

Health and Safety Policy



Policy developed by Mr Grogan (Headteacher) in consultation with Mrs Smith (School Business Manager): September 2026

Policy approved by Governors: October 2026

A handwritten signature in black ink, appearing to read 'Fiona Taylor'.

Chair of Governors

A handwritten signature in black ink, appearing to read 'M. Grogan'.

Headteacher

Policy shared with staff and shared on the school website: October 2026

'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

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.

Introduction

The Governing Body of St. George's Central CE Primary School and Nursery takes the health, safety and wellbeing of all those on, working from, using our school site or working offsite, seriously.

This policy explains how we manage our responsibilities under the Health and Safety at work etc. Act 1974. The main aim of the policy and its content is to ensure, so far as is reasonably practicable:

- The school environment is a safe place to work from, learn in and visit, without risk to health and safety.
- We provide safe working equipment, procedures and information on significant risks to our employees, students and others who might be affected by what we do.
- We provide training and consult with employees and others on health and safety matters.
- We provide a safe means of access to and from the school.
- We ensure suitable and sufficient risk assessments are completed and communicated.
- We have clear procedures in place to manage incidents and emergencies.
- We monitor our safety performance, review and investigate incidents and near miss events, and learn from findings.
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This statement sets out our commitment to effective health and safety management. It is signed by the Headteacher and ratified by Governors. This policy identifies how the school organises employees to manage health and safety and includes the arrangements for managing risk.

This policy is brought to the attention of, and/or issued to, all employees and other relevant persons by Mrs N Smith, School Business Manager

A copy of this policy is kept in the staffroom and is accessible in the policy section of the school website.

This policy will be reviewed on an annual basis.

This policy operates in conjunction with the following school policies:

- First Aid Policy
- Risk Assessment Policy
- School Uniform Policy
- Invacuation, Lockdown and Evacuation Policy
- Personal Emergency Evacuation Plan (PEEP)
- SGC Bomb Alert/Threat Template and Bomb Threat Checklist
- Partial Lockdown Procedure
- Full Lockdown Procedure
- Visitor Policy

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- Contractors Policy
- Manual Handling Risk Assessment
- Manual Handling Policy
- Working at Heights Policy
- Lone Worker Policy
- Staff Wellbeing Policy
- Display Screen Equipment (DSE) Policy
- COSHH Policy (provided by ISS)
- Asbestos Plan
- Infection Control Policy
- Allergen and Anaphylaxis Policy
- Whole-school Food Policy
- Supporting Pupils with Medical Conditions Policy
- Administering Medication Policy
- School Security Policy
- Data Protection Policy
- Adverse Weather Policy
- Educational Visits and School Trips Policy
- Evacuation Procedure



Chair of Governors
October 2026



Headteacher
October 2026

Health and Safety Responsibilities

School Governors

Wigan Council has ultimate responsibility for health and safety matters in the school, but delegates responsibility for strategic management to the school's Governing Body. The Governing Body delegates operational matters and day-to-day tasks to the Headteacher and employees.

Responsibilities include:

- Reviewing the health and safety policy by undertaking tasks such as:
 - reviewing the Health and Safety Policy annually to ensure it remains current and reflects legislative and operational requirements.
 - evaluating the effectiveness of the policy and its implementation across the school.
 - undertaking governor health and safety monitoring visits with school leaders.
 - monitoring the completion of actions arising from audits, inspections and risk assessments.
 - receiving reports on statutory health and safety compliance checks.
 - seeking assurance that appropriate health and safety training is provided to staff.
 - reporting findings, challenge and recommendations to the governing body.
 - ensuring the policy supports a safe environment for children, staff, visitors and contractors.
- Take reasonable steps to ensure that the school is following other health and safety policies and procedures by:
 - monitoring compliance with fire safety procedures and evacuation arrangements.
 - checking that risk assessments are in place, reviewed regularly and acted upon.
 - reviewing arrangements for educational visits and off-site activities.
 - monitoring site security, visitor management and safeguarding-related safety measures.
 - ensuring procedures for reporting and investigating accidents and incidents are being followed.
 - seeking assurance that statutory inspections and maintenance checks are completed on time.
 - monitoring arrangements for first aid, medicines administration and pupil welfare.
 - reviewing contractors' compliance with health and safety requirements when working on site.

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- ensuring that health and safety concerns raised by staff, pupils or visitors are appropriately addressed.
- verifying that the school has effective systems for communicating health and safety expectations to staff and visitors.
- following up on recommendations arising from audits, inspections or external reviews.
- providing challenge and support to school leaders where improvements are required.
- Confirm that employees and others receive suitable and sufficient information, instruction and training to enable them to carry out their health and responsibilities.
- Seek assurance that the school has access to competent health and safety advice and support as required under Section 7 of the Management of Health and Safety at Work Regulations.
- Promote a sensible approach to health and safety, making use of competent health and safety advice when required.
- Work in close partnership with the Headteacher and Senior Leadership Team to support sensible health and safety management and to seek assurance as appropriate.
- Review accident, incident and near miss events and where needed, seeking clarity on action on reporting and investigation.

Our named Health and Safety Governor is **Mr Paul Costello**.

Headteacher

The Headteacher is responsible for the management of health and safety across the school site and all activities. They will:

- Ensure that they are aware of all significant hazards and risks on their school site and ensure these are managed so far as is reasonably practicable.
- Take immediate action when significant hazards are reported.
- Report on health, safety and welfare matters to the Governing Body, noting incident reporting, significant hazards, risks and actions needed.
- Ensure employees have completed relevant health and safety training.
- Ensure that appropriate funds and resources are allocated to ensure effective health and safety procedures, repairs and maintenance in the school.
- Ensure all health and safety procedures are reviewed and communicated to employees and others who might need to be aware of the information.
- Ensure that all employees are provided with suitable, safe and maintained equipment to complete their work.
- Ensure that all products brought onto site are safe for use and stored in a safe way.
- Ensure that the school has access to competent health, safety and wellbeing advice and support as required under Section 7 of the Management of Health and Safety at Work Regulations.
- Ensure that the school premises and external areas are maintained, compliance checks are completed, the building is safe for use and regularly inspected.
- Promote a positive and open health and safety culture in school.
- Complete management checks and other monitoring activities to ensure that policies and procedures are being followed.
- Ensure procedures and risk management arrangements are in place for the management and recording of educational visits.
- Ensure that emergency procedures are in place, regular drills are completed and learning points are communicated.
- Ensure that in their absence, health and safety responsibilities are delegated to other employees.

Deputy Headteacher

In the Headteacher's absence, the Deputy Headteacher will undertake the Headteacher's responsibilities.

School Business Manager

The School Business Manager will:

- Be the main focal point for day-to-day health and safety matters, giving advice or signposting to sources of advice.
- Help the headteacher develop, implement and review health and safety policies and procedures.
- Complete monitoring and management checks on the Facilities Manager/Site Manager/Caretaker's compliance checks, highlighting or escalating any issues to the Headteacher for their action.
- Ensure external compliance checks and essential building risk assessments are in place and actions taken and recorded, e.g. fire risk assessment, legionella risk assessment, asbestos management survey, glazing survey, building survey, electrical

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testing, gas safe checks, etc. This list is not exhaustive.

- Complete and record health and safety inductions.
- Develop and implement a health and safety training plan to ensure employees have sufficient training to complete their roles (including Fire Warden and First Aid cover).
- Be the main point of contact with Wigan Council's Health and Safety Team and liaise with outside agencies that offer expert advice.
- Ensure incidents are reported and investigated using the Council's incident reporting system.

Senior Leadership Team

SLT will support the Headteacher and will:

- Ensure risk assessments (for work areas under their control) are suitable and sufficient and reviewed annually.
- Ensure risk assessments are communicated to the School Business Manager.
- Complete inspections of their work areas every day reporting issues to School Business Manager.
- Deal with unsafe/hazardous practices, equipment or building issues and report to the Headteacher, especially if they remain unresolved.
- Ensure their employees complete health and safety training where needed for their role; a training record should be kept.
- Set a good example and provide guidance and support to employees on health and safety matters.
- Assist with incident investigations.

All Employees

Employees will:

- Take care of their own health, safety, and wellbeing and that of any other person who may be affected by their actions.
- Follow the training they have received when using any work equipment or systems provided by the employer.
- Follow health and safety procedures and ensure risk assessments are followed and understood.
- Report practices, equipment or physical conditions that may be hazardous to their line manager/appropriate employee.
- Understand emergency evacuation procedures, feel confident in implementing them and know how to raise any concerns.

The Site Manager/Caretaker

The Site Manager/Caretaker will:

- Complete daily/weekly/monthly compliance observation and monitoring and safety checks, keeping records of findings and actions taken.
- Support the School Business Manager with external compliance checks and essential building risk assessments.
- Ensure any work that has health and safety implications is prioritised. Speak to the Headteacher/School Business Manager for advice where needed/to discuss actions.
- Report any health and safety concerns to the Senior Leadership Team immediately.
- Ensure that all work under their control is undertaken in a safe manner.
- Comply with the school evacuation and invacuation procedures.
- Ensure all employees are aware of safe working practices within their work area, especially regarding reporting of hazards.
- Ensure that any unsafe practices cease with immediate effect.
- Investigate any specific health and safety issues, take remedial action and report findings to the Headteacher/School Business Manager.
- Ensure all contractors are 'inducted' and shown the relevant risk assessments, e.g. asbestos management survey and are made aware of any hazards, e.g. fragile roofs in the areas where they will be working.

The Health and Safety Team

- Wigan Council acts as the school's competent person under the Management of Health and Safety at Work Regulations.
- The Council will provide services to schools as per their Service Level Agreement/contract. A list of services include:
 - support with procedures and arrangements.
 - Support with inspection and audit arrangements.
 - Assistance with risk assessments of school activities.

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- Assistance with review of fire risk assessment.
- Assistance with arrangements for emergency response procedures.
- Assistance with incident investigations and statutory reporting.
- Return to work risk assessment advice.
- Legislation updates with guidance.
- Assistance and advice for dealing with enforcement agencies.
- Assistance and advice for dealing with insurance investigations.
- Guidance for managers and governors that encourage a positive safety culture.
- Gateway to additional health and safety services.

Contractors

All contractors who will be working onsite will receive a health and safety induction by the School Business Manager: the induction must be recorded. Where possible, work will be undertaken out of school hours/during holidays and the school will, where possible, use contractors who have previously worked with the school and are familiar with the site.

Contractors will be provided with copies of relevant school risk assessments/documentation as needed, e.g. Health and Safety Policy, asbestos management survey, etc. Contractors will report to the School Business Manager, including providing relevant information and reporting concerns.

Contractors must provide risk assessments and if required, safe systems of work. Contractors will be vetted for competency. The School Business Manager will request, gather, and review contractor documents before they commence work, dependant on the role they will complete. This may include, insurance cover, DBS checks, risk assessments and safe systems of work, references for similar work etc. Construction /large scale works will be project managed by the Headteacher and the School Business Manager.

Additional health and safety responsibilities

Legionella Testing:	ISS Site Manager (with support from Mrs N Smith)
Fire Officer (Darlington Street: school site):	Mrs N Smith Mr M Grogan
Fire Officer (Lancaster Avenue Nursery):	Miss S A Cowley Mrs R Helme
First Aid Officers:	Mrs L Renton Mrs Smith

Appointed Persons with First Aid Qualifications: Darlington Street site)

Paediatric First Aid Trained:	Mrs L Sherwood – Nursery (undertaken: October 2026)
	Mrs L Skinner – Nursery (undertaken: July 2025)
	Mrs T Tuffin – Nursery (undertaken: December 2025)
	Miss K Beswick – Reception (undertaken: October 2024)
	Miss L Firth – Reception (undertaken: December 2025)
	Mrs A Royle – Reception (undertaken: October 2026)
	Miss N Taylor – Reception (undertaken: November 2025)
	Miss K Bonner – KS1 (undertaken: December 2025)
	Miss R Derighetti – KS1 (undertaken: October 2024)
	Miss B Tomines – KS1 (undertaken: December 2025)
	Mrs O'Brien (undertaken: March 2026)

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'Full' First Aid Training undertaken:

Mrs T Leech – KS1 (undertaken: October 2026)
Miss G Cohen – KS2 (undertaken: October 2024)
Mrs A Malley – KS2 (undertaken: October 2026)
Miss R Offord – KS2 (undertaken: October 2026)
Mr R Trew – KS2 (undertaken: October 2026)
Mrs N Smith – Office (undertaken: October 2026)
Mrs L Renton – Office (undertaken: November 2025)
Miss O Peaty (undertaken: November 2025)
BeWell staff

Forest School:

Appointed Persons with First Aid Qualifications: Lancaster Avenue Nursery site)

Paediatric First Aid Trained:

Miss S A Cowley (undertaken: July 2025)
Miss J Gaskell (undertaken: July 2025)
Mrs R Helme (undertaken: July 2025)

All members of the teaching/non-teaching and welfare staff have:

- received emergency first aid training
- undertaken Allergy & Anaphylaxis Training (February 2026). This is booked to take place again in January 2027

See whole school staff training log for further details

Health and Safety Arrangements

Additional procedures referred to in this section can be found [here](#). Employees must read and follow these procedures.

Accidents and Incidents

All incidents which occur as part of school activities involving employees, students and others should be reported. This includes:

- Accidents
- Hate crime / discrimination
- Inappropriate behaviour
- Near misses
- Occupational disease
- Restraint
- Self-harm
- Violence

St. George's Central CE Primary School and Nursery follows Wigan Council's incident reporting procedure to record all of the above types of incidents. The Headteacher has overall responsibility for ensuring incidents are investigated, sharing findings, reviewing risk assessments and reporting incidents to the HSE under RIDDOR where applicable.

Adverse weather

The Site Manager/Caretaker to order grit/rock salt, prior to the winter season The first phase of gritting will prioritise those areas which are most used by children and staff. This includes the main entrance of the school, as well as the following areas:

- Pathways
- Side gates
- Classrooms
- Nursery area

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The second phase of gritting will include areas that are not covered by phase one but are likely to be used. These include, but are not limited to, the following areas:

- Car Park
- Remainder of the playground

The Headteacher will decide which areas of the school are designated 'first phase' and 'second phase' for gritting. Points of higher risk of injury in the event of snow and ice will be identified by the caretaker, such as entrances, exits and playground areas, and prioritised for clearance or gritting.

The caretaker will ensure that the identified areas have been gritted and are safe for use. Any areas that have not been cleared or gritted will be clearly marked or cordoned off to prevent staff, pupils and visitors from entering.

The supply of grit is monitored to ensure that there is a sufficient amount to clear ice and snow if these occur – if supplies are low, the School Business Manager is notified. The site manager will also ensure that there are adequate supplies of equipment, e.g. shovels and gloves, to support gritting and clearance of key routes through the premises. Any damaged or defective equipment will be reported to the School Business Manager to be replaced. A record will be made of the areas that have been gritted, along with the frequency of gritting.

During the Summer Term, when temperatures reach above 25 degrees Celsius (°C), everyone working at or attending the school will be encouraged to protect their face, neck and ears using a sun-safe hat with a wide brim. Baseball caps or visors are not considered sun-safe hats.

Children will be permitted to wear their School PE kit during this time. Children without sun-safe hats will only be permitted to play in an area protected from the sun, unless a sun-safe hat has been provided. Children not wearing sun-safe clothing will be required to play in an area protected from the sun, if spare clothing cannot be provided.

Asbestos

This school does not have asbestos.

Classroom Safety

Employees are responsible for ensuring their classroom and other areas are safe including:

- Escape routes are kept free with no obvious trip hazards.
- Combustibles do not build up and are not left on/near heat sources.
- Risk assessments for classroom activities are valid and followed.
- Any significant risks in classroom/areas of responsibility are reported.
- Locking classrooms with significant hazards when not in use.

Any health and safety concerns or issues must be immediately reported to the Site Manager/Caretaker and/or the School Business Manager

Control of Substances Hazardous to Health (COSHH)

St. George's Central CE Primary School and Nursery has a duty to manage all hazardous substances and follow Wigan Council's and ISS's COSHH procedure. In summary, the school will:

- Maintain a full COSHH inventory with safety data sheets and [risk assessments](#) for all items. This is located in the caretaker's room
- Ensure employees use, store and dispose of hazardous products safely and in accordance with instructions on the product label.
- Ensure PPE is provided and guidance is given on safe use, storage and maintenance.
- Have emergency procedures including spill kits.
- Use CLEAPSS for technical guidance.

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Critical Incidents/Business Continuity

St. George's Central CE Primary School and Nursery has a Critical Incident/Business Continuity Policy, identifying procedures to follow to ensure an effective response in the event of a critical incident/business disruption.

This policy identifies arrangements for; employee and pupil welfare, safeguarding employees, children, and visitors, minimising disruption to education, ensuring effective communication and co-ordination, maintaining essential school functions, recovery and return to normal operations.

This is located in the School Business Manager's office.

Display Screen Equipment (DSE)

As part of looking after the health, safety and welfare of employees whilst at work, the school follows Wigan Council's [DSE Procedure](#). Employees who use computers for continuous periods (of at least an hour or more at a time) complete a [DSE self-assessment](#) to help use DSE equipment safely and follow good [DSE practice](#). DSE training is provided to users.

Educational Visits

St. George's Central CE Primary School and Nursery follows Wigan Council's Educational Visits Policy and Guidance Procedures. School will:

- Have a named Educational Visits Co-ordinator (EVC) and experienced visit leaders managing trips.
- Select suitable providers to meet the individual and group needs of the people attending as far as is reasonably practicable.
- Plan visits and carry out risk assessments in line with national guidance.
- Use Evolve to record visit planning for lower risk visits such as day trips and for higher risk visits that require Local Authority approval (adventurous, residential and overseas).

Electrical Equipment

St. George's Central CE Primary School and Nursery follows Wigan Council [Electrical Safety Procedure](#). Employees are responsible for ensuring that they use and handle electrical equipment safely and sensibly and visually check equipment before using. Any potential hazards will be reported to Site Manager/Caretaker and School Business Manager immediately and equipment taken out of use.

Portable appliance tests (PAT) and Fixed Installation Tests are completed by competent contractors. Tests are arranged by the School Business Manager and any follow up actions are completed by the School Business Manager. The school retains records of all test certificates.

Fire Safety

St. George's Central CE Primary School and Nursery has a separate fire evacuation procedure. PEEP's (Personal Emergency Evacuation Plans) are completed for employees, students, or visitors that need support to evacuate the building in an emergency. The fire evacuation procedure lists who our fire wardens are, who the Incident Controller(s) is/are and who can provide support in a fire situation. It records who completes our fire safety checks and how fire drills will be managed. The procedure can be found in each area of school.

The school has a current suitable and sufficient fire risk assessment in place, completed by **Fire Comply** on **4th February 2026** and will also be reviewed by Wigan Council in **November 2026**.

Emergency evacuations are practiced at least once a term. The fire alarm is a loud continuous bell.

New employees will be trained in fire safety as part of their induction and then every two years. At our first team meeting each September, we discuss our emergency procedures as a whole school.

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First Aid

St. George's Central CE Primary School and Nursery follows Wigan Council's [First Aid Procedure](#). [A first aid needs risk assessment](#) has been completed to identify the first aids needs required, including controls for managing anaphylaxis. Managing medication and supporting students with additional needs is documented in a separate policy. The first aid procedure identifies:

- Who our current first aiders are.
- What training they receive and when (training records are retained).
- Where our first aid kits are located.
- First aid kit contents.
- Who checks and maintains the kits.

Gas Safety

The installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer. This includes the Gas Central Heating system in the Boiler Room.

All service, repair and test records are retained by the School Business Manager.

All rooms with gas appliances are checked to ensure that they have adequate ventilation, shut-off valves are easily identifiable, and relevant employees are instructed on how to use.

Health and Safety Induction

Anyone who starts work on the school site will receive a health and safety induction. This will be provided by the School Business Manager. The induction is recorded, and records are retained in the School Business Manager's room. The induction includes, but is not limited to:

- Health and safety arrangements.
- Who (and how) to report concerns to.
- Emergency procedures.
- First aid arrangements.
- Incident reporting procedures.
- Safeguarding and security.

Relevant health and safety information will be provided to students, e.g. in curriculum food tech, design tech, science and to visitors.

Health, Safety and Wellbeing

St. George's Central CE Primary School and Nursery recognises that staff well-being is an important element of health and safety. We are committed to promoting a positive and supportive working environment, reducing workplace stress where possible, and supporting the mental health and well-being of all employees. Leaders and governors will monitor workload, encourage a healthy work-life balance, provide appropriate well-being support, and ensure that concerns relating to stress, mental health or well-being can be raised and addressed appropriately. Staff are encouraged to seek support when needed and to contribute to a culture of mutual respect, openness and well-being across the school community.

Infectious Diseases, Infection Prevention and Control

We follow national guidance published by the UKHSA (Health Security Agency) when responding to infectious disease and infection control issues. In cases of infectious diseases, the school will follow recommended exclusion periods identified by schools' Public Health team.

We manage good hygiene and infection prevention control by encouraging employees, students and anyone else affected by school activity to follow good practices:

- Good hygiene.
- Good respiratory hygiene.
- Cleaning and disinfection.
- Ventilation of enclosed areas.

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Insurance

St. George's Central CE Primary School and Nursery purchases insurance through Manchester Diocese, Wigan Council (Maven: Public Liability Insurance) This includes employer liability and public liability. If employees have any questions regarding insurance cover, they should speak to the School Business Manager in the first instance.

The school have obligations to visitors under the Occupiers Liability Act to do what is reasonably practicable to ensure the safety of all visitors especially children/young persons. This includes obligations under the Occupiers Liability Act.

Legionella

A legionella risk assessment has been completed in September 2026 by Integrated Water Systems. The Headteacher and Site Manager will ensure recommendations in the legionella risk assessment are acted upon and recorded within the assessment. Concerns regarding legionella management are reported to Mrs N Smith, School Business Manager.

This risk assessment will be reviewed annually and when significant changes have occurred to the water system and/or the building.

The risk of legionella bacteria is managed by:

- quarterly disinfection of shower head
- monthly temperature checks
- weekly outlet flushing
- TMVs Testing

The Site Manager/Caretaker will report any issues and temperature anomalies to the School Business Manager so corrective action can be taken.

Mrs N Smith (School Business Manager), Miss S A Cowley (Lancaster Avenue Nursery Manager) and Mrs Helme (Lancaster Avenue Deputy Nursery Manager) will complete legionella awareness training annually.

Lettings

St. George's Central CE Primary School and Nursery hires out part of its building(s) to 'Care, Love, Learn Childcare' for wraparound and holiday provision. Where areas of the school are leased or hired to a third-party provider, suitable arrangements will be in place to ensure the health, safety and welfare of all users.

The school will ensure that:

- A formal lease, licence or letting agreement is in place which clearly defines the areas of the site permitted for use, access arrangements, responsibilities and conditions of occupation.
- Relevant health and safety information is provided to third-party users, including emergency procedures, fire evacuation arrangements, first aid procedures, safeguarding requirements, asbestos information where appropriate, and site-specific risks.
- Third-party providers supply copies of suitable and sufficient risk assessments relating to their activities and review these regularly.
- Appropriate public liability and employer's liability insurance is maintained by the third-party provider, with evidence provided to the school on request.
- Clear arrangements are agreed regarding security, access control, locking and securing the premises, reporting defects, and responding to emergencies.
- Fire safety responsibilities are clearly defined, including evacuation procedures, use of fire exits, fire alarm arrangements, and the reporting of fire safety concerns.
- Any accidents, incidents, near misses, safeguarding concerns or health and safety issues occurring during the period of occupation are reported to the school in accordance with agreed procedures.
- The suitability of third-party arrangements is monitored and reviewed periodically to ensure compliance with health and safety requirements.

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Third-party organisations occupying or using school premises are responsible for the health and safety of their employees, volunteers, contractors and participants whilst undertaking their activities and must comply with all relevant health and safety legislation and the conditions of their agreement with the school.

‘Care, Love, Learn Childcare’: Wraparound Childcare Provider

‘Care, Love, Learn Childcare’ operates from the school site under a formal agreement. ‘Care, Love, Learn Childcare’ will be responsible for the day-to-day health and safety management of its provision.

‘Care, Love, Learn Childcare’ must:

- Maintain suitable policies and procedures for health and safety, fire safety, first aid and safeguarding.
- Provide evidence of appropriate insurance cover.
- Complete and review risk assessments for all activities and areas under its control.
- Ensure staff receive appropriate health and safety training.
- Follow agreed site security arrangements.
- Co-operate with the school on matters affecting shared areas, emergency procedures and any health and safety concerns.

The school and ‘Care, Love, Learn Childcare’ will work collaboratively to ensure that arrangements for the shared use of the premises are effective and that any risks arising from the use of the site are appropriately managed.

Lockdown (including invacuation)

St. George’s Central CE Primary School and Nursery has a separate procedure for lockdown and invacuation, as part of emergency response and planning arrangements. Invacuation; the procedure is used when there is a threat outside of the school building or grounds. The purpose is to swiftly move everyone indoors to a safer environment and prevent exposure to external hazards. Access to the school is secured to prevent hazards entering the school building.

Lockdown; this procedure is used to safeguard everyone on the school premises to actual or potential threats by securing the school premises, restricting movement, maintaining effective communication, and ensuring a coordinated response until the incident is resolved and the all-clear is given.

Staff are provided with: SGC Invacuation, Lockdown and Evacuation ‘specific’ Procedures

Lone Working

St. George’s Central CE Primary School and Nursery has a Lone Worker Policy in place. Some employees may lone work with the approval of the Headteacher. The definition of lone working is a work activity carried out without direct supervision or the support of others. Lone working may include:

- Working earlier or later than other employees or opening and locking up alone.
- Home or site visits.
- Weekend working.
- Working in a single occupancy office/isolated area in school.

Our Lone Worker Policy includes a list of approved lone working activities and precautions and work methods to be followed.

All lone work must be approved, and risk assessments completed and regularly reviewed every. Higher risk activities, e.g. if there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about a task/work activity, this must be postponed until other employees are available.

If lone working is to be undertaken, check in procedures with a colleague will be in place.

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Manual Handling

St. George's Central CE Primary School and Nursery follows Wigan Council's [Manual Handling Procedure](#). [Risk assessments](#) are completed for manual handling activities and reviewed annually. All employees who complete manual handling activities will complete manual handling training annually.

St. George's Central CE Primary School and Nursery has a separate procedure/risk assessment for supporting and handling children with additional needs (PEEP).

Medication

St. George's Central CE Primary School and Nursery have procedures for managing and supporting students with medical needs in school. If the school are asked to provide prescribed medication to students, parent/carers consent is required.

Where required, employees must read and follow additional school guidance and speak to the School Business Manager.

PE and Play Equipment

Risk assessments are completed for using PE and play equipment and communicated to employees and children. The school has an inventory of all PE and play equipment in school, retained by the School Business Manager.

All staff will demonstrate how PE equipment is used and stored. Staff will complete pre-use observations of PE equipment when in use. They will report any issues or findings to the School Business Manager. Inspection and service records are undertaken and retained by the School Business Manager.

Play equipment is inspected by the Caretaker/Site Manager and records are retained. Play equipment (including impact absorbent surfacing) is serviced annually by the Local Authority and records are retained by the School Business Manager. Children are supervised when using play equipment by assigned staff.

Personal Protective Equipment

St. George's Central CE Primary School and Nursery follows [Wigan Council's PPE Procedure](#). Where a risk assessment identifies that employees or students must use PPE to complete tasks safely, this will be provided by the school. Where needed, employees will be advised how to use and store PPE. Employees must report any concerns regarding PPE to the School Business Manager.

The School Business Manager is responsible for purchasing PPE for school employees. All gloves purchased must be non-latex.

Pregnant/New and Expectant Mothers

St. George's Central CE Primary School and Nursery follows [Wigan Council's Guidance](#). A risk assessment will be completed when an employee notifies the school that they are pregnant. The School Business Manager will complete the risk assessment and liaise with relevant employees to discuss the actions required. The risk assessment will be reviewed throughout the pregnancy and will include controls for employees who are breastfeeding when they return to work.

Risk Assessment

St. George's Central CE Primary School and Nursery follows [Wigan Council's Risk Assessment Guidance](#). Risk assessments will be completed for all activities and tasks where significant risks are identified. Appropriate controls must be documented, implemented, monitored and managed, and concerns must be reported immediately to the Headteacher/School Business Manager.

Risk assessments will be completed for employees and students where required; responsibility is delegated to specific employees where they have the knowledge, skills and training to complete them.

Risk assessments will be reviewed regularly/in line with the level of risk e.g. every **(12 months)** or sooner if required, e.g. following an accident/incident, near miss, changes in equipment, process or legislation.

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Risk assessments will be shared with relevant persons e.g. employees, contractors or visitors. Previous risk assessments will be archived.

Sharps

St. George's Central CE Primary School and Nursery follows [Wigan Council's Sharp's Procedure](#). This includes procedures for finding/collecting discarded needlesticks, e.g. location of sharps kit and contents, where needlesticks are stored, how they are collected/disposed of etc.

The use of any sharp equipment used as part of the curriculum will be risk assessed and communicated to employees and children by the School Business Manager. Sharp equipment used by children in lessons will be counted out and in by employees and any missing items must be reported to the class teacher and the School Business Manager.

All sharp equipment used by the site team (screwdrivers, drills, etc.) must be securely stored Site Manager/Caretaker Room. Risk assessments are completed for work tasks involving sharp equipment and consideration given for safe use, e.g. not leaving equipment unattended at any time.

Site Safety and Security

The Headteacher, School Business Manager and the Site Manager/Caretaker are responsible for the security of the school site in and out of school hours. They are responsible for responding to the intruder and fire alarms. Mr M Grogan (Headteacher), Mr S Parry (Site Manager/Caretaker), Mrs N Smith (School Business Manager), Mrs O O'Brien (Deputy Headteacher), Mrs A Malley (Assistant Headteacher) and H Taylor (Care, Love, Learn Childcare) are key holders for our Darlington Street site. Mr M Grogan (Headteacher), Mr Mrs N Smith (School Business Manager), Miss S A Cowley (Nursery Manager) and Mrs R Helme) are key holders for our Lancaster Avenue Nursery site.

Crest Security will respond to an emergency.

Access control is managed and unauthorised access on the school site is prohibited. The school will ensure the grounds are checked frequently; hazards will be reported to the Headteacher/Senior Leadership Team and actioned by the School Business Manager. The school perimeters will be checked and maintained to ensure fencing/gates are maintained and act as a deterrent to unauthorised access.

Smoking

Smoking, including vaping, is not permitted anywhere on the school premises.

Transportation Management

Describe how transport onsite and during pick-ups and drop-offs will be managed. Link to transportation policy, school travel plan, risk assessments, supervision, notes to parents/carers.]

Working at Height

St. George's Central CE Primary School and Nursery follows Wigan Council's [Work at Height Procedure](#). Work at height must be properly planned, supervised and carried out by competent people with the training, skills, knowledge and experience to do the work. Risk assessments are completed for all work at height tasks.

In this school we have the following equipment: **2 x stepladders**.

To complete work at height, the Site Manager/Caretaker has completed the following training:

- Ladder training
- Working at Heights training

All employees must complete visual pre-use checks for work at height equipment, reporting any concerns to the School Business Manager or the Caretaker/Site Manager who will be responsible for demonstrating this to employees.

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Every month, dependent on use, storage arrangements, etc. the [Caretaker/Site Manager will complete a formal inspection of all ladders and step stools. Ladders that are unsafe/are not the correct rating will be taken out of use and removed from site. Wooden ladders are not used. Contractors are expected to provide their own ladders/equipment for working at height, school ladders will not be used by contractors.

Violence

We believe that anyone within the school should not tolerate violent or threatening behaviour.

All employees must report any incidents of aggression or violence directed to themselves or others to their key phase leader/Headteacher immediately. This applies to violence from children, visitors or other employees. An incident form must be completed and incidents will be investigated.

Monitoring and review

The governing board, headteacher and DSL will review this policy in full on an annual basis and following any health and safety incidents.

The next scheduled review date for this policy is September 2027.

Any changes made to this policy are communicated to all members of the school community.

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