

Health and Safety Policy

(including 'Health and Safety Policy' for Lancaster Avenue Nursery)



Policy developed by Mrs Smith (School Business Manager): April 2021

Policy updated by Mr Grogan (Headteacher): October 2022

Policy approved by Governors: November 2022



Chair of Governors



Headteacher

Policy shared with staff and shared on the school website: November 2022

'Never settle for less than your best'

HEALTH AND SAFETY POLICY

Our school motto

Never settle for less than your best.

Our Vision

Following in the footsteps of Jesus, each member of our community will flourish as resilient, respectful and adaptable individuals prepared for life's journey. Along the way we will encourage and inspire each other to continue growing as beacons of light in our own lives and the wider world.

Our Mission Statement

St. George's Central seeks to provide quality education rooted in the Christian faith, serving the spiritual, moral, and educational needs of the community of which it is part.

'Never settle for less than your best'

Jesus said, 'I am the light of the world. Whoever follows Me will not walk in darkness, but will have the light of life.' John 8:12

Arrangements

1. Accident Reporting
2. Asbestos
3. Anti-Bullying
4. Caretaking and Cleaning/Housekeeping
5. Catering
6. Contractors on Education Premises
7. Control of Substances Hazardous to Health (COSHH)
8. Educational Visits and Activities
9. Equipment and Materials
10. Management of Health and Safety at Work Regulations 1999
11. Workplace Health Safety and Welfare Regulations 1992
12. Personal Protective Equipment Regulations 1992
13. Provision and Use of Work Equipment Regulations 1992
14. Manual Handling Operations Regulations 1992
15. Fire Precautions & Bomb Alerts
16. First Aid & Medication
17. Hygiene and Infectious Diseases
18. Gang Mowing on School Fields/Sites
19. Health and Safety Executive Enforcement
20. General Health and Safety Policy Statement for Schools
21. Lettings
22. No Smoking Policy – staff code of conduct
23. Office
24. Safety Audit Check
25. Safety Committees
26. Safety in Outdoor Education
27. Safety in Transport/Minibuses
28. Safe Use of Heated or Illuminated Fish Tanks
29. Sports and PE
30. Stress
31. Swimming Pools
32. Work Experience and Volunteer Helpers
33. Supervision of Pupils during Non Curriculum Time
34. Security
35. General Training
36. Induction Training
37. Specific Training
38. Intimate Care
39. Legionella
40. Ladder and Access Equipment
41. Mobile Telephones
42. Risk Assessment
43. Communicating Health & Safety Information
44. Roadways and Parking Areas
45. Winter Gritting
46. Breakfast Club
47. Safeguarding issues

'Never settle for less than your best'

Jesus said, 'I am the light of the world. Whoever follows Me will not walk in darkness, but will have the light of life.' John 8:12

Appendices

Appendices

Appendix 1 – Health and Safety Policy for Lancaster Avenue Nursery

Appendix 2 – Safety Audit Checklist

Appendix 3 – Accident Reporting

Appendix 4 – Reporting of Accidents and Dangerous Occurrences

Appendix 5 – Designated Persons List

Appendix 6 – Fire Evacuation Procedure

Appendix 7 – Fire Extinguisher Locations

Appendix 8 – List of Designated First Aiders and First Aid Kit Locations

Appendix 9 – Useful contact information

School Health and Safety Policy


General Statement of Intent

The Headteacher and Governors of St. George's Central CE Primary School and Nursery recognise they have overall responsibility for the organisation and implementation of a Health and Safety Policy, and that key personnel within the management structure are identified and their health and safety roles defined within their areas of employment.

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

The School recognises the importance of Health, Safety and Welfare regarding the successful operation of its activities and believes in the active participation of its staff in maintaining the highest standards in preventing accidents. All activities will be conducted using appropriate control measures to minimise the risks to the health and safety of all staff, pupils and others, who may be affected by our activities.

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



Chair of Governors



Headteacher



Health & Safety Officer

Date: October 2022

'Never settle for less than your best'

Jesus said, 'I am the light of the world. Whoever follows Me will not walk in darkness, but will have the light of life.' John 8:12

School Organisation

The Headteacher and Governors recognise the need to identify organisation arrangements in the school for implementing, monitoring and controlling of health and safety matters. Where possible the Governors should allow the school budget to reflect the necessary funding to provide suitable and sufficient training for those with health and safety responsibilities.

The Local Education Authority's Health and Safety Manual is held in the Headteacher office, the staff room and by the Health and Safety Officer.

The planning and implementation of the policy is the direct responsibility of the Headteacher, ensuring that all staff fulfil their duties to co-operate with it. Arrangements will be made to bring it to the attention of all new employees.

It is the Governors responsibility to take the necessary steps to prevent the risk of personal injury, health hazards and damage to individuals and property. This must be extended to the protection of pupils, contractors, members of the public and any other visitors to the school.

St. Georges Central CE Primary School and Nursery – Responsibilities and Curriculum issues re: Health and Safety

1. It is the responsibility of all employees to inform the Health and Safety Officer and/or the Head teacher of any relevant Health & Safety issues in school. This could include a whole variety of "areas" in and around the school – classrooms, cloakrooms, and shared areas, all interior and exterior areas of the school site.
2. It is the responsibility of the Health & Safety Officer and/or the Headteacher to respond appropriately to any concerns.
3. Where possible, a Risk Assessment should be completed before an activity is undertaken – this may range from a "mental" note of any possible hazards to a more formal written risk assessment (completed by the Health & Safety Officer), usually before an out of school visit.
4. It is the responsibility of all employees to teach children about Health and Safety in all aspects of the curriculum or their life in school. This is obviously more relevant in certain subjects eg PE, Science etc. National Curriculum Documents give helpful guidance on this.
Other staff eg kitchen/welfare supervisors are also required to develop this awareness in children.
5. In order to fulfil Fire Safety Orders and as a matter of courtesy **all** staff (Teaching, Non teaching, permanent and temporary, Welfare, Administration etc) are required to ask permission to leave the premises during school sessions ie 8:55am to 12:00 (KS1) and 8:55am to 12:25 (KS2) and 1:15pm to 3:15 pm. (Lunchtimes are excluded from this). Please use the staff Inventory visitor system when entering or leaving the premises daily.

This also applies to pupils – the office must be informed if a pupil for whatever reason leaves the school premises. This is vital for taking registers in the event of a fire or fire drill.

All personnel need to be accounted for during session times and must sign in/out in the main entrance.

Governors Responsibilities

- Governors must provide adequate training information and instructions to enable all staff employed at school to perform their work safely and efficiently.
- Governors must promote the development of effective health, safety and welfare practices.
- Governors must ensure the premises are maintained in a condition that is safe and without risks to health and safety of all those using or visiting the building.

'Never settle for less than your best'

Jesus said, 'I am the light of the world. Whoever follows Me will not walk in darkness, but will have the light of life.' John 8:12

- Governors must provide a safe working environment that is without risk to health and is adequate regarding welfare facilities for both staff and pupils.
- Governors must ensure that sufficient funds are made available to provide the necessary protective clothing and equipment needed in school.
- Governors must maintain a close interest in all Health and Safety matters under the control of the school's Health and Safety issues to be brought to the attention of the Governors via the Health and Safety Committee.
- Governors must ensure arrangements are made to prevent risk to health when handling hazardous substances.

Headteacher Responsibilities

- The Headteacher is responsible and accountable to the Governors for implementing the School Health and Safety Policy and for any other matters relating to the health and welfare of those involved in the establishment.
- The Headteacher must ensure that the School's Safety Policy is effectively implemented and understood at all levels. The policy must be regularly monitored, effectively controlled and revised as necessary. (See Appendix 2, Safety Audit).
- The Headteacher is responsible for ensuring that all new, amended or updated material regarding health and safety matters are brought to the attention of all staff.
- The Headteacher must agree a procedure for reporting all defects, hazards and other problems regarding health and safety matters.
- The Headteacher must be aware of all contractors or third parties entering the building to undertake maintenance, service or works contracts. It is the Headteacher's responsibility to oversee the planning and safe execution of all works carried out on site.
- The Headteacher will seek advice when appropriate from specialist Health and Safety advisors. The Headteacher has the authority to stop what is considered to be unsafe practices, which may put others at risk.
- The Headteacher under the guidance of the Governing Body may make arrangements with the appropriate persons to restore, repair or improve the school premises, which are the school's responsibilities.
- The Headteacher must regularly review the provision of first-aid in school.
- The Headteacher must regularly review the provision of fire and emergency evacuation procedures.
- The Headteacher will monitor and inform the Governing Body that appropriate training has been or will be given to staff to enable them to fulfil their responsibilities. This must include new appointments and transfers of staff within the premises to other functions.
- The Headteacher will ensure that for all schemes of work involving pupils and those on work experience, arrangements are in place regarding the adequate information, instruction, training and supervision for Health and Safety matters.
- The Headteacher will consult with approved trade union representatives on all health, safety and welfare matters and co-operate with them in the execution of their duties.

'Never settle for less than your best'

Jesus said, 'I am the light of the world. Whoever follows Me will not walk in darkness, but will have the light of life.' John 8:12

The Health & Safety Officer

- The Health and Safety Officer is responsible and accountable to the Headteacher for all matters relating to health, safety and welfare within their areas.
- They must conform to responsibilities as laid down in their own codes of practice, regulations and guidance for safe working arrangements.
- They must report to the Health & Safety Officer all problems, defects and hazards that they become aware of.
- Supply teachers must be made aware of the School Safety Policy and of any special arrangements or procedures relating to their work area before commencing work.

Site Manager/Caretaker

- The Site Manager/Caretaker is responsible and accountable to the Headteacher for all matters relating to health, safety and welfare within his/her work.
- The Site Manager/Caretaker must ensure that he/she is familiar with the School Safety Policy and that cleaning staff (contractual) are equally aware of any implications of the policy as it affects their work activities eg storage of equipment and substances.
- The Site Manager/Caretaker must report to the Headteacher any defects, hazards or problems that arise.
- The Site Manager/Caretaker is responsible for ensuring that everything received from suppliers for direct school use is accompanied by adequate information and instruction prior to use. This complies with Section 6 of the Health and Safety at Work Act.
- The Site Manager/Caretaker is responsible for ensuring that all staff under his/her control are adequately informed, instructed and trained in using all equipment and substances prior to use.
- The Site Manager/Caretaker must inform the Headteacher whenever contractors are due to enter the school to undertake maintenance, service or works contracts.
- The Site Manager/Caretaker must be familiar with codes of practice, regulations and guidance appropriate to their work.

Kitchen Supervisor/Cook

- The Kitchen Supervisor/Cook must be familiar with the School Safety Policy in relation to their work activities.
- He/she must work in conjunction with any Policy Statement, codes of practice and guidance issued by their direct officers.
- He/she will ensure that all Kitchen staff are instructed and informed to work in accordance with this document.
- He/she should be familiar with the Food Safety Act 1980 and the implications as far as the school is concerned.
- The Kitchen Supervisor/Cook must inform the Headteacher or the Health & Safety Officer of any potential hazard or defects.
- New employees or part time Kitchen Assistants must be aware of Health and Safety practices and procedures in the kitchen.

'Never settle for less than your best'

Jesus said, 'I am the light of the world. Whoever follows Me will not walk in darkness, but will have the light of life.' John 8:12

Safety Representatives & Union Representatives (if applicable)

- The Safety Representative will be encouraged by the Headteacher to fulfil his/her duties as well as being released for any appropriate training.
- The Safety Representative will be entitled to inspect the school in accordance with agreed Trade Union procedure and will consult at regular intervals with the Headteacher on Health and Safety matters.
- The Safety Representative has the right to receive any subsequent reports regarding accidents, injuries and any inspections carried out by the HSE or other authoritative bodies.

Other Employees

- All employees must be made aware of what is expected of them and in particular to the department in which they work.
- Departmental procedures and practices must be clearly defined with adequate instruction and training provided as necessary.
- All staff and employees have a responsibility under the Health and Safety at Work Act to report any possible defects, hazards or problems to the Headteacher or designated person.
- All employees will be given access to the School Health and Safety Policy and make themselves familiar with all documents relating to Health and Safety in school. They should pay particular attention to any codes of practice, regulations or guidelines, which relate to their particular work activities.
- Copies of the School Health and Safety Policy will be available at all times in the Headteacher's office, Staff room and Resource Areas.

Specialist advisers

The Governors recognise there will be occasions when the school will require specialist advice with regard to Health and Safety.

Arrangements

The Governors recognise that the way forward in achieving effective management of the School Health and Safety Policy and the arrangements necessary to fulfil this obligation will be via the Health and Safety Committee. The arrangements described below are the minimum standards that will be achieved to maintain a safe environment, both for staff, pupils and others visiting the school. Additional information is contained in the Local Education Authority's Safety Manual. The School Safety Officer will keep the manual up to date and bring to the attention of the Headteacher, the arrangements for staff to receive training on issues of Health and Safety.

For further guidance, reference should be made to the LA's Safety Manual at all times.

1. Accident Reporting - the reporting procedure will be in accordance with the policy laid down by the LA and detailed in the Accident Report Book. All staff should be made aware of this procedure. (See Appendix 3). For serious injuries please complete the Wigan Incident Report Form (See Appendix 4). Please also refer to the schools Basic Introduction to Health & Safety Booklet.
2. Asbestos - The School has no asbestos on site.
3. Anti-Bullying - Refer to School Policy
4. Caretaking and Cleaning/Housekeeping – Staff to follow guidance from ISS Cleaning - it is essential to make regular inspections of departments in order to maintain tidy work areas, adequate storage and cleaning arrangements, which conform to requirements. All materials and equipment to be put away and stored safely after use.

'Never settle for less than your best'

Jesus said, 'I am the light of the world. Whoever follows Me will not walk in darkness, but will have the light of life.' John 8:12

Cleaning, maintenance and repair activities should not be carried out in the presence of pupils. All walkways, paths, stairways are to remain clean and unobstructed to provide a safe means of escape.

5. Catering - Staff to follow guidance from Metrofresh
6. Contractors on Education Premises - all contractors will abide by the schools safety and emergency procedures. Everyone must book in and out when on site and wear a visitor's badge.
7. Control of Substances Hazardous to Health (COSHH) - the Governors recognise the need for the school to carry out risk assessment of all areas in accordance with the regulations. The nominated Safety Officer will carry this out. Working in conjunction with the school chemical lists and the COSHH package supplied by CLEAPSS, Senior Staff will ensure assessments have been carried out and that further monitoring is done as required. The Management of Health and Safety at Work Regulations 1992 made under the EC directive and which came into force on the 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 the Council's Borough Land and Property Department in conjunction with the LA. Provision will be made to ensure these checks will take place every 14 months in compliance with the regulations of the HSE. Site Managers/Caretakers and cleaners are to store all substances in a safe manner and kept out of reach of children. Staff are not allowed to bring unauthorised chemicals into school.
8. Educational Visits and Activities - A member of staff will be nominated by the Headteacher as co-ordinator. Parents advised of visits, pupils briefed and put into groups etc. Risk Assessments to be carried out by the Health and Safety Officer, recorded and helpers briefed by the named Group Leader. First Aid Bags must be taken on Educational Visits and Activities and medication for pupils who require it such as inhalers. A mobile phone must also be taken.
9. Equipment and materials - The Authority's Audio Visual Aids Service will test all portable electrical equipment periodically. All staff are to inspect electrical equipment before and after use. No unauthorised equipment is to be brought into school. Ladders and access equipment are to be checked every six months by the Health and Safety Officer. Results will be recorded and any faulty equipment will not be used until repair. It is recommended that the users make daily visual inspections and that the Health and Safety Officer makes half yearly inspections. Training should be made available to the Health and Safety Officer.
10. Management of Health and Safety at Work Regulations 1999.
11. Workplace Health, Safety and Welfare Regulations 1992.
12. Personal Protective Equipment Regulations 1992 - appropriate PPE, where provided, for use by pupils and staff, must be worn and correctly used. Any faults must be reported to the Site Manager – Refer to LA Manual.
13. Provision and use of Work Equipment regulations 1992 - The Governors recognise the need in determining safety requirements for adequate and correct guarding of machinery, general inspection of plant, machinery and equipment, storage and transportation of toxic substances and disposal of waste substance and chemicals. It is recognised that certain items of machinery will require to be checked and certificated. This is done via the Council's Borough and Land and Property department and LA. Senior Staff will be responsible for defining safe systems of work for cleaning and maintaining plant, machinery and equipment. Senior staff will be required to select and provide suitable protective clothing/equipment and of the correct type – Refer to LA Manual.

'Never settle for less than your best'

Jesus said, 'I am the light of the world. Whoever follows Me will not walk in darkness, but will have the light of life.' John 8:12

14. Manual Handling Operations Regulations 1992 - 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 mechanical equipment must be used – See also the Schools Basic Introduction to Health & Safety Booklet.
15. Fire Precautions & Bomb Alerts - Please refer to the School Fire Evacuation Procedure and list of Fire Appliances located around school (Appendix 6 and 7). The School Health and Safety Officer is to conduct a fire practice once per term and staff will not be notified of this. Fire Alarms are tested weekly by the Health and Safety Officer/Site Manager/Central Watch. All drills and tests are to be recorded. All flammable materials are to be correctly stored. The arrangements for general fire safety will be laid down in the LA Safety Policy. The School will be responsible to record tests, visits by the fire brigade officers and fire drills (kept by the Health and Safety Officer) Staff are reminded that they should never put themselves at risk in attempting to fight a fire. No-one must re-enter the building under any circumstances. See also Schools Basic Introduction to Health & Safety Booklet.
16. First Aid & Medication - The arrangement for first aid in school will be in accordance with the guidelines laid down by the LA with first aid boxes regularly available (see Appendix 8 for locations), especially in high risk areas. First Aid Bags for out of school activities are kept in the First Aid Resource Cupboard in the resource areas in KS1 and KS2 and must always be taken when going off the school site. First Aid boxes are checked once a month by the Health and Safety Officer and stock re-ordered when necessary. All children requiring first aid treatment are to report to the nominated First Aid Officer (See Appendix 8A) who is trained to a standard approved by the Health & Safety Executive. The main task of the first aider will be to take charge of the situation in the event of a serious injury or illness, to ensure that an ambulance is summoned and the ambulance crew are directed to the casualty. Details of injury (minor/serious/bump to the head) must be recorded in the School Accident Report Book and in the case of a bump to the head a member of staff must ring home and inform the parent/carer of the injury. Serious injuries/illness (worse than average). Contact the First Aider initially and report to the Headteacher and contact the parents. If hospitalisation is required then an ambulance is to be summoned. It is desirable 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 until the parents arrive. An incident report form (Appendix 4) must be completed. Any accidents to adults must be reported to the Headteacher and this must be recorded in the Accident Report Book and again an incident report form (Appendix 4) completed.

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

- 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 the appropriate body fluids kit kept in the disabled toilet
- d) Clean thoroughly all contaminated areas (including sink areas) with a proprietary cleaning agent (as advised by the LA).
- e) Dispose of contaminated waste (paper towels etc, including gloves and apron), treating them as infected waste (put in yellow waste bag) and dispose of in the bins provided in the disabled toilet.)
- f) On completion of work, hands should be thoroughly washed.

All first aiders must be clearly identified. No medication is to be given to pupils. If a pupil requires medication then the parent must come into school to administer it.

17. Hygiene & Infectious Diseases - When large numbers of people/pupils work in close proximity there is an ever present risk of outbreaks of certain infectious diseases. Guidelines for dealing with communicable diseases are listed in **The Infection Control Policy** and a chart is kept in the school office. All staff will be informed of pupils who have epilepsy, diabetes or asthma etc. Pupils with asthma must be monitored at all times during an asthma attack and the emergency services and family contacted. Inhalers must be kept in the classroom, or in some instances upon the pupil and marked clearly with the pupils name and procedures to follow should an attack occur. With head lice, we advise concerned parents to seek the professional advice of the School Nurse, the child's GP or the local Clinic. Parents/carers are advised to check their children's hair regularly.

'Never settle for less than your best'

Jesus said, 'I am the light of the world. Whoever follows Me will not walk in darkness, but will have the light of life.' John 8:12

If a child is found to have head lice then a note is written in the planner or contact made with home via the telephone and the child should not return to school until they have received treatment. For more information on First Aid see also Schools Basic Introduction to Health & Safety Booklet.

18. Gang Mowing on School Fields/Sites – Refer to LA Manual
19. Health and Safety Executive Enforcement – Refer to LA Manual
20. General Health and Safety Policy Statement for Schools – General safety information and the statutory poster is to be displayed in school and should be located in a clearly visible location (currently in the staff room) – Refer to LA Manual

Health and Safety Executive Guidance

21. Lettings – Refer to School Lettings Policy/LA Manual
22. No Smoking Policy – All smoking is prohibited on the school premises and during school visits/field trips.
23. Office Safety – All materials and equipment should be put away and stored safely after use. Cleaning, repairing and maintenance should not be carried out in the presence of pupils. All walkways, paths, stairways, etc to remain clean and unobstructed to provide a safe means of access. VDU users- regular users must undertake a risk assessment of their workstation and take appropriate measure to minimise any hazards/risks. Appropriate training and information must be provide – Refer to LA Manual.
24. Safety Audit Check – All staff along with the Health and Safety Officer are to carry out proper risk assessments of activities they undertake, record and where necessary, inform other colleagues and Head teacher. Safety Audits Checklists are carried out by the Health & Safety Officer once per term – Refer to LA Manual.
25. Safety Committees – The Safety Committee will conduct inspections and monitor the maintenance of premises, develop and implement appropriate safety procedures – Refer to LA Manual
26. Safety In Outdoor Education – See School PE Policy and Refer to LA Manual
27. Safety in Transport/Minibuses – At all times, whenever vehicle transport is required to be used by pupils and staff, all passengers, regardless of age, will be provided with one seat each and seat belts will be worn. Risk Assessments to be carried out by Health and Safety Officer – Refer to LA Manual
28. Safe Use of Heated or Illuminated Fish Tanks – To be maintained and serviced by Aqualease
29. Sports and PE – Supervision, conduct and use of equipment to be used within the guidelines laid down in the LA Manual, and BAALPA publications – Refer to LA Manual
30. Stress – Refer to LA Manual
31. Swimming Pools – 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 in line with LA guidance. To conduct a risk assessment and keep under review any risk of injury, physical or verbal, to the health and safety of staff. Appropriate control measures to be taken. All violent incidents to be investigated and reported to the Authority's Health and Safety Officer – Refer to LA Manual
32. Work Experience and Volunteer Helpers – Refer to School Policy

'Never settle for less than your best'

Jesus said, 'I am the light of the world. Whoever follows Me will not walk in darkness, but will have the light of life.' John 8:12

33. Supervision of Pupils during Non-Curriculum Time – The supervision ratio during play/lunch times is to be decided by the Headteacher. The Headteacher is responsible for appointing and briefing staff for supervision duties, Welfare duties and responsibilities. Playground surfaces should be kept in a good condition and any uneven surfaces/faults should be reported to the Health & Safety Officer/Site Manager.
34. Security – All visitors are to report the main school office on arrival and sign the visitor's book and must wear a visitors badge whilst on the premises. All visitors must sign out when leaving the premises. All visitors shall be escorted whilst on school premises. The risk of incident is reduced, by having good door security and entry/exit procedures. Staff must ensure that all doors are locked when children enter school at 8:55am, again after play times, lunchtimes and at 3:15pm.
35. General Training – Training must always be viewed as a constant requirement based on the ability to recognise who requires it and when. New employees/entrants and supply staff will require either a level of awareness relevant to their task or a more in depth training programme. New technology, legislation, regulations and standards are all factors, which determine a fresh approach to training requirements and re-training for existing staff. There are various categories of training requirement in schools. They can be identified as induction training, specific 'hands on' training or just general informative and awareness training.
36. Induction Training – Refer to School Policy
37. Specific Training – This is a 'hands on' approach where it is recognised by the Governors that employees will require an accepted level of competence to perform their activities. Design and Technology – employees who will need to use, instruct and operate dangerous machinery in woodwork, metalwork etc. will be required to hold the LA appropriate certificate. Science – employees will be required to be trained in biological hazards and be familiar with the COSHH regulations 1988. First Aid – the school has two fully qualified First Aiders (See Appendix 8A) and all other staff hold a First Aid Certificate for minor injuries and ailments.
38. Intimate Care – Refer to School Policy
39. Legionella – Legionella testing is carried out once per week by the Health & Safety Officer in accordance with the guidelines set by the LA and by the schools allocated maintenance company – Refer to LA Manual
40. Ladder and Access Equipment – To be checked every six months by the Health & Safety Officer and the results recorded. Faulty equipment will not be used until repair. If a ladder is needed it must be of sufficient length to allow it to be set up properly. 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.
41. Mobile Phones – It is the responsibility of all staff to follow the Staff Code of Conduct for St. George's Central CE Primary School, which states that mobile phones and other personal electronic devices must not be used within the classroom environment or when working with learners within formal school time. Use of personal mobile phones must be restricted to break time, lunchtime, PPA time and to areas of the school where children are not present. There may be circumstances in which it is appropriate for a member of staff to have use of their phone during contact time. For instance:
- For emergency contact by their child, or their child's school or
In the case of acutely ill dependents or family members.*
- The headteacher will decide on a case by case basis whether to allow for special arrangements with regards to the use of mobile phones, including for school related purposes. During the school day, unless otherwise authorised, mobile phones must be securely stored away from the classroom setting in the lockers provided within the staffroom.

'Never settle for less than your best'

Jesus said, 'I am the light of the world. Whoever follows Me will not walk in darkness, but will have the light of life.' John 8:12

42. Risk Assessments – Risk Assessments will be completed by the person conducting the school visit/activity, checked by the Health & Safety Officer and then given to the Head teacher for approval. A copy will be kept in the central records (held by the Health & Safety Officer) and a signed copy given back to the member of staff conducting the visit. All staff carry out appropriate Risk Assessments of the activities they undertake and report their findings to the Health & Safety Officer where necessary.
43. Communicating Health & Safety Information - General safety information and the statutory poster to be displayed on the notice board in the Staff room. Safety information is also displayed in the KS1 and KS2 Resource Areas above the First Aid Kits and also in the school corridors. Further information is contained in the LA's Safety Manual, a copy of which, is available to look at in the Staffroom and a copy held by the Health & Safety Officer.
44. Roadways and Parking Areas - 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.
Parents/carers are informed regularly by the school newsletter of Road Safety. Pupils take part in organised events within school to do with Road safety. Roadways, footpaths and parking areas must be kept free from obstructions. Where temporary obstruction is unavoidable, a substantial barrier must be provided and warning signs erected so as to enable the hazard to be seen from inside a car. Drivers must comply with the parking regulations of the school, particularly the requirement to keep access clear for Emergency Services and goods vehicles.
45. Winter Gritting – The Site Manager/Caretaker to order grit/rock salt, prior to the winter season and when necessary grit the following areas to ensure safe access and egress:
- Foot paths
 - Door entrances
 - Playgrounds
 - Car Park

The school may be opened early to receive pupils on days of very poor Weather conditions.

46. School Breakfast Club – Refer to School Breakfast Club Policy.
47. Allegations of child abuse or safeguarding issues – All safeguarding issues must be reported to the Headteacher immediately.

Conclusion

At St George's Central CE Primary School and Nursery we believe that it is our professional duty to share this policy with all new members of staff, parents and carers on request. The policy will be reviewed in the light of experiences, new developments or requirements. The Health and Safety Officer will discuss any aspect of this policy on request.

'Never settle for less than your best'

Jesus said, 'I am the light of the world. Whoever follows Me will not walk in darkness, but will have the light of life.' John 8:12

Appendices

Appendix 1 – Health and Safety Policy for Lancaster Avenue Nursery

Appendix 2 – Safety Audit Checklist

Appendix 3 – Accident Reporting

Appendix 4 – Reporting of Accidents and Dangerous Occurrences

Appendix 5 – Designated Persons List

Appendix 6 – Fire Evacuation Procedure

Appendix 7 – Fire Extinguisher Locations

Appendix 8 – List of Designated First Aiders and First Aid Kit Locations

Appendix 9 – Useful contact information

'Never settle for less than your best'

Jesus said, 'I am the light of the world. Whoever follows Me will not walk in darkness, but will have the light of life.' John 8:12

HEALTH AND SAFETY POLICY (LANCASTER AVENUE NURSERY)

Our school motto

Never settle for less than your best.

Our Vision

Following in the footsteps of Jesus, each member of our community will flourish as resilient, respectful and adaptable individuals prepared for life's journey. Along the way we will encourage and inspire each other to continue growing as beacons of light in our own lives and the wider world.

Our Mission Statement

St. George's Central seeks to provide quality education rooted in the Christian faith, serving the spiritual, moral, and educational needs of the community of which it is part.

St. George's Central CE Nursery (Lancaster Avenue) takes the maintenance of health and safety extremely seriously as a matter of both legal and moral importance. All staff will be familiarised with the provisions contained within this policy as part of their induction and be expected to act in accordance with them at all times.

The setting aims to ensure the health, safety and welfare of all staff, children, visitors and other individuals who may be affected by the setting's activities and actual existence. The Health and Safety at Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992 and their associated Approved Code of Practice (ACoP) and guidance will be complied with at all times. The manager and staff will always strive to go beyond the minimum statutory standards to ensure that health and safety remains the first priority.

The steps below will be actioned as a matter of course:

- Create an environment that is safe and without risk to health.
- Prevent accidents and cases of work-related ill health.
- Use, maintain and store equipment safely.
- Ensure that all staff are competent in the work in which they are engaged.

Responsibilities of the governors, the manager and staff

The identification, assessment and control of hazards within the setting are vital in reducing accidents and incidents. The Manager is responsible for assessing risks to health and safety arising out of the setting's activities and introducing suitable steps to eliminate or control any such risk identified.

It is vital to ensure that health and safety matters are taken seriously by all members of staff and other persons who are affected by the setting's activities. Staff that have been found to have blatantly disregarded safety instructions or recognised safe practices will be subject to the procedures laid out in the Staff Disciplinary Procedures policy.

The governors hold ultimate responsibility and liability for ensuring that the setting operates in a safe and hazard free manner. The governors – along with the Manager – are responsible for ensuring that staff both understand and accept their responsibilities in relation to health and safety procedures.

A link governor will ensure that adequate arrangements exist for the following:

- Monitoring the effectiveness of the Health and Safety policy and authorising any necessary revisions to its provisions.
- Providing adequate resources, including financial, as is necessary to meet the setting's health and safety responsibilities.
- Providing adequate health and safety training for all staff and feedback to the Finance and Resource meeting.
- Ensuring that all accidents, incidents and dangerous occurrences are adequately reported and recorded (including informing the Health and Safety Executive, and Ofsted, where appropriate).

'Never settle for less than your best'

Jesus said, 'I am the light of the world. Whoever follows Me will not walk in darkness, but will have the light of life.' John 8:12

- Reviewing all reported accidents, incidents and dangerous occurrences, and the setting's response, to enable corrective measures to be implemented.
- Ensuring that all staff, students, volunteers and any other adult who comes into contact with children at the setting has appropriate and up to date DBS checks.

The Manager is responsible for the day to day implementation, management and monitoring of the Health and Safety Policy. The Manager is required to report any matters of concern regarding the Health and Safety policy to the Registered Person, Mrs N Smith and the link governor.

The Manager will ensure that:

- An additional designated member of staff, the deputy manager is made jointly responsible with them for the health and safety and risk assessment provisions at the setting, as set out in this and other policies.
- Regular safety inspections are carried out and the reports accurately logged.
- Any action required as a result of a health and safety inspection is taken as rapidly as possible.
- Information received on health and safety matters is distributed to the Registered Person and all members of staff.
- An investigation is carried out on all reported accidents, incidents and dangerous occurrences.
- Staff are adequately trained to fulfil their role within the Health and Safety policy.

Staff are responsible for ensuring that the provisions of the Health and Safety policy are adhered to at all times. As such, they are required to:

- Have regard for the Health and Safety policy and their responsibilities under it.
- Have regard for any health and safety guidance issued by the manager or the designated member of staff, the deputy manager, and act upon it whenever appropriate.
- Take reasonable care for their own health and safety as well as of other persons who may be affected by their acts or omissions at work.
- Take all reasonable care to see that the equipment and premises that are used by children, and the activities that are carried out at the setting, are safe.
- Report any accidents, incidents or dangerous occurrences that have led to, or may in the future be likely to lead to, injury or damage, and assist in the investigation of any such events.
- Undergo relevant health and safety training when instructed to do so by the manager.

Insurance

The Children Act 1989 and the Health and Safety at Work Act 1974, place a number of legal responsibilities on the Setting. Therefore, the setting has insurance cover appropriate to its duties under this legislation, including Employer' Liability Insurance. Responsibility will, in most cases, rest with the setting, but staff will take reasonable care, both for themselves and other people who may be affected by their acts or omissions at work. If the setting is held responsible for any incident that may occur, public liability insurance will cover compensation.

Liability

Under provisions contained in the Occupiers Liability Act 1957, the setting has a duty to ensure that both children and any visitors are kept reasonably safe. The parties named in the wording of the premises contract are responsible for this duty.

Governors

The governing body will be kept up-to-date on all matters relating to this policy. It will be reviewed every two years, but governors may choose to review it earlier than this if the government introduces new regulations, or if they receive recommendations on how the policy might be improved.

'Never settle for less than your best'

Jesus said, 'I am the light of the world. Whoever follows Me will not walk in darkness, but will have the light of life.' JOHN 8.12

The allocation of health and safety responsibilities under the HASAWA'74 (Health and Safety at Work Act 1974) depends upon the type of school. **S35 of the Education Act 2002** specifies that in relation to certain categories of schools, the Local Authority is the employer in relation to:

- community schools,
- voluntary controlled schools,
- community special schools, and
- maintained nursery schools.

This means that any member of staff who is appointed to work under a contract of employment at a school to which this section applies is to be **employed by the local authority**. The governing body is the employer in Voluntary Aided, Foundation, Trust, Academy, Free and Independent schools.

The governing body as the critical friend has an important role in the management of the school. They influence the overall management and culture of the school taking into account the health and safety of staff, students and visitors. They also have responsibilities for other matters, such as decisions on funding, which may directly influence health and safety.

This safety checklist has been designed to assist the governors and Senior Leadership Team (SLT) when conducting such monitoring of the management systems and/or premises. Its completion would form part of an overall strategy to demonstrate that the principles of [HSG 65 'Managing for Health and Safety'](#). The health and safety management system is separated into 4 elements:

- **Plan** – leaders should set the direction for effective health and safety management
- **Do** – introduce management systems and practices that ensure risks are dealt with sensibly, responsibly and proportionately
- **Check** – monitoring and reporting
- **Act** – a formal management review of health and safety performance

The HSE explains these elements in more detail in its [guidance on leading health and safety at work](#).

This guidance is not exhaustive and should therefore be customised to fit the schools individual circumstances as required. Alternative approaches to monitoring may be taken and the school and Governing body should determine the best solution given the amount of time / resource available. Monitoring performance is an essential part of effective health and safety management. It involves checking that arrangements and systems stated in the school Health and Safety Policy are working as they should, for example;

- physical controls are in place and working,
- staff have done what they are supposed to do,
- procedures are working and regularly reviewed.

Governing bodies, whether they are the employer or not, must satisfy themselves that suitable monitoring arrangements are in place, and that the results of monitoring inspections/audits are reported back to the SLT and staff. Ways of doing this can include.

- making health and safety a standard agenda topic for all committees,
- include health and safety in the terms of reference of an existing sub-committee, such as the Premises Committee,
- one of the governors is designated to take the lead on health and safety.

This checklist has been developed to help school governors monitor health and safety standards in their establishment and identify areas of improvement. It should be completed in conjunction with school senior management and used to monitor standards and compliance in school. It is recommended that the checklist is completed annually, but it could be divided into smaller sections (KS1/2/3/4/5. Internal/External areas) with one section/theme being completed each term.

'Never settle for less than your best'

Definitions

- Tools/Equipment – Includes hand tools, (e.g. hammers, chisels, etc.) Equipment - Buffer machines, strimmer's, PE Equipment.
- Hazardous Substances – Substances that are covered by the Control of Substances Hazardous to Health (COSHH) Regulations (these can be identified by their warning label and pictogram, there may be other substances such as wood dusts to consider).
- Off Site Activities – Any activity that takes place beyond the school site (e.g. trips, visits, sports fixtures).
- DSE – Display screen Equipment such as computers, laptops and hand-held devices, etc.

'Never settle for less than your best'

Jesus said, 'I am the light of the world. Whoever follows Me will not walk in darkness, but will have the light of life.' John 8:12

GOVERNORS AND SENIOR LEADERSHIP TEAM HEALTH AND SAFETY INSPECTION

| | | | |
|--|---------------|---|----|
| School Name: | | Area(s) Inspected: | |
| Inspection Date: | | Inspected by: | 1. |
| | | | 2. |
| School Health and Safety Policy | Y/N/NA | Comments/Action Required | |
| Is there a health & safety policy. <ul style="list-style-type: none"> <i>Signed & dated by Head teacher / Chair of Governors?</i> <i>Good practice is to review periodically, max of 2 yearly</i> | | Date of last review: Named Responsible Person: Deputy Responsible Person: | |
| Policy contains; <ul style="list-style-type: none"> Statement of Intent. Responsibilities of key members of staff, students, contractors. Arrangements which considers all key risks? | | | |
| The H&S policy is included a staff induction process and policy changes are effectively communicated to all staff. <i>How?</i> | | | |
| Is the Statutory H&S Poster displayed? <i>Contacts box completed.</i> | | Location: | |
| Risk Assessments | | | |
| Are school specific risk assessments in place for those activities presenting a significant risk? <i>Examples identified in the LA's list of generic risk assessments.</i> | | | |
| Are individual risk assessments carried out where required? Known medical conditions, RTW, epilepsy, Task specific, etc. | | | |
| Is there evidence that Heads of Department/ Subject leads have adopted / adapted model risk assessments to reflect relevant curriculum activities? <i>In D&T, PE and science there should be a clear link made between daily use texts, such as the scheme of work and relevant national advice</i> | | | |
| Are staff aware of the contents and location of all relevant risk assessments? | | | |
| Monitoring Health and Safety | | | |
| Health and safety inspections of the site are undertaken and documented on an appropriate cycle? <i>Primary – Teachers of their classrooms</i> <i>Secondary - Undertaken by heads of department (Art, PE, science and D&T)?</i> <i>This could be via the use of curriculum specific checklists.</i> | | Method: Last Inspection: | |
| Have recommendations arising from curricular inspections been actioned? | | | |
| EVOLVE | | | |
| Are all notifiable off site visits (overseas, self-led adventurous, residential, activities, field work in wild /open country etc.) entered and authorised by the H/T and approved by the EVA. (LA's online system)? | | | |
| Is a member of staff designated as the Educational Visits Coordinator (EVC) and have they received training? | | EVC Name: Trg date: | |

'Never settle for less than your best'

Jesus said, 'I am the light of the world. Whoever follows Me will not walk in darkness, but will have the light of life.' John 8:12

| COSHH | | |
|---|--------|--------------------------------|
| MSDS File is up to date and reflects the chemical/material inventory <i>File located and available to staff</i> | | Review Date: |
| Formal assessments completed where more than two products are being used and made available to staff. <i>Method.</i> | | |
| Security/Critical Incident Plan | | |
| Do you have a detailed Security Policy? | | Dated: |
| Has a security assessment been completed of the premises? | | Completed by: Dated: |
| Is there a single controlled access point? | | |
| Is there a Critical Incident Response Plan in place? <i>Includes -Lock-down procedure.</i> | | Dated: |
| Fire Management | Y/N/NA | |
| Has a Fire Risk Assessment been carried out of the premises and action points completed? | | Contractor: Date completed: |
| Are fire systems regularly checked, maintained and results recorded in the fire log? | | Contractor: Date: |
| Weekly fire alarm tested + fire exits. | | |
| Monthly checks on all fire doors, emergency lighting and fire signage, etc. | | |
| Are all emergency exits / routes clearly signed, available for immediate use and unobstructed? <i>Text only fire exit signs are not acceptable, these should include the running man pictogram.</i> | | |
| Annual inspection and maintenance of the system completed, and remedial action taken as required? | | Contractor: Date completed: |
| A building Fire Plan completed and known to all staff | | Date of last review: |
| Fire Wardens nominated and trained in fire prevention. | | |
| PEEP assessments completed for named persons and their carers | | |
| Training | | |
| Staff received Safety training <ul style="list-style-type: none"> All staff – Received Induction. Job role – manual handling, work at height, Fire Awareness. DSE. Risk assessment. Key staff – COSHH, Legionella, Asbestos, Fire Warden. FAAW/PDA/EFA. <i>How is it recorded</i> <i>Frequency of training – every three years or as stated in regulations.</i> | | |

'Never settle for less than your best'

Jesus said, 'I am the light of the world. Whoever follows Me will not walk in darkness, but will have the light of life.' John 8:12

| Premises | | |
|--|--|--|
| Legionella records <i>Policy/RA/Schedule/Water temperature readings/Flushing HSG 274 refers</i> | | WHC Contractor: Dated |
| Legionella Management Training <i>Training to be undertaken ever 3years.</i> | | Named Responsible Person: Training date: |
| Asbestos records <i>Policy/RA/Contractors signing in records</i> | | Contractor: Date: |
| Asbestos Management Training <i>Training to be undertaken ever 2years.</i> | | Name Responsible person: Training date: |
| Building Fixed Electrical Wiring <i>Inspection every 5 years.</i> | | Contractor: Date: |
| Portable Electrical Equipment inspected and maintained <i>Max period between thorough inspections recommended every 3yrs</i> | | Contractor: Date: |
| Hoists and other lifting equipment inspected and maintained <i>Lifting Operations and Lifting Equipment Regulations 1998 (LOLER). Equipment for lifting people to be examined at least every six months; other lifting equipment examined at least every 12 months.</i> | | Contractor: Last Insp Date: |
| Passenger Lifts. Inspection records <i>Lifting Operations and Lifting Equipment Regulations 1998 (LOLER). Equipment for lifting people to be examined at least every six months.</i> | | Contractor: Last Insp Date: |
| Are ladders and other access equipment in good condition and inspected? <i>In house - Formal inspection every 6 mths</i> | | |
| Fixed Play equipment inspected and maintained to EN 1176 & 1177 <i>School Monthly Inspection Annual maintenance</i> | | Last school Inspection: Contractor: Maintenance: |
| Fixed Sports Equipment <i>Portable and fixed equipment</i> | | Contractor: Insp Date: |
| Fault reporting system in place <i>Method and recorded action date.</i> | | |
| Teaching Areas | | |
| Science. Policy / Student Competency records | | |
| Labs – Design/storage Gas/Elec Guard <i>Fire equipment – CO2/Foam/Sand or Fire Blanket</i> | | |
| Layout of Labs and circulation space | | |
| Ventilation and lighting | | |
| Prep room/Chemical Store <i>CLEAPSS Sc Tech No 7</i> | | |

'Never settle for less than your best'

Jesus said, 'I am the light of the world. Whoever follows Me will not walk in darkness, but will have the light of life.' John 8:12

| | | |
|---|--|-----------------------------------|
| Radiation Sources/Materials <i>Radiation Management File – inventory, authorisation, HSE cert</i> <i>CLEAPSS L093 refers for records, inspections.</i> | | |
| Radiation Protection Advisor <i>Inspection and recommendations actioned</i> | | RPA: Last Insp Date Sch RPS |
| Design and Technology – Workshop Annual inspection of fixed equip <i>Extraction maintenance records</i> | | Contractor: Last Insp Date: |
| Layout of work benches and circulation | | |
| Ventilation and lighting | | |
| Wood Store Housekeeping | | |
| 2D/3D Art Kiln | | Contractor: Insp Date: |
| Layout of work room and circulation | | |
| Ventilation and lighting | | |
| Storage | | |
| Home Economics Equipment Gas/Elec Insp | | |
| Heat Extraction | | |
| Layout of work room and circulation | | |
| Ventilation and lighting | | |
| Storage | | |
| Textiles Equipment | | |
| Layout of work rooms and circulation space | | |
| Ventilation and lighting | | |
| Storage | | |
| Physical Education Equipment Insp: | | Contractor: Insp Date: |
| Ventilation and lighting | | |

'Never settle for less than your best'

Jesus said, 'I am the light of the world. Whoever follows Me will not walk in darkness, but will have the light of life.' John 8:12

| | | |
|--|--|-------------------|
| Equipment store | | |
| Teaching rooms and resource areas Layout and circulation space | | |
| Ventilation and lighting | | |
| Storage. | | |
| ITC Layout and circulation space | | |
| Ventilation and lighting | | |
| Security | | |
| Community Use/Out of Hours Clubs <i>Hours of operation</i> | | |
| Access Control <i>Where and how?</i> | | |
| Equipment Inspection | | Insp date: |
| Miscellaneous | | |
| Catering Access, Equipment, Layout and circulation | | Con: |
| Heat Extraction and maintenance | | Con: Insp Date |
| COSHH records | | |
| Catering records - Fridge temperatures | | |
| Last EHO Inspection and report <i>Improvements and action taken.</i> | | Date: |
| Cleaning. | | Con: |
| COSHH Records | | |
| Cleaning schedule completed | | |
| Transport Owned/Controlled by School VRN Type and No of seats | | |
| Driver/staff holds a D1 or their licence | | |
| Insurance and MOT | | |

'Never settle for less than your best'

Jesus said, 'I am the light of the world. Whoever follows Me will not walk in darkness, but will have the light of life.' John 8:12

| External Areas | | | |
|---|--|--------------|--|
| Playground surface | | | |
| Areas of shade | | | |
| Drainage | | | |
| Waste bins secured away from the building | | | |
| Car park - lighting and floor markings | | | |
| Condition of School field | | | |
| Security lighting | | | |
| CCTV | | | |
| Inspection Notes; | | | |
| Inspecting Manager's Name: | | Signature 1: | |
| | | Signature 2. | |

'Never settle for less than your best'

Jesus said, 'I am the light of the world. Whoever follows Me will not walk in darkness, but will have the light of life.' John 8:12

Accident Reporting

Minor Cuts and Grazes

1. Minor cuts and grazes should be cleaned with a cold water compress, first aid applied.
2. Incidents should be logged in the Accident Report Book kept in the Resource Areas.
3. Accident slip completed for pupils to take home.

Bumps to the head

1. Bumps to the head should be checked by the First Aiders and a call home if required.
2. A cold compress should be applied.
3. It should be logged in the Accident Report Book kept in the Resource areas.
4. Accident slip completed for pupils to take home.

Serious Accidents/Injuries

1. Serious accidents/injuries should be reported immediately to the First Aider.
2. Parents contacted, call to emergency services if required.
3. A Wigan Council Incident Report Form should be completed and given to the Head teacher (kept in school office).
4. It should be logged in the Accident Report Book kept in the Resource areas.
5. Accident slip completed for pupils to take home.

'Never settle for less than your best'

Jesus said, 'I am the light of the world. Whoever follows Me will not walk in darkness, but will have the light of life.' John 8:12

Reporting of Accidents and Dangerous Occurrences

All accidents and dangerous occurrences on school trips and visits should be recorded by the school/ Group Leader and a copy of the report sent to the Education Departments' Health and Safety Officer.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 require fatalities, major incidents, dangerous occurrences and three day accidents to be reported to the HSE immediately. This reporting will be carried out by the Education Departments' Health and Safety Officer.

To comply with the short time limits imposed in the legislation schools should inform the Health and Safety Officer by telephone (Tel: 01942 486022) as soon as an accident or dangerous occurrence has occurred on a school trip or visits and send a completed accident report within 5 days of the accident.

Incidents that need to be reported by the quickest practical means include:

- Fatalities;
- Fractures (other than fingers and toes);
- Amputations of a hand, foot, finger, thumb or toe;
- Dislocation of shoulder, hip, knee or spine;
- Loss of sight (temporary or permanent);
- Electric shock or burn leading to unconsciousness or requiring resuscitation;
- Injury leading to hypothermia, heat induced illness;
- Admittance to hospital for more than 24 hours.

Dangerous occurrences include:

- Failure of any lifting equipment or safety apparatus;
- Failure of a breathing apparatus;
- Explosion or fire;
- Injury resulting from a lack of supervision or control of children in your care;
- Injury resulting in any person taking three days or more off work. (school in the case of a pupil).

These lists are not exhaustive but outline those categories most likely to be encountered on school trips and visits. If in doubt, please report the incident to the Health and Safety Team for advice.

Further information:

CYPS Safety Manual – Chapter 1 – Accidents HSE Guidance

'Never settle for less than your best'

Jesus said, 'I am the light of the world. Whoever follows Me will not walk in darkness, but will have the light of life.' John 8:12

St. George's Central CE Primary School and Nursery**Designated Persons with Safety Responsibility****POSITION****NAME**

Health & Safety Officer:

Mrs N Smith

Legionella Testing:

ISS Site Manager

Fire Officer (school based):

Mrs N Smith

In her absence Mr Grogan (Headteacher) is responsible for testing the Fire Alarm

First Aid Officers:

Mrs L Kearns

Mrs N Smith

Appointed Persons with First Aid Qualifications

Paediatric First Aid Trained

Mrs S Davies – Nursery

Miss K Beswick – Reception

Miss R Derighetti – Reception

Miss T Killian – Reception

‘Full’ First Aid Training undertaken

Mrs Smith – Office

Mrs Kearns – Office

Mrs T Leech – KS1

Miss Taylor – KS1

Mrs Malley – KS2

Forest School

Miss Killian

All members of the teaching/non-teaching and welfare staff have received emergency first aid training

Headteacher

Mr M Grogan

Acting Deputy Headteacher

Mrs O O’Brien

Senior Leadership Team

Mrs Malley

Mrs S Davies

Mrs N Smith

Child Protection Officers (Darlington Street)

Mr M Grogan/Mrs Kearns/Mrs Davies

Child Protection Officers (Lancaster Avenue)

Mr M Grogan/Miss Cowley/Mrs Helme

Learning Mentor

Mrs L Kearns

Non-teaching Representative

TBC

Teaching Representatives

Mrs Malley

Swimming Officer/PE Leader

Mr N Cooke

Science Leader

Mrs A Malley

Maths Leader

Mr N Cooke

Technology Leader

Mrs H Jeffries

Art Leader

Miss B Ranger

Computing Leader

Mr C Simmons

History/Geography Leader

Mr L Kenny

Eco & Environmental Leader

Miss T Killian

SEND

Mrs Leech

'Never settle for less than your best'**Jesus said, 'I am the light of the world. Whoever follows Me will not walk in darkness, but will have the light of life.' John 8:12**

St. George's Central CE Primary School and Nursery

Fire Evacuation Procedure

1. Action of discovering a fire

- a) Locate the nearest fire alarm point.
- b) Sound the alarm
- c) Attack the fire (**IF IT IS SAFE TO DO SO**) using the equipment provided.

2. Action on hearing the alarm (continuous bell)

- a) Switch off your electrical equipment.
- b) Leave the building by the quickest route.
- c) Close all windows and doors behind you.
- d) Report to fire assembly point – playground at the back of school near to the field.
- e) **DO NOT RE-ENTER THE BUILDING** until authorised to do so.

3. Assembly Point Procedure

- a) Class Teachers must conduct a register call of pupils.
- b) Principal Officers must conduct a roll call of all staff and visitors.
- c) Staff must await further instructions.
- d) The Head teacher and/or Health and Safety Officer will liaise with the fire brigade.

4. Secondary Evacuation Point

- a) Should St. George's Central CE Primary School site require evacuation by distance to maintain the safety of staff. All staff and pupils will evacuate to St. Georges Church, Tyldesley, under the control of the Senior Management present, and await further instructions

5. Staff Responsible for Documentation

- a) Miss L Birchall (Admin Officer)
N Smith (School Business Manager): Class Register's,
Signing In System
- b) N Smith (H&S Officer): When alarm is activated, is to check the
Premises to establish if there is an actual
Fire and if there is, dial 999.

'Never settle for less than your best'

Evacuation of people in wheelchairs or with any disabilities is the responsibility of the person allocated for their welfare whilst on site ie Teaching Assistant. If the member of staff allocated to that person is not on site then it is the responsibility of the Class Teacher to evacuate that person or any member of staff within the classroom at the time.

PLEASE NOTE FOR YOUR INFORMATION. THE FIRE ALARM IS TESTED ONCE A WEEK BETWEEN SCHOOL HOURS BY THE HEALTH & SAFETY OFFICER/CARETAKER.

'Never settle for less than your best'

Jesus said, 'I am the light of the world. Whoever follows Me will not walk in darkness, but will have the light of life.' John 8:12

Appendix 7

Fire Extinguishers

| | |
|------------------------------|----------------|
| Outside Infants Boys toilets | Carbon Dioxide |
| Water | |

| | |
|-----------------|-----|
| Nursery Kitchen | CO2 |
|-----------------|-----|

| | |
|----------------------|-----|
| Infant Resource Area | CO2 |
| Fire Blanket | |

| | |
|----------------------|-------|
| Outside Library Area | Water |
| Carbon Dioxide | |

| | |
|----------------|-----|
| ICT Main Suite | CO2 |
|----------------|-----|

| | |
|----------------|------|
| Kitchen | Foam |
| Fire Blanket | |
| Carbon Dioxide | |

| | |
|----------------------|-------|
| Outside Cooks Office | Water |
| Carbon Dioxide | |

| | |
|--------------|-----|
| Cooks Office | CO2 |
| Foam | |

| | |
|----------------------|-----|
| Junior Resource Area | CO2 |
|----------------------|-----|

| | |
|----------------------|-----|
| Junior Girls Toilets | CO2 |
|----------------------|-----|

| | |
|-----------------------------|----------------|
| Outside Site Manager's Room | Carbon Dioxide |
| Water | |

| | |
|--------------|-----|
| Admin Office | CO2 |
|--------------|-----|

| | |
|---------------|-----|
| Main Entrance | CO2 |
| Foam | |

'Never settle for less than your best'

Jesus said, 'I am the light of the world. Whoever follows Me will not walk in darkness, but will have the light of life.' John 8:12

St George's Central CE Primary School and Nursery



APPOINTED PERSONS WITH FIRST AID QUALIFICATIONS

| Area of school | Staff member |
|----------------|------------------------------|
| Nursery | Mrs Davies (paediatric) |
| Reception | Miss Beswick (paediatric) |
| | Miss Derighetti (paediatric) |
| | Miss Killian (paediatric) |
| Key Stage 1 | Mrs Leech |
| | Miss Taylor |
| Key Stage 2 | Mrs Malley |
| School office | Mrs Kearns |
| | Mrs Smith |
| Forest School | Miss Killian |

All members of the teaching/non-teaching and welfare staff have all received emergency first aid training.

LOCATION OF FIRST AID KITS

| Area of school | Location |
|----------------|---------------------------|
| Key Stage 1 | Key Stage 1 Resource Area |
| Key Stage 2 | Key Stage 2 Resource Area |
| Other areas | Disabled Toilet |
| | School Hall |
| | School Office |

DEFIB IS LOCATED OUTSIDE THE LIBRARY

Please check the central store cupboard in the disabled toilet if you require first aid resources.

September 2022

'Never settle for less than your best'

Jesus said, 'I am the light of the world. Whoever follows Me will not walk in darkness, but will have the light of life.' John 8:12

St George's Central CE Primary School and Nursery



Useful contact numbers

| | |
|--|--------------------------|
| St. George's Central CE Primary School (Darlington St Nursery): | 01942 883773 |
| St. George's Central CE Nursery (Lancaster Avenue): | 01942 889779 |
| School Nurse (Astley Clinic): | 01942 483008 |
| CAMHS School Link (Sue Jackson): | 01942 775400 |
| Wigan Family Welfare: | 01942 867888 |
| Multi-Agency Safeguarding Team (Mon-Fri, 8.45am – 5pm): | 01942 828300 |
| Multi-Agency Safeguarding Team (Mon-Fri, 5pm – 8pm & Sat 8.45am – 1pm): | 01942 828777 |
| Multi-Agency Safeguarding Team (Mon-Fri, 8pm – 8:45am & Sat 1pm – Mon 8:45am): | 0161 834 2436 |
| Start Well Hub (Astley, Tyldesley, Atherton): | 01942 486344 |
| Emergency Services number: | 999 |
| NHS Non-Emergency numbers: | 111 |
| Police Non-Emergency numbers: | 101/0161 872 5050 |
| Crimestoppers: | 0800 555 111 |
| NSPCC Helpline: | 0808 800 50000 |
| Childline: | 0800 1111 |

Useful weblinks

Wigan Council Free Support for 0-19's:

<https://www.wigan.gov.uk/Resident/Health-Social-Care/Children-and-young-people/Support-services-for-0-19s.aspx>

Wigan Council Family Directory: <http://search3.openobjects.com/kb5/wigan/fsd/home.page>

North West Borough Healthcare (Wigan): <https://www.nwbh.nhs.uk/wigan>

NHS Mental Health: <https://www.nhs.uk/mental-health/children-and-young-adults/>

NHS Every Child Matters: <https://www.nhs.uk/every-mind-matters/supporting-others/childrens-mental-health/>

Young Minds: <https://youngminds.org.uk/find-help/for-parents/parents-helpline/>

Childline: www.childline.org.uk

Kooth: <https://www.kooth.com/>

Barnardo's: <https://www.barnardos.org.uk/support-hub/emotional-wellbeing>

Family Lives: <https://www.familylives.org.uk/>

Parent Gym: <https://parentgym.com/>

'Never settle for less than your best'