the file.

5. Supervision of Children

Start of Day Arrangements

- The children are the responsibility of the parents until they are handed over to the teacher or upon children entering the premises.
- Children that come to school independently will be allowed to do so on the understanding that they will not be supervised by the school until the doors open.
- Children may not play on the EYFS equipment, The Astro, play ball games or use playtime equipment prior to the school doors opening.

End of Day Arrangements

- In line with our end of day procedures, school staff will hand children over to parents as specified in the shared plan. The children then become the responsibility of the parents.
- Children that walk home independently must leave the school premises directly once they are released by their teacher.
- Any children not collected by parents at the end of the school day will come back to school with their teacher and wait in their classroom (Reception – KS1). If they are still not collected within 20 minutes of the end of school, a member of the management team may be called.
- Children may not play on nursery equipment, play ball games or use playtime equipment after school hours.
- The yellow gates will closed and locked within 20 minutes of school ending.

Office Hours

The school office is manned from 7:45am – 4:00pm. Parents have been advised to phone or Email where possible.

School Time Duties

Duty rotas are produced to ensure appropriate staff : pupil ratios. Staff are timetabled to supervise the playgrounds and also to provide first aid duty.

During wet weather, staff stay with their classes and can only take a break themselves when cover is available.

All members of staff are responsible for making sure that their classroom is clear of children when exiting the room.

All staff (teaching and non-teaching) should be in their classrooms to receive the children as they come in first thing in the morning. Following morning break and lunchtime, all staff should be on the playground in good time.

The rota for duties is e-mailed to all staff and staff should see their phase leader.

Lunch-time Supervision

Jenna Bartlett is responsible for the organisation and management of lunch times, and is overseen by the Senior Lunchtime Organiser.

The management team will provide support at lunchtime where required.

All staff have a collective responsibility at all times and should speak to children and support the staff on duty whenever the need arises.

6. First Aid

Health and Accidents to Children or Staff

School staff are expected to take reasonable action as responsible adults, to deal with injuries, etc., that children sustain until the child can, if necessary, receive professional medical treatment.

The school has 9 trained paediatric first aiders. Lauren Smith (March 2019), Debbie Lowe, Rita Webster, Vikki Blewitt, Suzanne Moores (October 2019), Annabel Clark, Lyndsey Yuille, Pauline Hayes and Gill Argles (January 2020).

All staff receive regular first aid training.

Disposable gloves should always be used when dealing with blood and then be placed in the bin

First aid boxes for school journeys are stored in the first aid box in the office as well as other items required to be on hand during a journey

Lunchtime Organisers have the responsibility of dealing with minor accidents at lunchtime. If a child receives a bump to the head which causes concern, parents will be contacted and given the

option of coming to school to check the child themselves or leaving the child to recover and return to class.

An accident slip should be completed of all actions taken. Serious accidents will also require an accident form to be completed and may require statements from all staff involved. These are located in the school office. Any child that goes home should be recorded as having done so and the class teacher informed.

Accidents to staff must also be reported and a record kept in the Accident Book, which is kept in the school office.

Staff are to refer to the COVID guidelines issues by the Head of School/ or follow link <https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm>.

for information on how to deal safely with accidents and first aid during the pandemic, such as use of PPE to administer first aid.

Medication Policy

If a child requires prescribed medicines whilst in school, the parent must complete an Administration of Medicines/Treatment (Form of Consent) which is available from the school office. Once completed these forms should be kept in the school office.

All medication should be stored safely in the fridge in the staffroom.

All medication, except inhalers, must be recorded when taken on the appropriate Administration of Medicines/Treatment Form, which is kept in the school office.

It is the responsibility of class teachers to ensure children have access to inhalers/medicines on any off-site visits.

Allergies

Information about children who suffer from an allergy will be published in the staff room. All staff will be informed of the individuals involved. Class teachers are issued with lists informing of any medical issues concerning children. The school has annual training in administering adrenaline via an Epi Pen when necessary.

Contagious Diseases

Outbreaks of notifiable diseases will be published to parents and staff, to ensure vulnerable staff members, including pregnant women, are informed and guided.

We follow Public Health guidance on advice/reporting of diseases as outlined in Health Matters. (Green folder kept in school office).

If in doubt we contact the school nurse.

See most recent COVID risk assessment and DfE guidance.

Head lice

Incidents of head lice are reported to parents of children in the class where an outbreak has occurred.

7. Staff Health and Welfare

Safety

All staff have a responsibility to be mindful of their own safety when putting up displays and moving equipment or furniture.

Staff should not climb on chairs or tables. A stepladder is available for use and is stored in the room next to the SLT office in the main building and in the utility room in the KS1 building.

Both staff and children should take care when moving or lifting equipment. If in doubt seek help. (See notes re PE in curriculum section of this document).

Refer to Mental Health and Wellbeing Policy.

Violence

Staff should always take steps to minimise the possibility of violence in school.

Parents who are known to be violent or aggressive should never be seen by staff unless another adult is present.

8. Off Site Activities

Please also refer to separate Educational Visits Policy Statement.

For all off-site activities teachers must follow the procedures and fill in the appropriate risk assessments outlined in this policy. We follow national guidelines on adult – pupil ratios which can be found in the Manchester City Council off sites guidance, which is kept in the Head of School's office.

City regulations are our regulations and some of the advice is adopted as our school policy:

Any visit off site must be approved by the Head of School on the appropriate completed risk assessment form.

For any visit to take place off the school site, a letter home requesting permission is required. At the beginning of each school year parents are asked to sign a form giving their permission for visits within walking distance to the school. Also, at the start of the year parents are asked to give at **least two** emergency contact names and phone numbers to be used in an emergency.

One copy of the official list of the children and adults in the party on a school visit and their contact numbers must be kept in the school office. The list(s) should also include the registration number of any vehicle(s) involved.

If the party is travelling on two or more coaches it should be clear on the official list of children and adults who is travelling on which coach.

Each adult on the visit should have a copy of the list and a copy should also be left with the driver at the front of the coach.

The pupil: adult ratio recommended by the authority for the activity must be met.

School years 1 – 3, 1 teacher or adult for every 6 pupils. Under 5s may need a higher ratio (1:3) For farm visits, the ratio is 1:2.

School years 4 – 6, 1 adult for every 10-15 pupils. For a residential there is a ratio of 1 to 10-12 pupils.

Where the visit is in the evening, the leader must hold the home telephone numbers of senior members of staff.

All coaches hired by the school will have seat belts fitted, adults should ensure that they are used.

Adults must base themselves in different parts of the vehicle to minimise the risk of all adults being injured.

Children should not sit in the front seats of the coach or in the centre back seat.

Children should not be seated by an emergency exit.

Children are not allowed to eat or drink on coaches and should sit still not distracting the driver or drivers of other vehicles.

On a visit involving transport the following should be easily accessible:

Plastic gloves; First aid kit (containing official list of adults and children on the party, plus the school name and telephone number); Drinking water and beaker; Paper towels and hankies; and 'Sick bags'.

NB: The office staff and class teachers are responsible for ensuring children have access to inhalers and their medication where necessary.

9. Critical Incidents

The school has in place contingency measures for critical incidents. Please see Appendices D - F for the following Critical Incidents Planned Responses:

Road traffic accident involving pupils/accident during school trip

Aggressive or violent incident in school; and

Disaster in the community.

APPENDIX A

Fire Policy Statement

St Wilfrid's CE Primary School will provide a safe and healthy working environment with respect to fire safety in its establishments

The Head of School/Caretaker will be responsible for:

- Checking all fire doors are free from obstructions and slip/trip hazards.
- Checking all escape routes are clear.
- Checking all fire doors can be opened quickly and easily.
- Checking all fire resisting doors close properly.
- Checking no fire resisting doors are wedged or propped open.
- General housekeeping standards are adequate.
- Building generally tidy.
- Rubbish and waste materials are not being allowed to accumulate.
- There is no storage, especially combustible materials, in unsuitable locations (corridors or electric intake rooms).
- Waste containers stored externally in a secure compound.

The named Fire Safety Co-ordinator is the Head of School or in her absence the Deputy Head.

Responsibilities:

Checking all areas: Head of School - overall supervision.

Upstairs KS 2 toilets – Debbie Lowe / LSAs on duty

Downstairs KS 2 toilets – Joanne Love (School Business Manager) + LSAs on duty

KS 1 Toilets – Nia Singh (KS 1 TA) + LSAs on duty

EYFS Toilets – Pauline Hayes (Reception TA)

Classrooms and practical areas – class teachers

Phoning fire service – This is automatic, however the Head of School is to check fire service has been called.

Unlocking gates to allow access – Office staff/ Janet Hollins

Registers and visitors list from Inventory System – Sharon Hellier

In the absence of staff members, other staff members need to ensure that responsibilities are still carried out.

All staff have copies of evacuation plans. These are also kept in the policies and procedures file.

Copies of fire evacuation plans are posted in each classroom.

The fire alarm is tested weekly (Tuesday or Thursday) by the Caretaker and recorded in the Fire Manual, which is kept in the school office.

A fire drill is completed once a term. A record is kept in the Fire Manual which is kept in the school office.

A fire safety risk assessment is carried out by the Caretaker and the Health and Safety governor each term. A report is then presented to the governing body.

Systems and extinguishers are checked on a regular basis. This is recorded in the Fire Manual.

The Fire Safety Co-ordinator will be responsible for the upkeep of the Fire Manual.

The Fire Safety Policy will be reviewed annually.

APPENDIX B

Evacuation Procedures

The overall aim is to save lives, therefore evacuation is of paramount importance. Staff are not expected to fight fire nor should they go back into the building.

Anyone discovering fire or smoke should raise the alarm by breaking the glass at the nearest alarm point.

Fire drills are carried out at least once a term and recorded in the Fire Certificate Log Book which is kept in the school office.

On hearing the alarm:

Direct children to walk quietly to the nearest exit and then walk quietly in single file to the assembly points on the playground, near to the field.

Children will line up and face the field.

Ensure that the classroom is empty before leaving.

Everyone on site, children and adults, must leave by the nearest exit.

On receipt of the fire alarm, the Fire Brigade are automatically called. If it is a false alarm, the Head of School or Deputy in her absence will silence the alarm, but will not reset.

Designated members of staff will check the children's toilets are empty.

The admin staff will issue registers for roll call by class teachers at the assembly points and print out a list of visitors from the Inventory System. Admin staff will also unlock the playground gate to allow access for the fire brigade.

The Head of School or designated member of staff will check that all adults and children are accounted for.

Classes should stand still and quiet until asked to re-enter the building.

NB: As the attendance register reflects the true number of children in school at the start of the morning or afternoon, it is important that it is completed quickly and accurately and then returned to the school office. Please ensure that children who arrive after registration has taken place report to the school office.

Teachers should be mindful of any child that is later taken off site for illness or an appointment.

If any visitors are present the adult they are working with should ensure that they know what to do.

APPENDIX C

If The Building Has To Be Evacuated During Lunchtime

On hearing the alarm:

Children walk quietly to the nearest exit and then walk quietly in single file to the assembly point on the playground, near to the field.

Children will line up.

Everyone on site, children and adults, must leave by the nearest exit.

Admin staff will call the fire brigade and check that the office areas are empty.

The admin staff will issue registers, check the signing in book and unlock the playground gate. Staff with the help of the Supervisory Assistants will carry out roll call at the assembly point.

The Head of School or designated member of staff will check that all adults and children are accounted for.

APPENDIX D

Critical Incident Planned Response Road Traffic Accident involving Pupils/Accident during School Trips

Immediate action:

Remove children from danger if possible/appropriate; Contact emergency services; Bring children home as soon as possible; Obtain accurate information and inform school (uncertainty breeds rumour which adds to distress).

Action as soon as possible:

The school (most likely the administrative office) will contact families of those involved. Contact lists are found in the school office. If you cannot get through just ask them to ring the school, do not leave a message.

If there is death or serious injury the police will inform parents (possibly with a member of staff).

Plan communications to and from school (e.g. use mobile/fax line as an outgoing line to leave main line free if it is expected that many parents will be trying to contact the school).

Give the same level of information to everyone, provision of a script is sensible. The Head of School and Deputy Head will be responsible for drafting of a script.

The administrative office will make a careful note of those parents who still need to be informed. If support is required a designated support assistant will help.

The Head of School will inform staff and pupils. (If sending a letter home give details of the facts, do not apportion blame). Pupils will probably best be told in classes. Only facts should be given, do not speculate on the causes and consequences.

School will contact the Area School Improvement Manager and Chair of Governors. The Head of School or Deputy Head will inform the press office. Press or media will not be allowed onto school premises.

If there is need for an assembly point the school hall should be used. Refreshments would be made in the staff room by members of staff and brought to the hall. Staff toilets would be available for adults to use.

APPENDIX E

Critical Incident Planned Response Aggressive or Violent Incident in School (attack by aggressive parent or pupil)

All external doors can only be opened from the inside. The front entrance door lock can be activated by a switch in the office. If it is anticipated that an aggressive parent or intruder are on their way to school the office door will be kept locked. If appropriate the police will be called.

However, on some occasions, it may be possible for a parent to enter the building and proceeded to demonstrate aggressive behaviour to teachers, in front of pupils. If this is the case the following should be observed.

Remove children if possible.

Seek immediate help (ask a child to go to next door teacher).

Try to remain calm and ask aggressor if they would like to sit down to discuss the problem.

Staff going to aid the teacher should be accompanied by another adult.

They should remove the children if they are still present.

The Head of School should be informed.

If the situation is out of control the police should be called.

In extreme cases it may be necessary to use restraint procedures but this must not be done alone.

If the situation can be calmed and the aggressor leaves the premises, all doors must be locked.

The Head of School will inform the aggressor in writing of the expected code of behaviour in school and in extreme cases may forbid the parent from further contact with the teacher/ school.

No comments will be given to the media and the press officer will be informed if necessary.

In the extreme case of a teacher or child being held hostage, all other children and staff must evacuate. The police must be immediately informed and will provide guidance.

APPENDIX F

Critical Incident Planned Response - Disaster in the Community (e.g. fire, explosion, major road accident, civil disturbance, terrorism)

Immediate action:

If this happens within the close proximity of the school it will be necessary to remove children from any danger. Should the school not be safe we are able to evacuate to the Parish Hall at St Wilfrid's Church Parish Centre (use evacuation procedures).

Contact emergency services.

If the incident happens outside of the immediate vicinity of the school accurate information should be obtained.

If the incident occurred outside of school hours accurate information should still be sought so that discussions in school can be based on fact.

Action as soon as possible:

Inform children of the incident. This should be told simply and without fabrication.

Keep incoming phone line clear so that emergency services are able to provide updates.

If it is necessary to keep children behind after school, children will stay with their class teacher and parents informed accordingly. Emergency services will advise.

Attempt to stick to normal school routines as soon as possible.

Later action:

Give staff "Permission " to talk.

Head teacher / admin. officer to contact outside agencies where appropriate (e.g. EP's)

Encourage children to talk (may be necessary to hold a debriefing meeting led by an experienced outside professional).

Express sympathy (visit those who may be in hospital or bereaved).

Identify high risk pupils/staff

Monitor effects of all involved.

Organise treatment if necessary.

Head of School:

Chair of Governors:

Helena Miller

Andrew Bradley

Date: January 2021

To be reviewed: January 2022