



HEALTH AND SAFETY POLICY 2021/ 2022

General Statement: The school is committed to the safety and welfare of all persons who attend the school site at any time. As a result the school will adhere to the Wigan Health and Safety Regulations. A full copy of these regulations can be obtained from the school office.

Health and Safety Officer. Mrs J Hankinson

Headteacher Mrs J Hankinson

Named Governor Mrs G Richards

Regular inspections are carried out, but all people' on-site need to be vigilant and report any cause for concern.

Reporting of causes for concern: There is a file in the office containing report forms for Health and Safety purposes. This form should be filled in and passed to the Health and Safety Officer. Although minor problems can be referred directly to the site manager. Where necessary the site manager should refer causes for concern to the H.S.O or to the Headteacher.

Caretaker Mr G Parsons
School Business Manager Mrs E Latham

Fire Drills: Procedures for fire drills are posted in each room and a copy is provided in the staff handbook. Any concerns or failure of equipment should be reported to the H.S.O (Mr C. Round) in the appropriate manner. Teaching staff should remind their classes on a regular basis of the fire drill procedures.

Accidents in School: All accidents in school should be recorded in the accident book. Where appropriate the school office should also be informed. Via the SBM – Mrs Latham.

In the event of accidents requiring first aid, this should only be administered by the schools qualified first-aiders.

Electrical Equipment: All electrical equipment is inspected periodically, any equipment that is given a fail must not be used, until the appropriate repairs have been carried out.

Staff using electrical equipment should also be aware that they must check:

- i) That the cable outer covering is totally undamaged (i.e. no nicks, cracks or joins).
- ii) That the plug and appliance outer casing are undamaged.
- iii) That the outer sheath of the cable is securely held by the grills in the plug cable hole.

Equipment must not be plugged in unless the checks have indicated that there are no individual problems. If any member of staff has any doubts about the safety of an appliance they should return it immediately to its keeper.



Staff should not allow students to bring their own portable electrical equipment to school, for use in school unless they can supply a current safety certificate.

Educational Visits Co-ordinator

All off-site visits need the relevant risk assessments carrying out. Generic copies are in the Pupil Office. Any staff in charge of off-site activities must have their risk assessments for those activities signed and checked by the head teacher.

Outside Agencies: Outside agencies should provide their own insurance, or arrange insurance through the schools Community Liaison Officer.

Any outside Agency intending to use its own electrical equipment must provide a current safety certificate.

Finally, we are all responsible for each other's Health and Safety. Be vigilant, if in doubt refer it or report it.

Control of Substances Hazardous to Health (COSHH):

Caretakers and cleaners should store all substances in a safe manner. The caretaker should ensure that all chemicals within the faculty are stored and used in accordance with relevant safety procedures.

Fire Prevention:

The school Fire Officer is to conduct a fire practice once per term. Fire alarms to be tested regularly. All drills and tests to be recorded. All flammable materials to be correctly stored. Emergency lighting to be checked monthly and magnetic door locks to be checked monthly.

Field Trips and Visits:

A member of staff to 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, recorded and helpers briefed.

General Housekeeping: All materials and equipment to be put away and stored safely after use. Cleaning, maintenance and repair activities 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.

Ladders and Access Equipment:

To be checked every six months by caretaker. Faulty equipment will not be used until repaired.

Lifting and Manual Handling:

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 to be used.

Personal Protective Equipment:



Appropriate PPE, where provided, for use by pupils and staff, must be worn and used correctly. Any faults to be reported to the teacher in charge.

PE Activities:

Supervision, conduct and use of equipment to be used within the guidelines laid down in the LEA manual, and BAALPA publications.

Risk Assessments:

All staff are to carry out appropriate risk assessments of the activities they undertake, record and where necessary, inform other colleagues and the Headteacher.

Supervision of pupils during Non-Curriculum Time:

Supervision ratio during play/lunch break will be KS1 3 adults; KS2 4 adults. The Headteacher is responsible for appointing and briefing staff for supervision duties, Welfare duties and responsibilities.

Smoking:

All smoking including e-cigarettes is prohibited anywhere on school premises and during school visits/field trips.

Security:

All visitors are to report to the school reception, to book in and out. All visitors will be escorted whilst on school premises. CRB clearance for visitors will be requested as appropriate.

Safety Committee:

The Safety Committee will conduct inspections and monitor the maintenance of the premises, develop and implement appropriate safety procedures.

Swimming:

During swimming activities, the staff/pupil ratio will be not greater than 1:20. At least one adult will be female. Transport arrangements will be in line with LEA guidance.

Transport:

At all times, whenever vehicle transport is required to be used by the pupils and staff, all passengers, regardless of age, will be provided with one seat each, and seat belts will be worn.

Safeguarding:

The school has a comprehensive Safeguarding Policy which now forms a separate part of the Health and Safety Policy. All staff and regular visitors (where appropriate) are given a copy of this policy and sign a declaration to confirm that they have read it.

J Hankinson
Headteacher