Our Lady’s Catholic Primary School

POLICY FOR HEALTH, SAFETY AND WELFARE

School Health & Safety Officer: Mrs A Emerton

Our Mission Statement expresses the school’s aim to “take responsibility” for ourselves, the school environment and “care” for each other, which is in line with the “Stay Safe” aspect of “Every Child Matters”. The following policy sets out to explain how this aim can be realised.

The Governors, Headteacher and Staff recognise:

- Their statutory duty (under the Health and Safety at Work Act 1974) and moral responsibility to ensure the health, safety and well-being of all the children, staff and visitors to School;
- All employees have a responsibility to take care of themselves, those in their charge, and those affected by their activities.
- All users of the school, including learners (taking into account their age and understanding), have a responsibility to take care of themselves and to be accountable for their actions.

As a Voluntary Aided Catholic Primary School, the Governing Body, as employer, has a collective responsibility for compliance with Health and Safety Law. Through this policy, the Governors are committed to ensuring that positive attitudes to health, safety and welfare issues are promoted throughout the school.

Day to day responsibility for ensuring the effective management of health and safety across the school is discharged through the Headteacher. The Headteacher should provide clear leadership on such matters and ensure health and Safety management is fully integrated with other managerial aspects of their role.

The Headteacher has a legal obligation to ensure that adequate arrangements are in place for effective implementation of the policy and that it is understood at all levels. This includes ensuring that those persons with specific responsibilities and duties have adequate training, instruction, supervision and information to enable them operate in a safe and efficient manner.

The Headteacher should inform the Governing Body of any issue with significant health and safety implications which cannot be resolved satisfactorily without their support and involvement. The Headteacher must also work with the Governing Body to ensure the reasonable allocation of adequate resources to meet current health and safety standards and requirements.

The Headteacher is responsible for ensuring that the Policy is regularly and effectively monitored, and reviewed as appropriate. In addition to the school’s own internal performance monitoring, the school also receives periodic audits from the Local Authority, which in turn inform an action plan for continual improvement. The Governing Body will receive reports from such monitoring.

The Headteacher must ensure there are effective lines of communication for employees and others served by the school to raise or report any health and safety concerns and that these will be addressed in an appropriate and positive manner. Where operational changes are proposed that would have health and safety implications, there must be sufficient consultation with those involved to ensure any risks are minimised.
AIMS

This policy seeks to establish and maintain, in so far as is reasonably practicable, a safe and healthy working environment throughout the school. This is to be achieved by the following aims:

- To ensure robust management systems are in place to identify, evaluate and manage any health and safety risks within the school environment and / or its associated activities.
- To establish and maintain written safe working procedures among staff and pupils.
- To ensure the adequate provision of training, instruction, information and supervision to enable all people in school to contribute positively to the health and safety of themselves and others at school.
- To maintain a safe and healthy place of work and safe access and exit from it.
- To formulate effective procedures for use in case of fire and other emergencies and for evacuating the premises.
- To lay down effective procedures to be followed in case of an accident.
- To provide an effective system of reporting and recording accidents, dangerous occurrences and other potential hazards to health and safety.

To achieve the above aims, we:

- Make health and safety issues an agenda item at the first Staff Meeting of each half term, and at each School Council meeting.
- Have established a Health and Safety Advisory Group, reporting to the General Purposes Committee.
- Report to the Governors any significant matters concerned with safety, health and welfare, which cannot be resolved without their support and involvement.
- Seek to ensure sufficient resources and support are provided to enable compliance with Health and Safety law.
- Have produced a comprehensive set of Risk Assessments and Safe Systems of work covering all aspects of school life and keep these under periodic review.
- Ensure that all staff are fully briefed on their responsibilities in respect of health and safety, and that relevant health and safety documents such as Risk Assessments and SSoW are available for reference.
- Look at ways of increasing health and safety awareness across the whole school and integrate this into the Curriculum where appropriate.
- Investigate all accidents/incidents with a view to establishing causes, and taking necessary action to prevent recurrence.
- Ensure appropriate safety checks have taken place (electrical appliances, emergency lighting etc)
- Comply with any statutory requirements relating to Health & Safety compliance, including Legionella and Asbestos Management.
- Have established a system of COSHH assessments for any potentially harmful substances/products used by the school.

This Policy is produced in line with Warrington Borough Council's Health, Safety and Welfare Policy 2016-17. Consideration has also been given to:

- Warrington Borough Council Health, Safety & Welfare Manual / SOPs and GNs
- Our Lady's Child Protection Policy
- Keeping Children safe in education (5th September’16)
- Safe Practice in P.E. / Swimming
- First Aid Guidelines
- Warrington Guidelines for Drug Related Incidents
- Warrington Policy for Administration of Medication.
- Safeguarding Children Procedures (WSCB).
**SPECIFIC ARRANGEMENTS**

The school recognises its obligations to identify arrangements to make its Health and Safety Policy effective. All staff should make themselves aware of the following requirements and procedures that have been put in place:

a. **Smoke Free.** Since 1st July 2007, the site has been “smoke free”.
   Appropriate signs are displayed in the main areas of the school, in the staffroom, and outside.

b. **Safety of Children before, during, and after School.** It is our policy to inform parents that the safe time of arrival for KS2 children is between 8.40 and 8.55am. At this time a member of the support staff is on duty to receive the KS2 children. Reception and KS1 may come into their classrooms where their teacher will greet them from 8.45. Morning Nursery begins at 8.45 and afternoon begins at 12.30. During the school day all adult visitors must report to the School Office first and sign in. All visitors must wear the school’s visitor identification. Staff are informed by the Headteacher if visitors or workmen are in or around school. After school, parents meet children from the outside class door at 3.15pm, or in the case of the classes without their own door, from the main cloak room door at the back of school. KS2 children who are not met as expected/agreed must return to their teacher who will bring him/her to the entrance hall. No FS or Key Stage 1 child is allowed to leave unaccompanied.

At lunch-time all Mid-Day Assistants share the supervision and care of the children. Children are discouraged from talking to relatives or passers-by, either known or unknown, at the fence in keeping with “Stranger - Danger” awareness. The children are encouraged to participate in structured and unstructured play activities. The Mid-Day Assistants have their own First-Aid bag and deal with minor cuts and abrasions. For more serious injuries, a First Aid form should be filled in and returned to the Headteacher. The Mid-Day Assistants have their own First Aid Record Book. Any concerns are reported to the Headteacher or Deputy. Any accidents or injuries should be reported to the appropriate teacher or teaching assistant. Children walk into school one class at a time.

In the event of a head injury, “head bump” letters should be completed and given to the class teacher to pass on to the parent/carer. The letter should be signed by the adult who dealt with the accident. A phone call is also made to the parent to inform them of the injury.

All children should enter and leave school via their class exit or the rear corridor. Children should be supervised at all times in the courtyard areas as space is extremely limited. Reception children and any other children crossing the car park should use the footpath track. Morning helpers should enter through the front door. They should be issued with a helper badge to signify that they have this responsibility.

No child(ren) should be left unattended during the school day, including playtimes. If a child is to remain inside during playtime for any reason, he/she should be supervised by the class teacher in class, by the Headteacher in the entrance hall, or by the MDAs in the hall. If the Headteacher is not available, then the child should sit outside the staffroom.

c. **Dog Free:** Dogs are not allowed on the school site, even if they are carried.

**FIRE SAFETY AND PROCEDURE**

All fire procedures, processes and risk assessments will come under the guidance issued by the North West Fire Brigades. Fire safety legislation now requires that all school carry out a fire risk assessment which has been undertaken by this school and is available in the school office. Our full Fire Policy can be found in the school’s Fire and Bomb Evacuation policy 2016.
Fire practices (drills) take place termly, without prior notification, and take place at different times of the day to ensure that all staff and children are aware of the procedures. Exits may be blocked as if by fire in order to practise different evacuation routes. The Headteacher will keep a record of the date of all completed drills, and any matters which arise from these.

The school has a service contract with CIA 2000 (through Manchester Working) who maintain the fire alarm and emergency lighting system.

Staff members are required to sign in and out of the premises so that in the event of an evacuation, it is known which adults are on site. All visitors spending a length of time in the school should be made aware of arrangements in case of fire.

Staff should make themselves aware of procedures to be followed in the event of a fire. Fire Action Notices describing the procedure on hearing the Fire Alarm are displayed in all areas of the school. Fire exits are clearly marked around the school. Evacuation plans are on display in every class and other areas around the school.

**FIRE ACTION**

**On discovering a fire:**

- Immediately arrange sounding of fire bell. Staff should familiarise themselves with the location of fire alarm bell pushes around school.
- Go to the nearest telephone and dial 999 and state “Fire at Our Lady's Catholic Primary School, Wash Lane, Latchford, WA4 1JD”
- Proceed with evacuation as outlined in the Fire Action procedures.

**On hearing the Fire Alarm:**

i. A fire in school is marked by a two-tone sounding bell.
ii. If bell fails a hand-bell will be rung.
iii. All staff and children leave by the nearest exit in straight lines in a quiet and orderly manner. The teacher in Y1 should check the KS1 girls' toilets. The teacher in Y2 should check the KS1 boys' toilets. The Y5 teacher should check the KS2 toilets. The teacher in Y3 should check the toilets in class.
iv. Do not stop to collect belongings.
v. Office staff will collect the registers, the Evacuation Bag, the staff list, the visitor list, the Log Book (children) and the school mobile, on their way out of the building.
vi. Everyone will gather in class lines on the field, at the marked Assembly Point.
vii. Teachers must call a register immediately the assembly point is reached and must stay with their own group of children throughout.
viii. The Headteacher, Deputy, or any member of staff without responsibility for a group of children must call the Fire Brigade, preferably with a mobile, even though the school has a Redcare line to ADT, who will inform the Fire Brigade.

With the exception of checking for missing persons, no-one must re-enter the building until permission is given.

All outbreaks of fire, however small, should be reported to the Fire Brigade by calling 999. The Headteacher is responsible for ensuring that the appropriate fire checks are carried out by the Fire Service and recorded in the Fire Action Folder.
HALL FIRE ACTION

If the fire bell is activated while all the children are in the hall, then evacuation should proceed as follows:

<table>
<thead>
<tr>
<th>Exit</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursery, Reception and Y3</td>
<td>exit through front side hall door (exit 1), through courtyard and around Reception classroom</td>
</tr>
<tr>
<td>Y1 and Y2</td>
<td>exit through double entrance hall doors (exit 2) and around Y1 classroom</td>
</tr>
<tr>
<td>Y4, 5 and 6</td>
<td>exit through back hall double doors (exit 3) through cloakroom and KS2 rear door</td>
</tr>
</tbody>
</table>

The children should line up in classes on the field, with Y6 closest to the fence, and Nursery / Reception closest to the playground.

If the evacuation takes place during lunchtime then the *designated MDA should collect the class lists from their notice board on the way out. The MDAs should remain with their designated groups until the ‘all clear’ is given by the Headteacher or Deputy Headteacher.

- Designated MDA = MDA assigned to Y2

BREAKFAST CLUB

If the evacuation takes place during Breakfast Club (8.00 am to 8.55 am), then the Supervisor should line up the children, collect the register and evacuate through the double entrance hall doors (exit 2), and around Y1 classroom.

AFTER-SCHOOL CLUBS

Staff in charge should bring the register out.

BOMB EVACUATION

In the Event that the Bomb Alert Card is Issued:

1. Leave the building by the nearest route, take your personal belongings if in close proximity. (Be observant, take a quick look around your work space as you are leaving to identify if there are any suspicious items)
   * Years 4, 5, 6, Reception and Nursery are to evacuate via Nursery gate onto Prescot street, proceed down Blackley Close onto Linear Path (stop on Linear Path for a head count) and proceed to Victoria Park
   * Years 1, 2 and 3 to leave the school via the front door onto Wash Lane onto Prescot Street - on to Frederick street (head count needed) then proceed to Victoria Park via the Linear path.
   * All classes are to collate on the grassed area where a head count will take place
3. Await further instructions.
4. Do not attempt to re-enter the building
5. HT to give permission to enter back to school
In the Event of a Verbal Instruction to Evacuate

1. Instructions will be verbally communicated to all locations within the building to evacuate (the instruction may include evacuating the building via the normal fire exit routes or via dedicated identified safe exit points)
2. Instructions will include the location of the safe assembly point and any specific instructions relating to exiting the building.
3. Personal belongings should be taken if in close proximity (Be observant, take a quick look around your work space as you are leaving to identify if there are any suspicious items)
5. Await further instructions.
6. Do not attempt to re-enter the building.

SAFETY OF BELONGINGS

i. Everyone has a responsibility to look after their own, the schools, and other peoples' belongings.

ii. Children
   1) All items of personal property should be clearly labelled with the child's name.
   2) Children should ensure that their coats and bags are placed on the appropriate peg. They should ensure, whenever possible, that clothes and bags are hung or placed against the wall or placed under the bench so that they do not cause an accident. If bags are on the floor, the staff should ensure that these are picked up.
   3) Swimming equipment should be taken home and washed after use and not left hanging in corridors causing unpleasant smells. P.E. bags should be taken home for washing each half-term.
   4) Any other personal equipment should be small enough to be kept in class, either in trays or as designated by the teacher.
   5) During P.E. lessons any watches or earrings should be left in their trays in the classroom.
   6) Any item brought from home should be clearly marked with the owner's name and should be used appropriately by the teacher / child.
   7) Money for snack or lunchtime should be kept in a purse or envelope, which should have the child's name on it.
   8) Any other money (e.g. for payment of trips etc) should be sent to the school office immediately.

iii. School Staff / Facilities
   1) Staff should keep their handbags or wallets with them at all times, or lock them in a locker or store cupboard.
   2) Any personal equipment brought to school must be the personal responsibility of that person.
   3) Cars should be parked safely, either in the marked bays or on the grass, and preferably left facing the exit, or in the private car park behind the school.

iv. School Property
   1) Any expensive piece of equipment should not be removed from school without the consent of the Headteacher or Deputy.
   2) All equipment must be stored in the appropriate or named place, and returned after use.
   3) Children must never be allowed to carry heavy equipment, nor move computers, without supervision.
4) All accidents / breakages / near misses must be reported to the Headteacher, the Deputy, or the School Secretary.

5) All small electrical items are checked bi-annually by an approved electrical company. These are then marked with the date tested and passed safe. If an appliance is not marked, it should not be used until it has been tested. Any new items bought by school are assumed safe until their first check which should be within one year of purchase. Staff should carry out a visual inspection before using any electrical equipment. The PAT register should be kept up to date.

6) The School’s Asset Register must be kept up-to-date, and is updated in the Autumn Term and as new items are purchased.

7) All items are marked with “Smartwater IndSol Tracer”.

Bikes/Scooters

Children in KS2 whose parents have agreed and signed the form, are able to cycle to school on their own. There are racks available at the back of Y5, and on the main car park near the kitchen to enable the bikes to be locked up (see Cycling to School Protocol – Appendix 4). Children are reminded not to ride within the school grounds. Children who cycle/use a scooter with their families may leave these on the racks near the kitchen / Reception classroom.

MAINTENANCE WORKERS

The Headteacher must be made aware of all contractors or third parties entering the school premises to undertake maintenance or work contracts.

1) All outside contractors must report to the School Office and explain their task or the work to be completed. Prior to work beginning, they should present a Risk Assessment, so that any risks or dangers to staff, pupils or property posed by the work can be identified and actions put in place to alleviate the risks. Contractors should sign in and then put on a visitor’s sticker.

2) If work will affect the fabric of the building, they should be issued with the Asbestos Management Plan which is located with the log book, which is kept in the school office cupboard. Upon completion of the task they should report to the School Office prior to departure. The Log Book should be completed if required.

3) No spraying, gang-mowing or tree work should take place whilst staff and children are on the field.

4) All contractors used by the school must be CRB checked, but if not, should not have unsupervised access to children.

VEHICLES ON SITE

1) No vehicle will be allowed within the school grounds (other than the car park) without the prior permission of the Headteacher or Deputy, who will first take whatever safety measures are necessary.

2) During the school day, the main gate is closed. The back (vehicle) gate is closed at all times.

FIRST AID

i. Names of First Aid Personnel

1) Appendix 1 lists the names of the School’s First Aid Personnel, with their First Aid qualifications.
ii. **Location of Equipment**

1) There are two fully stocked wall-mounted First Aid boxes. One is in the KS2 cloakroom, the other is in the staff-room.

2) Each teacher has a supply of plasters and wipes in their classrooms in a green medical bag.

3) Mid-Day Assistants have their own First Aid bag and ice packs. In an emergency, MDAs can alert the Headteacher or Deputy Headteacher through the ‘Red Disk’ System. Each MDA holds a marked Red Disk and in the event of help needed, the MDA sends a child in to the Headteacher (or another adult) with the disk.

4) Asthma Inhalers should be kept in an accessible place by staff in N-Y2. From Y3 onwards, the child should be responsible for it. Individual Asthma cards, which contain information re: dosage etc, are kept in the school office.

5) Any pupil emergency medication (e.g. epipen) is stored in the staffroom and in the pupil’s classroom.

6) A First Aid Record Book is kept in the staffroom, the Breakfast club, with the MDAs and in the Foundation Stage. Completed forms should be sent to the school office.

iii. **Accident Procedure during the Day**

1) Member of staff to assess the situation and to deal with it.

2) First-Aider called if necessary.

3) Headteacher informed, if necessary.

4) Headteacher would contact the child’s parents if child in need of hospital treatment. If parents / guardians / relatives are not available, then the child would be taken by the First-Aider and another adult to hospital. The School would continue to attempt to trace the parents. An Accident Form should be completed by the Headteacher. (WBC – HSA1) – Health and Safety Reporting System Submission (electronic).

5) All minor accidents are to be entered in the Accident Books which are collated in the school office, and reported to parents at the end of the school day. A phone call is made to parents if a child receives a head bump, and is following up by a letter.

iv. **In the event of an Emergency**

1) Anyone present to call ambulance immediately and then contact parents.

2) First Aider to stay with child.

3) The remaining staff are to maintain normality within the school and to oversee the children.

4) When school is informed that a child is in school with any infectious condition e.g. impetigo, head lice, then all staff involved with that child and his/her siblings should be informed.

5) The current Guidance on Infection Control in Schools & Nurseries poster is on display inside the Entrance Hall store cupboard and in the Staff room.

**MEDICATION**

We have adopted the LA’s Administration of Medication Policy, and so all requests made by parents must be done in writing. Please see the policy for further information.

**CARETAKER**

1) The Caretaker is responsible for the overall security and safety of the School and Nursery buildings in accordance with his duties.
2) A safety check should be made of both the buildings, inside and out, and also the play apparatus on arrival each morning by the Caretaker. The tarpaulin should also be removed from the Nursery garden, and replaced each evening.
3) Any defects or graffiti must be reported to the Headteacher / Deputy.
4) Bottles, bricks, bark etc. which may cause injury to a child should be removed.
5) Footpaths and steps should be kept clear of snow and ice in the winter in accordance with LA guidance. Salt should be applied as necessary for safety.
6) Weekly checks should be made that all gullies and drains are cleared. Weekly checks should also be made on rarely used water outlets (Legionella).
7) In Autumn, leaves causing a hazard must be swept up. In wet weather, the playground and paths should be checked, and if there is mud, it should be removed.
8) Daily safety checks should be made in the bin area and playground to ensure that broken glass and the like does not litter the area.
9) A safety check should be made weekly of hedges on boundary fences and cleared of litter.
10) Floors to be treated must always have a non-slip polish.
11) Toilets and toilet areas must be cleaned daily and treated with only LA-approved disinfectants and cleansing materials. Defective extractor fans in the adult toilet areas should be reported to the Headteacher / Deputy. The stock of paper towels and soap in the classrooms and toilets must be checked daily.
12) The Boiler Room must be kept free of inflammable materials; and must be cleaned regularly. Easy access to the boiler must be maintained.
13) All hazardous materials must be kept locked in the outside store-room in accordance with COSHH Regulations.
14) The Fire Alarm Points are to be checked weekly, and an up-to-date record kept.
15) The gate onto the field is locked during the school day, and the nursery gate is locked by Nursery staff when the “soft play” area is in use.

ART AREAS / MATERIALS

1) All working methods must be given careful consideration by the teacher.
2) Care must be taken that all materials are not hazardous and are non-toxic. Staff should familiarise themselves where applicable with the COSHH assessments for products they use and take any necessary precautions.
3) Only paints purchased from a recognised / approved educational supplier must be used. Plaster of Paris should not be used.
4) In any finger-painting, care must be taken, especially if an adhesive is used.
5) Children must be warned of dangers of scissors, brushes, felt-pens, pen-tops and any equipment with sharp points.
6) Consideration, according to the age of the child, should be given in the use of scissors. They should never be used unsupervised. Scissors may not be used during wet playtimes.
7) Craft-knives should be put away in a box separately and kept in the teacher’s stock-room.
8) Paste or glue containing fungicide must not be used. Glues should always be purchased from recognised educational suppliers.
9) No child must use a staple-gun. When a staple-gun is used to mount work it is the member of staff’s responsibility to remove staples and ensure the surface is safe afterwards. Staple-guns should be kept separately in the teacher’s stock cupboard.
10) Care must be taken when using drawing-pins, straight pins, or mapping-pins.
11) If line-cutting tools are used, children should sit as far apart as possible. Children must be shown appropriate safe ways of using junior hack-saws, glue-guns etc. Tools should be kept in a box in the stock cupboard.
12) Protective coverings, either aprons or old shirts, must be worn by children to protect their clothing. These should be washed regularly.
13) Care must be taken when mounting work on walls.
14) Staff should avoid working at height whenever they can. Where this cannot be avoided they should use appropriate work equipment or other measures to minimise the distance and consequences of a fall, should one occur. All staff have been issued with “Keeping Safe When Working at Heights” (HSE).

SPORTING ACTIVITIES

Staff and children must be appropriately dressed for PE, including footwear. Staff should make visual inspection of the area to be used, including ground/floor conditions. No jewellery is to be worn by children, and long hair should be tied back. In special circumstances children can cover earrings with plasters.

Certain guidelines apply to all sporting activities; others are specific to certain activities.

General Guidelines:

1) Before each session children must be reminded of the organisation, groupings and safety precautions to be followed. The teacher will insist on quietness and listening skills for safety reasons as well as for learning. The register should be taken into the hall/outside, as should any asthma inhalers.
2) Any equipment to be used should only be carried by children under supervision. Children should be trained to place and use equipment safely.
3) All equipment should be used appropriately, and must be checked by the teacher before children begin to use it.
4) It is the responsibility of the teacher to ensure that all equipment used is put away correctly. Any defects must be reported to the Headteacher.
5) Teachers are to ensure that children are wearing suitable clothing and footwear before undertaking sporting activities.
6) All children should make their way to the sporting activity, and return, under supervision. They should not walk to/from the hall in bare feet.
7) Children should never throw balls at other children; they should only throw balls to another child if that child is looking and aware.
8) Children must not deliberately kick or throw balls at windows, doors or light fittings.
9) Direct supervision when children are working in groups is a matter for the teacher’s discretion.
10) A long whistle means that the children should stop their sporting activities and go to the teacher.
11) The teacher should be aware of asthmatics, and children with other medical complaints/conditions. Inhalers should be taken into the hall/outside.
12) In the case of slight injuries sustained whilst undertaking sporting activities, the teacher is to assess the situation and deal with it. In the event of a more serious injury, the teacher will stay with the child and send for help, invoking the Emergency/Accident Procedure.
13) Children excluded from sporting activities through injury, parental request, or lack of suitable kit should remain with the class and either observe the lesson or carry out a quiet activity.

Specific Guidelines:

SWIMMING

1) The ratio of adults to pupils should follow the WBC Swimming Policy and Guidance 2008.
2) The adult must be able to effect a rescue from that part of the pool he/she is supervising.
3) Advice will be sought from the appropriate medical body in the event of a child presenting with a medical condition, before the swimming sessions start. Any medical disabilities must be given careful consideration during swimming lessons.

4) Children with heavy colds, open wounds and sores must be excluded. Teachers will make use of their professional experience / common-sense when making a judgement.

5) Swimming should not take place straight after a meal, if possible.

6) Children must not be allowed to enter the water until instructed to do so.

7) The teacher is responsible for the pupils when travelling to the baths, in the changing room, and at the pool-side.

8) Good discipline is essential at all times.

9) Any children excluded from swimming at the request of the parents should bring a note. Records of absence should be kept in a separate book. Children will accompany the group to the swimming baths.

10) Due consideration will always be given to any present or future LA guidelines on swimming.

11) Parent volunteers should be CRB cleared, and should remain in the entrance lobby.

12) Staff should ensure that the changing rooms are supervised by school staff or by pool personnel.

**FOOTBALL/MINI SOCCER/RUGBY**

1) Shin pads must be worn at all after-school clubs, events and matches.

2) Boots (metal studs or plastic blades) are not to be worn in the school building. All boots must be taken off outside and cleaned before being put into bags.

**P.E.**

1) No child may use the Hall for P.E. activities without adequate supervision.

2) Care must be taken to keep activities away from any chairs, the piano, cupboards or tables stored in the Hall.

**CRICKET / ROUNDERS**

1) Kwik-Cricket equipment should be used in all cricket sessions.

2) Children should only use tennis or soft balls.

3) Bats, wickets, corner-posts and stands must never be thrown down.

4) Any posts used must be adequately anchored down.

**SCHOOL VISITS**

The Headteacher must be informed of all visits outside the school premises, and copies of any letters concerning the visit should be handed in to the office.

School visits are a part of our everyday work in school. Such visits are routine, and accepted as part of the working day.

At the beginning of each school year, parents are asked to sign a consent form for local visits (i.e. those not involving transport). When local visits are planned, staff should inform parents as a matter of courtesy. Teachers must carry out an adequate risk assessment (to include a site visit) prior to any visit and ensure that there is sufficient adult supervision, taking into account the number of children involved, and the nature of the visit. A generic risk assessment (to be adapted for each visit) is
provided on the staff area of the website. Permission must be sought from the Governing Body and the Local Authority for any adventurous activities, using the EVOLVE system.

On walking visits, the children should be reminded of any basic rules necessary for their own safety. There must be an adult at the front, and rear of each class, as a minimum. The teacher must take responsibility for the crossing of any roads at convenient, safe places. Children should cross roads between two adults.

For a visit involving transport, written permission from the parents or guardian of each child involved is required.

Teachers must ensure that

- a telephone contact number of the place to be visited is left at the office
- an appropriate change of clothes, sick bucket, bags of sawdust, any medication and first aid equipment is taken
- seat belts on the coach are worn at all times
- no child is sitting on front seats or near an emergency door on the coach
- a head count is taken before leaving and at appropriate intervals during the day, and on entering and leaving the coach
- group leaders have a written list of children in their care
- group leaders have a mobile phone with them, and leave the number at the school office
- children do not eat or drink anything whilst on the coach
- group leaders should take the school mobile phone
- the Trips Evacuation Pack is taken on residential visits

Teaching staff must make a preliminary visit to a venue if using for the first time (PPA Time can be used)

Wrist bands with the name/phone number of the school are available for younger children to wear on visits out from the school.

RESIDENTIAL VISITS

Please see School Guidelines for Residential Visits for further information. Residential visits are very much part of our life in KS2, and extra care and attention must be taken at the planning stage and during the visit itself. Risk assessments must be completed, and approval sought from the Governing Body and from the LA (see below).

A visit to the centre prior to the visit is required, and all Centre safety guidelines and staff ratios must be adhered to. A Risk Assessment must be carried out. These must be sent electronically to the Local Authority through EVOLVE, 30 working days before the trip.

Written parental permission must be sought before any visit takes place, and parents must take responsibility for their child adhering to all rules concerning safety and behaviour. If the visit involves any adventure-type activities, the written parental permission must be sought before the visit takes place.

Parents are invited to attend a meeting in school prior to the visit, where the programme and any associated risk management is explained. Parents must complete a medical form and return it to school before the visit. This form contains all relevant medical details and emergency contact numbers (see Appendix 3 for form). A copy of this form is given to the Headteacher or Deputy
Headteacher for retention in school for the duration of the visit, and the original form is kept in the visit leader’s possession throughout.

Children who have inhalers for asthma must be responsible for their own medication throughout the visit.

Any other medication must be handed to the accompanying First Aider before the visit with explicit details of dosage etc.

Any other adult accompanying a residential visit must have received a CRB Enhanced Disclosure.

An information leaflet entitled “Guidelines for Parents Accompanying Residential Visits” has been prepared and is given to all parents who accompany a residential visit, before the visit.

INCIDENTS OF VERBAL ABUSE

Any incident of verbal or physical abuse towards a member of staff must be reported to the Headteacher who will complete the appropriate form (WBC – HSA 2 Health and Safety Report System Submission - electronic). Appropriate action will be taken and the Governing Body will be informed.

REVIEW

The Headteacher and staff will Review this Policy in the Autumn Term 2017. Any suggested amendments will be presented to the Governors for discussion and approval in the next Term.

Related documents include:

- Risk Assessment File
- Safe Working Practices File
- Child Protection and Safeguarding Policy
- Asthma Policy
- Administration of Medicine Policy
- Stress Policy
- Lone Working Policy
- Fire Risk Assessment
- Guidance for Residential visits

Warrington Borough Council

Risk and Resilience Team
Partnerships and Performance
Assistant Chief Executive’s Office
PO Box 13
4th Floor
Quattro
New Town House
Buttermarket Street
Warrington
WA1 1NJ
Direct Dial: 01925 442174

Signed by Chair of Governors: Date:
## Names of First Aid Personnel

<table>
<thead>
<tr>
<th>Name/Purpose</th>
<th>Qualification</th>
<th>Dates</th>
<th>To be renewed before:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mrs L Szczepanek</td>
<td>First Aid at Work</td>
<td>5-11-13</td>
<td>5-11-16</td>
</tr>
<tr>
<td>Mrs A Boundy</td>
<td>First Aid at Work</td>
<td>3-10-14</td>
<td>3-10-17</td>
</tr>
<tr>
<td>Mrs H Gawne-Sheridan</td>
<td>First Aid at Work</td>
<td>12-2-14</td>
<td>12-2-17</td>
</tr>
<tr>
<td>Mrs C Farrington</td>
<td>Paediatric First Aid</td>
<td>3-3-16</td>
<td>3-3-19</td>
</tr>
<tr>
<td>Mrs L Carr</td>
<td>Paediatric First Aid</td>
<td>4-7-16</td>
<td>4-7-19</td>
</tr>
<tr>
<td>All teaching staff have completed basic First Aid Awareness</td>
<td>Basic First Aid Awareness</td>
<td>June 2014</td>
<td></td>
</tr>
<tr>
<td>All MDAs have completed First Aid awareness</td>
<td>Basic First Aid awareness</td>
<td>Nov 14</td>
<td></td>
</tr>
</tbody>
</table>
Date: _______________________

Head bump/Other Injury letter

- Today _____________________ experienced a bump on the head at _______________________________.
  We have watched him/her carefully, but we suggest that if he/she complains of drowsiness, nausea/sickness, blurred/double vision, flashing lights or any similar symptoms, you should seek immediate medical treatment.

- Today _____________________ experienced the following injury: __________________________________
  __________________________________________________________________________________________

Appropriate first aid treatment was administered as follows:
  __________________________________________________________________________________________

Thank you for your support.

Signed ___________________________  Name (Print) ___________________________
**VISIT:**

**NAME OF CHILD:** ______________________________________________

Dear Headteacher

I have received and read the information the school has provided for me outlining the proposed visit to ______________________. I understand the reasons for the visit and the nature of the activities to be undertaken.

I am willing to allow my son/daughter* to take part in planned activities.

I give my permission for the teacher in charge to sign on my behalf any forms of consent required by the hospital authorities in the event of my son/daughter* being ill or injured during the course of the journey or stay to the extent that a surgical operation or serum injection becomes necessary, provided the delay required to obtain my own signature might be considered likely in the opinion of the doctor or surgeon concerned to endanger my son's/daughter's* health.

I understand that during the period of the activities away from the school, my son/daughter* will be under your supervision or under the supervision of the appointed members of staff.

Signed __________________________ Parent/Guardian

Address __________________________________________________________________

Tel No: Home ____________________ Mobile ___________________ Work ______________

If not available at any of the above, please contact:

Name: __________________________________

Address: __________________________________________________________________

* Delete as necessary.

**GP Details:**

Name of GP: _____________________________________________________________

Address: __________________________________________________________________

Tel: __________________________
### Medical Information

Please complete the medical questionnaire for your son/daughter*

1. Has your child been immunised against tetanus in the last five years? (please give date if known)
   - Yes/No

2. Is your child sensitive to penicillin?
   - Yes/No

3. Does your child suffer from fainting attacks or blackouts?
   - Yes/No

4. Does your child suffer from fits or epilepsy?
   - Yes/No

5. Does your child suffer from any allergy, asthma or hay fever?
   - Yes/No

6. Does your child take any medication for the condition?
   - Yes/No

7. Does your child suffer from diabetes?
   - Yes/No

8. Does your child suffer from ear trouble?
   - Yes/No

9. Does your child suffer from any illness, and/or injury not mentioned above?  
   If yes, please give details including any infectious/contagious illness in the last three months and details of other recent illnesses, injuries and physical disabilities.
   - Yes/No

10. Are your child’s teeth in good condition?  
    If you are not sure, please get your dentist to check your child’s teeth on a regular basis.
    - Yes/No

11. Is your child on any sort of medical treatment at the present time, is the treatment self-administered?  
    If yes, please give details:
    - Name of medicine: __________________________
    - How often taken: __________________________
    - Yes/No

12. Please indicate any special dietary requirements due to medical, religious or moral reasons.
    - __________________________

13. Does your child suffer from travel sickness?
    - Yes/No

14. Does your child suffer from incontinence problems?
    - Yes/No

15. Can your child swim?  
    - Yes/No  
    - How far? _________

16. Are there any activities your child may not participate in? Please give reasons:
    - __________________________

17. Is there any other information which school should be aware of, eg suffers from vertigo, claustrophobia or is frightened of the dark etc?
    - __________________________

Signed __________________________  
Date __________________________

Parent/Guardian
APPENDIX 4

CYCLING TO SCHOOL PROTOCOL

1. The child's parents agree to their child cycling to and from school and take responsibility for their safety and well being on their journey.

2. The bike must be in a road worthy condition.

3. Cycle helmets must be worn at all times.

4. Cyclists must enter the school site through the gate on to the field, and dismount at that gate, and walk to the cycle racks. Cyclists must not come into the car park or ride on the playground.

5. Bikes should be locked on to the rack.

6. Any child who does not follow this protocol will lose the privilege of cycling to school.

Pupil's Name: _____________________________

Signed (pupil): ____________________________

Parent's Name: ____________________________

Signed (parent): ____________________________

Date: ____________________________

The Governing Body, Headteacher and Staff will not be held responsible for any accidents concerning a child cycling to/from school.

The school will not be held liable for any theft or damage to any bicycle.
Advice to Parents and Children

- It is recommended that parents discuss and agree the safest cycling route from home to school with their child, and cycle it with them if possible, before the child cycles to school.
- Cyclists need to be visible at all times. Bicycles should have lights and reflectors fitted, and be in good working order. Bright clothing and reflective strips on clothes and bags are also recommended.
- Cycle helmets must be worn.
- It is recommended that parents discuss the Highway Code with their child, and remember that it is illegal to cycle on the pavement unless it is “shared-use”.
- Regular checks should be made on the bike (brakes, steering, tyres, lights etc) to ensure that it remains roadworthy.