

ST. LUKE'S CHURCH OF ENGLAND PRIMARY SCHOOL



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'Following in God's way, Learning day by day, Working with one another, Caring for each other'

Health, Safety and Welfare Policy

Date of Policy: 2024
Review Date : 2025

St Luke's is built on a core set of Christian values, where children feel happy and cared for. Here they find, love, joy, hope and peace.

John 13: 34-35 says, 'Love one another. As I have loved you... By this everyone will know that you are my disciples.'

So at St Luke's we aim to be disciples by:

At St. Luke's C.E. Primary School we are:
Following in God's way
Learning day by day
Working with one another
Caring for each other

Health and Safety is embedded in our school ethos and shared and accepted by all staff, pupils, governors and the school community

1 Intent

- 1.1 The health, safety and welfare of all the people who work or learn at our school are of fundamental importance. Our intent is to provide a safe, secure and healthy working environment for everyone; establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site; have robust procedures in place in case of emergencies and ensure that the premises and equipment are maintained safely, and are regularly inspected. The governing body, along with the LA, takes responsibility for protecting the health and safety of all children and members of staff.

2. Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation:

[The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings

[The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees

[The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training

[The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health

[The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept

[The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test

[The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register

[The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff

[The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

The school follows [national guidance published by Public Health England](#) when responding to infection control issues.

Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#).

3 The school curriculum

- 3.1 We teach the children about health and safety in order to equip them with the skills, knowledge and understanding that will enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard as part of the normal school curriculum. For example, we teach children about the danger of fire, and how to avoid accidents. Likewise, through the science curriculum we teach children about hazardous materials, and how to handle equipment safely.
- 3.2 We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in PSHE lessons, and we reinforce these points in design and technology, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons.
- 3.3 Health and safety issues also arise when we teach care for the environment, and awareness of the dangers of litter. Children in Key Stage 2 receive both drugs education and relationship and sex education (see the PHSE, Drug Education and Relationships Sex Education policies).
- 3.4 We believe that everybody in our school can and should promote everybody else's safety, so we teach children to spot hazards in the classroom or around the school, and inform their teacher.
- 3.5 Our school promotes the spiritual welfare and growth of the children through the RE curriculum, through special events, such as harvest festivals, and through the daily act of collective worship.
- 3.6 Each class has the opportunity to discuss problems or issues of concern with their teacher. Teachers use circle time to help children discuss and overcome any fears and worries that they may have. These concerns are handled with sensitivity.

4 School meals

- 4.1 St Luke's provides the opportunity for all children to have a healthy nutritious meal at lunchtime. This is provided free of charge (Universal Free School Meals) to all children in Reception and KS1. If parents of children in KS2 are in receipt of Income Support, Job seeker's allowance, support under the Immigration and Asylum Act of 1999, or Child Tax Credit (with income below a certain limit) they may claim free school meals for their children.

- 4.2 If children choose to bring their own packed lunch, we provide them with a suitable place to eat it and we supervise them during this time.
- 4.3 St Luke's promotes a healthy lifestyle. As sweets and sugary or fizzy drinks can damage children's teeth, these are not allowed in school.
- 4.4 St Luke's promotes a nut free environment to minimise the risk to children and adults with serious nut allergies. We encourage parents and carers sending packed lunches to exclude any products that may contain nuts.

5 School uniform

- 5.1 It is our policy that all children wear the school uniform when attending school, or when participating in a school-organised event, even if outside normal school hours (unless messy activities are to be undertaken). We agree the requirements for school uniform with parents, and we review these requirements regularly.
- 5.2 We always take a sensitive approach where regulations regarding uniform conflict with a child's religious or cultural beliefs. We recognise cultural diversity and in this respect, we do not discriminate on grounds of race, creed or gender.
- 5.3 It is the responsibility of the Headteacher to ensure that the school uniform policy is enforced. It is not, however our school policy to exclude children from the school if they, for whatever reason, do not have the proper school uniform. On class PE days pupils are expected to attend school on that day wearing the appropriate PE kit (please see uniform policy).
- 5.4 We ask parents to equip their children with the necessary uniform and school equipment. If a child repeatedly attends school without the correct uniform, we will inform parents and request that they make sure their child leaves home with the proper uniform on. If a parent is in financial difficulties, and this results in a child not having the correct uniform, or not having adequate equipment, our school will do all it can to support the parent. We ask parents not to send their child to school with 'extreme' hairstyles, or the sort of appearance that is likely to draw attention. We ask parents to discuss their child's appearance with us if there are any religious issues involved that we might be unaware of (please see uniform policy).
- 5.5 On grounds of health and safety we do not allow children to wear jewellery in our school. An exception is wrist watches, when they can be used to help children tell the time. We ask children to remove these during PE and games.

6 Child Protection and Safeguarding

- 6.1 The named personnel with responsibility for Child Protection at St Luke's are Steve Hardaker (Headteacher), Lorraine Derbyshire (Deputy Headteacher), Laura Jones (SEND and Inclusion Leader), Ruth Willis (Acting Before and After School Manager) and Kate Vize (School Business Manager) who liaise with Ken Heaton, our Safeguarding Governor. We will follow the procedures for child protection drawn up by the DFE, LA and the Governing Body.
- 6.2 If any member of staff suspects that a child may be a victim of abuse, they should not try to investigate, but should immediately inform the named personnel in 6.1 about their concerns.
- 6.3 When investigating incidents or suspicions, the person responsible in the school for child protection works closely with social care, and with the Wigan Safeguarding Board. We handle all such cases with sensitivity, and we attach paramount importance to the interests of the child.
- 6.4 We require all adults working in regulated activity within school to have a full enhanced DBS check with children's barred list informations, in order to check that there is no evidence of offences involving children or abuse.

- 6.5 St Luke's follows the most up to date Keeping Children Safe in Education Document and safeguarding guidance on the individual checks and declarations necessary as outlined in Keeping Children Safe in Education. This includes completion of the annual suitability declaration form by all appropriate staff, visitors, volunteers, governors and contractors. All staff are provided with the most up to date of Keeping Children Safe in Education Part 1 as well as school safeguarding and health and safety related policies.
- 6.6 All the adults in our school share responsibility for keeping our children safe. We may on occasion report concerns which, on investigation, prove unfounded. It is better to be safe than sorry, and we trust that parents, while they will naturally be upset, will nevertheless accept that the school acted in the child's best interests.
(See Safeguarding, Child Protection and Early Help Policy)

7 School security

- 7.1 While it is difficult to make the school site totally secure, we will do all we can to ensure that the school is a safe environment for all who work or learn here. We review security measures regularly, and draw upon the advice of experts (e.g. police officers, fire officers, architects and other consultants).
- 7.2 We require all adult visitors who arrive in normal school hours to sign in at the main reception area, agree to our safeguarding requirements which are detailed on our visitor badges and explained prior to entry to the main building and wear an identification badge at all times whilst in the school buildings. Visitors can be identified as wearing a red lanyard and school staff wear blue or green (green denotes first aid trained members of staff).
- 7.3 Teachers will not allow any adult to enter their classroom if the school visitor's badge does not identify them.
- 7.4 If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Headteacher immediately. The Headteacher will warn any intruder that they must leave the school site straight away. If the headteacher has any concerns that an intruder may cause harm to anyone on the school site, they will contact the police.
- 7.5 Members of staff on duty ensure they are on the playground promptly during all break times and lunchtimes so that pupils are supervised at all times and check that the necessary gates are closed. Staff are vigilant in ensuring that children do not leave the school premises or enter any "out of bounds" area where they cannot be seen.
- 7.6 Staff collect children from the playground and lead them into their classroom at the start of the school day and at the end of every break time and lunchtime.
- 7.7 The school purchases the Local Authority security SLA: the intruder and fire alarms are monitored by Custodian and Step Up Security are the authorised out of hours key holders for out of hours incidents and events. They are responsible for visual inspections of the site if an alarm is activated, and for the intruder and fire alarm systems. The Headteacher or the caretaker are key holders and will respond to an emergency.

8 Safety of children

- 8.1 It is the responsibility of each teacher to ensure that all curriculum activities are safe and risk assessments carried out where necessary. Similarly, curriculum coordinators will always be vigilant for hazards concerning equipment or activities related to their area of responsibility. If a teacher or curriculum coordinator has any concerns about pupil safety, they should bring them to the attention of the Headteacher before that particular activity next takes place.
- 8.2 We do not take any child off the school site without the prior permission of the parent.
- 8.3 If an accident does happen, and it results in an injury to a child, staff will do all they can to aid the child concerned, summon appropriate help, accurately record the incident according to school

procedures and report to parents/carers. We keep first aid boxes in the main school office and in every classroom.

- 8.4 Should any incident involving injury to a child take place, trained members of staff will be called to assist. If necessary, the school will telephone for emergency assistance.
- 8.5 We record in the school accident book all incidents involving injury, and in all head injury cases we inform parents. Should a child be quite seriously hurt, we contact the parents through the emergency telephone number that we keep on file. We update these numbers annually, but it is essential that parents provide a minimum of two alternative numbers and inform us when contact details change.
- 8.6 There may be rare occasions where it is necessary for staff to restrain a pupil physically, to prevent them from inflicting injury to others, causing self-injury, damaging property, or being disruptive. In such cases only staff trained in positive handling will undertake the task, only the minimum force necessary may be used, and any action taken must be only to restrain the pupil. On these occasions parents will be informed and it is recorded in the Positive Handling Record Book.
- 8.7 Social Play – school will provide adequate supervision in all areas at break times and social activities during the school day based on the needs of the children and design of the play areas and equipment.

9 Fire and other emergency procedures

- 9.1 Procedures for fire and other emergency evacuation are also detailed in the staff handbook. Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly by an external consultant through the school's SLA with DBE Services. Emergency evacuations are practised at least once a term. The fire alarm is a loud continuous siren. Fire alarm testing will take place once a week out of school hours. Whole school fire evacuation practice will take place a minimum of once per term. New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.

9.2 In the event of a fire:

The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. 999 must be dialed when fire occurs – alarm activation alone will not summon the emergency services.

Evacuation procedures will also begin immediately and all staff, visitors and pupils must 'get out and stay out'. Fire extinguishers may be used by trained staff only, and only then if fire blocks the escape route and are confident they can use them without putting themselves or others at risk.

Staff and pupils will congregate at the assembly points. The assembly points are located on the main junior playground and at the top of the school main entrance gates.

Class teachers will take a register of pupils, which will then be checked against the attendance register of that day.

The School Admin Officer will take a register of all visitors, contractors and staff.

Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter.

9.3 In the event of a threat to school:

In the event of a threat arising it is the responsibility of the adult(s) with them to get the children into the building as quickly and as sensibly as possible through one of the designated entrances. A member of the SLT should be notified immediately.

Where the risk is identified by a member of staff outside of the school building then the whistle should be blown as is done at the end of break times. A messenger should be sent to the school office with the ID badge of the staff member raising the alarm and the message 'invacuation'. In the case of an intruder an agreed phrase will be given as a message.

The SLT and administration team will notify staff who are in the school building of the invacuation (the air horn may not be heard); close and lock all doors. The school is classed on 'lock down' until further instruction is given by the Headteacher or in their absence their nominated deputy.

On hearing the alarm the children will form their class lines and then be brought into the building. Each classroom has a walkie talkie, which must be set to a specified channel at all times, and through which instructions will be given.

All visitors should report to the school office.

The school's invacuation policy will be implemented and instructions relative to the threat will be given by whoever is coordinating the threat management. Depending on the nature of the threat this could be the Headteacher or in their absence their appointed deputy, or the emergency services.

- 9.4 In case of a whole school site evacuation, St Catherine of Sienna Catholic Primary School is used as an assembly point. If St. Catherine's is inaccessible for any reason then an alternative location has been identified, which is known by staff, but for security reasons is not disclosed to external personnel and agencies.
- 9.5 The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities. Arrangements are made to monitor the condition of all fire prevention equipment regularly. This includes the visual inspection of fire extinguishers, and the testing of the fire alarm system.

10 Educational visits

- 10.1 The school takes very seriously its responsibilities for ensuring the safety of children whilst on school trips. Risk assessments are made prior to the children leaving the site. All risk assessments are logged and approved by the Headteacher. A file is held in the school office containing all risk assessments.

11 Seat belts

- 11.1 We use coaches, taxis and mini-buses only when seat belts are provided. We instruct the children to use seat belts at all times when the bus is moving.

12 Medicines

- 12.1 Many pupils will, at some time, have a condition requiring medication. For many the condition will be short-term – perhaps the duration of a short absence from school. However, although a child may soon be well enough to be back at school, medication may perhaps still be required during the school day for a short period.
In these cases the school's supporting pupil's with medical conditions (medicines) policy will be followed.
- 12.2 Where children have long-term medical needs, a health care plan will be put in place in partnership with parents, the school nursing team and where appropriate the child's medical specialists and we will do everything we can to enable them to attend school regularly.

13 Internet safety

- 13.1 We regularly use the Internet in school because it has many educational benefits. To minimise the risk of children coming across unsuitable material, we provide constant supervision, and we use only a filtered service, selected links, and child-friendly search engines. Parents are asked to sign authorisation for their child to use the Internet. All staff and pupils have individual accounts and we use filter/monitoring software that captures potentially inappropriate use. We also seek parental permission before using children's work on the school's website, or in newsletters and other publications. The school has an online safety policy in place which all parents have access to.

14 Theft or other criminal acts

- 14.1 The school maintains an asset register of all school property.
- 14.2 The teacher or Headteacher will investigate any alleged incidents of theft involving children, staff, visitors, volunteers or governors. If there are serious incidents of theft from the school site, the Headteacher will inform the police, and record the incident in the incident book.
- 14.3 Should any incident involve physical violence against a member of staff, we will report this to the Local Authority Health and Safety Executive, and support the staff member in question if he or she wishes the matter to be reported to the police.

15 The health and welfare of staff

- 15.1 The school takes very seriously the need to safeguard the health and welfare of all our staff. This includes their professional development. During the recruitment process all staff undertake a pre-employment health assessment relating to the role they will undertake.

The school subscribes to the Local Authority Employee Assistance Programme for all staff, which provides numerous supportive services for staff and their close family members, at no cost to the staff member.

We also pay particular attention to the assessment and prevention of work-related stress, ensuring that work life balance is a regular part of our school philosophy, thus complying with health and safety law. If a member of staff is experiencing stress at work, they should inform the Headteacher without delay. We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment. All staff are given the opportunity during induction to complete a Wellness Action Plan to support mental health at work. Systems are in place within the school for responding to individual concerns and monitoring staff workloads (See Mental Health Policy).

15.2 Lone working

Lone working may include:

Late working, home or site visits, weekend working, site manager duties, site cleaning duties and working in a single occupancy office.

All staff should avoid lone working wherever possible by arranging for a colleague to also be on site. Where lone working is unavoidable it must only be carried out with the prior permission of the Headteacher, all outside doors must be locked and curtains/blinds closed when it's dark. Fire doors must be unlocked when staff are working on the premises e.g. out of school hours.

The Caretaker is provided with a personal portable panic button and any staff member lone working on a regular basis should be equipped with a personal mobile phone. Security lights are present in the car park. When two or more people work late, they should try to leave the building together. Where possible, staff should let someone know if they will not be home at their usual time and what time they should be expected.

15.3 Working at height

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

The Caretaker retains ladders for working at height.

Pupils are prohibited from using ladders.

Staff must wear appropriate footwear and clothing when using ladders.

Contractors are expected to provide their own ladders and carry out their own risk assessments for working at height.

Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety. Access to high levels, such as roofs, is only permitted by trained and authorised personnel.

15.4 **Manual handling**

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they must ask for assistance. The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

Staff and pupils are expected to use the following basic manual handling procedure:

Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help.

Take the more direct route that is clear from obstruction and is as flat as possible.

Ensure the area where you plan to offload the load is clear.

When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable.

15.5 **Violence at work**

The school will not tolerate violence, threatening behaviour or abuse directed against school staff. If such incidents do occur, the school will take the matter very seriously, and take action in line with the LA's protocol and the police. School will refer to the LA Work-related Violence and Challenging Behaviour Policy.

16 **Display Screen equipment (DSE)**

- 16.1 The Headteacher will identify the risks associated with the use of display screen equipment and take measures to eliminate or reduce risks to a minimum. The LA health and safety advisor will also undertake risk assessments on the school's behalf in this matter. The school also uses the HSE DSE Workstation checklist to identify safe practice.

17 **COSHH**

- 17.1 Schools are required to control hazardous substances, which can take many forms, including:
Chemicals, products containing chemicals, fumes, dusts, vapours, mists, cleaning solutions, gases and asphyxiating gases and germs that cause diseases, such as leptospirosis or legionnaires disease.
- 17.2 Control of substances hazardous to health (COSHH) risk assessments are completed by the school business manager and the caretaker and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.
- 17.3 Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information. Hazardous products are stored in a locked metal cupboard within the caretaker's office. Any hazardous products are disposed of in accordance with specific disposal procedures.
- 17.4 Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

18 **Gas safety**

- 18.1 Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer. Gas pipework, appliances and flues are regularly maintained under our regular and reactive maintenance SLA with DBE Services. All rooms with gas appliances are checked to ensure that they have adequate ventilation.

19 Legionella

- 19.1 The Headteacher, Caretaker and Senior Leadership Team will take part in bi-annual legionella awareness/prevention training.
- 19.2 A water risk assessment has been completed by DBE Services which is reviewed annually or when significant changes have taken place to either the water system or building footprint. Monthly water temperature tests and bi-annual water sampling are carried out by a specialist company under the DBE SLA . The Caretaker is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book. The risks from legionella are mitigated by the following: examples of controls or checks that are in place e.g. temperature checks, heating of water, regular flushing of taps toilets and showers and disinfection of showers.

20 Asbestos

- 20.1 The Headteacher, Caretaker and Senior Leadership Team will take part in bi-annual asbestos awareness/prevention training.
- 20.2 The school maintains an asbestos management plan in line with the Control of Asbestos Regulations 2012. An annual risk assessment is undertaken by a specialist professional and prior to any significant intrusive building activities a refurbishment and development survey will be performed by a specialist consultant to identify areas where hidden asbestos may be present and determine the safest method of removal or containment. Before starting any work contractors must study the asbestos management plan, be made aware of any asbestos on the premises and ensure that it is not disturbed by their work. Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe. All contractors must complete a management plan form, which will constitute an entry on the asbestos register, and have it countersigned by a member of school staff who has completed an asbestos awareness course, before starting any work. Staff will refuse access to any contractor refusing to examine the management plan and/or complete a management plan form.
- 20.3 Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it.

21 Equipment

- 21.1 All equipment and machinery is maintained in accordance with the manufacturer's instructions and statutory requirements. In addition, maintenance schedules outline when extra checks should take place. When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards. All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents. The school subscribes to SLA's with both the Local Authority and DBE Services who carry out regular and statutory inspections on the school's behalf.

22 Electrical equipment

- 22.1 All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely. Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them. Any potential hazards will be reported to the Caretaker or School Business Manager immediately. Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed. Only qualified electricians are authorised to check electrical equipment. All isolator switches are clearly marked to identify their machine. Electrical apparatus and connections must not be touched by wet hands and must only be used in dry conditions. Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.
- 22.2 PAT testing of all eligible equipment is performed annually and all fixed wiring is checked every five years by an NICEIC approved contractor.

23 PE Equipment

- 23.1 Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely. Any concerns about the condition of the gym floor or other apparatus will be reported to the caretaker or school business manager. There is an annual maintenance/safety inspection and weekly checks to ensure that all internal and external play and PE equipment is kept in a safe and serviceable condition.

24 Contractors and School Partnership

- 24.1 The Headteacher, School Business Manager and Caretaker will ensure that any contractors working on the premises observe all appropriate school policy and statutory requirements and work safely to protect the health and safety of the pupils, staff and other persons using the premises. The Headteacher, School Business Manager and Caretaker will liaise with the contractor and also the LA Health & Safety advisor if necessary.

- 24.2 The Headteacher/School Business Manager/Caretaker:

- Will liaise with and observe the performance of the contractors working on the premises to ensure that they have safe systems of work which protect the health and safety of all persons
- Signpost all appropriate policies
- Will take up any problems with the contractors and if necessary involve the LA Health & Safety advisor

Contractors on the site must:

- Report to the Headteacher, School Business Manager or Caretaker before beginning work
- Liaise with the Caretaker about storing of equipment
- Liaise with the Headteacher before undertaking any work near places where children are working or playing
- Be informed about children's break times, lunchtime and the start and end of the school day
- Ensure all equipment is out of the reach of children
- Ensure ladders are secure and surrounded by a safety barrier
- Ensure vehicles are only driven onto the site at preordained times

For their own health and safety, contractors must be aware of the following:

- The asbestos register and management plan – which should be read and signed
- Fire evacuation procedures
- Invacuation procedures
- School security procedures
- Location of first aid boxes
- Local/temporary hazards e.g. ongoing repairs, other workmen on site etc.

- 24.3 The contractors for building cleaning and catering will comply with the Control of Substances Hazardous to Health Regulations 1994 (COSHH) and ensure that up-to-date assessments for hazardous products and substances are maintained at the school. The caretaker will carry out the same procedures for any substances used by the school.
- 24.4 School linked partners and hirers will exchange health and safety policies and procedures with the school and ensure that the health and safety of all school staff and users is protected to a level which is reasonably practicable and equivalent in standard to the school. In particular, partners will be required to provide school staff and others who might be directly affected with sufficient guidance and advice on any risks or procedures which will be new or unusual in comparison with school's activities.
- 24.5 Before any work that affects the fabric of the building is undertaken by staff or contractors the asbestos register and management plan must be examined and a management plan form must be completed.
- 24.6 Before major work a pre-site/project meeting will be held with the contractor and building consultant to agree safe working practices, identify hazards and arrange appropriate pre-work inspections and reports.

26 Lettings

- 26.1 This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy, and will have responsibility for complying with it. They will be responsible for performing their own risk assessments relating to the activity they are undertaking and providing proof of their safeguarding policy and procedure as well as indemnity insurance to the value of £5 million.

27 Smoking and Vaping

- 27.1 Smoking and vaping is not permitted anywhere on the school premises.

28 Infection, Prevention and Control

- 28.1 We follow national guidance published by Public Health England when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

28.2 Handwashing

Wash hands with liquid soap and warm water for a minimum of 20 seconds, and dry with paper towels. Always wash hands after using the toilet, before eating or handling food, and after handling animals. Wear disposable gloves when handling and serving food. Cover all cuts and abrasions with waterproof dressings.

28.3 Coughing and sneezing

Cover mouth and nose with a tissue. Wash hands after using or disposing of tissues. Spitting is discouraged.

28.4 Personal protective equipment

Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing). Wear goggles/visas if there is a risk of splashing to the face. Use the correct personal protective equipment when handling cleaning chemicals.

28.5 Cleaning of the environment

Clean the environment, including toys and equipment, frequently and thoroughly with soap and water. When there is a risk of viral contamination use anti-viral wipes/detergent.

28.6 Cleaning of blood and body fluid spillages

Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment. When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface. Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste in yellow disposable bags, ensuring they are securely knotted – do not touch outside of disposable bag with contaminated gloves, always change them to knot the bag.

28.7 Laundry

Wash laundry in a separate dedicated facility. Wash soiled linen separately and at the hottest wash the fabric will tolerate. Wear personal protective clothing when handling soiled linen. Bag children's soiled clothing to be sent home, never use the school washing machine or rinse by hand.

28.8 **Clinical waste**

Always segregate domestic and clinical waste, in accordance with local policy (all clinical waste should be placed in a sealed yellow disposable bag). Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins. Remove clinical waste with a registered waste contractor. Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection.

28.9 **Animals**

Wash hands before and after handling any animals. Keep animals' living quarters clean and away from food areas. Dispose of animal waste regularly, and keep litter boxes away from pupils. Supervise pupils when playing with animals. Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet.

28.10 **Pupils vulnerable to infection**

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children and they will have individual healthcare plans formulated in partnership with parents, the school nursing team and where appropriate the child's medical specialist. These children are particularly vulnerable to infections that include chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carer will be informed promptly and further medical advice sought.

28.11 **Exclusion periods for infectious diseases**

The school will follow recommended exclusion periods outlined by Public Health England, summarised in appendix 1. In the event of an epidemic/pandemic, we will follow advice from Public Health England, Wigan Council's Health Protection and Civil Contingencies, the NHS and the UK Government about the appropriate course of action.

29 **New and expectant mothers**

29.1 Risk assessments will be carried out whenever any employee notifies the school that they are pregnant. Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles. If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation. Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly.

30 **Car Parking**

30.1 Car parking is a concern at St Luke's and all effort is taken to minimise the hazards which could arise for those that use the school. It is also a potential hazard for neighbours who live within the vicinity of the school. Drivers parking cars at school, or dropping or collecting children at the school should at all times have consideration for the safety of pedestrians, other road users and the immediate community. Anyone using the car park does so at their own risk. Whilst the school will do everything in its power to encourage safe use of the car park it accepts no liability for loss or damage on the school car park – signs are clearly displayed informing users of this.

30.2 Regular items on newsletters emphasise the following:

- Only parents and carers registered disabled may use the drive to drop off or pick up at normal school start and finish times.
- Parking neatly and sensibly to allow for the maximum number of cars in the car park

- Being vigilant of pedestrians
 - Driving slowly when entering or leaving the school site
 - Taking particular care at the entry/exit to pedestrians crossing
 - The school accepts no liability for loss or damage that occurs on the car park
- 30.3 Personal letters will be sent to anyone who continually parks in an obstructive way or drives with excessive speed or lack of care on the school drive/car park. All comments or complaints from parents or neighbours are followed up.
- 30.4 The main pedestrian entrance is the footpath to the front of school. The staff car park must not be used as a pedestrian access.

31 Accident Recording

- 31.1 An accident form will be completed as soon as possible after an accident occurs, by the member of staff or first aider who deals with it. Duplicate copies are made for the parent and for school records. As much detail as possible will be supplied when reporting an accident. Information about injuries will also be kept in the accident books or a pupil's educational record. Records held in the first aid and accident book will be retained by the school for a minimum of three years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979. The school may keep the record within the child's electronic or physical record for a minimum of seven years or until the child reaches the age of 25, whichever is the later. In the case of a serious accident a local authority accident form will need to be completed. A form must be requested from the school office. In the case of serious accidents, a minimum retention period of 15 years is applied, however the school may keep the record within the child's electronic or physical record for a minimum of seven years or until the child reaches the age of 25, whichever is the later.

32 Reporting to the Health and Safety Executive

- 32.1 The school and local authority will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7). The School Business Manager will report these to the Local Authority Health and Safety Consultant and Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.
- 32.2 Reportable injuries, diseases or dangerous occurrences include:
- Death.
 - Specified injuries.
- Specified injuries are:**
- Fractures, other than to fingers, thumbs and toes.
 - Amputations.
 - Any injury likely to lead to permanent loss of sight or reduction in sight.
 - Any crush injury to the head or torso causing damage to the brain or internal organs.
 - Serious burns (including scalding).
 - Any scalping requiring hospital treatment.
 - Any loss of consciousness caused by head injury or asphyxia.
 - Heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours.
 - Injuries where an employee is away from work or unable to perform their normal work duties for more than seven consecutive days.
 - Where an accident leads to someone being taken to hospital.
 - Where something happens that does not result in an injury, but could have done.
 - Near-miss events that do not result in an injury, but could have done.
- Examples of near-miss events relevant to schools include, but are not limited to:**
- The collapse or failure of load-bearing parts of lifts and lifting equipment.
 - The accidental release of a biological agent likely to cause severe human illness.
 - The accidental release or escape of any substance that may cause a serious injury or damage to health.
 - An electrical short circuit or overload causing a fire or explosion.

- 32.3 Information on how to make a RIDDOR report is available here: How to make a RIDDOR report – <http://www.hse.gov.uk/riddor/report.htm>

33 Notifying parents

- 33.1 The Headteacher will inform parents of any accident or injury sustained by a pupil in the Early Years Foundation Stage, and any first aid treatment given, on the same day, or as soon as reasonably practicable.
- 33.2 Minor injuries will be reported to parents via an accident slip. Where the injury is to the head the parents will be contacted immediately.

34 Reporting child protection agencies

- 34.1 The Designated Safeguarding Lead or Deputy Lead will notify the Wigan Safeguarding Board and Early Years Team of any serious accident or injury to, or the death of, a pupil in the Early Years Foundation Stage while in the school's care.

35 Reporting to Ofsted

- 35.1 The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil in the Early Years Foundation Stage while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

36 Training

- 36.1 Our staff are provided with health and safety training as part of their induction process. Staff who work in high risk environments, or with woodwork equipment, or work with pupils with special educational needs and disabilities (SEND), are given additional health and safety training relevant to their position.

37 Monitoring and review

- 37.1 The Governing Body has a named governor with responsibility for health and safety matters. It is this governor's responsibility to keep the Governing Body informed of new regulations regarding health and safety, and to ensure that the school regularly reviews its procedures with regard to health and safety matters. The named Governor, Headteacher and School Business Manager liaise with the LA and other external agencies, to ensure that the school's procedures are in line with those of the LA.
- 37.2 The Headteacher, School Business Manager and Health and Safety Governor complete a termly health and safety inspection audit. This includes an inspection of safer working practice in the school office. This is reported to the Governing Body on a termly basis.
- 37.3 The Governing Body, in consultation with professional advisors, carry out regular risk assessments, with the object of keeping the school environment safe.
- 37.4 The Headteacher implements the school's health, safety and welfare policy on a day-to-day basis, and ensures that all staff are aware of the details of the policy as it applies to them. The Headteacher also reports to governors on health and safety issues as they arise.
- 37.5 This policy will be reviewed on an annual basis.

38 Links to other policies:

Child Protection, Safeguarding and Early Help
Intimate Care
Supporting Pupils With Medical Needs
Online Safety
ICT Security
Acceptable Usage of IT
Securis (SENSO Capture)
Mental Health
Risk Assessments
Equality, Diversity and Accesibility and Plan
Emergency Planning Policy and Procedure
School Security Procedures
Uniform
Inclusion
SEND
Staff Handbook and Code of Conduct
Behaviour and Discipline
Anti-Bullying
Design Technology
Physical Education
Missing Child
GDPR
PHSE
Sickness Absence
Use of Reasonable Force
Keeping Children Safe in Education
Working Together to Safeguard Children
Safer Working Practice
Invacuation Policy

39. Responsibilities

Property Maintenance	DBE Services
Fire Management	DBE Services
Safety Officer	Mr S Hardaker
Fire Officer	Mr S Hardaker
Health and Safety Governor	Mr K Heaton
Chair of Governors	Mr J Ratcliffe
Legionella program	DBE Services
Control of Contractors	Mrs K Vize, Mr B Pye
Inspection of building condition	Mr B Pye
Submitting accident report	Mrs K Vize
Asbestos Register	Wigan Council
First Aid at Work	Mrs K Vize, Mrs G Lever
Emergency First Aid	All Support /Welfare Staff
Paediatric First Aid	Miss L Jones, Mrs M Willis, Mrs R Willis, Miss A Schofield, Mrs L Hampton Mrs N Richardson

Appendix1. Recommended absence period for preventing the spread of infection

This list of recommended absence periods for preventing the spread of infection is taken from non-statutory guidance for schools and other childcare settings from Public Health England. For each of these infections or complaints, there [is further information in the guidance on the symptoms, how it spreads and some 'do's and don'ts' to follow that you can check.](#)

Infection or complaint	Recommended period to be kept away from school or nursery
Athlete's foot	None.
Campylobacter	Until 48 hours after symptoms have stopped.
Chicken pox (shingles)	Cases of chickenpox are generally infectious from 2 days before the rash appears to 5 days after the onset of rash. Although the usual exclusion period is 5 days, all lesions should be crusted over before children return to nursery or school. A person with shingles is infectious to those who have not had chickenpox and should be excluded from school if the rash is weeping and cannot be covered or until the rash is dry and crusted over.
Cold sores	None.
Rubella (German measles)	5 days from appearance of the rash.
Hand, foot and mouth	Children are safe to return to school or nursery as soon as they are feeling better, there is no need to stay off until the blisters have all healed.
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
Measles	Cases are infectious from 4 days before onset of rash to 4 days after, so it is important to ensure cases are excluded from school during this period.
Ringworm	Exclusion not needed once treatment has started.
Scabies	The infected child or staff member should be excluded until after the first treatment has been carried out.
Scarlet fever	Children can return to school 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the school or nursery, the health protection team will assist with letters and factsheet to send to parents or carers and staff.
Slapped cheek syndrome, Parvovirus B19, Fifth's disease	None (not infectious by the time the rash has developed).
Bacillary Dysentery (Shigella)	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.
Diarrhoea and/or vomiting (Gastroenteritis)	Children and adults with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course is completed. For some gastrointestinal infections, longer periods of exclusion from school are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, school health advisor or environmental

	<p>health officer will advise.</p> <p>If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.</p>
Cryptosporidiosis	Until 48 hours after symptoms have stopped.
E. coli (verocytotoxigenic or VTEC)	The standard exclusion period is until 48 hours after symptoms have resolved. However, some people pose a greater risk to others and may be excluded until they have a negative stool sample (for example, pre-school infants, food handlers, and care staff working with vulnerable people). The health protection team will advise in these instances.
Food poisoning	Until 48 hours from the last episode of vomiting and diarrhoea and they are well enough to return. Some infections may require longer periods (local health protection team will advise).
Salmonella	Until 48 hours after symptoms have stopped.
Typhoid and Paratyphoid fever	Seek advice from environmental health officers or the local health protection team.
Flu (influenza)	Until recovered.
Tuberculosis (TB)	Pupils and staff with infectious TB can return to school after 2 weeks of treatment if well enough to do so and as long as they have responded to anti-TB therapy. Pupils and staff with non-pulmonary TB do not require exclusion and can return to school as soon as they are well enough.
Whooping cough (pertussis)	A child or staff member should not return to school until they have had 48 hours of appropriate treatment with antibiotics and they feel well enough to do so or 21 days from onset of illness if no antibiotic treatment.
Conjunctivitis	None.
Giardia	Until 48 hours after symptoms have stopped.
Glandular fever	None (can return once they feel well).
Head lice	None.
Hepatitis A	Exclude cases from school while unwell or until 7 days after the onset of jaundice (or onset of symptoms if no jaundice, or if under 5, or where hygiene is poor. There is no need to exclude well, older children with good hygiene who will have been much more infectious prior to diagnosis.
Hepatitis B	Acute cases of hepatitis B will be too ill to attend school and their doctors will advise when they can return. Do not exclude chronic cases of hepatitis B or restrict their activities. Similarly, do not exclude staff with chronic hepatitis B infection. Contact your local health protection team for more advice if required.
Hepatitis C	None.
Meningococcal meningitis/septicaemia	If the child has been treated and has recovered, they can return to school.

Meningitis	Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed.
Meningitis viral	None.
MRSA (meticillin resistant Staphylococcus aureus)	None.
Mumps	5 days after onset of swelling (if well).
Threadworm	None.
Rotavirus	Until 48 hours after symptoms have subsided.

