



Woodfield Primary School

## Health & Safety Policy

### Document Approval

This document was reviewed and approved by the Governing Body as appropriate and effective.

Signed:		
Date:		
Name:	Mrs C Brockbank	Mrs J A Charnley
Position:	Chair of Governing Body	Headteacher

### Document Review

The Governing Body will review this policy to ensure that it is appropriate and effective whenever necessary, and not less than once every three years.

### Document Control

There is one controlled paper copy of this document located in the Business Manager's Office.

The master electronic copy is held within a designated folder. The latest issue will be marked with the highest number, ie Issue 2 is later than Issue 1. Files in the process of being edited have the words 'In Progress' in the file name.

**All other copies (electronic and paper) are uncontrolled.**

### Document History

Filename: Health & Safety Policy				
Issue	Description of Change	Author	Checked	Date
1.0	Devised and Reviewed	JAC	SB	
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6.0	Review date – June 2020			

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## 1. WOODFIELD PRIMARY SCHOOL

### General Statement of Intent

The Headteacher and Governors of Woodfield Primary School recognise they have overall responsibility for the organisation and implementation of a Health and Safety Policy, and that key personnel within the management structure are identified and their health and safety roles defined within their areas of employment.

The employee's duty to co-operate with the employer is recognised. The school management accept the responsibility for ensuring all necessary arrangements for maintaining a safe environment are implemented and monitored.

Woodfield Primary School recognises the importance of health, safety and welfare regarding the successful operation of its activities and believe the active participation of all staff is essential in maintaining the highest standards in preventing accidents. All activities will be conducted using appropriate control measures to minimise the risk to the health and safety of all staff, pupils and others, who may be affected by our activities.

The School Health and Safety Policy detailed herein will be brought to the attention of all staff, and will be subject to regular reviews to ensure it reflects the school's activities.

## 2. SCHOOL ORGANISATION

The Headteacher and Governors recognise the need to identify organisational arrangements in the school for implementing, monitoring and controlling of Health and Safety matters. Where possible, the Governors will ensure the school budget reflects the necessary funding to provide suitable and sufficient training for those with Health and Safety responsibilities.

A summary of individual duties, including reporting arrangements, are contained in the CYPS's Health and Safety Manual, a copy of which is held at the school office.

Designated persons with Safety Responsibilities	Staff Name	Staff Initials	Date
Competent person appointment to advise on Health & Safety	Mrs J A Charnley		
Premises Officer	Mrs J A Charnley		
Fire Safety Officer	Mrs J A Charnley		
First Aid and Medication	Mrs K Lowe		
Asbestos/L8 Management	Mr T Hurst		
Care and Welfare	Mrs J A Charnley		
Catering	Mrs J Wilson		
Supervision (lunchtime/caretaking)	Mrs S Barnes		
Crossing Patrol	Mr J Golden		
Swimming	Class Teacher		
Visits/activity holidays	Mrs K Lowe		
P.E.	Mr T Lyons		
Science	Mrs A Adamson		
Design & Technology	Mr T Lyons		
Art	Mrs J A Charnley		

## 3. ARRANGEMENTS

The arrangements described below are the minimum standards that will be achieved to maintain a safe environment, both for staff, pupils and others visiting the school.



Additional information is contained in the CYPS's Safety Manual. The School Safety Officer will keep the manual up to date and bring to the attention of the Headteacher, the arrangements for staff to receive training on issues of Health and Safety.

If staff have any concerns about Health and Safety, they should ensure they contact the Health and Safety Officer or their line manager.

#### **Accidents**

School procedure, accident reporting and investigation – by whom and to whom.

#### **Contractors**

All contractors will abide by the school's safety and emergency procedures. Everyone books in and out when on site.

#### **Control of Substances Hazardous to Health (COSHH)**

Caretakers and cleaners to store all substances in a safe manner. Keep out of reach of children. No unauthorised chemicals must be brought into the school. COSHH assessment to be conducted by Mrs Groom, Site Manager.

#### **Communicating Health and Safety Information**

General safety information and the statutory poster is displayed on the door of the Resource Room. Further information is contained in the CYPS's Safety Manual, a copy of which is available in the school office.

#### **Electrical Equipment**

All portable electrical equipment will be tested by the school's corporate maintenance provider (DBE Services – annually) and statutory compliance sections of the Local Authority periodically. All staff must check any electrical equipment before and after use. No unauthorised equipment is to be brought into the school.

#### **First Aid and Medication**

First aid resources are located outside the School Office and in the Key Stage 1 Corridor. All children requiring first aid treatment are to report to the person on duty and/or their class teacher, in the first instance. Details of injury must be recorded in the school accident book. First aiders are Mrs T Ashcroft, Mrs K Lowe, Mrs J Thomas, Mrs P Nelson, Miss A Hendry. Only prescribed medication can be administered by Mrs Charnley or Mrs Lowe, after first obtaining written authorisation from the child's parents.

#### **General Housekeeping**

All materials and equipment to be put away and stored safely after use. Cleaning, maintenance and repair Activities should not be carried out in the presence of pupils. All walkways, paths, stairways, etc to remain clear and unobstructed to provide a safe means of access.

#### **Internet Use**

Please see Social Media and Social Networking separate policies.

#### **Jewellery**

Pupils are prohibited from wearing jewellery, which may cause them or others injury, particularly during physical activities and/or contact sports.

#### **Ladders and Access Equipment**

To be checked every six months by Mr Hurst, Caretaker and results recorded. Faulty equipment will not be used until repaired.

#### **Lifting and Manual Equipment**

If required, staff are to carry out a manual handling risk assessment before lifting/moving equipment, furniture etc. Where possible, staff are to work in pairs or mechanical equipment to be used.

#### **Mobile 'Phones**

The use of mobile 'phones by pupils is prohibited. Staff to use 'phones in an emergency only. 'Phones with a camera/video facility must not be used in the presence of pupils. **Please refer to separate policy.**



### **Personal Protective Equipment**

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

### **P.E. Activities**

Supervision, conduct and use of equipment to be used within the guidelines laid down in the CYPS manual. Staff should ensure they are aware of the correct handling procedures for any PE equipment before use.

### **Risk Assessments**

All staff are to carry out appropriate risk assessments of the activities they undertake, record, and where necessary, inform other colleagues and the Headteacher. All risk assessments are retained in Business Manager office and on Admin PC.

### **Supervision of pupils during Non-Curriculum Time**

Play/lunch break will be supervised by Teaching Staff and Learning Support Assistants. The Headteacher is responsible for appointing and briefing staff for supervision duties, lunchtime duties and responsibilities.

### **Smoking**

All smoking is prohibited on school premises and during school visits/field trips – this includes the use of E-cigarettes.

### **Security**

All visitors are to report to the school reception, to book in and out. All visitors will be escorted whilst on school premises and DBS checked, where appropriate.

### **Premises/Safety Committee**

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

### **School Trips and Visits**

Mrs Lowe, Deputy Headteacher, is the co-ordinator for educational visits. Parents advised of visits, pupils briefed and put into group's etc. Risk assessments are carried out, recorded and helpers briefed by Mrs Barnes, Business Manager. For further information, see the Educational Visits policy

### **Swimming**

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

### **Transport**

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

### **Training**

All staff employed at, or by the school, will receive appropriate instruction and training to carry out all tasks/activities requested of them.

### **VDU/DSE Users**

Regular users to have a risk assessment of their workstation and appropriate measures taken to minimise any hazard/risk. Appropriate information and training provided.

### **Violence to Staff**

Conduct a risk assessment and keep under regular review any risk of injury, physical or verbal, to the health and safety of staff. Appropriate control measures to be taken. All violent incidents to be investigated and reported to the LA Health and Safety Officer.

### **Visitors**

All visitors to report to the School Office at both the start and finish of their visit, and sign the visitors book. During the visit they will be escorted around the school, unless authorised by the Headteacher.



**Winter Gritting**

The Caretaker to monitor/arrange order of grit/rock-salt reserves prior to the winter season and, when necessary, grit the following areas to ensure safe access and egress:

- Foot paths
- Door entrances
- Playground(s)
- Car Park.

The school may be opened early to receive pupils on days of very poor weather conditions. Refer to **Adverse Weather Conditions** document issued annually to staff, parents and pupils.