

St Stephen's Primary School



Health & Safety Policy

Adopted by the Governing body: 20th January, 2026

Policy Review Date: January, 2027

Chair of the Governing Body: *J. Pollard*

Mission Statement

We encourage and challenge each individual to learn and grow so that they achieve their full potential within a Christian community where everyone is valued.

Statement of Intent

The Governing Body of St Stephen's CE 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, the Health and Safety Policies of Wigan Education Authority and with due regard to advice and information provided by the Authority's advisors.

We therefore, will do what is reasonably practicable to exceed the minimum requirements within the resources that are available. The Governing Body will also ensure that systems are in place which will allow us to maintain, monitor and, where necessary, carry out risk assessments which will allow us to improve our safety performance.

The Governing Body will comply, as far as is reasonable, with arrangements and procedures made by the Wigan Education Authority as part of its responsibilities as employer. In the case of lettings arranged by the Governing Body, they will ensure that appropriate health and safety arrangements are in place.

In return, the Governing Body expects all employees to exceed their minimum legal duties, which are stipulated later in the Health and Safety Policy. Included in this is the co-operation of all employees to assist the Governing Body in carrying out their obligations as required.

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.

The Governors will ensure that:

- the LA's HEALTH AND SAFETY POLICIES and Codes of Practice are fully implemented and, to ensure compliance, are monitored on a regular basis;
- the school produces its own safety policy to supplement the LA's policies, and that the policy is annually reviewed;
- the Safety Policies 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 so that safety arrangements can be monitored and evaluated;
- appropriate facilities and information for accredited Union Safety Representatives are provided to enable them to fulfil their duties, should there ever be any elected
- all reasonable facilities and information are provided to officers of the Education and Cultural Services Directorate, inspectors of the Health and Safety Executive and any other health and safety official as appropriate.

HEALTH AND SAFETY DUTIES

STATUTORY DUTIES

1. The Health and Safety at Work 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 such as pupils and visitors but who may be affected by work activities. Employers also have additional duties under other health and safety legislation such as the Control of Substances Hazardous to Health Regulations.

In Aided Schools such as ours the EMPLOYER is the Governing Body. Any reference to the employer in this document is a reference to the Governing Body and not the Local Education Authority.

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, and visitors and those using premises on a lettings basis.
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.

LOCAL AUTHORITY

The LA will offer an advice and support service in the following ways. The:

- issue of a HEALTH AND SAFETY POLICY;
- issue of Codes of Practice, Guidance/Advice Notes, and other relevant information, as appropriate;
- provision of a comprehensive support and advice service;
- provision of a comprehensive training programme;
- provision of a monitoring system for schools;
- provision of a safety audit service.

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 supervisor 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.

ORGANISATION FOR MANAGING HEALTH AND SAFETY WITHIN THE SCHOOL

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

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.

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

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.

The Headteacher may wish to delegate some functions to other staff or to re-allocate duties to match the staffing structure of the school, but this will not affect the Headteacher's overall responsibility for health, safety and welfare within the school.

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 and Church Authorities in accordance with the published 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;
- necessary arrangements are made to ensure that Trade Union Safety Representatives can effectively carry out their functions, and that consideration is given to reports on inspections carried out by Safety Representatives;
- all parts of the premises, plant and equipment for which the governors have responsibility are regularly inspected and maintained in safe working order;
- goods purchased comply with necessary safety standards and that all equipment purchased is safely installed.
- any unsafe items which are the LA's responsibility are reported to CYPS and any item which constitutes a health and safety hazard is taken out of use;
- staff and volunteer helpers organising and taking part in visits, journeys and holiday excursions have the necessary knowledge, experience and skills so that they will be aware of, and have made arrangements to deal with, any risks involved;
- working arrangements are agreed with contractors working on the premises and are closely monitored to ensure that the working practices do not endanger the health and/or safety of employees, pupils or other persons on the premises;
- awareness and co-operation amongst staff with regard to health and safety matters is actively encouraged.

TEACHING AND NON-TEACHING STAFF HOLDING POSTS OF RESPONSIBILITY

Staff holding posts of special responsibility, i.e., Key Stage Co-ordinators, Business Manager, Site Manager are responsible to the Headteacher for the implementation of the Health and Safety 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 plant and equipment is regularly inspected and maintained in safe working order and that any defective equipment is removed from use immediately.

The Site 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.

The Business Manager will assist the Headteacher where appropriate by advising on the health and safety implications of the purchase and maintenance of furniture and equipment and for ensuring that the health and safety aspects of the letting of premises arrangements are complied with.

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.

SCHOOL FULL GOVERNING BOARD

The Membership of the School Full Governing Board is listed in Appendix A and the terms of reference of the Board are to:-

- monitor the implementation of Health and Safety Policies and safety procedures throughout the school;
- review safety measures and to advise the Headteacher and Governing Body of any necessary changes to those measures;
- ensure that there are arrangements for the dissemination of information on health and safety matters to all staff and pupils;
- receive reports of accidents and dangerous occurrences and to draw the attention of the Headteacher and Governors to any necessary preventative/remedial action;
- receive reports from the LA, safety representatives and external health and safety agencies;
- ensure that arrangements are in place to protect the health, safety and welfare of staff, pupils and visitors to the school, and to review these as necessary;
- receive audit and monitoring reports and advise the Governors and Headteacher of any necessary preventive and/or remedial action arising from those reports;
- assist in reviewing the School Health and Safety Policy and risk assessments annually or as required.

Local Arrangements for Health and Safety

In the following any reference to the Headteacher shall mean 'Headteacher, or in his/her absence the Deputy Headteacher, or in his/her absence the Safety Co-ordinator.'

1. Accidents and First Aid

1.1 First Aiders

All staff are trained in first aid. First aiders must be trained to a standard approved by the Health and Safety Executive. Lead first aiders are listed in Appendix A.

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.

1.2 First Aid Boxes

There are first aid boxes located in: -

- 1) School Hall cupboard

- 2) Y1 Classroom
- 3) Site Manager's Foyer Area

These contain a selection of plasters and dressings. Disposable plastic gloves, aprons and bags (for contaminated waste) are stored near the first aid boxes.

Boxes should be stocked as a minimum in accordance with current H&S guidelines (see Appendix B).

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

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.

1.3 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.

1.4 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 book located near the first aid kits.
- c) Midday 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 should inform parents of the injury by completing an Accident/Incident/Illness report 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 the Headteacher. The Headteacher will decide as to whether it is necessary to contact parents.

1.5 Serious Injuries / illness: (Worse than average)

Injuries involving immediate hospitalisation or inspection by a doctor (e.g. broken limbs, deep cuts, concussion 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. If this is impossible, a brief note giving details of the accident/illness together with the child's name and address should be given to the ambulance crew and the parents informed as soon as possible.
- 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 of the pupil. On no account should urgent treatment be delayed pending the arrival at school of parents.

- e) Record the injury in the Accident Log Book (located in the main office, KS1 or Business Manager's office)
- f) Complete a Wigan Council Incident Report Form (available from the main office). Keep a copy in the office and return the original to the CYPS H&S Officer.

1.6 Accidents involving adults

- a) Any accident involving adults must be reported to the Headteacher.
- b) Any member of staff who suffers any injury whilst at work must ensure that it is recorded in the Accident Log Book.
- c) Complete a Wigan Council Incident Report Form (available from the main office) and follow advice contained within.
- d) Any accident which occurs at work and prevents a member of staff from working for 4 days or more must be reported on form F2508 to the Health and Safety Executive. It must also be reported to Health and Safety.

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

2. Other Medical Issues

2.1 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 included in Appendix C and an additional information poster is in the main office.

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

2.2 Medicines in School

When children are unwell, the best place for them is at home. Medication should not be in school; however, sometimes children are well enough to come to school but are prescribed a medicine to be taken at midday eg 4 times a day.

For prescribed medicine to be administered in school:

- a) Parents must complete and submit form CS2 (Appendix I). The form, signed by the parent or carer, gives details of the medicine involved and the dose required.
- b) Medicine should be taken for a first aider to give the child, properly labelled with the child's name and directions of dosage.
- c) The medicine must be kept securely away from children. Blue Asthma Inhalers are an exception to the rule and should be kept within easy access of the child.
- d) The first aider must complete the administration record of the document at the time of administering the medication.

2.3 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. Information should be available to cover any possibility of this knowledge breaking down with supply teachers. Where appropriate a Care Plan should be drawn up. Children with serious allergies or illnesses are displayed around the school with instructions for treatment.

2.4 Head Lice

The responsibility for detecting head lice rests with parents they are advised to check their children's hair regularly. We advise concerned parents to seek the professional advice of the School Nurse, the Child's GP, or the local Chemist.

If a member of staff suspects that a child has head lice they should report it to the Headteacher.. Individual reports will be confidential.

A general advice pack on the prevention and treatment of head lice is available from school and regular updates on prevention methods should be included in newsletters.

The guidance listed in Appendix D will be followed.

3. 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 (switches) are located throughout the building at exit points. They should be tested on a rota basis before school hours by the Site Manager and defects reported to the Headteacher on arrival.

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

The Headteacher is the nominated Fire Marshall.

3.1 Fire Drill

The fire drill is detailed in Appendix F.

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.

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

The first drill of the year will be held with prior warning, but after this staff and pupils should not be told it is a drill until roll calls are completed.

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 Fire Marshall will keep a record of all drills held, with details of time taken to vacate the premises and any difficulties experienced. This information will be included in a report at the next Governors' meeting.

3.2 Fire Fighting Equipment

All staff should be aware of the location of fire extinguishers. The Site Manager should keep a log of all equipment and record details of annual maintenance checks. It is usual for labels to be affixed to each extinguisher and dated following the check. The fire fighting equipment is checked and maintained by Fire Protection Services as part of the SLA with the Diocese of Blackburn

Staff are reminded that they should never put themselves at risk in attempting to fight a fire.

3.3 Bomb Alerts

Evacuation should take place as a fire drill. The fire alarm or other electric devices should not be switched on or off. Clear building and contact police.

4. Safety

4.1 Safety Representatives

It is the joint responsibility of everyone who works at St Stephen's CE 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 designated Safety representative - who will then report this to the Headteacher.

4.2 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. 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. The ladder must either be tied at the top or an assistant must "foot" the bottom. The foot must be on firm ground. Once a term, ladders and steps should be checked by the Site Manager for defects. If they are found to be unsafe, they should be taken out of service. Ladders should be checked every 6 months and results recorded. Faulty equipment must not be used until repaired.

This list is not exhaustive.

4.3 Playground Safety

Over one half of all injuries to children occur in the school playground. The surface of the playground should be kept in good condition and any uneven paving slabs corrected. As far as possible pupils should not play near steps, steep slopes, or changes in level. Children and staff should be aware of potential risk such as throwing hard rubber balls a long distance. Long ropes for group skipping are best employed along the edges of the yard to avoid the rope hitting other children.

4.4 Lifting and Manual Equipment

If required, staff are to carry out a manual handling risk assessment before lifting/moving equipment, furniture etc. Where possible staff are to work in pairs or to use mechanical equipment.

4.5 Mobile phones

The use of mobile phones by pupils is prohibited. Year 6 pupils may have a mobile phone stored in a locked drawer in class if they walk home alone. 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.

4.6 Personal Protective Equipment

Appropriate PPE should be provided and used by pupils and staff. Any faults to be reported to the teacher in charge.

4.7 Smoking

All smoking, including e-cigarettes and other alternatives, is prohibited inside school and during visits or field trips in the presence of pupils.

5 Environment

5.1 Temperature

The temperature indoors must be reasonable and it is suggested that the minimum temperature for sedentary work is 16 C. Thermometers should be available for staff to check the workplace temperature.

5.2 Lighting

The workplace must have suitable and sufficient lighting in the opinion of the teacher. As far as possible natural light will be used.

5.3 Cleanliness

All furniture, furnishings and fittings will be kept 'sufficiently clean' and waste materials will be removed daily by the cleaning staff. 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.

5.4 Ventilation

All rooms should be adequately ventilated by the provision of windows that can open. Any sticking windows should be reported to the Site Manager.

5.5 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.

5.6 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 and visitors. Any problems relating to the efficiency and cleanliness of the toilets should be reported to the Site Manager.

5.7 Hazardous Chemicals

Bleach is a prohibited substance in school. No corrosive chemicals should be left lying around in school. The management of Health and Safety at Work Regulations 1992, made under the EC directive, and which came into force on 1st January 1993, make it a legal requirement to carry out risk assessments with chemical and operations involving mechanical and electrical hazards. The Governors recognise there will be occasions to refer to outside specialists for the checking of ventilation, dust extraction, fume cupboards etc. this is done through Total Property Management. These checks take place every 14 months in compliance with of the HSE. The Site Manager and Cleaners are to store all substances in a safe manner and out of the reach of children. Staff are not allowed to bring unauthorised chemicals into school. Refer to the LA manual.

6 Security

6.1 Security of Pupils and Staff

The risk of incident can be reduced by improving door security and entry/exit procedures. A fob lock is fitted to the main entrance and the street doors. All exits are fitted with push button exit locks.

Compliance with the following security regulations is mandatory.

- a) During School sessions, the main door and gates must remain closed and secure.
- b) Staff are requested to use the front door when arriving in a morning and leaving in the evening.
- c) Name badges are issued to all staff and must be used to sign in the Inventory System.
- d) All visitors/helpers must be admitted through the front door where they should sign in and out. Visitor badges will be issued.
- e) Pupils must enter/exit the building by the appropriate doors as directed by staff.

- f) Pupils arriving late or leaving for an appointment whilst school is in session must use the front door.
- g) Door keys are held by the Headteacher, the Site Manager and specified key holders.
- h) When securing the building, key holders must check all windows and external doors, switch lights off and close internal doors.

Formal disciplinary action will be taken against any person who demonstrates flagrant disregard for the security measures imposed.

6.2 Emergency Assistance

There have been instances where teachers have been confronted by angry parents/carers which have resulted in the member of staff being physically assaulted or verbally abused. This is 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.

Each area of school has a 'red card' with the name of the area which should be used to summon help should an emergency occur where the staff member cannot leave the class. An adult receiving a red card means 'come now!'

6.3 Working in school outside normal hours

Working alone should be avoided if at all possible although the Site Manager cannot always avoid this. Staff working alone or in limited numbers should:-

- a) Advise the Headteacher or the deputy.
- 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 checking and setting the alarm.

6.4 Strangers

- a) Any stranger seen loitering near the school or in the school grounds should be reported without delay to the Head 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.

Staff are reminded that the law confers no citizen's power of arrest on school staff to detain a trespasser lawfully unless some more serious crime has been committed. A wrongful arrest could result in a claim for damages.

6.5 Arrival and Departure of Pupils

- a) Children should not be brought to school before 8.40 a.m. as no adult supervision is available before that time.
- b) Parents/Carers are requested to collect children from school at 3.15p.m. Children should leave via the class appropriate door. This allows teaching staff to monitor this process.
- c) Children must be instructed to return to the office if they cannot find their parent or carer. Where pupils have remained uncollected for some time and appropriate enquiries have been made, the Education Welfare Service should be contacted (before 5.00 p.m.) or the Police informed.
- d) 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.

6.6 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.

6.7 Working with Individual Pupils

Personal security is critical for both pupils and staff where private meetings become necessary.

Where confidential interviews take place, it is urged that they are 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 informed that the interview is taking place.

6.8 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.

6.9 General

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

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

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 and on a 'need to know basis.'

7 Inspections

7.1 Committees: H&S Inspections and Reporting

A full inspection of the school will be made by the Governors' Finance & Resources Committee once every year. The results of this inspection will be detailed in the committee's minutes

7.2 Staff: H&S Inspections and Reporting

The Headteacher is responsible for co-ordinating this activity.

- a) Staff at St Stephen's CE Primary School are required on a termly basis to carry out a Health and Safety Inspection of their own work areas.
- b) Appendix G of this document lists all the areas to be inspected and the member of staff responsible for that area. It should be stressed that staff can do no more than make a superficial inspection of their areas such as an ordinary householder might make.
- c) Results of inspections are to be reported formally on the proforma shown in Appendix H. The proforma checklist should not be considered exhaustive.
- d) When an inspection is made, previous inspection reports should be read to ensure that listed hazards have been remedied.

Professional advice on Health and Safety issues can be sought if required from the LA.

Urgent Health and Safety problems should be reported, via the Health and Safety concern form, without delay to the Headteacher and Safety Coordinator as the termly reports are for more routine matters.

8 New Staff

Any new member of staff will be given access to a copy of the Health & Safety policy for St Stephen's CE Primary School, by the Headteacher before commencing their employment. Any queries should be answered by the Headteacher.

9 Road Safety

9.2 Motor Vehicles

Car parking near to school continues to be an area of concern despite considerable effort in communicating road safety messages to parents and visitors to school. We have a number

of staff car parking spaces. We have enlisted the support of the LA Road Safety Team and community police.

- a) Wherever possible walking to school or use of public transport is encouraged. Where this is not possible parents are advised to park away from school and walk.
- b) All those driving onto our site must exercise extreme care.
- c) Pedestrian crossing points and areas with yellow lines should be kept clear at all times.
- d) Contractors and other categories such as parental helpers may only bring and park vehicles on site if permitted by the Headteacher or his/her deputy.
- e) All vehicles must be parked in the approved areas. Any deviation from this rule must be authorised by the Headteacher or deputy (applies to contractors vehicles).
- f) Roadways must be kept clear at all times for emergency vehicles, authorised visitors and refuse vehicles etc.
- g) Parents should not use the staff car park at the beginning or end of the day unless they have the permission of the headteacher.
- h) Parking outside the school is a source of real concern and parents are regularly reminded of their duty of care and responsibilities under the Highway Code. We have sought police assistance with this.

9.2 Cyclists

Members of staff who live locally are encouraged to walk or cycle to school. We provide a Bikeability programme for pupils to educate them on safe travel when using their bikes.

9.3 Pupil Road Safety

Road Safety will be delivered through the curriculum as part of the National Curriculum, P.S.H.E. & C, assemblies and specific road safety training. The school will work in collaboration with parents to develop safer child pedestrian skills. All children are encouraged to wear high visibility clothing on their journey to and from school, and to identify and adopt safe routes to school. Parents will be kept up to date by regular newsletter outlining Road Safety initiatives.

10 Physical Education

10.1 All the teaching staff at St Stephen's CE Primary 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, stones and dog fouling 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/PE coordinator.
- 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.

All sports/gym equipment should be catalogued. Safety checks should be carried out by an authorised person at regular intervals (according to LA schedules). The condition of the equipment should be formally reported to the Headteachers/PE coordinator after inspection.

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

10.2 Swimming

During swimming activities, the staff/pupil ratio will not be greater than 1:20. At least one adult will be female. Transport arrangements will be within LA guidelines.

11 Training

All staff and children in school must be familiar at the appropriate level with our Health and Safety Regulations.

Midday Supervisors and Parental Helpers must receive adequate briefings to carry out their tasks from the teaching staff with respect to Health and Safety.

12 Safety Maintenance Checks

School has service level agreements in place to ensure that we comply with all statutory requirements including portable electrical appliances, legionella testing, PE equipment checks and playground equipment checks. There is no longer any known asbestos in school but a register is still available detailing asbestos removal and inspection reports.

12.1 Electrical Regulations

It should be stressed that mains electricity can be lethal. Electric shock can cause horrific injuries such as burns, eye injuries or blindness. A lot depends on the victim's physical condition, state of health and the place where the contact occurs.

Electrical contractors approved by the Diocese are authorised to carry out repairs/modifications to the school wiring installation and electrical appliances.

All work carried out must comply with the Electricity at Work Act and the latest issue and IEE Regulations. Any additions or changes to the schools wiring must be inspected and certified by an authorised person.

The Electricity at Work Regulations 1989 apply to school premises. They place a duty on employers to ensure, as far as is reasonably practicable that an electrical installation and all electrical equipment is constructed, maintained and used so as to prevent danger.

The fixed electrical circuits etc. within school should be inspected and tested at least every five years by a competent person.

Staff should be aware of the following points:

- a) All electrical defects must be reported to the Headteacher/deputy without delay.
- b) A register of all electrical equipment is kept. Staff must ensure that any defective equipment must not slip back into use.
- c) All electrical equipment operating at over 50 volts should be visually checked each term and any defective items rectified.
- d) Any double insulated equipment (i.e. no exposed metal casing) should be visually inspected for any damage to the insulation of the item, cable sheath or plug each time it is used.
- e) Plugs used in school should be marked to BS1363 and be defect free (no cracks). Plugs should be fitted with the correct value fuse (refer to appliance specifications).
- f) The devices used to grip the sheath of the cable in the plug and in the equipment must be effective and equipment should not be used if it is possible to see the colour coded (brown, blue, green) inner conductors of the cable.
- g) Damage to the cable sheath must not be repaired by taping etc. If pieces break off plugs, socket outer plates, etc. they should not be used until the defective part has been replaced.
- h) The Headteacher may authorise the Site Manager to carry out minor repairs to appliances such as replacing a 13-amp plug top. Staff are not permitted to carry out repairs of a greater magnitude than this.
- i) Where equipment is used outside the building via a flexible cable, a residual current device (RCD) should be used in the supply circuit.

- j) Any hand held equipment that has an exposed metal casing should be inspected and tested by an authorised person each year and should have a label to indicate when it was inspected and when it next requires testing.
- k) Any additions or changes to the schools wiring must be inspected and tested by an authorised person before power is applied.

13 Vetting

Wigan, like all authorities has a policy of vetting all staff employed in schools. Employees are requested formally to allow the appropriate DBS checks to be carried out.

In line with Diocesan advice all Governors and adults in school (including parent helpers) are subject to DBS clearance.

The member of staff with responsibility for parental involvement will inform parent volunteers at any induction meetings of the need for DBS clearance and general H & S considerations.

14 School Trip Arrangements

Any staff taking children in their own transport must ensure that they are appropriately insured.

An appropriately trained Educational Visits co-ordinator (see App A) is in place and separate guidelines on Educational visits have been drawn up in line with LA guidelines.

15 Hire Conditions

The terms of hiring the premises are outlined within the financial handbook and our Scheme of Financial Administration. See Lettings policy.

16 Health and Safety Display Screen Equipment Regulations 1992

Regular users to have a Risk Assessment of their workstation by the Headteacher and appropriate measures taken to minimise any hazard / risk. Refer to LA manual.

17 Sun Protection

When the sun is strong we will encourage pupils to sit/play in the shade where it is possible, we will encourage parents to provide hats, clothing and sunscreen to prevent sunburn. Sunscreen use will be encouraged during the summer and parents will be reminded to apply sun screen before school. Children have access to drinking water at all times and will be encouraged to drink regularly.

18 Risk Assessments

Risk assessments will be completed by the Headteacher. All staff to carry out appropriate risk assessments of the activities they undertake and report their findings to the Headteacher where necessary. Regular risk assessment will also take place to assess classrooms and buildings.

19 Winter Gritting

The Site Manager to order grit / rock salt, prior to the winter season and when necessary grit the following areas to ensure safe access.

- Footpaths
- Door entrances
- Playgrounds
- Car park

20 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. They are kept in the school office and readily available to staff. Staff should be aware that these documents and should inform the Health and Safety Representative or the Headteacher if our school is in any way non-compliant.

MONITORING ARRANGEMENTS

The Governing Body has primary responsibilities as employer in respect of the Health and Safety at Work Act 1974, and will seek to implement health and safety instructions and advice issued by the LA.

In order to assist Headteachers to manage their responsibilities, Health and Safety Monitoring must take place on a regular basis and a Monitoring Report must be submitted to the Governing Body, to the LA and Church Authorities annually.

Safety Audits will be undertaken by the LA Health and Safety Officer and Headteachers will be notified in advance of the Audit.

The Monitoring and Safety Audit reports will form part of the arrangements for the development, monitoring and review of health and safety policies, along with information from Safety Inspections, matters raised at the Council Health and Safety Committee - Schools; Accident Reports, and returns and information from any other sources.

Safety audits and inspections will normally be carried out by Officers of the Education and Cultural Services Directorate, and Church Authorities where appropriate, Property Group, the Central COSHH Unit, and Trade Union Safety Representatives. Other Council Directorates or outside agencies such as the Fire and Rescue Service or the Health and Safety Executive Inspectorate may also visit from time to time.

Part of the monitoring process will be inspections by contractors to ensure the safety of goods or equipment, for example, the annual inspection of all portable electrical equipment, or local exhaust ventilation (LEV) systems.

All inspections will normally be by prior appointment with the Headteacher well in advance unless there is a matter requiring urgent attention. Governing Bodies may wish to consider having a member of the appropriate Committee present at such inspections.

SAFETY REPRESENTATIVES

1. **APPOINTMENT OF SAFETY REPRESENTATIVES**

Recognised Trade Unions may appoint Safety Representatives from amongst the employees and should notify the employer in writing of any such appointment.

2. **PROVISION OF FACILITIES FOR SAFETY REPRESENTATIVES**

The employer will allow Safety Representatives such time off work with pay as is necessary to perform their functions and for undergoing training in respect of those functions as may be reasonable in all the circumstances.

3. **RIGHTS AND FUNCTIONS OF SAFETY REPRESENTATIVES**

(a) **Representing Employees in Consultations with the Employer or with the Health & Safety Executive.**

The Health and Safety at Work Act requires employers to consult Safety Representatives with regard to the making and maintenance of arrangements for effective co-operation in promoting and developing measures to ensure Health and Safety at Work and in regard to monitoring those measures. Those arrangements shall include:

- the introduction of any measures at the workplace which may substantially affect the health and safety of the employees the Safety Representatives concerned represent;
- the arrangements for appointing or nominating competent persons in accordance with the Management of Health and Safety at Work Regulations 1992;
- any health and safety information he/she is required to provide to the employees the Safety Representatives concerned represents by or under the relevant statutory provisions;
- the planning and organisation of any health and safety training they are required to provide to the employees by or under relevant statutory provisions;
- the health and safety consequences for the employees of the introduction of new technology into the workplace.

(b) **Hazards, Dangerous Occurrences and Accidents**

Safety Representatives may investigate potential hazards and dangerous occurrences and examine the causes of accidents at the work place and make appropriate representations to the Governing Body or the LA.

Safety representatives may carry out investigations following notification of accidents provided it is safe to do so.

(c) **Complaints**

Investigation of complaints by any employee he/she represents relating to that employee's health, safety and welfare at work and make representations to the employer.

(d) Inspection

Safety Representatives can inspect the workplace every three months, providing that the employer is given reasonable notice of their intention to do so; and when there has been a substantial change in conditions of work regardless of whether an inspection has been carried out in the preceding three months.

The employer shall provide reasonable facilities and assistance for these inspections and for private discussion between Safety Representatives and employee about the inspections. The employer is entitled to have a representative present during the inspection.

(e) Receiving Information

Safety Representatives are entitled to receive information and reports from Health and Safety Inspectors when these are provided.

Appendix A : Designated Responsibilities and Contacts

Headteacher:	Mrs Southern
Assistant Headteachers:	Mr Lawrenson & Mrs Lowe
Business Manager	Mr Clark
Site Manager:	Miss Rowley
First Aider(s):	Miss Brennan Ms Brown Miss Davison Miss Morris Mrs Norbury Mrs Peake
Paediatric First Aider(s):	Mrs Newton Mrs Deakin Miss Morris
Fire Marshall:	Mrs Southern & Mr Clark
Safety Co-ordinator:	Mrs Southern & Mr Clark

Should the Headteacher be absent the Assistant Heads will be responsible for their duties.

Useful Telephone Numbers

School Nurse Team	01942 483007/483008
Police	0161 856 7325
Fire Service	01942 650302
Wigan Hospital	01942 244000
Central Watch	01942 404040
NPS Infiniti	0300 004 0416
Lisa Kelsall	01942 827857
Nigel Wood	01942 827861
NHS Direct	111

Appendix B : 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.

Appendix C : Communicable Diseases

Common Childhood Infections

Disease	Notify School/ Doctor?	Notify Environmental Health?	Minimum Period of Exclusion	Contact / Necessary Action
Dysentery	Yes	Yes	Until diarrhoea stops and as advised by sch. doctor	Consult School/Doctor
Food poisoning (including salmonellas)	Yes	Yes	Until diarrhoea stops and as advised by sch. doctor	Consult School/Doctor
Non specific gastro-enteritis	Yes	Yes	Until diarrhoea stops and as advised by sch. doctor	Consult School/Doctor
Typhoid and Para Typhoid	Yes	Yes	Until bacteriologically clear	Consult School/Doctor

Gastrointestinal Infections

Disease	Notify School/ Doctor?	Notify Environmental Health?	Minimum Period of Exclusion	Contact / Necessary Action
Dysentery	Yes	Yes	Until diarrhoea stops and as advised by sch. doctor	Consult School/Doctor
Food poisoning (including salmonellas)	Yes	Yes	Until diarrhoea stops and as advised by sch. doctor	Consult School/Doctor
Non specific gastro-enteritis	Yes	Yes	Until diarrhoea stops and as advised by sch. doctor	Consult School/Doctor
Typhoid and Para Typhoid	Yes	Yes	Until bacteriologically clear	Consult School/Doctor

Skin Diseases

Disease	Notify School/ Doctor?	Notify Environmental Health?	Minimum Period of Exclusion	Contact / Necessary Action
Impetigo	Yes	No	Until healed	None
Plantar warts (verrucae)	Yes	No	Exclude from P.E. if painful	None
Ringworm of foot (athlete's foot)	Yes	No	Covered for P.E.	None
Ringworm of body (tinea)	Yes	No	Lesion should be covered	None
Ringworm of scalp	Yes	No	Until cert. clear	Consult School/Doctor
Scabies (caused by mites)	Yes	No	No exclusion once treatment has begun	Consult School/Doctor

Appendix D : Head Lice

Notes and Guidance for Head Teachers

Reference - N.W. Lancashire Health Authority - Head Lice Policy (Dec. 97)

General:-

Head louse infection is not primarily a problem of schools but of the wider community. It cannot be solved by the school, but the school can help the local community to deal with it.

Head lice are transmitted by direct, still, prolonged head to head contact.

Transmission of lice within the classroom is relatively rare. When it does occur, it is usually from a "best friend".

Head lice will not be eradicated in the foreseeable future, but a sensible, informed approach, based on fact not mythology, will help to limit the problem.

At any one time, most schools will have a few children who have active infection with head lice. This is often between 0% and 5%, rarely more.

The perception by parents/carers and staff, however, is often that there is a serious "outbreak" with many of the children infected. This is hardly ever the case.

The "outbreak" is often an outbreak of agitation and alarm, not a louse infection; a societal problem not a public health problem.

Specific:-

- a) Do have a written protocol on the management of the head louse problem, based on this policy.
- b) Do make sure that the School Nurse Team is informed in confidence of cases of head louse infection. The nurse will assess the individual report and may decide to make confidential contact with the parents/carers to offer information, advice and support.
- c) Do keep individual reports confidential, and encourage your staff to do likewise.
- d) Do collaborate with your School Nursing Sister in providing educational information to your parents/carers and children about head lice, but do not wait until there is a perceived "outbreak". Send out information on a regular basis, preferably as part of a package with other issues.
- e) Do consider asking your School Nurse Team to arrange a talk to parents/carers at the school if they are very concerned. Be present yourself and encourage your staff to attend; they are just as likely to be misinformed about head lice as the parents/carers. You may prefer to arrange a separate talk for the staff.
- f) Do ensure, with the School Nurse Team, that your parents/carers are given regular reliable information. This should include:-
 - Instructions on proper diagnosis by detection combing.
 - The avoidance of unnecessary or inappropriate treatments.
 - The thorough and adequate treatment of definitely confirmed infections using an insecticide lotion.
 - The importance of thorough contact tracing.
- g) Do advise concerned parents to seek the professional advice of the School Nursing Sister, the Family Practice, or the local Chemist.
- h) Do not send out an "alert letter" to other parents/carers.
- i) Do not exclude children who have, or are thought to have head lice.
- j) Do not organise wet combing campaigns such as "Bug Busting".
- k) Do not agree with angry parents/carers that routine head inspections should be reintroduced. They were never effective.
- l) Do not refer parents/carers directly to the consultants in communicable disease control. The appropriate clinical advisors are the School Nursing Sister, the local Chemist, the Health Visitor and the General Practitioner.
- m) Do not take, or support, actions simply "to be seen to be doing something" (such as sending out alert letters)

ROOM FIRE RISK ASSESSMENT

Premises: St Stephens CE J&I Primary School

DFES/Bldg No: 3374

Rm	Description	Fire Extinguishers				Sign	Siren	STR	Det	Exit	Red BG	Gn Mag	Risk	Comments
		Water	C02	Pow	Foam									
26	Store											N		
27	Classroom				/		/	/	/			N	Foam too high	
28	Classroom						/	/	/			N	No BG No SCD	
29	WC											N		
30	WC											N		
31	Store											N		
32	Access Corridor							/				N	No SCD	
32a	Classroom				/		/	/	/	/		N	No C02, door wedged	
33	Head Teacher											N		
34	Corridor						/	/	/			N	No Sign, intermediate	
34a	Foyer						/	/	/	/		N	Fire panel	
35	WC											N		
36	WC											N		
37	Staffroom		/		/		/					N	No DET No SCD	
38	Reprographics		/									N	No DET	
40	Office							/				N		
41	School Kitchen		/		/		/	/	/	/		N	+ Wet Chemical	
42	Office											N		
43	Pantry											N		
44	Wash											N		
45	PE Store											N	No DET	
46	Cloaks				/		/	/	/	/		N		
47	Caretaker		/				/	/	/	/		N		
47a	Art Room						/	/	/	/		N		
47b	Kiln Room											N	No C02, No DET	

Appendix F: Fire Drill

FIRE ACTION - DIAL 999

If you discover a fire:

1. Raise the alarm: The adjacent plan of the school indicates where the 'break' glass fire alarms are situated. Look for the stickers.
2. Leave the building immediately.
3. Go to your assembly point by the most direct route (see school plan for your route).
4. Do not stop to collect personal belongings.
5. Do not re-enter the building.



Warning of a fire is given by the continuous sounding of an alarm.

If you hear the fire alarm you must:

1. Leave the building immediately.
2. Go to your assembly point by the most direct route (see school plan for your route).
3. Do not stop to collect personal belongings.
4. Do not re-enter the building.

Only attack the fire with available firefighting equipment if you feel it is necessary.

The building should be completely evacuated in 2½ minutes!

SCHOOL POSTCODE FOR EMERGENCY SERVICES:

M29 7BT

Appendix G : Staff Safety Inspections - Areas of Responsibility

AREA	MEMBER OF STAFF RESPONSIBLE
Entrance Foyer	Site Manager
Visitor/Staff/Disabled toilets	
Infant Toilets	
Junior Toilets	
Boiler Room	
Site Manager Room	
Staff Room	
Meeting/Medical Room	
Corridors	
Bays	
Hall	
Grounds	
Street	
Headteacher's Office	
Main Office	School Business Manager/Administrative Officer
The Sunshine Room	Site Manager
Each Class Base	Specific Class Teacher
Library	Co-ordinator
PE Store	Co-ordinator
Art Store	Co-ordinator
Kitchen & Wash Area	Cook

Appendix I: Sample Proforma

CS2 Medication in School Form – refer to hard copy

Accident/Incident/Illness Slip – refer to hard copy

Wigan Incident Reporting – refer to hard copy

Risk Assessment Form (Generic) – refer to hard copy

Visual checklists – refer to hard copy

Health and Safety Concern Form

All in the school office