Health and Safety Policy

Adopted September 2026
Review September 2027

ST ANNE'S PRIMARY SCHOOL DENTON
HEALTH AND SAFETY POLICY (1.14)

The Governors of St Anne's Primary School, Denton adopt the recommendations made by Victorious Academies Trust and the Local Authority with regard to health and safety matters in school.

STATEMENT OF INTENT

1 The Governors recognise their corporate responsibility under the Health and Safety at Work Act to provide a safe and healthy environment for all staff at the school, the pupils of the school and other people who come onto the premises.

2 The Governors will take all reasonable and practical steps within their power to fulfil their responsibilities. They will provide safe and healthy working conditions that take account of all appropriate statutory requirements, codes of practice and advice and guidance.

The Governors will:

- operate within the structure and framework of Tameside Metropolitan Borough Council
- appoint and maintain the responsibility structure (see Appendix 1)
- appoint a Health and Safety Governor
- record the name of, and consult, the Health and Safety Representative
- provide equipment and systems of work which are safe
- provide appropriate supervision, training and instruction so that staff and pupils can perform their duties in a healthy and safe manner
- offer the opportunity for staff to receive health and safety training which is appropriate to their duties and responsibilities

REVIEW

The Governing Body will review this Policy every year or earlier if necessary and update, modify or amend it, as it considers necessary to ensure the health, safety and welfare of staff, pupils and others.

ORGANISATION RESPONSIBILITIES

1 **The Responsibilities of the Headteacher**

- To provide a written statement (Health and Safety Policy) of the arrangements for compliance with legal requirements for health and safety and bring to the attention of all staff and workers/helpers in the school
- To be responsible for the day to day operation of the school's organisational structure, the implementation of the statement of intent and the procedures set out in this policy

- To monitor the implementation of the arrangements for compliance with legal requirements for health and safety
- To ensure that a system is established for the recording and investigation of accidents and that all practicable steps are taken to prevent recurrences
- To ensure that there is a system for the recording of all visitors to the school and that they are briefed of any hazards on site
- To make arrangements for regular inspections of the school by the site manager (minimum of once a term)
- To ensure that effective arrangements are in operation to facilitate evacuation of the building in case of fire or any other emergency
- To ensure fire fighting equipment is maintained
- To provide new employees with a copy of the school's Health and Safety Policy and ensure they are briefed on safety arrangements prior to the commencement of their employment
- To be available to any member of staff to discuss and to seek to resolve health and safety problems
- To report to the Governing Body those instances where the headteacher's delegated authority does not allow the elimination or reduction of risks to a satisfactory level, but to take all necessary short term measures to avoid danger
- To comply with health and safety instructions and advice issued by the Trust and the Local Authority and to ensure that they are brought to the attention of all staff
- To make arrangements for the safe conduct of maintenance work and ensure consideration is given to the possible impact on staff and pupils
- To ensure that any necessary protective clothing and equipment is provided and used correctly and that it is properly maintained and replaced when required
- To arrange systems of risk assessment to enable prompt identification and control of hazards
- To ensure that risk assessments are carried out as appropriate and that records are maintained
- To ensure that training needs are identified and that staff are trained to the appropriate standards.

2 The Responsibilities of the Health and Safety Governor

- To monitor the implementation of the school's Health and Safety Policy
- To inspect the school annually in consultation with the site manager and/or the Health and Safety Representative
- To report annually to the full Governing Body at one of their autumn term meetings

The Health and Safety Governor is currently Laura Barlow.

3 The Responsibilities of the Health and Safety Representative

- To monitor the implementation of the school`s Health and Safety Policy
- To inspect the school annually in consultation with the site manager and/or the Health and Safety Governor as appropriate

The Health and Safety representative is currently David Winterbottom.

4 The Responsibilities of all Members of Staff

- To make themselves familiar with the Health and Safety Policy and the procedures contained within it
- To take reasonable care of their own health and safety and any other persons who may be affected by their activities
- To avoid actions that would put themselves or anyone else at risk to ensure that the arrangements as specified in the school's Health and Safety Policy are followed by themselves and the pupils in their care.

THE SCHOOL'S SPECIFIC ARRANGEMENTS

1 ACCIDENTS

Accidents (other than minor ones) should be reported to one of the school's designated first aiders. The designated first aider will provide first aid, if required, and ensure that the accident is recorded in the school's accident book. First aid will only be given if the first aider/s is/are confident of the correct procedure. The child/adult who has had an accident will not be left unattended.

The school's designated first aider is currently D Spensley.

In the event of injury and/or a serious accident, a senior member of staff must be informed as well as the first aider. A serious accident is defined as an accident requiring hospital treatment. Parents/carers will be notified by a senior member of staff, as appropriate.

Reporting accidents

All serious accidents will be reported through I Am Compliant. The reports should be completed by the first aider, teacher or headteacher or another adult authorised by the headteacher. If more than one person is injured, a separate accident form will be logged for each individual.

The headteacher will take all reasonable steps to identify the cause of the accident and whenever possible, appropriate measures will be taken to prevent a recurrence.

Accident Prevention

Children are better protected when we ensure that their environment is as safe as possible. Although we cannot cover every eventuality, precautions are taken to provide a safe environment for the children and staff.

All procedures must be adhered to by all staff.

2 SAFETY IN PE, SPORTING ACTIVITIES AND AFTER SCHOOL CLUBS

a General

- All apparatus and equipment must be checked by teachers and support staff for stability and safety before each use and defective apparatus and/or equipment will be taken out of use immediately
- All defects in apparatus must be reported to the headteacher or deputy headteacher promptly
- An annual safety check will be carried out by a nominated maintenance contractor and any recommendations will be acted upon and defective apparatus and/or equipment will be taken out of use immediately
- Appropriate PE clothing must be worn by the children when participating in PE lessons
- Appropriate footwear must be worn (Pumps should be worn inside and pumps or trainers should be worn outside. As the school has a multi purpose hall children must not take part in PE lessons or any other activity in bare or stocking feet.)
- Jewellery (with the exception of stud earrings covered by a plaster) should not be worn and children must be encouraged to leave stud earrings at home on PE days
- The hall floor should be kept clean by appropriate staff (Non-slip polish must be used by the site manager)
- The PE store should be kept tidy and is the collective responsibility of all staff under the leadership of the PE co-ordinator
- Staff must supervise the removal and storage of PE equipment and apparatus
- Staff should wear appropriate footwear and if necessary suitable clothing.

b After school clubs/sporting fixtures

- Teachers should ensure that the children know the correct finishing time for after school clubs so that parents can make the appropriate arrangements
- If a club has to be cancelled with insufficient notice because of weather conditions or staff absence etc the following procedures apply:

  The teacher in charge of the club must ensure that the children are supervised until the usual finishing time if necessary

  If the teacher in charge is absent the headteacher or the deputy headteacher will ensure that children are supervised until the usual finishing time if necessary

c Games

- Appropriate clothing and footwear should be worn
- Chewing gum and sweets are not allowed

d Football

- Appropriate clothing and footwear should be worn
- Football boots must not be worn in school or in the playground
- Playing areas will be checked for any objects which may cause harm or injury to participants
- The children should be encouraged to wear protective shin pads when playing competitively
- Plastic bubbles or cones will be used for skills practice or to mark out playing areas
- Chewing gum and sweets are not allowed

e Cricket

- Appropriate clothing and footwear should be worn
- Practices and matches will be played with nothing harder than a Kwik cricket ball
- Chewing gum and sweets are not allowed

f Netball/Basketball

- Appropriate clothing and footwear should be worn
- All posts must be stable
- The bases of posts should not protrude into the court areas
- Chewing gum and sweets are not allowed

g Rounders

- Appropriate clothing and footwear should be worn
- A hard ball must not be used (Tennis balls are acceptable)
- The striker must carry the bat when running as it is dangerous to drop or throw the bat at any time
- Chewing gum and sweets are not allowed

h Hockey

- Appropriate clothing and footwear should be worn
- Only plastic type hockey sticks are permitted
- Participants are not allowed to raise the stick above waist level
- Two hands must be kept on the stick at all times
- Chewing gum and sweets are not allowed

i Yoga/Dance

- Appropriate clothing and footwear should be worn
- Chewing gum and sweets are not allowed

j Trim Trail Equipment

- Appropriate clothing and footwear should be worn
- Chewing gum and sweets are not allowed
- Equipment to be visually monitored daily by the site manager for obvious hazards
- Operational inspection to check for stability/ware of equipment every 3 months- a written record will be kept
- Annual maintenance check carried out by an external provider
- Trim trail to be used only with adult supervision and not at the beginning or the end of the day
- Timetabled for playtimes and dinnertimes to avoid high numbers of children
- Appropriate number of children on each piece of equipment
- No swinging from the top rail of the tyre frame
- Equipment must be used sensibly at all times

K Woodland area

- Appropriate clothing and footwear should be worn
- Chewing gum and sweets are not allowed
- Woodland area will be checked for any objects which may cause harm or injury to participants prior to use
- Area to be used only with adult supervision
- Ensure area is clear of any hazardous plants or shrubs every half term
- Children to follow hygiene rules by washing hands after every use

Good conduct and a healthy attitude must be encouraged and unacceptable conduct and poor attitude discouraged in all sporting activities.

3 FIRST AID AND ILLNESS PROCEDURES

General

The school's designated first aiders will deal with cuts, accidents etc during teaching times and break times. Any minor injuries during breaks will be attended to by the teaching assistants on duty.

Midday assistants, who have received first aid training, will deal with minor injuries at lunch times. Anything else will be dealt with by a first aider.

Staff will wear gloves when assisting pupils or others where there is a break in the skin, vomit or other body fluids. (Disposable gloves are available in the first aid boxes).

The designated first aiders are responsible for informing a senior member of staff of serious injuries. All head injuries must be reported to a teacher.

A senior member of staff will also be informed in the event of a child being marked in any way other than minor cuts and grazes.

If a child is in need of medical attention the child`s parent/carer will be contacted. Contact sheets are available in the filing cabinet in the school office. A senior member of staff (head or deputy) must be informed.

Designated first aid lead

Diane Spensley

Mental Health first aider (Youth and Adult)

Diane Spensley

First aid training

School will make arrangements for the first aid training of designated first aiders to be kept up to date.

Location of first aid boxes

- in the Reception classroom
- in the staff room
- on the junior corridor
- in Year 1 classroom

First Aider, Gillian Etchells is responsible for checking and restocking these boxes.

Cuts and grazes

Clean the wound and surrounding area with water; antiseptic wipes only to be used when water is not available; do not put any cream on the wound. If a plaster is required do check that the child is not allergic to them. (see contact forms – school office)

Bumps to the head

When head injuries are more than a slight bump, the parents/carers are informed and the child/ren collected if appropriate.

The child is also given a 'bumped head' note to take home. These are available in the filing cabinet in the school office under 'medical'.

Midday Assistants Reporting Accidents

Inform the class teacher when a child is involved in an accident.

Children involved in accidents resulting in bump to the head (apart from slight bumps) will take a note home to parents/carers.

All treated injuries are recorded in the accident book and parents/carers are contacted.

The file is kept in the school office.

A senior member of staff is informed of any serious accidents/injuries.

When a child has an accident it is important not to alarm them, play down the incident - never state your concern when they are within hearing distance.

Illness

Pupil illness

Parents/carers are encouraged to keep their children off school if they are ill. If a child becomes ill during the school day, the class teacher should inform the school secretary (head or deputy in the absence of the secretary). The secretary will liaise with a senior member of staff and if appropriate the parents/carers/emergency contact person will be informed.

Staff illness

If a member of staff feels ill and unable to continue with the lesson he/she should contact the school office so that cover arrangements can be put in place and support given to the staff member as appropriate.

First Aid in PE Lessons

We will protect the children from work which is beyond their physical and mental capability. Warming up activities will be used. Staff must be aware of children who have physical conditions which may impair their performance e.g. asthma, epilepsy, diabetes and know how to deal with emergencies. A list of medical conditions, of which staff must be aware, is kept in the appropriate class register and in a register in the school office.

If a child falls from apparatus during a PE lesson he/she **must not be moved.** The school's designated first aider must be sent for.

First Aid on School Visits

Trips of `short duration` are defined as less than 24 hours

The teacher in charge of the visit must liaise with the school's first aider and obtain a basic first aid kit. (kits for trips are kept in Reception classroom)

The headteacher and child's parent/carer must be notified of any incidents that have taken place on a school visit and details should be entered into the school's accident book on return

Residential Trips - An appropriate first aid kit must be taken by the teacher responsible for the trip. A qualified first aider will be available. This will either be a member of the school staff or someone at the place of residence.

The headteacher and parents/carers must be informed of any incidents that take place and details should be entered into the school's accident book on return.

First Aid for After School Activities

All teachers must make sure they know where the first aid kits are kept.

First Aid for School Sports Events

A basic first aid kit must be made available by the teacher in charge.

4 COMMUNICABLE DISEASE IN SCHOOL

A table giving guidance on exclusion from school for the more common or important infectious diseases is kept in the filing cabinet in the school office. There is also a copy in the headteacher's office in the school's Health and Safety file.

5 ADMINISTRATION OF MEDICINES

Medicines are usually not administered in school. If children are on medication (e.g. antibiotics) parents/carers either administer all doses outside school hours or come into school to administer the medication. In extreme cases, and when agreed by the headteacher, staff may administer medication following completion of a consent form by parents/carers and relevant training for staff, if necessary (See Supporting Pupils with Medical Needs Policy).

Other exceptions to the above are children for whom medication is essential. (e.g. asthma/anaphylaxis/migraines) Class teachers are made aware of children requiring essential medication and care is taken to ensure safe storage and appropriate access.

In exceptional circumstances the headteacher may authorise the administering of medication e.g. child with a specific condition requiring daily or occasional medication. In such a case a record of medicine form will be completed (appendix 2) and signed by the parent. A record will be kept of medicine given. This information with the medication is kept in a filing cabinet in the school office or, if required, the staffroom fridge, clearly labelled.

6 CONTRACTORS IN SCHOOL

- All contractors must report to the site manager or the school office in the absence of the site manager and be signed in
- All contractors will be issued with a permit to work by the school office or the site manager (appendix 3 permit to work)
- No equipment (e.g. ladders) should be loaned to, or borrowed from, contractors
- All work by contractors is usually carried out outside of school hours during term time and in the school holidays when the children are off site (The only exception is emergency work which needs to be completed immediately in the interest of the health and safety of staff and children)
- All contractors on the premises during a school day will be supervised by a member of staff and will wear a school badge.

7 ELECTRICAL SAFETY

- All portable electrical equipment is tested on an annual basis by a suitable contractor
- It is the responsibility of the site manager to keep a record of these visits and to ensure that all faulty items are repaired, or disposed of
- Failed fluorescent tubes are disposed of by the site manager and handled with extreme care (see Tameside letter 30/01/06 ‘Disposal of Lighting Equipment’ appendix 4)
- Only PAT tested equipment is to be used in school. Equipment that has not been PAT tested can be brought into school from outside
- Children are not permitted to plug in or switch on electrical equipment in classrooms or the school hall

Electrical equipment used in classrooms include:

- radio CD Players
- extension leads
- computer equipment
- pencil sharpeners
- televisions
- interactive whiteboards
- interactive boards
- children are permitted to transport lightweight electrical equipment but only when directed to do so by a member of staff

8 SAFETY CHECKS

As well as the recorded safety checks, the Site Manager carries out general visual checks around school including:

- Fire Equipment – weekly
- External playground equipment – monthly
- Internal PE equipment - monthly
- Asbestos – annually
- Trees – termly

A log is kept of any issues raised and action taken.

9 KEEPING THE SCHOOL TIDY

- It is the responsibility of the site manager and everyone at the school to maintain a tidy, litter free environment
- Leaves and other natural debris should be removed to the bins as, and when, appropriate
- All staff and pupils share a corporate responsibility for helping to keep the school environment tidy, both inside and outside of the school building
- Children are permitted to pick up paper litter from the playground under the supervision of a member of staff (Litter pickers are available and the children must always be instructed to wash their hands afterwards)
- Children must leave glass, sharp objects, syringes, condoms etc and never pick up litter off the school site unless instructed to do so, and under the supervision of, an adult in school
- Collecting litter as part of the school curriculum must only be done following consultation with the headteacher or assistant headteacher and using appropriate equipment eg gloves, litter pickers

10 CONTROL OF HAZARDOUS SUBSTANCES

- All materials used in the cleaning and disinfecting of classrooms, administration rooms, staff room, school hall, library and toilet facilities will comply with COSHH regulations
- All substances or materials will be used in accordance with the relevant hazard safety data sheets
- A COSHH risk assessment will be completed from the safety data sheet
- Any hazardous substances, which are unwanted, will be disposed of by recognised disposal contractors
- The site manager's room will be kept locked during the school day

11 CONTROL OF POTENTIALLY HAZARDOUS SUBSTANCES

- Children must not use solvent based fluid, eg tippex, adhesives and aerosols
- Aerosol sprays for design and technology may be used in well ventilated areas with adult supervision

12 CONTROL OF POTENTIALLY HAZARDOUS EQUIPMENT

- Children are not to use scissors, compasses, dividers, staplers, craft knives, hand tools etc without adult supervision
- Children must be taught safe handling techniques

<u>Staple guns</u>

- Children must not be allowed to use staple guns or collect them from another member of staff
- When re-loading, the staple gun must be held away from the face and also away from any other persons present
- If a staple gun is fired to check that it is working, this must be done downwards into a waste paper bin
- Staple guns should only be used on pin boarding.
- If a display requires the use of a staple gun on hard wood, staff must consult the headteacher or assistant headteacher for permission and if granted, it is the responsibility of the member of staff who puts up the display to ensure that all the staples are removed
- It is the responsibility of all staff to ensure that all staples are removed from pinboards when displays in any area of the school are taken down

13 HAZARDS AND DEFECTS IDENTIFICATION

- Children should be taught to bring hazards or defects to the attention of a member of staff
- Staff and other adults in school should report hazards and/or defects to the site manager or headteacher promptly
- The site manager must inform the headteacher of any hazards or defects

- Any hazards or defects, which as a result of risk assessment, constitute a danger to the health and safety of pupils, staff, parents and building users must be dealt with as quickly and effectively as possible

14 SUPERVISION OF CHILDREN

Children must be adequately supervised in classrooms, the school playground, during PE lessons and in all areas in, and around, school.

General

- Teaching staff are responsible for supervising their class as they enter and leave the classrooms
- Children must not be left unsupervised either in classrooms, or the hall and if there is a problem, please contact the school office for assistance
- The behaviour of pupils as they move around school is the corporate responsibility of all staff (teaching and support staff)

Classroom Supervision

- Staff must be in their classrooms to receive the children from 8.45am for the morning session and 1.15pm for the afternoon session
- Children must not be left in classrooms unsupervised
- Staff must be in classrooms to receive the children at the beginning of each session and at the end of breaks

Punctuality is essential at all times for reasons of safety and our responsibility as carers.

Procedures for Coming into School

The school gate and infant and junior doors are opened at 8.45 am and children come straight into school and go into their own classrooms where they are supervised by the class teachers. Parents/carers are asked not to send their children to school before 8.45am as we do not accept responsibility before this time. To avoid congestion and in the interest and safety of the children, parents/carers are asked to leave the children in our care and not to wait in classrooms, corridors or the hall.

The playground school gate is secured during the school day. It is open from 8.45 am to 9.05 am and 3.05 pm to 3.25 pm.

Playground Procedures

a **Break Times**

Morning

KS1 - 10.15 - 10.30 am

KS2 – 10.35-10.50

Lunch 12.10 - 1.15 pm (KS1) 12.20 - 1.15 pm (KS2)

Afternoon 2.10- 2.25 pm (Years 1 and 2)

b Playground Supervision

Two adults (usually one teacher and one teaching assistant) are on duty for each outdoor morning break.

The Deputy Headteacher is responsible for playground duty rotas and for arranging cover when necessary.

Teachers must be punctual in going into the playground at all times. If a problem arises staff must send a message to the Headteacher, Deputy Headteacher or another member of staff so that cover can be arranged.

Teachers must be aware of the time and respond to the bell at the end of break.

Teachers on duty must circulate.

If a teacher is unable to do the duty because of a course or medical appointment he/she should change the duty with another member of staff.

All duty changes must be reported to the Deputy Headteacher.

Absence duties are covered by other staff on a rota basis.

Children must not be in school at break or lunch times unless supervised.

Requests from parents/carers for children to be in school during breaks because of injury or sickness must be referred to the Headteacher (Deputy Headteacher in absence of Head).

At the end of the lunch time break at 1.15 pm the midday supervisor follows the procedure and supervises the children coming into school.

c End of dinner procedure

Hand up – all children stand still and stop talking

1 index finger– Reception walk in through reception entrance. Year 3 enter by junior door

2 fingers – Year 1 walk into school via the infant corridor door and Year 4 enter by junior corridor

3 fingers – Year 2 walk into school via the infant door and Years 5 and 6 enter by the junior door

d Indoor Breaks

- The bell is rung twice to indicate an indoor break
- The teacher on duty informs Year 6 at morning break and the monitor rings the second bell
- At lunchtime, the midday assistants ring the second bell if required
- There is no bell at break in the afternoons but the teacher on duty sends a message to the other teacher if it is an indoor break
- Class teachers remain in their classrooms for morning and afternoon breaks and teachers are covered by staff without classes and support staff to facilitate toilet visits
- Drinks are taken to the classrooms in appropriate containers for indoor breaks
- If it begins to rain after the children have gone outside, they will return to classes and all staff must return to classrooms immediately
- Each class teacher must arrange appropriate indoor playtime activities
- Scissors and other similar instruments must not be left out, or used during breaks without the supervision of an adult in school

Lunch Time Supervision

The children are usually supervised at lunch times by seven midday assistants and one midday supervisor.

School lunch time breaks are as follows:

Foundation Stage/Key Stage 1 12.10 – 1.15pm

Key Stage 2 12.20 - 1.15pm

Teaching staff are not expected to supervise at lunch breaks.

The Headteacher and/or the Deputy Headteacher are usually on the premises at lunch breaks. In the absence of the Headteacher and Deputy Headteacher, a senior teacher will remain on the premises.

A first aider must be on site during lunch breaks.

Staff must not leave children in classrooms at lunch times unsupervised. If a teacher wants children to come into the classroom for any reason at lunch time, it is his/her

responsibility to bring the children in from the playground. Children must not be asked to come into school at specific times.

It is the responsibility of each teacher to provide appropriate activities for `wet' lunch times and to ensure that the children are aware of these, and that a list is posted in the classroom. Activities requiring scissors, knives etc are not allowed without the supervision of a teacher or responsible adult.

During `wet' lunch times the children should remain in their own classrooms unless directed elsewhere by a member of staff.

Further details of lunchtime procedures are in the Handbook for Midday Assistants. Copies are available in school.

Moving Around School

Children should walk in school. Staff must supervise children as they enter and leave classrooms and when they go to the cloakrooms for PE kits.

Collective Worship/Assemblies

It is the responsibility of each class teacher to supervise the entry and exit of their pupils into assembly. Children should come into the hall quietly and sensibly. The behaviour of the children during assemblies is the responsibility of all teaching and support staff and inappropriate behaviour must be dealt with.

15 OUT OF SCHOOL ACTIVITIES/EDUCATIONAL VISITS

School visits are organised according to DfE and Trust Guidance

A general letter is sent to all parents when their son/daughter joins the school. A reply slip is included. This written consent covers the pupils for the duration of his/her education at school.

All educational visits are planned by the appropriate class teachers, supported by senior staff using the school's trips procedure and standard proformas. Members of staff have to inform the headteacher of intended visits early in the planning process.

Class teachers are responsible for informing parents/carers that a visit is planned. This includes all visits off site whatever their duration. All letters to parents/carers must be approved by a senior member of staff. Information to parents/carers will include:

- times and point of departure/arrival/return
- approximate duration of travel
- supervision arrangements, especially periods of intermittent supervision

For residential visits a parents/carers meeting is held to explain details etc.

Risk assessments are carried out and completed on the Trust template and sent through I Am Compliant to Elisabeth Blythe at the Trust.

When children are taken off site the appropriate class teacher is responsible for ensuring adequate supervision. This will depend on the age of the children and the nature of the activity. Teachers should consult with a senior member of staff.

All newly qualified teachers and teachers who are new to St Anne's are accompanied by a senior member of staff at least on their first trip.

All residential visits are approved by the Governing Body.

16 SECURITY

It is the responsibility of the headteacher in consultation with the Governing Body to ensure the security of the school building and grounds.

The main entrance must be kept locked. Entry is monitored by the secretary or clerical assistant.

All visitors are checked, and a senior member of staff informed, if there is cause for concern. All visitors will wear a lanyard to aid identification and confirm that signing in has taken place.

Children are not allowed to open the main entrance to admit visitors unless supervised and/or authorised by a member of the school staff.

Any serious breaches of security may require the emergency procedures to be used.

Staff and children are encouraged to be vigilant and to report anything unusual to the school office or a senior member of staff.

The playground gate is kept locked during the school day. This is the responsibility of the headteacher and the site manager. It is the responsibility of the site manager to ensure that the lock is kept in good working order. There is a key in the school office and the mobile for emergencies.

The site manager is responsible for checking that the gate is secure at the start of each school day.

Staff should ensure that their valuables are locked away or kept with them.

All school money collected by class teachers must be sent or taken to the school office as soon as possible after registration. Money must not be left in classrooms. Money must not be left in the school office in the absence of the secretary. It should be passed on to the headteacher or the deputy headteacher in the absence of the secretary. Money is locked in a safe.

Children are asked not to bring valuables into school. If valuables are brought in school does not accept responsibility for them.

Only Y5 and Y6 children are allowed to bring mobile phones into school if they walk to and from school alone. Phones will be taken from the children during the day. It is the responsibility of the pupil to collect the phone from their classroom at the end of the day.

External security shutters have been fitted to the external doors to protect these areas when the school is unoccupied.

17 FIRE SAFETY

All fire appliances are tested annually. Repairs are carried out promptly and serious consideration is given to any recommendations.

The fire alarm has call points at each emergency exit and is linked via Redcare to Custodian Emergency Control.

The Site Manager tests the fire alarm on a weekly basis ensuring that he tests from the various fire points. These can be found in the junior and infant corridors, the cloakroom area near the Reception classroom and in the mobile.
It is the responsibility of the site manager to ensure that all fire alarm tests are recorded and that the headteacher is informed promptly of any problems.

An annual fire safety check is carried out by the site manager and bursar and records of maintenance are kept. An external fire risk assessment is carried out every 3 years or when major structural repairs have occurred. A copy of these are forwarded to the landlord.

18 EMERGENCIES AND EVACUATION PROCEDURES

See Fire Safety Procedures Document for details (Appendix 5).

An emergency is considered to be anything that unexpectedly disrupts the normal running of the school such as the sounding of the fire alarm or the occurrence of an accident.

In the event of evacuation for fire or any other emergency, the following procedures apply:

All children and staff must leave the building promptly and sensibly, using the nearest exit or the clearest route available.

Exits are as follows:

Year 6 – junior corridor door

Year 5 – Reception fire door

Year 4 – main entrance door

Year 3 – main entrance door

Year 2 – infant corridor door

Year 1 – infant corridor door

Reception – Reception fire door

Mobile classrooms – mobile doors at front, side, back

Meeting points

Front lawn -Years R, 3, 4 and 5

Playground – Years 1, 2 and 6

The teacher in Year 6 is responsible for checking that the suite and boys' toilets are vacated.

The teacher in Year 1 is responsible for checking that the girls' toilets are vacated.

The member of staff who discovers, or is made aware of the fire or need for evacuation, should activate the alarm immediately.

The secretary, clerical assistant, headteacher, deputy headteacher or site manager will notify the fire brigade if safe to do so.

Notification procedure

In case of fire lift the receiver, dial 999.

When the exchange operator answers, say 'fire' and give the school exchange and phone number. (0161 336 2956)

You will then be connected to the fire brigade. When they answer, say 'fire at St Anne's Primary school, St Anne's Road, Denton, M34 3DY.

The notification procedure is posted by each telephone in the school.

There **are 5 telephones**. They are located in the school office, headteacher's office, back gate office, and mobile. The 5th telephone is a cordless phone based in the Staff room (but used around school during the day).

Fire instructions are posted in each classroom and must be displayed clearly at all times.

Procedures in event of lunchtime evacuation

If the children are in school because it is a 'wet' lunch time, the evacuation procedures already outlined apply. Midday assistants take responsibility for the class they supervise and assume the responsibilities outlined in the evacuation procedures for specific teachers.

If children are in the playground, they will be told to remain there and midday assistants will move them to the rear of the playground away from the building. A key to the rear gate is accessible to staff in the mobile so that the children can be taken outside the gate if necessary.

Children in the hall will leave the school by the main entrance and front fire doors and congregate on the front lawn near the railings with the midday assistants from the hall.

Other staff should leave the building by the nearest exit, go to a meeting point and assist with supervising the children.

The headteacher and the deputy headteacher will check toilets and classrooms, providing that by doing so they do not endanger their own lives.

A fire drill practice is held each term. One of these takes place during the lunchtime period. Staff check the number of children they should have. When the evacuation takes place at lunch times all areas of the school are checked to ensure there is no one on site as a roll call is not possible.

It is the responsibility of the headteacher to ensure that all fire drills are recorded, to monitor the effectiveness of the evacuation procedures and make changes as necessary.

It is the responsibility of the headteacher to ensure that Custodian Emergency Control is notified at the start and finish of fire drills.

Arrangements have been made to evacuate to St Anne's Church in cases where this is considered in the best interests of the children and staff. This decision will normally be made by the headteacher in consultation with the deputy headteacher and/or the Chair of Governors. A church key is located in the head's office.

Other possible emergencies

a Serious service/structural malfunction

This covers gas leaks, bursts, electrical faults etc. We will assess the seriousness of the situation and remedy it if possible, without involving unnecessary risk to anyone.

b Intruders

In the event of a disturbance caused by intruders, we will assess the situation and take steps to diffuse it without risking the safety of anyone. (Refer to separate Lockdown policy)

c Pupils absconding from lessons

Staff must remain with their class and send a message to the school office who will contact a senior member of staff.

d Local Authority Emergency Evacuation

If for any reason, we are advised by the Local Authority to evacuate the school, the normal evacuation procedures set out in this policy will be followed.

e Critical Incidents

The school follows the LA advice and maintains a major/critical incident policy and plan.

Fire precautions

The school is a no smoking environment.

19 RISK ASSESSMENT

Risks will be assessed and recorded. These assessments will identify defects and deficiencies, together with the necessary remedial avoidance actions and control measures.

The Headteacher is responsible for the maintenance of risk assessment records.

20 STRESS MANAGEMENT

St Anne's School believes that all employees have a responsibility for themselves and their well being. The Governors will take every reasonable care to ensure that employee's health is not placed at risk from stress through excessive demands, inadequate controls, lack of management support or the way people deal with each other at work plus the employee will be informed and supported regarding any change to their work or responsibilities.

Examples of practice in school to help support staff and minimise stress are

Flexibility in working hours

PPA for teachers including off site

Additional staff both teaching and support staff

Limited activities on top of the school day

Regular contact with staff

Positive ethos

Staff supportive of one other

Management available on a daily basis

Staff wellbeing part of performance management meetings

A member of staff is now a mental health first aider with appropriate training given

Copies of guidelines on stress and other related issues are contained in the school's Health and Safety file in the headteacher's office. Staff can request copies from the school office.

21 SMOKING

The school is a no smoking environment. Smoking is not permitted in the school building or in the school grounds.

22 DISPLAY SCREEN EQUIPMENT

The term Display Screen equipment (DSE) is used to describe not only the visual display unit (VDU) of a computer but also the other computer equipment and the workstation where it is used i.e. the desk, work surface, chair, input devices, software, printer and document holder.

The school is aware of its duties under the *Display Screen Equipment Regulations 1992* to assess the risks to the health and safety of its employees from the use of DSE. A copy of LA advice on VDU and screen based equipment is kept in the Health and Safety file in the headteachers's office and copies are available to staff from the school office.

23 MANUAL HANDLING

Manual handling is the name given to tasks involving lifting, putting down, carrying, pulling, pushing or moving that rely on bodily force. The employer recognises that such tasks have the potential to cause injuries. Where it is not possible to lift or move loads by mechanical means, tasks will be assessed, mechanical aids will be provided to reduce the amount of manual handling required and employees will be provided with training in safe lifting techniques. Manual handling risks will be assessed.

24 WORK EQUIPMENT

Work equipment includes plant, equipment and tools, whether owned by the school or obtained on loan or hire. The school acknowledges and accepts its duties under the *Provision and Use of Work Equipment Regulations 1998 (PUWER)*. It will take all reasonably practicable steps to provide work equipment that will not put health and safety of any person at risk and that is suitable and properly adapted for the purpose for which it is provided. All employees are responsible for using machines in accordance with the manufacturers' instruction. Any machine fitted with a guard to prevent contact with moving parts must not be operated with the guard removed or disabled. Machines must not be adjusted when the machine is running. Damaged equipment must not be used.

25 USING LADDERS

Staff should select a ladder which is suitable for the work which is being performed and check it before use to ensure that it is free from defects, of good construction, sound material and of adequate strength of the job.

Step ladders should always be used when putting displays up of any kind. Staff should not stand on chairs or tables to put displays up. Ladders should only be used as a last resort.

26 LONE WORKING

Lone working does occur on occasions, and as this may place individuals concerned at 'increased risk'. It is important that the issue is addressed within the risk assessment for the particular activity/ties.

Examples of lone working include:

- Caretaker/Site: Manager early start, late finish, school holidays, call-outs etc.,
- Teaching staff: preparation, meetings, etc., outside 'normal' hours
- Late meetings, weekend working

A copy of the LA's advice on lone working is kept in the Health and Safety file in the headteacher's office.

27 LEGIONELLA PREVENTION

The school is aware of its responsibility to ensure that monitoring systems are adhered to and the logbook completed and to ensure that routine testing of the water systems are carried out so as to comply with the Council's guidelines and procedures. A copy of the LA's legionalla guidelines is kept in the Health and Safety file in the headteacher's office and staff can request copies from the school office.