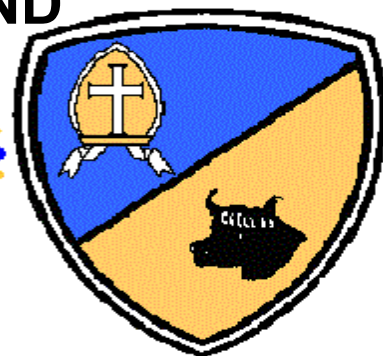


ST. LUKE'S CHURCH OF ENGLAND PRIMARY SCHOOL



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Health, Safety and Welfare Policy

Date of Policy: 2018
Review Date : 2019

MISSION STATEMENT

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 Introduction

1.1 The health, safety and welfare of all the people who work or learn at our school are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The governing body, along with the LA, takes responsibility for protecting the health and safety of all children and members of staff.

2 The school curriculum

2.1 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.

2.2 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.

2.3 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 sex and relationship education (see the relevant policies).

2.4 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.

- 2.5 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.
- 2.6 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.

3 School meals

- 3.1 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.
- 3.2 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.
- 3.3 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 School uniform

- 4.1 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.
- 4.2 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.
- 4.3 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.
- 4.4 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.
- 4.5 On grounds of health and safety we do not allow children to wear jewellery in our school. An exception is watches when they can be used to help children tell the time. We ask children to remove these during PE and games.

5 Child protection and Safeguarding

- 5.1 The named personnel with responsibility for Child Protection at St Luke's are Steve Hardaker (Headteacher), Lorraine Derbyshire (Deputy Headteacher), Alison Egan (SEND and Inclusion Leader) and Kate Vize (School Business Manager) who liaise with Ann Ring, our Safeguarding Governor. We will follow the procedures for child protection drawn up by the DFE, LA and the Governing Body.

- 5.2** 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 5.1 about their concerns.
- 5.3** When investigating incidents or suspicions, the person responsible in the school for child protection works closely with social care, and with the Area Child Protection Committee (ACPC). We handle all such cases with sensitivity, and we attach paramount importance to the interests of the child.
- 5.4** We require all adults in school to have DBS clearance, in order to check that there is no evidence of offences involving children or abuse.
- 5.5** 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.

6 School security

- 6.1** 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).
- 6.2** We require all adult visitors who arrive in normal school hours to sign in at the reception area, and to wear an identification badge at all times whilst in the school buildings.
- 6.3** Teachers will not allow any adult to enter their classroom if the school visitor's badge does not identify them.
- 6.4** 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, s/he will contact the police.
- 6.5** There is an annual maintenance and weekly checks to ensure the adventure trail is kept in a safe and serviceable condition.
- 6.6** Members of staff on duty ensure they are on the playground promptly during 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.
- 6.7** Members of staff on duty ensure they are on the playground promptly during 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.
- 6.8** Staff collect children from the playground and lead them into their classroom at the end of every break time and lunchtime.

7 Safety of children

- 7.1** It is the responsibility of each teacher to ensure that all curriculum activities are safe. 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.
- 7.2** We do not take any child off the school site without the prior permission of the parent.

- 7.3** If an accident does happen, and it results in an injury to a child, the teacher will do all s/he can to aid the child concerned. We keep first aid boxes in the main school office and in every classroom.
- 7.4** 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.
- 7.5** 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 inform us when contact details change.
- 7.6** 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 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.
- 7.7** **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.

8 Fire and other emergency procedures

- 8.1** Procedures for fire and other emergency evacuation are detailed in the staff handbook. Fire drills are held once each term. 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.

9 Educational visits

- 9.1** 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 via an online recording system called EVOLVE.

10 Seat belts

- 10.1** We use coaches 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.

11 Medicines

- 11.1** Most 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 medicines policy will be followed.
(See Medicines Policy).
- 11.2** Where children have long-term medical needs, a health care plan will be put in place and we will do everything we can to enable them to attend school regularly.

12 Internet safety

- 12.1** We regularly use the Internet in school, because it has many educational benefits. In order 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. 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 e safety policy in place which all parents have access to.
(See E-Safety, ICT Security, Computing and Acceptable Usage of IT Policies)

13 Theft or other criminal acts

- 13.1** The teacher or headteacher will investigate any incidents of theft involving children. 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.
- 13.2** Should any incident involve physical violence against a teacher, we will report this to the Health and Safety Executive, and support the teacher in question if he or she wishes the matter to be reported to the police.

14 The health and welfare of staff

- 14.1** The school takes very seriously the need to safeguard the health and welfare of all our staff. This includes their professional development. 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, s/he should inform the headteacher without delay.
- 14.2** All staff should avoid lone working wherever possible by arranging for a colleague to be also be on site. Where lone working is unavoidable, staff should ensure that all outside doors are locked and curtains/blinds are closed when it's dark. Fire doors must be unlocked when staff are working on the premises e.g. out of school hours.
- 14.3** 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.
- 14.4** 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 on school and the police.
- 14.5** The headteacher and school business manager complete a termly health and safety inspection (see appendix A). This includes an inspection of safer working practice in the school office.

15 Display Screen equipment

- 15.1** The head teacher 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.

16 Contractors and School Partnership

- 16.1** The Headteacher, School Business Manager and Caretaker will ensure that any contractors working on the premises 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.

16.2 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
- 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.

16.3 The contractors for cleaning 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.

16.4 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 will be 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.

16.5 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.

17 Car Parking

17.1 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.

17.2 Regular items on newsletters emphasise the following:

- 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

- 17.3** Personal letters will be sent to anyone who continually parks in an obstructive way or drives with excessive speed or lack of care. All comments or complaints from parents or neighbours are followed up.
- 17.4** The main pedestrian entrance is down the footpath to the front of school. The staff car park must not be used as a pedestrian access.
- 18 Monitoring and review**
- 18.1** 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 liaises with the LA and other external agencies, to ensure that the school's procedures are in line with those of the LA.
- 15.2** The Governing Body, in consultation with professional advisors, carries out regular risk assessments, with the object of keeping the school environment safe.
- 15.3** 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.
- 15.4** This policy will be reviewed on an annual basis.

RESPONSIBILITIES:

Property Maintenance	DBE Services
Fire Management	DBE Services
Safety Officer	Mr S Hardaker
Fire Officer	Mr S Hardaker
Health and Safety Governor	Mrs Ann Ring
Safety Committee Chairperson	Mr C Yates
Chair of Governors	Mr C Yates
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 /WelfareStaff
Paediatric First Aid	Miss L Bentley, Mrs M Willis, Mrs M Norcott, Mrs A Martin, Miss A Schofield, Mrs L Hampton

