

The Shevington Federation

DL Version

Millbrook Primary School Including Section 27



Health and Safety Policy 2025-26

‘Health and Safety is the responsibility of everyone’.

To be periodically agreed by members of staff and by the school's Governing Body.

Reviewed Sept 2025
Next review Sept 2026

There are no significant changes from last year's annual review.

POLICY STATEMENT FOR HEALTH & SAFETY AT MILLBROOK PRIMARY SCHOOL

This document outlines the school's philosophy regarding Health & Safety. The policy was formally drawn up by the Executive Headteacher and discussions with staff. Its implementation is the responsibility of all staff. It was agreed by members of the teaching staff and was approved by the school's governing body. It will be reviewed periodically.

The Safeguarding Overview and Safeguarding Policy Summary (Child Protection) policies are useful guidance documents for the day to day management of safety.

This document also covers Section 27 as they are under the responsibility of The Governing Body. The term Millbrook Primary school also covers Section 27 i.e. Play Along and Get Along.

STATEMENT OF INTENT

The Governing Body working in conjunction with information, procedures and codes of practices as identified in the LA Health & Safety Policy is responsible for setting out the overall policy for Millbrook Primary School.

1. DELEGATIONS

The Governors recognise the need to consult staff on Health & Safety matters and the need to consult individuals before allocating particular Health & Safety functions.

LOCAL AUTHORITY RESPONSIBILITIES

The LA will offer an advice and support service in the following ways.

- a) issue of a HEALTH AND SAFETY POLICY;
- b) issue of Codes of Practice, Guidance/Advice Notes, and other relevant information, as appropriate;
provision of a comprehensive support and advice service;
- c) provision of a comprehensive training programme
provision of a monitoring system for schools;
provision of a safety audit service

2. RESPONSIBILITIES

It is the Governors' policy to take all steps within their power to prevent personal injury, health hazards and damage to property. It is the Governors' policy to extend this protection to anyone who enters the school site.

The Governors recognise their responsibility under the Health & Safety at Work Act 1974, so far as is reasonably practicable to:

- a) provide plant equipment and systems of work which are safe and without risk to health
- b) ensuring so far as is reasonably practicable and without risks to health, the handling, storage and transportation of articles and substances is safe
- c) provide adequate training information, instruction and supervision so far as is reasonably practicable to enable all staff employed in the school to perform their work safely and efficiently
- d) promote the development and maintenance of sound safety, health and welfare practices
- e) maintain the premises in a condition that is safe and without risks to health and the maintenance of access to and from the premises
- f) provide and maintain a working environment that is inclusive, and as safe as possible without risks to

- health and is adequate regarding welfare facilities for staff and pupils
 - g) ensure sufficient funds are available to provide, as necessary, protective clothing or equipment to all staff employed in the school, for the safe use of machinery equipment and substances.
 - h) maintain a close interest in all Health & Safety matters insofar as they affect all activities in the premises under the control of the school
4. The Governors with the support of an appropriate committee carry out an annual risk-assessment audit of Health & Safety matters in order to determine the way forward. Any measures necessary to reach satisfactory health & safety standards will be the responsibility of the committee and Executive Headteacher.

5. ORGANISATION

The Governors recognise the need to identify organisational arrangements in the school for implementing, monitoring and controlling Health & Safety matters.

The governors ensure that the school budget reflects the finance necessary to implement Health and Safety matters. Staff will report any concerns to either the caretaker or the Finance Officer who will report issues to the relevant maintenance provider. At all meetings it is a feature of each agenda.

6 DELEGATION

A summary of individual duties including reporting arrangements, hence the organisation and accountability are as follows: -

A. The Executive Headteacher

- a) The Executive Headteacher is responsible and accountable to the governors for implementing the school Health & Safety Policy and for all matters relating to health, safety and welfare within the establishment.
- b) The Governors require the Executive Headteacher to ensure the school's Health & Safety Policy is effectively implemented and understood at all levels and this will be led by the Senior Leaders
- c) The policy is regularly monitored, effectively controlled and revised as necessary. (weekly staff meeting agenda)
- d) The Executive Headteacher is responsible for ensuring that all new, amended or updated material regarding Health & Safety matters is brought to the attention of all relevant staff immediately upon receipt.
- e) The Executive Headteacher ensures that the agreed procedure for reporting all defects, hazards and problems regarding Health & Safety matters function efficiently and effectively.
- f) The Executive Headteacher will arrange meetings with staff as necessary, to resolve uncertain areas of responsibility, considering problems and recommendations for referral to the Governing body.
- g) The Executive Headteacher will seek advice when appropriate from specialist Health & Safety advisers.
- h) The Executive Headteacher or Senior Managers will have the right to stop what is considered unsafe practices or the use of any plant, tools, equipment, etc. which equally is considered unsafe.
- i) The Executive Headteacher shall decide, with appropriate persons, for improvement of premises and plant, tools and equipment which are the school's responsibility.
- j) The Executive Headteacher and leadership team shall review all safety procedures from time to time.

B The Caretaker is responsible for day-to-day maintenance and other buildings / grounds.

They will:

- a) Ensure that any work that has health and safety implications is prioritised.
- b) Report any concerns regarding unresolved hazards in school to the senior leadership team immediately.
- c) Ensure that all work under their control is undertaken in a safe manner.
- d) Carry out a daily check of the grounds and building to spot any disrepair or other hazards such as broken glass etc. in the play areas.
- e) Ensure that all cleaning staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling.
- f) Carry out a weekly test of the fire alarm.
- g) Ensure all contractors are 'inducted' and shown the relevant risk assessments, asbestos records and are made aware of any fragile roofs or other hazards in the areas where they will be working
- h) Fully co-operate with health and safety arrangements during larger building projects.
- i) Keep records of drills e.g., fire, intruder checks, gritting
- j) During icy /snowy weather clear paths of main walkways only

All School Staff will:

- a) Read the Health and Safety Policy and sign to say that they understand it.
- b) Comply with the School's health and safety arrangements.
- c) Take reasonable care of their own and other people's health and safety.
- d) Leave the classroom / playground / office in a reasonably tidy and safe condition. •
- e) Follow safety instructions when using equipment. 4
- f) Supervise pupils and advise them on how to use equipment safely Report practices, equipment or physical conditions that may be hazardous to their line managerand/or the appropriate member of staff.
- g) Follow the accident reporting procedure using the Wigan Council Safety, Health & Management System.
- h) Contribute to and highlight any gaps in the school's risk assessments.
- i) Bring to attention any Health and safety issues at the weekly staff meeting/briefing and ensure actions are followed.

TRAINING

The Executive Headteacher will monitor and inform the Governing Body that appropriate training has been or will be given to staff to enable them to fulfil their responsibilities. This must include new appointments and transfers of staff within the premises to other functions.

The National College is now the preferred point of access for training

The Executive Headteacher will ensure that all policies for pupils are in place containing adequate information, instruction, training and supervision for Health & Safety matters.

SENIOR STAFF

- a) Senior staff are responsible and accountable to the Executive Headteacher for supporting the Executive Headteacher in all matters relating to health, safety and welfare.
- b) In the exercise of this responsibility Senior Staff must ensure that:
 - all staff under their control receive instruction in their duties regarding Health & Safety matters.

TEACHERS AND SUPPORT STAFF

- a) Teachers and support staff are responsible and accountable to the Executive Headteacher for the implementation of the School Health & Safety Policy in the performance of their duties
- b) Staff should refer to the specific guidelines relating to supervision at playtimes – see Appendix 1

CARETAKER

- a) The Caretaker is responsible and accountable to the Executive Headteacher for all matters relating to health, safety and welfare within his/her work.
- b) The Caretaker must ensure that he/she is familiar with the School's policy and that cleaning staff (contractual) are equally aware of any implications of the policy as it affects their work activities e.g. storage of equipment and substances.
- c) The Caretaker must report to the Business Manager or Executive Headteacher any defects, hazards or problems that arise.
- d) Regular safety audits are taken by the caretaker and issues reported to Senior staff for correction.

KITCHEN SUPERVISOR / COOK

- a) The kitchen supervisor / cook must be familiar with the School's Health & Safety Policy in relation to their own work activities.
- b) He/she must work in conjunction with any Policy Statement, codes of practice and guidance issued by their direct officers.
- c) He/she will ensure that all Kitchen staff are instructed and informed to work in accordance with this document.
- d) He/she should be familiar with the Food Safety Act 1990 and the implications as far as the school is concerned.
- e) The kitchen supervisor/cook must inform the Executive Headteacher or designated person on any potential hazard or defects.

See roles and responsibilities of local authority and school at appendix 2.

STATUTORY REQUIREMENTS

- a) The Management of Health & Safety at Work Regulations 1999 make it a legal requirement to carry out general risk assessments on activities carried out by the school.
- b) Control of Substances Hazardous to Health (COSHH) Regulations 2000 make it a duty to carry out risk assessments on activities involving the use of chemicals.

The Governors recognise the need for the school to carry out risk assessments of all areas in accordance with the regulations.

EQUIPMENT

No new or donated equipment should be used on the premises until it has been cleared by a competent person.

CONTRACTORS ON SITE

- a) All contractors entering or working on school premises are the responsibility of the Executive Headteacher or designated person.
- b) It must be conveyed to all known contractors the person and point of contact at the school and the safe working arrangements in compliance with the Health & Safety Policy.
- c) All contractors must report to the school office, present identification and CRB clearance if deemed necessary **and complete the school's Asbestos form before commencing work.**

USE OF SCHOOL PREMISES OUTSIDE HOURS

- a) The Governors recognise the need to inform users and set out policy arrangements particularly regarding insurance when the school premises are hired or used outside the normal school hours.
- b) Please cross reference The Lettings Policy

FIRST AID

First aid is administered by trained First Aiders- We have a range of types of First Aider as we have EYFS children on site and the requirement is for those staff to have Pediatric training:

First Aiders

- ◆ Andrea Sadler
- ◆ Layla Veasey -Pediatric First Aid
- ◆ Katie Ryan - Pediatric First Aid
- ◆ Darsey Lang -Pediatric First Aid
- ◆ Ellie Kay - Pediatric First Aid
- ◆ Lauren Halliwell. Pediatric First Aid
- ◆ Maddie Blundell
- ◆ Lisa Dunne
- ◆ Amy Fawcett
- ◆ Aaron Stone

Training is on- going all year when expiry dates arise.

First Aid boxes are located all over the building including a defibrillator placed in the school office and a defibrillator on the external side of the school fence on Elmfield .

These are registered and monitored by the DfE.

Best practice is that in Section 27 there should always be a Pediatric First Aider on site however if for a reason that is not possible then any staff on the premises can be called upon. All staff both school and Section 27 are the responsibility of the school's Governing Body.

In the UK, a **Paediatric First Aid certificate typically needs to be renewed every three years** to remain valid and compliant with statutory requirements

Key Points:

- **Validity:** The certificate is valid for **3 years** from the date of issue.
- **Renewal:** You must complete a **refresher or renewal course** before the certificate expires to maintain your qualification.
- **Annual Refresher (Optional but Recommended):** While not mandatory, it's advised that paediatric first aiders undertake **annual refresher training** during the 3-year period to keep skills sharp and stay updated with any procedural changes [1].
- **EYFS Compliance:** For those working in early years settings (e.g., nurseries, childminders, schools), having a valid certificate is a legal requirement under the **Early Years Foundation Stage (EYFS)** statutory framework [1].

Would you like help finding a local course provider or setting a reminder for your next renewal?

References

REFERENCE MATERIALS

- a) All staff are reminded that further reference material and guidance notes are given in appropriate sections of the LA Health & Safety Policy and handbook.
- b) All staff are reminded to refer periodically to the H&S checklist (Appendix 7)

HEALTH & SAFETY POLICY

APPENDICES

1. Guidelines – Playtimes Before & End of School Sessions
2. Health & Safety the LA Roles and Responsibilities
3. Accident Reports and Witness Statement
4. Violent Incident Report
5. Risk Assessment Proforma – new & expectant mothers
6. Fire Drill Procedures
7. Risk Assessment Check List

The school follows the guidelines of Wigan Council in regards to all aspects of Health and Safety. A copy of the LA policy is available on Wigan Pulse.

HEALTH & SAFETY OF OUR CHILDREN: GUIDELINES FOR STAFF: PLAYTIMES/BEFORE & END OF SCHOOL SESSIONS.

APPENDIX 1

Break time Duty

In order to provide reasonable procedures for the safety of our children members of staff should follow these guidelines: Break times allow the staff and children to rest from a period of learning and allow comfort and drink breaks.

- ◆ Break times are made when the staff feel that the children need to have a rest period. This allows lesson and timetable flexibility.
- ◆ Staff must ensure that an adult is on the playground before any child is allowed outside.
- ◆ Staff must ensure that an adult is the last person into school at the end of playtime and that the exterior door is secure from the outside or that it is checked by an adult.
- ◆ Supply staff need to be made aware of the break time procedure. The TA attached to that class can do this at the start of the morning. There is a guidance for supply teachers in every classroom in the School Handbook file.
- ◆ Teachers and TAs will ensure the safety of all pupils whilst they are outside. Teachers and TAs will work in partnership to allow each other to make a comfort break and make a drink. Staff supervising outside will ensure that they are watchful of potential situations that could cause accidents and intervene early.
- ◆ Not all teachers and TAs need to be outside at the same time each day however year group teams will work together to co-ordinate how this will work.
- ◆ All staff share responsibility for ensuring that children are on the playgrounds and or field at break times- being proactive on the playground and field does lessen problems reported back, following break times. Staff are asked not to stand in a line on the raised part of the playground.
- ◆ Staff to monitor behaviour of children near the fence line bordering residential properties on Redwood Avenue.
- ◆ Children to assess risks of breaktime hazards, during assemblies as reminders.
- ◆ Key Stage assemblies used as a platform for solving problems occurring at unstructured times.
- ◆ During wet playtimes, TA staff on duty monitor the classrooms. Children should be seated and reasonably quiet, bearing in mind that it is their leisure time. Snacks are eaten as directed by teachers. TAs then take their break when the teacher returns.
- ◆ Children who have minor injuries are sent to a first aider at the first opportunity.
- ◆ The staff member in charge completes the relevant accident forms as soon as possible after the event.
- ◆ If any child has a more serious injury at playtime the person on duty should inform a senior member of staff and/or a first aider.
- ◆ Hot drinks must be made and carried in a thermos flask cup with a lid.

Trial in Y6 which as yet is halted

We are conscious that our Y6 are becoming young adolescents whilst in our care. As a result, we have decided to work with Y6 to address behaviours and relationships that we are now seeing more frequently.

Staff at lunchtime and breaktimes are spending large amounts of their time chasing children outside when all the children wish to do is read, chat, use the laptops and listen to music.

- ◆ *We believe with the co-operation of the Y6 children and their parent/carers it is possible to allow those children to remain in their classroom unsupervised for short periods.*
- ◆ *Some children still wish to play outside.*
- ◆ *We trust those children so show respect.*
- ◆ *We teach them that with privileges comes responsibility.*
- ◆ *Staff are close by and the pupils know where we are.*
- ◆ *Office doors are open and the children can be heard.*
- ◆ *We have changed the Y6 learning environment to be a much more calming place.*

- ◆ *The children draw up a risk assessment with the class teacher.*
- ◆ *We are monitoring the number of incidents that occur and will action as necessary should the risks become too high.*
- ◆ *Parents/carers are consulted as a part of the process.*
- ◆ *Year 6 are very keen for it to happen but have to understand the responsibility.*
- ◆ *This can be postponed at any time for review.*

Before and End of School Sessions

1. Morning session – Meet and Greet

- ◆ Members of staff are available for the general supervision of children from 8.45 am.
- ◆ Staff will meet the children on the playground and meet and greet with each child as they enter school
- ◆ Members of staff should ensure that children have left the classroom by 12.05 (KS2) and 11.50 (KS1)
- ◆ Play Along staff greet children at the front of school.

2. Afternoon Session:

- ◆ Members of staff are in the classroom area in order to supervise children's entry into the classroom from 1.00 pm.
- ◆ Members of staff should ensure that children have left the classroom by 3.20 pm unless the children are involved in a school activity.
- ◆ Teachers should supervise the children's exit from school to ensure that it is orderly, standing outside to reinforce expectations of good behaviour.
- ◆ Children should not be in school at break times unless they are under the direct supervision of a member of staff with the possible exception of Y6 -see trial above.

3. At 3.15pm:

- ◆ Children going to Get Along at the end of the day are named on a list which is handed to staff in the classroom to remind the children. Children from the classes move to the middle area and anywhere the register is taken. Any absent children are then looked for.
- ◆ Play Along are taken out to meet families at the front of school at 3pm.
- ◆ R-Y4 are taken out by the teacher in charge to meet their family to ensure they have left safely with the right person.

- ◆ Y5 and 6 have a little more responsibility to make their way out of school but staff are nearby to check all pupils have left.
- ◆ Any child whose parent/carer does not turn up must go to the Office for a potential phone call home.
- ◆ Parent/carers must let school know if they wish to allow their child to make their own way home.
- ◆ Y6 is allowed to bring mobile phones to school but kept in the Office cupboard.
- ◆ Children are reminded frequently what to do if no-one is there to pick them up or it is not the expected person both in class and in assemblies.

Safeguarding of Children in Crisis

Mainstream primary schools are places of learning, and as a school it is our duty to make reasonable adjustments to our procedures and premises for children who are in crisis.

If a child is deemed at risk of leaving the building then a Local Authority risk assessment must be completed by Wigan's Health and Safety Officer at the earliest opportunity.

School will also undertake a risk assessment while waiting

On the rare occasion of a child in crisis leaves the school premises the following procedure needs to be followed:

- ◆ ***Staff must follow at distance with a mobile phone. Two staff would be ideal as a support and witness for each other.***
- ◆ ***No chasing must occur as this may cause the pupil to panic***
- ◆ ***This is known as 'eyes on child'***
- ◆ ***Staff at school ring the Police and report the incident.***
- ◆ ***Staff at school ring the parents/carers and inform them of the incident.***
- ◆ ***Staff following, keep in touch with school office.***

This incident then needs recording factually on CPOMS.

The Chair of Governors or the Safeguarding Governor will be informed.

All staff are expected to support each other during such incidents as safeguarding trumps everything.

HEALTH & SAFETY - the LA Role

APPENDIX 2

- ◆ Providing an LA level policy and guidelines for good practice
- ◆ Acting as the interface with the Health & Safety Executive
- ◆ Reviewing guidance in the light of the new legislation – making it understandable at school level
- ◆ Providing training for appropriate staff.
- ◆ Providing consultancy on school-based issues
- ◆ Monitoring practice at school level – assisting schools to draw up action plans
- ◆ Union consultation at LA level through main Health & Safety Committee
- ◆ Providing or securing inspection and maintenance services – e.g. portable electrical equipment, glass inspection, maintenance of gym equipment
- ◆ Funding repairs which are LA responsibility.

Health & Safety - The School Role

- ◆ Developing a school level policy and guidelines for good practice
- ◆ Ensuring that staff and pupils are aware of their responsibilities and the agreed practices
- ◆ Identifying and assessing risks – developing procedures to manage them at school level
- ◆ Ensuring staff are trained and have access to specialist advice as appropriate

- ◆ Establishing procedures for regular monitoring and review of policy and practice
- ◆ Union consultation at site level
- ◆ Funding repairs which are school responsibility

ACCIDENT REPORTS

APPENDIX 3

There are good reasons for LA's insistence that accident reports should be made promptly and properly. Aside from statutory accident reporting obligations the reports provide valuable information on the types and severities of accidents. General statistical information is used to examine trends and the adequacy of current policy. Individual reports often yield clear needs for preventative action. The statistical information and individual reports are used as an ongoing review of organisational well-being. In addition, if there is legal action particularly compensation claims, the accident report will be a most important document as it will have been written immediately after the accident.

All staff responsible for filling in accident forms should, therefore, observe the following guidelines;

1. The report should be prepared as soon as possible after the accident. Do not wait until the exact nature and extent of the victim's injuries are known, or until someone has come to inspect any equipment involved. The report is concerned primarily with the facts of the accident, rather than its consequences.
2. Describe the facts of the accident in as much detail as possible. Inspect the place where it happened and interview anyone who saw it happen. If there was more than one witness and they give different accounts, report them all.
3. If the cause of the accident is certain, say it was. It is not sufficient to say "Stone throwing incident" or "fight". Specify the cause "pupil struck deliberately thrown by (name)" or "fight with (name) which started as friendly horseplay but turned nasty". If the accident could have been caused by a number of things, or seemed to happen for no apparent reason, do not try to guess at the most likely cause, although your opinion may be asked for later.
4. Never leave anything out because you think that it might prove embarrassing or make it difficult for the Council to resist a claim. If a floor was definitely slippery, or a machine definitely faulty, those are facts which the council needs to know.
5. Things which happen before the accident should only be mentioned if they are directly connected with it. For example, if an accident is caused by a faulty machine, the fact that a repair or replacement had been requested is relevant. If a member of staff is injured through wearing unsuitable shoes, the fact that he or she had been warned about it is relevant. On the other hand, previous accidents at the same place may have been caused by something quite different. So, think very carefully before mentioning anything except the facts of the accident itself.
6. Do not make general comments on the accident report form. You may wish to refer to the Council's systems of maintenance or to the accident victim's general attitude to safety precautions, but the accident report is not the place to say so. Such comments must be submitted separately.
7. There is often difficulty also in providing information on persons supervising an activity or in control of premises. This is particularly so during lunchtime. The Borough Solicitor advises the response "lunchtime supervisors" is not adequate. The names should always be given of the relevant persons.

WITNESS STATEMENTS RELATING TO ACCIDENTS Appendix 3a

Witness statements can be extremely useful to the Council and its insurers in the following circumstances:

- i) Where an accident has been exceptionally serious
- ii) Where an accident was not directly witnessed by a member of staff and the circumstances surrounding it are not clear, for example because pupil witnesses give confused or conflicting accounts. This is a common problem in the case of fights between pupils. In such cases the Council's insurers would much rather have conflicting statements than none at all.
- iii) Whenever a Senior Member of staff feels, for any reason, that an accident is likely to be the subject of a claim or dispute.

It should be emphasised that in the great majority of cases the taking of witness statements will not be necessary, provided of course that a full account of the circumstances is given on the official report form. Where an accident was not witnessed by a member of staff, or indeed anyone else, the Executive Headteacher or whoever is investigating the accident will naturally wish to speak to the victim and to any witnesses. If he is then reasonably satisfied that he knows what happened, it is quite permissible for them to write such phrases as:

“Jane says that she slipped on a wet floor in the changing room, and banged her elbow on the wall”

or

“According to other players, John was wicket-keeping very close to the stumps and the end of the bat caught his face when the batsman moved backwards to hit the ball”.

Sub-paragraph (ii) above only applies where the circumstances of the accident are confused or uncertain.

Serious Accidents:

- ◆ Serious accidents are reported on the Wigan Local Authority Accident form and then as soon as possible reported to Wigan via the electronic system by the School Office. This system is not always operational so forms may be kept in a bank until accidents can be reported.
- ◆ CPOMS will also be used to record accidents that are significant and could have longer implications for the child/children
- ◆ Accidents that are to be reported to RIDDOR are reported to Wigan Authority Safety Officer for advice and guidance.
- ◆ Minor accidents will be recorded as a bump note and given to parents /carers.
- ◆ KS1 in their book bag
- ◆ KS2 handed to child to be taken home.
- ◆ Carbon copies are kept of all accidents.

Head Injuries:

For all head injuries please follow the following procedure. If at all in doubt then move action up to the next level. For all head injuries please also provide parents with a copy of the Head Injuries Information Leaflet.

- ◆ Low risk head bump - no wound/lump, child presenting as well and coherent.
- ◆ Action: First aid administered if required, generic Arbour sent to say that child bumped head at school today.
- ◆ Medium risk head bump - wound/lump, child presenting as well and coherent.
- ◆ Action: First aid administered, family telephoned to advise of injury
- ◆ Serious head bump - possible wound/lump, child presenting as incoherent, sleepy, vomiting, etc.
- ◆ Action: First aid administered, ambulance called or child taken

We issue pupils with a yellow wrist band to show that they have had a head bump at school for monitoring purposes.

Allergen Awareness and Nut Allergies

To ensure the safety and well-being of all pupils, our school operates a *nut-aware* policy.

Our role is to manage the risk to the lowest level possible.

Shevington Vale cannot claim to be nut free.

We ask that parents and carers do not send any food items containing nuts (including peanuts, tree nuts, and nut-based spreads) in packed lunches or snacks.

Nut allergies can cause severe and life-threatening reactions, and even small traces can be dangerous. Staff are trained to recognise and respond to allergic reactions, and we have procedures in place to support children with known allergies.

We encourage all members of our school community to be vigilant and supportive in maintaining a safe environment for everyone.

We correspond closely with families that are involved with children who are allergic and take their concerns seriously.

VIOLENT INCIDENT REPORT FORM

APPENDIX 4

“Wigan Education Department will not tolerate verbal or physical abuse or intimidation of its staff whilst carrying out their duties. All managers of premises are charged with developing strategies to avoid violence and give support to colleagues who suffer violence”.

On completion, please scan and send one copy to the LEA’s Health & Safety Officer, Gateway House, Standish Gate, WIGAN WN1 1AE.

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1. Establishment: Millbrook Primary School
 2. Ed No : 359 2062

1. People Involved

Name in Full		Pay No	
Employment		Date of Birth	
Witnesses			
Assailants Name		Date of Birth	

2. Where and When did the incident happen?

Date		Time		Am/Pm	Place	
------	--	------	--	-------	-------	--

3. Type of Incident (please tick as appropriate)

	Shouting / Insults	
	Physical Attack	
	Racial Harassment	
	Threats of Violence	
	Sexual Harassment	
	Intimidation	
	Other (Please specify)	

4. What happened?

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5. Were any of the following contributory factors?

(Please tick all those which apply and give details)

	Life events	
	Physical contact	
	Family contact	
	Staff changes / change of routines	
	Environment issues	
	Medication	
	Communication difficulties	
	Staffing issues	
	Child’s behavior	
	Other	

Were any injuries sustained? () Yes () No
(If yes, please tick and give details)

	Burn/Scald	
	Fracture	
	Cut	
	Bite/Scratch	
	Abrasion/Graze	
	Other	

7. Was medical treatment required? () Yes () No

Treatment

() First Aid () Attended GP () Sent to hospital () Sent Home

8. What happened following the incident?

9. What management action is being taken to prevent a reoccurrence?

10. Other relevant information

Employees Signature Date

Name of Manager Date

Managers Signature Date

Appendix 5

RISK ASSESSMENT :

NEW AND EXPECTANT MOTHERS

Department Date Assessed by

Person Assessed Post

Place of Work

Type of Assessment (Expectant Mother / New Mother)

Date baby due of date of return to work

Name of Staff member:

Hazards	Actions Taken to lessen	Risk Low / High
1. Working Environment		
2. Physical Agents		
3. Biological / Chemical Agents		
4. Comments and Conclusions		
Any Other Specific Requirements /Concerns		

APPENDIX 5 CONTINUED

CHECKLIST GUIDANCE NOTES

1. Working Environment

Factors to consider	Problems of pregnancy
Early shift work	Morning sickness
Evening work	Tiredness
Overtime	Tiredness
Floor surfaces	Balance on slippery, wet or uneven surfaces
Workspaces	Comfort & ease of movement due to increasing abdominal size
Standing	Backache due to posture Varicose veins
Sitting	Varicose veins
Working procedures	Dexterity, agility, reach, speed of movement and co-ordination
Exposure to violence	Possible miscarriage
Exposure to nauseating smells	Morning sickness
Difficulty in leaving job	Frequency of micturition
Hot or cold environments	Extremes could compound the effects of other ergonomic factors
Regular exposure to shock or low frequency vibration e.g. Driving on rough surfaces	May increase the risk of miscarriage
Mental or Physical stress	May raise blood pressure
V.D.U. work	No risk from radiation

2. Physical Agents

Lifting and Handling	Possible miscarriage
Use of machines / equipment	Possible miscarriage
Use of ladders or platforms	Balance Possible miscarriage
Use of protective clothing	Expanding girth
Driving	Frequency of micturition Backache due to posture

APPENDIX 5 CONTINUED

3. Biological / Chemical Agents

Exposure to infection (human or animal)	Possible miscarriage
Exposure to chemical or biological agents	Possible miscarriage
Chemicals labelled: R40 R45 R46 R61 R63 R64	Possible risks of irreversible effects May cause cancer May cause heritable genetic damage May cause harm to the foetus Possible risk of harm to foetus May cause harm to breast fed babies
Ionising radiation	Foetal abnormality
Electro-magnetic radiation	Within current recommended levels not known to cause problems, but over exposure may cause raised body temperature
Carbon monoxide	May affect nervous system of foetus

4. Other considerations

Working from home	May well experience similar problems to women at work

APPENDIX 6

FIRE DRILL PROCEDURE

WHEN THE FIRE ALARM HAS BEEN ACTIVATED THE FOLLOWING PROCEDURE SHOULD BE PUT INTO OPERATION:-

All classes have an emergency grab register for fire drills which should be in a prominent place to be able to take outside.

1. **CLASS Y6** should leave the premises through the main entrance (i.e. the front doors), go through the playground gate and turn left to line up **ON THE KS2 PLAYGROUND**.
2. **CLASS R** should leave the premises through the **FIRE DOOR** in the classroom and should line up on the left-hand side of **THE KS2 PLAYGROUND**
3. **ALL THE OTHER CLASSES & PRE-SCHOOL** should leave the premises through the nearest exit to their classrooms.(PRE-SCHOOL TO USE Y1 EXIT).
4. **PRE-SCHOOL** should line on the left-hand side of **THE KS2 PLAYGROUND**
- , next to Reception Class.
5. **CLASS Y1 & CLASS Y2** should line up on the left-hand side of **THE KS2 PLAYGROUND**
- , next to Reception Class.
6. **CLASSES Y3, Y4, Y5 & Y6** should line up on the right-hand side of **THE KS2 PLAYGROUND**
7. All children who are in the **SCHOOL HALL** should leave the premises through the double doors in the hall (i.e. the emergency exit) and go to their normal assembly point.
8. All children / adults in the Staffroom should leave the premises through the double doors in the staffroom (i.e. the emergency exit) and go to their normal assembly point.
9. Those children in the **LIBRARY** should leave the premises through the Y5 exit.
10. All children in **THE BOARDROOM** should exit via the Y1 cloakroom door.
11. All children in the **THE LOUNGE should exit via the Y2 /Y3 exit.**
12. The Y1 teacher will check the Reception/Year 1 cloakroom toilet.
Reception TA to check Nurture Room.
The Year 2 / Year 3 teacher will check the Year 2 /Year 3 cloakroom toilets.
The Year 4/ Year 5 teacher will check the Year 4 /Year 5 cloakroom toilets.
The Headteacher to check Staff Toilets / Sunshine Room / Nurture Room
13. The Business Manager or the Clerical Assistant will take the school registers and the Visitors Books to the ASSEMBLY POINT KEY STAGE 2 PLAYGROUND. Each class teacher should check his/her class register and make sure that all the children are accounted for.

The Headteacher or most senior person on site should check with other members of staff that all children have left the premises.

14. Headteacher or the most senior member of staff on site should check the building for individual children who are “missing”.
15. FIRE EXTINGUISHERS/FIRE ALARM ACTIVATORS - Please check WHERE they are and HOW TO USE THEM.
16. The Fire Drill should be held at least once each term and on most occasions the alarm will be activated without warning to members of staff.

LUNCHTIME PROCEDURE

- A) **THOSE CHILDREN WHO ARE NOT IN THE DINING HALL** should leave the building through the nearest exit and go to the normal Assembly Point.
- B) **THOSE CHILDREN WHO ARE IN THE HALL** should follow the same procedure as detailed in ‘7’.

BEFORE/AFTER SCHOOL PROCEDURE (GET ALONG)

- A) Children in **THE HIVE** should leave by the **main entrance** (as Y6 above, point 1)
- B) Children in Section 27 settings (Play Along / Get Along) should exit by the Y4/5 exit**
- C) Children in the corridor by Y3 and Y4 classrooms should also exit by the Y4/Y5 exit

ALL CHILDREN SHOULD LINE UP AT ASSEMBLY POINT 2 IN THE KS2 PLAYGROUND

From a point in the Autumn Term the procedure will change in respect to the Visitors Books as there is an intended move to an electronic signing system which is still to be explained.

PE Storage Cupboard

No children are allowed to enter the store cupboard unless accompanied by an adult.

The key is in the offices .

The cupboard MUST not be left opened .

EVOLVE

Millbrook Primary School uses Evolve in order to record its risk assessments for all visits and has appointed an EVC- Educational Visits Co-Ordinator.

The EVC Co-Ordinator renews their training as necessary.

Other Risk Assessments:

There are a range of risk assessments for example:

- Gardening
- School Dog
- Outside Learning

The Caretaker conducts termly Health and Safety assessments around the inner and outer building areas and then acts upon any areas that are found to be posing issues for the staff children and visitors to the site.

Millbrook uses DBE for its maintenance programme to ensure safety of for example:

- PE equipment,
- Shutter doors
- Legionella
- Fire Safety

Emergency Help Call

All staff in school have an “URGENT” red card which all members of the school community are made aware of. The card is for pupil use in case of an emergency which involves their supervising adult. The card to be taken by a child, to the nearest adult, who will immediately attend the specified area and take appropriate action.

Staff keep the cards in their lanyard badges.

All children have emergency contact numbers, left with school, kept on the Arbour computer system and paper files are kept manually in the locked office cupboard.

Trees:

Millbrook Primary has a number of mature trees that always raise concerns with the neighbours.

Shevington Vale has a tree survey that takes place every 3 years to ascertain the safety of properties nearby and of the staff and adults and children in our school.

Trees are surveyed by a registered arborist

Remedial work is then undertaken immediately according to the traffic light system.

Less serious work is then planned into a schedule .

In windy conditions staff should should risk assess as to whether children .adults should be near to or under trees as healthy trees will shed their branches which could cause harm.

Safeguarding of Children in Crisis

Mainstream primary schools are places of learning, and as a school it is our duty to make reasonable adjustments to our procedures and premises for children who are in crisis.

If a child is deemed at risk of leaving the building then a Local Authority risk assessment must be completed by Wigan's Health and Safety Officer at the earliest opportunity.

School will also undertake a risk assessment while waiting to minimise risks to the lowest possible level.

On the rare occasion of a child in crisis leaves the school premises the following procedure needs to be followed:

- ***Staff must follow at distance with a mobile phone. Two staff would be ideal as a support and witness for each other.***
- ***No chasing must occur as this may cause the pupil to panic***
- ***This is known as 'eyes on child'***
- ***Staff at school ring the Police and report the incident.***
- ***Staff at school ring the parents/carers and inform them of the incident.***
- ***Staff following, keep in touch with school office.***

This incident then needs recording factually on CPOMS.

The Chair of Governors or the Safeguarding Governor will be informed.

All staff are expected to support each other during such incidents as safeguarding trumps everything.

RISK ASSESSMENT CHECK LIST

APPENDIX 7

Training

Is there a system for the identification of training needs?

Is the responsibility for training properly allocated?

Does training cover all levels from senior management to new entrant?

Are special risks situations analysed for training requirements?

Is refresher course arranged?

Safe Systems of Work

Are those tasks for which a system of work is required identified?

Are identified systems properly catalogued?

Are the systems monitored?

Are there systems to deal with temporary changes in the work?

Are there proper systems of work for maintenance staff?

Environmental control

Is the working environment made as comfortable as is reasonably practicable? Does it meet statutory requirements?

Is sufficient expertise available to identify the problems and reach solutions?

Is sufficient instrumentation available?

Are there arrangements to monitor the ventilation systems?

Are temperature/humidity levels controlled?

Is adequate lighting provided? Are there satisfactory arrangements for replacement and maintenance?

Medical Facilities and Welfare

Are there adequate facilities for first-aid treatment at all times?

Are sufficient persons trained in first-aid?

What arrangements are there for medical advice?

Are there adequate facilities to admit proper medical supervision where this is a statutory requirement?

What medical records are needed and are they properly kept?

Are the washing and sanitary facilities adequate?

Field trips, expeditions and visits

Have hazards of the activity and the ability of the students been assessed and is one matched to the other?

Have the students been advised about suitable clothing and footwear?

Has adequate equipment been provided and is there sufficient competence among members of the expedition in the use of the equipment?

Is first-aid cover adequate?

Has sufficient attention been given to emergency procedures?

Has the insurance and legal position been covered?

Internal Communication

Is the role of the safety representative understood?

Is there a properly constituted safety committee?

Is the level of management participation appropriate?

Is there a system of stimulating and maintaining interest in health and safety?

What arrangements are there to advise employees about the standards of the organisation's performance in health and safety?

Are there adequate means of communication from employees to management on safety and health matters?

Is there scope for joint management/employee inspections?

Are there efficient arrangements to process action on communication from the enforcing authorities?

Fire

Who is nominated to co-ordinate fire prevention activities? Does he/she have sufficient authority?

What arrangements are there for firefighting?

Is there an adequate fire warning system? Is it regularly checked?

Are fire drills held and checked for effectiveness?

What arrangements are there to check compliance with any statutory fire certificate?

Are means of escape regularly checked and properly maintained? Are they clearly marked?

Are flammable and explosive materials stored and used in compliance with statutory requirements?

Safe Place to Work

Are there arrangements to keep workplaces in a clean, orderly and safe condition?

Are walkways, gangways, paths and roadways clearly marked?

Are there arrangements for clearing hazards, e.g. substances likely to cause slipping, from the floors?

Is safe means of access provided to all working areas?

Are staircases, landings and openings in the floor protected?

Is storage orderly, safe and provided with easy access?

Are flammable, toxic and corrosive substances used safely and without hazard to health?

Are permit-to-work systems operated and monitored?

Records

Are there adequate arrangements for keeping statutory records?

Are the records checked for efficient and accuracy?

Is sufficient use made of the information in the records to identify areas of strength and weakness? E.g. accident and ill health experience or training needs?

Is there sufficient access to records of performance by those with a legitimate interest?

Are copies of all the relevant statutory requirements and codes of practice available on site?

Emergency Procedures

Are the areas of major hazard identified and assessed by qualified staff?

Are there procedures for dealing with the worst foreseeable contingency?

Have these procedures been promulgated and tested?

Are there adequate arrangements for liaison with other parties who may be affected or whose help may be required?

Are there arrangements to protect sensitive installations from malicious damage or hoax threats?

Do the above arrangements cover the use of the premises outside normal working hours?

Monitoring the workplace

Is it understood that monitoring will be carried out?

Is there sufficient staff with adequate facilities to carry out the monitoring?

Are the standards expected known and understood?

Is there a system for remedying identified deficiencies within a given timescale?

Is the monitoring scheme sufficiently flexible to meet changes in conditions?

Are all serious mishaps investigated?

In the event of mishap is the performance of individuals or groups measured against the extent of their compliance with the Health & Safety Policy objectives?

Is monitoring carried out within the spirit as well as the letter of the written policy document?

