



HEALTH AND SAFETY POLICY

LEADER/CO-ORDINATOR	Mrs J Farrimond Ms H Jones (Office Manager) Mrs V Barker (Business Manager)
GROUPS INVOLVED IN DISCUSSION	Headteacher SLT All staff Governing Body
LINK TO SCHOOL DEVELOPMENT PLAN	Develop the school to best meet the needs of all

MISSION STATEMENT

As stated in our school's Mission Statement, our 3 aims are to -

- ~ Have a sense of responsibility and take an active part in serving our world;
- ~ Have a growing understanding of Gospel Values and gather together in prayer and Worship;
- ~ Have a passion for learning and an enjoyment for discovery.

"Hand in Hand, In the image of Jesus,

We grow together and celebrate who we are."

The staff of St. Aidan's Catholic Primary School will work to give each child the entitlement of a broad, balanced, differentiated curriculum (irrespective of ability) encouraging in every individual a sense of self-worth and self-esteem. All teaching and learning is underpinned by the school mission statement.

GENERAL

The school recognises and accepts its responsibility as an employer for providing, as far as is reasonably possible, a safe and healthy work place and working environment for all its employees and pupils. The school will take all steps that are reasonably practicable to meet this responsibility, paying particular attention to the provision and maintenance of:

- equipment and systems of work that are safe
- a safe place of work and safe access to it
- a healthy working environment
- sufficient information to enable everyone to avoid hazards and contribute positively to their own safety and health at work.

Health and Safety information is available from the school office – all staff should familiarise themselves with this Policy and the contents of Health and Safety files as appropriate e.g. accident records, risk assessments, Asbestos Management, Legionella Management, Educational Visits Risk Assessments, Induction Checklists etc. Up-to-date advice regarding health and safety can be obtained from Wigan Council Tel. 827857.

The Governing Body is **ultimately** responsible for Health and Safety in school. When an issue cannot be dealt with by a member of staff on the spot, the person to contact in the first instance for routine matters is Ms H Jones (Office Manager) and in her absence either Mrs V Barker or Mrs J M Farrimond.

It is important to note that the responsibility for Health and Safety rests with everybody including pupils, staff, visitors etc. All staff must ensure that the school's Health and Safety policy is implemented. A health and safety poster is on display in the staffroom which details safe practises. All staff are expected to familiarise themselves with the content of both the poster and this policy.



Risk Assessments

The Health and Safety Co-ordinator will carry out Risk Assessments across the school, on a regular basis. These are completed, using the Risk Assessment proforma (available in the school office) and placed in the file in the Headteacher's office. The high-risk action points are dealt with urgently by the Office Manager or Headteacher and other lower risk assessments are prioritised as appropriate. These risk assessments cover activities carried out on the school site as well as general house-keeping and maintenance issues. However, all staff are responsible for on-going risk assessment awareness within their working area of the school (this includes classrooms, corridors, stairways, ICT suite, hall, playground, field, staffroom as appropriate) Prompt action must be taken to address issues, so that risks are avoided and it is essential that all staff are pro-active in recognising risk. The caretaker carries out a daily check of external areas and outside play equipment is checked weekly.

Any areas of concern must be reported to Ms Jones, Mrs Barker or Mrs Farrimond as soon as possible.

The following points are important and should be adhered to at all times.

The Management of Risk with regard to the Building

- Workers on site, who are involved in the repair and maintenance of the building, may work in your area. Please ensure that you are fully briefed regarding the nature of the work to be carried out with regard to the use of machinery, power tools, cables or tripping hazards etc. Work should be within a cordoned-off area. If you have any concerns regarding Health and Safety procedures when workers are on site, this should be reported immediately to a Senior Member of staff.
- Identified areas of the school may contain asbestos. There is an asbestos register available in the school office. All contractors must sign the register on arrival at school and before any invasive work begins. Any concerns regarding asbestos must be reported **immediately** to the Headteacher and in her absence to the deputy Headteacher so that appropriate procedures can be followed.
- Monitoring of water temperature is carried out on a monthly basis to ensure that Legionella risks are minimised. A file is available from the school office which contains the risk assessment and management procedure
- Testing of electrical equipment is carried out on an bi-annual basis and all portable electrical equipment is labelled with the date of the latest test.
- Fire extinguishers are tested on an annual basis and each extinguisher is labelled with the date of the latest check. Fire extinguishers are located in identified points around the school (foam and CO2) and should only be used in extreme emergency and when the only means of escape is blocked.
- Should contractors be working on site and their work is likely to produce dust or heat, the alarm company must be informed and the school taken off watch. The caretaker, leadership team and office staff are authorised to carry out this procedure using coded information, available in the school office.
- Cleaning is carried out to the floor areas each day. Floors may be slippery both before and after school. A yellow hazard sign should be placed to indicate the hazard.

The Management of Risk with regard to People

- Staff, students, children, visitors should **never** stand on chairs or furniture for **any** reason! Stepladders are available for this and are located throughout the school.
- Guillotines, laminators, sharp scissors etc. should never be left unsupervised around school. In KS1 the Guillotine should not be used when children are in the department.
- Pupils and staff should not carry heavy pieces of equipment/furniture around the school. They should **not** move televisions or other pieces of electrical equipment.
- Plug boards and extension cables should be regularly checked for visible signs of wear and tear. Problems with equipment should be reported at once. It is essential that where cables are used these should not present as a tripping hazard.
- All pupils and staff must always walk around the building in an orderly manner.
- Spillages must be cleaned up immediately to avoid slipping. A sign indicating that the floor is wet is available in the caretaker's room.
- Hot drinks must not be brought into teaching areas during school hours



- When it is wet outside all staff and pupils must remember to wipe their feet on entry to the building to avoid slipping on tiled floor areas. Mats are provided for this purpose.
- All steps and stairs have handrails, both inside the building and in playground areas. All staff must remind pupils of safety procedures on the stairs, orderly walking and use of handrails etc.
- Staff on playground duty must provide a good level of supervision for pupils and pupils should never be left unattended outside. It is the responsibility of the Team Leader in each phase to set the duty rota and the responsibility of the duty staff member to be outside at the start of playtime. Ongoing risk assessments should be carried out with regard to changing environmental factors e.g. hot sun may result in sun burn / icy weather may cause surfaces to be slippery etc.
- Staff on playground duty are responsible for pupils using the steps and play equipment and pupils should be closely supervised to ensure that these areas are used sensibly. Any concerns regarding the fabric of these outside spaces should be brought to the attention of Mr. Howard our Caretaker and any areas of concern should be cordoned off.
- Pupils must wash their hands regularly and always after using the toilet.
- Staff must be aware of potentially volatile situations with visitors to school. Staff must be wary of placing themselves in 1:1 positions by seeing parents on their own. Any potential difficult situations must be considered in advance if possible and a second member of staff present. Should a situation arise during contact with parents it is the responsibility of the staff member to terminate the discussion in a professional manner.
- Pupils who are not collected at the end of the day are initially the responsibility of the class teacher. It is important that pupils are supervised at the end of the day and teachers ensure that pupils who are not collected are brought to the attention of the Team Leader initially. After checking with the school office for messages from parents, a phone call should be made to ascertain the reason for the delay and for appropriate plans to be formed for care of the child. The child should remain in the care of the teaching staff until handover of the child. If after half an hour, no contact has been made, a member of the Leadership Team should be informed. If a child has not been collected by 4.30pm and no contact has been successful with parents or carers then a phone call should be made to social care.

**Good housekeeping keeps our school a safe and healthy place to be!
CLEAN AND TIDY PLEASE!**

CURRICULUM RISK ASSESSMENTS

Lesson planning ensures that activities, resources, organisation, people and the learning environment are carefully managed so that any potential risks are minimised. The following are examples of how situations can be managed:

- In gymnastics lessons PE mats are used wherever pupils are expected to jump from apparatus e.g. next to a movement table,
- In a sport lesson on the field, the ground area must be checked before the lesson begins to ensure that the area is free from litter etc.
- In science, pupils must wash their hands after dealing with mini-beasts and soil,
- In design technology pupils are reminded of safe practises when using saws, drills, glue guns etc.
- In food technology pupils need to be made aware of the hot cooker and hob and must be closely supervised.
- In I.C.T. e-safety lessons are planned for all pupils to ensure safe use of the internet

This list is not exhaustive and each lesson should be considered separately. The ability, age and stage of development of the pupils will inform judgements about safety and on-going risk assessments should be carried out through all lessons. If there are concerns about any aspect of safety, the lesson should be stopped and a mini-plenary used to re-enforce safety rules or adjust the activity as appropriate.

FIRST AID PROCEDURES

Seek the assistance of a qualified First Aider immediately if any sort of treatment is required.

1. In the case of a serious injury, seek assistance from a qualified First Aider and report the incident to a member of the leadership Team.



2. Details of any serious injury must be entered on an Accident Form (located in the entrance to the school office). Part one of the form must be completed by the person in charge at the time of the accident e.g. class teacher, TA, Welfare Staff etc. Part two is completed by the line manager, who will investigate the accident thoroughly and identify any remedial action, which may be taken to prevent further reoccurrence of a similar incident. A copy of the accident form must be sent to Wigan's Health and Safety Officer – Mr. M. McCarthy and a copy is kept on file at school.

The school has many staff currently qualified in First Aid at Work (*indicates Paediatric First Aid) as follows:

Kerri Barker*	Jackie Wiggins*
Bev Davies	Helen Williams*
Joanne Farrimond	Catherine Lowe*
Katie Gillard	Alice Roscoe*
Vicky Gregory*	Courtney Gregory
Catherine Prentice	Angela Burns*
Kathryn Haydock*	Steven Stewart*
Dawn Scully*	Carol Shaw*

First aid boxes are located in the following areas:

1. Nursery
2. Office Area
3. DT Room
4. Reception
5. All classrooms have first aid kits in the store cupboard
6. Library

During playtimes, for KS1: the classroom at the top of the steps with the patio-doors is the first aid location during break time and lunchtime. For KS2: branches or the Dance are the first aid locations during break time and lunchtime.

A small first aid kit is available for staff to take out of school for school visits etc.

First Aid boxes are checked and replenished regularly. A H&S should be informed immediately if any stock is low.

ACCIDENTS AND HEAD INJURIES

Any minor accidents should be reported to parents using a 'bump' form. One copy should be given to the pupil to take home and a copy is kept on file. Parents will receive a seesaw message if a child has bumped their head but if an accident or head injury appears more serious or if there are any concerns parents should be contacted immediately by telephone. There is a list of emergency contact numbers available through the Arbor system.

The designated First Aiders should always be contacted if there are any concerns regarding a pupil's well being. If staff are in any doubt advice should always be sought. Qualified First Aiders are able to give first aid and advice, however, they are not able to provide a medical diagnosis. Head injuries must always be checked by a qualified first aider.

Where a child needs hospital treatment, parents should be notified immediately, preferably by telephone and given full details. If the child's parent/guardian is unavailable, or in extreme emergency, an appropriate member of staff will accompany the child to hospital. Incidents where children subsequently go to hospital for treatment are notified to the LA by Incident Report Form (IRF).

When a child is waiting to be collected from school during the day they must be supervised at all times and their condition monitored. When pupils are collected the details of the illness or accident must be communicated to the parents or carer.



IMPORTANT REMINDER

- Staff must observe all proper precautions when dealing with open wounds or any bodily fluids (gloves must be worn)
- All spillages/breakages must be carefully disposed of safely (using yellow clinical waste bags)

MEDICATION IN SCHOOL

No medicines should be brought into school and administered by staff **except** in special circumstances and after consultation with the Headteacher. All medication is stored in the locked cabinet in the school office. When pupils take long term medication a form must be signed by the parent giving clear instructions and direction to the school. A form for this purpose is on file in the school office. Any pupil requiring long term medication must have a care plan which is agreed between parents, staff and with the advice of health professionals. Care plans must be kept up-to-date and checked on a regular basis. All Care Plans must be signed by parents and dated.

ASTHMA ATTACKS

Children who suffer from asthma must be responsible for administering their own inhalers under the supervision of an appropriate adult. All inhalers should be clearly labelled with the child's name and the teacher must ensure that the inhaler is easily accessible. Inhalers must be taken to the baths, Robin Park, on school trips etc.

All staff should be familiar with names of children with medical conditions and it is **vital** that data sheets containing emergency contact numbers are kept up to date. Staff who visit our school with pupils from Hope School must ensure that contact details and medical details are kept up to date and on file in the school office.

Additional Needs

Pupils with special physical or medical needs are identified on information care plans located near to the telephone in the main office. This chart contains up to date information regarding procedures to be used in emergencies.

FIRE DRILL AND PROCEDURES

All new staff, volunteer helpers etc. must take time to read and understand the Fire Procedures displayed around the school. As part of our Induction Process, the Staff Development Co-ordinator is responsible for ensuring that all new staff understand this vital information.

It is important to note that evacuation procedures and meeting points are clearly identified on posters around the school. Where pupils are working in other areas of the school, away from their usual class base, it is the responsibility of the teacher to ensure that they are informed of the correct procedures in the event of a fire.

The school holds fire drill practices at least once a term. The fire alarm will be activated through a red box located at one of the school exits by a senior member of staff or the caretaker. The 'practice' will be monitored by the Leadership Team and reviewed and evaluated by all staff. Any areas for development raised as part of the fire practice should be reported to Ms Jones, Mrs Barker and Mrs Farrimond so that processes can be reviewed.

The following system should be used in event of fire evacuation.

All staff

- **Should this be a genuine fire – break the nearest available red box immediately**
- Ensure that all doors (to stock cupboards, to classrooms, external doors etc.) are closed
- Ensure that all windows are closed
- Check that the identified escape route is clear of any obstructions and if needed identify an alternative escape route
- Supervise their pupils ensuring quiet and calm procedures, walking at all times
- Leave the building by the designated route and assemble the pupils in the designated assembly place
- Pupils should line up in their registration classes
- Take a headcount and if there is a child missing, inform a member of the Leadership Team immediately
- Check the register to identify the presence of every child



Team Leaders

- Ensure that all pupils in their phase are removed from the building
- In the event of a missing pupil ensure that a member of the Leadership Team is informed immediately
- Check that toilets in their phase are clear of pupils and in their absence identify a member of staff to carry out this responsibility
- A member of staff from the mobile classrooms must check the outside toilets for pupils

Leadership Team

- **If this is a genuine fire emergency phone 999**
- Custodian will ring if the fire alarm goes off, if it is not a drill advise them to send the fire brigade
- Mr Howard and Mrs Farrimond monitor the effectiveness of the fire procedures, timing exits and recording the event in the fire log book. Each classroom has their own laminated register to take outside with the class
- Ms Jones and Mrs Barker will take the late book, absence book and visitors book outside
- Mrs Farrimond will be notified about any missing children and staff
- Mrs Farrimond is the first points of contact for the Fire Service and will forward information regarding the status of the building and people
- Mrs Farrimond or Mr Howard will re-set the fire alarm following a fire practice
- Ms Jones and Mrs Barker should take the gate keys with them

Administration Staff

- **If this is a genuine fire emergency phone 999**
- Wait for a phone call from the alarm company (if it is safe to do so) to confirm the reason for the alarm being triggered
- Leave the building taking registers with them
- Take the gate key and church key
- Pass the registers to each playground via the front gates

In the event of a genuine fire, no-one must re-enter the building.

Everyone must wait outside the building until the Fire Service declares the building safe.

The secondary evacuation point is the Parish Centre. Pupils and staff should meet here and no-one should be allowed to leave. The most appropriate route to the Parish Centre will be determined through a dynamic risk assessment based on the position of the fire. Safe routes include: across the field through the rear gate or along the pavement at the front of school.

In the event of the secondary evacuation point being used, parents and carers will be allowed to collect their children from this point. The procedure for collection of children will be:

- Parents and carers will sign the register on collection of their child and no child will be allowed to leave without the care of a responsible adult

Maintenance of the alarm system

The fire alarm system is maintained through 'Sitewatch Fire and Surveillance'.

A weekly test of the alarm system is carried out by the caretaker and this is recorded in the fire log book. The caretaker is also responsible for checking that fire seals on all internal doors are in good condition, that the two magnetic internal corridor doors close automatically when the alarm is triggered.

The Caretaker is responsible for checking the emergency lighting each week and keeping a log of dates and remedial action needed.



OFF SITE SAFETY

When staff are planning educational visits out of school an assessment of potential risks must be undertaken before the trip is authorised by the Headteacher.

Educational visits off site should be carefully planned and risk assessments carried out well in advance. There is a proforma for planning visits which should be completed by the teacher in charge, the EV Co-ordinator, administration staff and the Headteacher. All staff taking part in the educational visit must read and sign the risk assessment so that everyone is aware of potential risks. Where a trip is identified as a higher risk category, further advice must be taken from the Wigan Educational Visits Co-ordinator and a higher level assessment will take place before the trip/visit is authorised.

Part of Risk Assessment includes the management of other planned activities for the day of the visit. Plans must indicate how changes to the normal timetable might impact on other arrangements e.g. Music Lessons.

It is essential that pupils with additional needs e.g. SEND and medical needs are identified and that all individual needs are catered for. Staff must ensure that pupils have inhalers in school prior to attending an educational visit. Pupils without their inhalers will not be allowed to attend an educational visit.

Following each educational visit an evaluation must be completed. There is space on the Educational Visits Risk Assessment Form for this. However, any accidents which take place off the school site should immediately be reported to the management of the venue as well as immediately informing school.

Parental permission is always sought for school trips and the purpose of the trip and any special equipment, footwear or dress is fully explained. Parental permission for visits to the immediate locality e.g. to the church or Parish Centre is given through a general consent form. Groups of pupils who leave the school premises, with a member of staff should be recorded using a yellow form, which is available from the school office. This details the number of pupils leaving the site and the purpose of the journey etc.

Educational visits are reported to the Governing Body at their termly meetings. All residential visits must be authorised by the Governing Body.

PARKING FACILITIES

Unfortunately the staff car park is limited in size and cannot support the requirements of staff numbers. Cars should be parked in marked bays only. The centre of the car park must be left clear for emergency vehicles. There is additional parking available across the road at the shopping centre. Parents are not allowed to use the staff car park. Parents are informed of this through induction meetings, newsletters and the school brochure.

VISITORS TO SCHOOL AND SECURITY ISSUES

All visits to school must be recorded in advance in the office diary so that essential safeguarding checks can be carried out before the visit takes place. Photo-identification may be requested by administration staff when visitors arrive at the school. All visitors must sign the visitors book at Reception and be given a school visitor lanyard to wear during their visit.

It is essential that all regular visitors, new staff, volunteers and trainees undergo an induction with a senior member of staff. A health and safety checklist is used for this purpose and all induction forms are retained on file in the school office. Occasional visitors, who have not undertaken safeguarding checks, must be accompanied at all times during their visit. Staff who are responsible for the visitor must ensure that they are accompanied.

Contractors, working on site must have undertaken safeguarding checks through their employment and details given to school prior to commencement of work.

Parents are visitors to the school site, usually at the start and end of the school day. Entrance gates at each playground are opened by the caretaker at 8.45am each morning and supervised by staff to allow children only



ST. AIDAN'S CATHOLIC PRIMARY SCHOOL

access to school. Gates are opened at 3.15pm each evening so that parents can enter the playground. Gates are locked each morning at 8.55am. After this time, any late children must enter by the main entrance and be entered into the late book.

Any pupil leaving the school during the day must be signed out at the school office.

SMOKING

A no-smoking policy operates on the whole of the school site, including all indoor and outdoor spaces.

DISCUSSED AND AGREED BY RELEVANT STAFF	September 2024
DISCUSSED AND AGREED BY GOVERNING BODY	Presented to Full Governing Body on 1 st October 2024
MONITORING AND EVALUATION	Ongoing risk assessments – By Office Manager, Caretaker, HT
This policy was last up-dated on	October 2024
Formal Review of Policy	September 2026

Signed: _____
Headteacher, Mrs J. M. Farrimond

Chair of Committee