

The Shevington Federation

## **Shevington Vale Primary School Including Section 27**



## **Health and Safety Policy 2025-26**

**‘Health and Safety is the responsibility of everyone’.**

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

*Reviewed Sept 2025  
Next review Sept 2026*

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

## **POLICY STATEMENT FOR HEALTH & SAFETY AT SHEVINGTON VALE PRIMARY SCHOOL**

This document outlines the school's philosophy regarding Health & Safety. The policy was formally drawn up by the Executive Headteacher and discussions with staff. Its implementation is the responsibility of all staff.

It was agreed by members of the teaching staff and was approved by the school's governing body. It will be reviewed periodically.

### **Statement of Intent**

The Executive Headteacher and Governors of The Shevington Federation recognise that 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 with their areas of employment.

The employee's duty to co-operate with the employer is recognised. We expect all employees to meet their minimum legal duties in this area and indeed to generally exceed them. The school management accepts the responsibility for ensuring all necessary arrangements for maintaining a safe environment are implemented and monitored.

Shevington Vale Primary School recognises the importance of health, safety and welfare regarding the successful operation of its activities and believes 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 risks 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.

## School Organisation

The Executive 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.

### **HEALTH AND SAFETY DUTIES**

#### **STATUTORY DUTIES**

1. The Health and Safety at Work etc. Act 1974 places duties on EMPLOYERS to safeguard, so far as it is reasonably practicable, the health, safety and welfare of their employees and the health and safety of persons not employed such as pupils and visitors but who may be affected by work activities. Employers also have additional duties under other health and safety legislation such as the Control of Substances Hazardous to Health Regulations.
2. Persons who have CONTROL OF PREMISES have duties to take reasonable measures to ensure, so far as is reasonably practicable, that premises and equipment are safe for people using them who are not their employees, e.g. pupils, and visitors and those using premises on a lettings basis- see Lettings Policy
3. EMPLOYEES have duties to take reasonable care to ensure that they work in ways which are safe and without risk to health both to themselves and other staff, pupils and visitors. They must also co-operate so that employers can comply with their statutory duties.

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

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

- provide plant equipment and systems of work which are safe and without risk to health
- ensuring so far as is reasonably practicable and without risks to health, the handling, storage and transportation of articles and substances is safe
- provide adequate training information, instruction and supervision so far as is reasonably practicable to enable all staff employed in the school to perform their work safely and efficiently
- promote the development and maintenance of sound safety, health and welfare practices
- maintain the premises in a condition that is safe and without risks to health and the maintenance of access to and from the premises
- provide and maintain a working environment that is inclusive, and as safe as possible without risks to health and is adequate regarding welfare facilities for staff and pupils
- ensure sufficient funds are available to provide, as necessary, protective clothing or equipment to all staff employed in the school, for the safe use of machinery equipment and substances.

- maintain a close interest in all Health & Safety matters insofar as they affect all activities in the premises under the control of the school

***The Governors with the support of an appropriate committee carry out an annual risk-assessment audit of Health & Safety matters in order to determine the way forward. Any measures necessary to reach satisfactory health & safety standards will be the responsibility of the committee and Executive Headteacher.***

## **ORGANISATION**

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

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

## **LOCAL AUTHORITY RESPONSIBILITIES**

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

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

## GOVERNORS RESPONSIBILITIES

### **Governors will ensure that:**

- a) the LA's HEALTH AND SAFETY POLICIES and Codes of Practice are fully implemented and, to ensure compliance, are monitored on a regular basis;
- b) the school produces its own safety policy to supplement the LA's policies, and that the policy is annually reviewed;
- c) School safety forms a part of the Resources Committee's responsibilities.
- d) The Safety Policies are brought to the notice of all employees;
- e) the school has considered its health and safety obligations and has made provision for meeting those obligations;
- f) the school's staffing structure appropriately reflects the responsibilities for carrying out the arrangements for health and safety;
- g) health and safety issues concerning the school are identified and appropriate action taken;
- h) appropriate facilities and information for accredited Union Safety Representatives are provided to enable them to fulfil their duties- a part of the LA agreements.
- i) all reasonable facilities and information are provided to officers of the Local Authority inspectors of the Health and Safety Executive and any other health and safety official as appropriate.

### **The Governors' Resources Committee will:**

- a) Monitor the implementation of Health and Safety policies and procedures
- b) Review safety measures to advise the Executive Headteacher and Governing Body
- c) Disseminate safety advice and information provided to Governors by external health and safety agencies
- d) Assist in reviewing the health and Safety Policy and risk assessments as required
- e) Carry out an annual audit and report findings to the Governing Body.

## EXECUTIVE HEADTEACHER RESPONSIBILITIES

- a) The Executive Headteacher will ensure that: -
- b) policies and procedures with regard to health, safety and welfare matters (including safeguarding and child protection) within the school are established and approved by the Governing Body, and that the policies and procedures are known, read and followed by all members of staff, including temporary/supply staff;
- c) any health and safety matters raised, and guidance from the LA, are brought to the attention of the Governing Body
- d) regular reviews of the safe performance of all areas of the school are undertaken with appropriate action when necessary, and are reported to the Governing Body;
- e) accidents, incidents and dangerous occurrences are reported, investigated, and, where appropriate, preventive measures are taken. Also, that reports and returns are submitted to the LA in accordance with the published procedures;
- f) adequate first aid provision is made for staff and pupils and other persons, whilst on school premises and when working away from the school, in accordance with LA guidance;
- g) training needs are identified and arrangements made for those needs to be met;
- h) necessary arrangements are made to ensure that Trade Union Safety Representatives can effectively carry out their functions, and that consideration is given to reports on inspections carried out by Safety Representatives;
- i) all parts of the premises, plant and equipment for which the governors have responsibility are regularly inspected and maintained in safe working order;
- j) goods purchased comply with necessary safety standards and that all equipment purchased is safely installed.
- k) any unsafe items which are the LA's responsibility are reported to Wigan Council and any item which constitutes a health and safety hazard is taken out of use;
- l) staff and volunteer helpers organising and taking part in visits, journeys and holiday excursions have the necessary knowledge, experience and skills so that they will be aware of, and have made arrangements to deal with, any risks involved
- m) asbestos management procedures are implemented with all contractors on site before work commences
- n) working arrangements are agreed with contractors working on the premises and are closely monitored to ensure that the working practices do not endanger the health and/or safety of employees, pupils or other persons on the premises- NPS buyback agreement
- o) awareness and co-operation amongst staff with regard to health and safety matters is actively encouraged-this is a weekly agenda item on all meeting plans.

## EMPLOYEES' RESPONSIBILITIES

- a) All employees have a general duty under the Health and Safety at Work etc. Act 1974 to:-
- b) occurrences at the earliest possible opportunity; be familiar with and observe at all times all safety policies and procedures;
- c) take reasonable precautions to ensure take reasonable care of their own safety and that of other persons;
- d) co-operate with the employer on health and safety matters to enable the employer to carry out their own responsibilities successfully;
- e) use correctly any equipment provided for their safety;
- f) report any defective equipment to their supervisor or other appropriate person, i.e. Safety Representative;
- g) report accidents or dangerous the safety of all persons in their charge.

(In the following any reference to Executive Headteacher shall mean Executive Headteacher or in her absence the person in charge.)

The Head of School is responsible for the day-to-day implementation and management of health, safety and welfare within the school.

Teaching and non-teaching staff holding posts/positions of responsibility have a general responsibility for the application of the School's Safety Policies within their own area of work and are directly responsible to the Executive Headteacher for the application of all health, safety and welfare measures and procedures within their own department/area of work.

Class teachers have responsibilities for the safety of pupils in their charge.

All employees have a responsibility to take reasonable care of their own health, safety and welfare and that of other persons who may be affected by their acts or omissions while at work. They also have a responsibility to co-operate so that employers can comply with their statutory duties.

Additional up to date information is contained on the on-line intranet provided by the LA.

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

**Accidents:****Procedure:**

In case of children - they report to adult in charge, i.e. teacher on duty, class teacher, welfare assistant, and adult helper. Each classroom has an emergency red card system. This can be used to alert an adult in the adjacent room.

Adults take appropriate action and report accordingly to a First Aider for treatment i.e. First Aid administered for minor injuries, written in School Accident Record Book, and/or Wigan's Accident Report Form, Executive Headteacher/ SLT to be informed and parents/carers notified in person/writing.

Serious and violent incidents of all stakeholders are reported to Wigan via an on-line form or scanning the form. The school office holds the forms.

In case of all adults including visitors to school - they report to qualified First Aider and appropriate action taken, accident form completed as appropriate.

If necessary notify next of kin or persons as requested.

Personal contacts details are in the school office.

All accidents are investigated, in case appropriate measures need to be taken for future prevention of similar accidents

First aid boxes are located outside classrooms, in the staff room and in the disabled toilet.

First aid kits are taken on school trips.

For designated First Aiders see page 7

## **General Safety Around School:**

### **3.1 Contractors**

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

All contractors have sight of the Asbestos Register overview and caveats before commencing work inside or on the outside of the building

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

Caretakers and cleaners store all substances in a safe manner in a locked environment.

Keep out of reach of children.

All staff are not to bring unauthorised chemicals into the school.

Hand wash gels to be out of reach of children and to supervise children using them if necessary.

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

General safety information and the statutory poster to be displayed on the notice board located in the Staff Room. Further information is contained in the LA's on-line resources.

Weekly team meetings will update staff via a Health and Safety Agenda item

### **3.4 Electrical Equipment**

All portable electrical equipment will be tested by the school' usual maintenance provider atas a minimum every 2 years.

All staff are to inspect electrical equipment before and after use.

No unauthorised equipment is to be brought into school.

### **3.5 Emergency Procedures**

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

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

Staff details are also kept in cupboard – with emergency contact

### 3.6 First Aid and Medication

First aid boxes are located in the Staff Room and around school in classes  
All children requiring first aid treatment are to report to the main office if possible  
Details of injury must be recorded in the school accident book.

No medication will be given to pupils without the Executive Headteacher's/ Head of School authorisation and the parent/carer's written authority.

(Welfare Staff at lunchtime fill in their own book and have their own "bum bags of First Aid items").

### **WITNESS STATEMENTS RELATING TO ACCIDENTS**

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

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

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

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

or

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

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

#### **Serious Accidents:**

- Serious accidents are reported on the Wigan Local Authority Accident form and then as soon as possible reported to Wigan via the electronic system by the School Office. This system is not always operational so forms may be kept in a bank until accidents can be reported.
- CPOMS will also be used to record accidents that are significant and could have longer implications for the child/children

- Accidents that are to be reported to RIDDOR are reported to Wigan Authority Safety Officer for advice and guidance.
- Minor accidents will be recorded as a bump note and given to parents /carers.
- KS1 in their book bag
- KS2 handed to child to be taken home.
- Carbon copies are kept of all accidents.

#### **Head Injuries:**

For all head injuries please follow the following procedure. If at all in doubt then move action up to the next level. For all head injuries parents/carers will be informed..

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

The list of qualified First Aiders is in the staffroom on the noticeboard

Emergency epi pens are also available in the office

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

#### **Key Points:**

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

- In the UK, the **Emergency First Aid at Work (EFAW)** certificate is:
- **Valid for 3 years**
- After this period, it must be **renewed by retaking the full one-day EFAW course**
- **Renewal Process**
- There is **no shorter requalification course**—you must complete the same one-day training again before the certificate expire
- It's recommended to **renew before the expiry date** to avoid any gaps in certification.
- **Annual Refresher (Recommended but not mandatory)**
- The **Health and Safety Executive (HSE)** strongly recommends that first aiders take a **half-day refresher course annually** to maintain competence and stay updated with best practices

## **VIOLENT INCIDENT REPORT FORM**

### **APPENDIX**

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

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

.....

1. Establishment: Shevington Vale Primary School
2. Ed No : 359 2062

#### **1. People Involved**

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

#### **2. Where and When did the incident happen?**

Date		Time		Am/Pm	Place	
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#### **3. Type of Incident (please tick as appropriate)**

<input type="checkbox"/> Shouting / Insults	
<input type="checkbox"/> Physical Attack	
<input type="checkbox"/> Racial Harassment	
<input type="checkbox"/> Threats of Violence	
<input type="checkbox"/> Sexual Harassment	
<input type="checkbox"/> Intimidation	
<input type="checkbox"/> Other (Please specify)	

4. What happened?

5. Were any of the following contributory factors? (Please tick all those which apply and give details)

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

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

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

7. Was medical treatment required? ( ) Yes ( ) No Treatment  
( ) First Aid ( ) Attended GP ( ) Sent to hospital ( ) Sent Home

8. What happened following the incident?

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

10. Other relevant information

Employees Signature ..... Date .....

Name of Manager ..... Date .....

Managers Signature ..... Date .....

### Medicines in school

Any child on medication which needs to be taken during the day the parent/carer will need to come to school to administer the dosage themselves, or a parent/carer completes a form in the school office giving certain staff in school permission to administer the medication- no medication is to be kept in the classroom apart from inhalers. - see Medicines Procedure statement. MEDICINE HAS TO BE TAKEN TO THE OFFICE. CHILDREN ARE NOT ALLOWED TO COLLECT MEDICATION FROM THE OFFICE-THIS MUST BE DONE BY A RESPONSIBLE ADULT.

Giving medication to children needs 2 adults- one to administer and one as a check and a witness.

### Record of Medical Conditions

Records of any medical conditions are recorded on the Arbor system.

Health Care Plans are kept in the school office following an annual review.

### Fire Prevention

Everyone in school needs to be vigilant to ensure that life and property are not endangered by fire.

Appendix A states the school fire/emergency procedure.

The school Fire Officer is to conduct a fire evacuation practice once per term.

Fire alarms to be tested weekly.

All flammable materials to be correctly stored.

All fire drills to be recorded

### General Housekeeping

All materials and equipment to be put away and stored safely after use.

Cleaning, maintenance and repair activities carried out in the presence of pupils.

All walkways, paths, stairways, etc. to remain clean and unobstructed, to provide a safe means of access.

### Ladders and Access Equipment

Caretaking staff to check ladders regularly.

Under no circumstance must any member of staff climb a ladder without Ladder Training and even with ladder training go beyond heights that they are comfortable with.

**No staff member must go onto the roof of the school at any time.**

**Any staff member seeing any of the above must report it to the senior person on site immediately as part of their safety care of all staff.**

**No member of staff will climb on furniture to mount displays or to reach higher levels Staff must u**

### Lifting and Manual Handling

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.

A sack truck is available

### 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.

### Playground Safety

Playground surfaces are inspected regularly. Outdoor provision in the Foundation Stage is checked daily. A record is kept by Foundation Stage staff if hazards are identified and addressed. Playground toys and equipment are checked and kept in a safe condition or discarded if unsafe by all staff. NPS provide checks for playground equipment.

### PE Activities

Supervision, conduct and use of equipment to be used within the guidelines laid down in the LA manual, and BAALPA publications.

### Risk Assessment

All staff are to carry out appropriate risk assessments of the activities they undertake, record, and where necessary, inform other colleagues and the Executive Headteacher/ Associate Headteacher.

Risk assessment file is kept in the school office.

The caretaker will conduct a termly review of the premises using the proforma as organized.

### Supervision of pupils during Non-Curriculum Time

Supervision during play/lunch break will be by teacher on duty/welfare assistant.

Appointed Lunchtime Managers under guidance The Executive Headteacher/ Head of School is responsible for appointing and briefing staff for supervision duties, welfare duties and responsibilities.

### Safety maintenance checks

School has service level agreements in place with DBE to ensure that we comply with all statutory requirements including portable electrical appliances, legionella testing, SEN equipment checks and playground equipment checks,

DBE is our contracted advice and remedial works,  
Office staff keep a checklist of visits.

#### Smoking/Vaping

All smoking is prohibited on school premises and during school visits/field trips.

#### Security

All visitors report to the school reception, to book in and out on Inventory. During school sessions, all outsidedoors remain closed and secure. Pupils arriving late or leaving during a school session must use the front entrance.

At least one gate needs to be not padlocked so that effective evacuation procedures can take place if needed- LA Health and Safety officers support this decision.

Parents, carers are informed regularly about any security issues that arise.

Staff or visitors working with individual children must inform the Executive Headteacher and work in an accessible area.

The Lockdown Procedure will be practiced at least once per year.  
Fire drills are once per term.

#### Resources Committee

The Resources Committee will conduct inspections annually (or as necessary in between) and monitor the maintenance of the premises, develop and implement appropriate safety procedures.

#### Swimming

During swimming activities, the teacher or adults in charge hand over pupils to the swimming instructors who follow Local Authority guidelines and procedures.

Transport arrangements will be in line with LA guidance.

#### Transport

At all times, whenever vehicle transport is required to be used by the pupils and staff, legislation must be adhered to regarding seat belts, etc. It is the responsibility of the teacher in charge to take account of pupil safety.

### 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

The use of aggressive / abusive behaviour towards staff is unacceptable.

Staff need to have at alltimes, a means of summoning help if confronted by such behaviour. All staff need to respond promptly to such calls for help.

Staff should avoid working alone in school especially at night. Caretaking staff follow best practice guidance for this situation.

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. The report form is below

See : **Violence in Schools Policy**

### Safeguarding of Children in Crisis

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

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

School will also undertake a risk assessment while waiting

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

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

This incident then needs recording factually on CPOMS.

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

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

### Tree Policy

Shevington Vale has a number of mature trees that always raise concerns with the neighbours.

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

Trees are surveyed by a registered arborist

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

Less serious work is then planned into a schedule .

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

## NEW AND EXPECTANT MOTHERS APPENDIX

Department ..... Date ..... Assessed by .....

Person Assessed ..... Post .....

Place of Work .....

Type of Assessment (Expectant Mother / New Mother)

Date baby due of date of return to work .....

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

### CHECKLIST GUIDANCE

#### NOTES

##### 1. Working Environment

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

##### 2. Physical Agents

Lifting and Handling	Possible miscarriage
Use of machines / equipment	Possible miscarriage

Use of ladders or platforms	Balance Possible miscarriage
Use of protective clothing	Expanding girth
Driving	Frequency of micturition Backache due to posture

### 3. Biological / Chemical Agents

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

### 4. Other considerations

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

Shevington Vale Primary School -  
General Fire Evacuation Procedures.

## **FIRE EVACUATION**

### **IF YOU FIND A FIRE OR ONE IS REPORTED TO YOU:**

Staff discovering a fire or other emergency for which the buildings should be evacuated should activate the alarm using the nearest available break glass call point which are located by all exitpoints.

A follow up call to the Fire Brigade is needed if the Fire Brigade have restricted their visits due to false calls – this will be known by Senior staff.

Should an alarm be false a call to 999 is needed to cancel the call out.

## **FIRE FIGHTING**

The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, if it is safe to do so without putting themselves at risk, using portable firefighting equipment.

All staff receive fire training using the National College.

Ensure the alarm is raised BEFORE attempting to tackle a fire.

### **ON HEARING THE FIRE ALARM:**

- a) All staff, pupils, occupants of building must respond to alarm activations.
- b) The fire alarm is a repeated tone.
- c) Staff will supervise / affect the evacuation of pupils/visitors to the designated assembly point(s).
- d) Staff not with pupils, visitors and contractors must leave the building by the nearest exit and report directly to the member of staff that they have signed in to meet when they entered Shevington Vale.
- e) pupils should leave in single file when instructed by the teacher in charge of the class.
- f) Pupils should then leave by the nearest available escape route. The last person to leave the classroom must close the door.
- g) Pupils should walk in their classes and remain with their teacher at the assembly point.
- h) If a pupil is not in a classroom when the alarm sounds, the staff will ensure that all children leave the building with an adult through the nearest available exit and let the Office staff know, so as they can pass on the safety of the pupil to the class teacher.
- i) A calm orderly exit is essential.

On arrival at the assembly area pupils must stand in their class groups while staff check their registers

Emergency grab registers are located near to fire doors.  
R -Y3 are on the Infant Playground by their muster stations

Y4-Y6 are on the junior playground by their muster station

The Dell Pre-school are on the front grass area of school near to the fence.

Registers, will be taken outside by office staff.  
Staff checks will be made via the INVENTORY App on mobile phones.

Office staff will also pass on messages about any child not in class at the time but evacuated by another adult, as they give out registers.

The result of this check must be reported to the Headteacher /Senior member of staff as soon as it is completed.

Fire wardens are responsible for ensuring corridors/buildings are cleared.

Area of School	Exit point from school	Muster/Meeting Point
Nursery	Door leading to outside from their room	Front of school
Reception	Year R classroom door which passes through covered play area.	Far end of infant playground
Year 1	Year 1 classroom door]	Far end of infant playground
Year 2	Year 2 classrooms door	Far end of infant playground
Year 3	Year 3 classroom door which leads to outside.	Far end of infant playground
Year4	Year 4 classroom door which leads to outside.	Far end of junior playground
Year5	Year 5 classroom door	Far end of Junior playground
Year 6	Year 6 classroom door	Far end of Junior playground
Nurture/Stay and Play	The door leading to the outside	Far end of playground and if can re-join class
School Kitchen	Own exit	Main gate at the front warning passers-by.
School Office/entrance hall/Sunflower room/staffroom	Main entrance	Front fence next to road

Fire Wardens ensure that in the event of their absence, another member of staff is available to take over their duties:

Fire Wardens are:

- Gill Handley
- Jenna Liptrot
- Dennis Payne
- Karen Tomlinson
- Emily Lunt

The Headteacher /senior member of staff will liaise with the Fire Brigade on their arrival.

The building must not be re-entered until staff are notified it is safe to do so by the Fire Brigade / Headteacher/ senior member of staff.

Fire Warden Training is now a part of the package on National College which Shevington Vale has bought into with a a subscription

#### **Lockdown Policy:**

#### **Shevington Vale Emergency Lockdown Procedures**

The lock down procedures could be triggered by a number of situations including:

- An incident in the local community
- An unauthorised person on site

If one of these instances occurs it is prudent to ask staff and children to stay in the room where they are until a senior member of staff can ascertain the level of risk, if any.

As such, we will action the lock down procedures below.

Remain as calm as possible to ensure the children are emotionally supported.

Staff need training and practices to ensure that they are aware of their roles and responsibilities

**Alert Sound:** The below prompts will indicate the lock down procedures should be actioned immediately.

- A MEMBER OF STAFF WILL BLOW A WHISTLE WITH REPEATED SHORT BLASTS

**Action:**

The action below must be implemented once the Lock-Down alert has been activated.

• All children and staff should with immediate effect remain in the room.

- All classroom windows and all window blinds to be closed, lights turned off and external doors locked.
- Children outside to enter school at first point of entry, sensibly in an orderly manner.
- Any staff or children out of their room should return to their relevant base room or the nearest safe classroom.
- Office staff should remain in the office in which they are based opening up
- Staff to communicate via internal email if possible from wherever they are- log onto Office 365/ or communicate using their mobile phones with the office if sitting away from their laptops

Office staff to lock the school front door.

EHT/Head of School or Senior member of staff to evaluate the incident to ascertain the next actions required.

- If on site, the kitchen staff to lock the outer kitchen door then await further instructions from a senior manager.
- If an intruder attempts to access the building or gives any cause for concern, Call 999 and ask for police assistance, stating your School name and address.
- Follow the instruction given by the Police

#### **End of Incident:**

- Once the situation is resolved a senior member of staff will give one continuous long blast.

#### **Debrief:**

The senior manager will debrief all staff on the incident and inform all parents and provide reassurance about the safety of all children and staff.

Parent/carers to be contacted via Call Parent text message service.

OFSTED to be informed of the incident.

Inform Chair of Governors.

Inform Local Authority- Cath Pealing.

Security risk assessment to be reviewed.

## **Training the staff**

Due to the fast-moving nature of incidents that require lockdown it is important that all staff are able to act quickly and effectively.

- Train all staff using principles of “Stay Safe”
- Ensure people know what is expected of them, their roles and responsibilities
- Check staff understanding
- Regularly test and exercise plans with staff
- Regularly refresh training

For further advice and guidance please visit the NaCTS0 website: [www.nactso.gov.uk](http://www.nactso.gov.uk)

Safe Firearms and weapons attack ‘Stay Safe’ principles (Run Hide Tell) give some simple actions to consider at an incident and the information that armed officers may need in the event of a firearms and weapons attack.

Full guidance is contained on the NaCTS0 website

<https://www.gov.uk/government/publications/recognising-the-terrorist-threat>.

### **Run**

- Escape if you can.
- Consider the safest options.
- Is there a safe route? RUN if not HIDE
- Can you get there without exposing yourself to greater danger?
- Insist others leave with you.
- Leave belongings behind.

### **Hide**

- If you can't RUN, HIDE.
- Find cover from gunfire / danger
  - If you can see the attacker, they may be able to see you.
- Cover from view does not mean you are safe, bullets go through glass, brick, wood and metal.

- Find cover from gunfire e.g. substantial brickwork / heavy reinforced walls.
- Be aware of your exits.
- Try not to get trapped.
- Be quiet, silence your phone.
- Lock / barricade yourself in.
- Move away from the door.

### **Tell**

Call 999 –What do the police need to know?

- Location - Where are the suspects?
- Direction - Where did you last see the suspects?
- Descriptions – Describe the attacker, numbers, features, clothing, weapons etc.
- Further information – Casualties, type of injury, building information, entrances, exits, hostages etc.
- Stop other people entering the building if it is safe to do so

### Armed Police Response

- Follow officers' instructions
- Remain calm.
- Can you move to a safer area?
- Avoid sudden movements that may be considered a threat.
- Keep your hands in view.

### **Officers may**

- Point guns at you.
- Treat you firmly.
- Question you.
- Be unable to distinguish you from the attacker

## **Risk Assessment Checklist**

<b>Training</b> Is there a system for the identification of training needs? Is the responsibility for training properly allocated? Does training cover all levels from senior management to new entrant? Are special risks situations analysed for training requirements? Is refresher course arranged? Safe Systems of Work  Are those tasks for which a system of work is required identified? Are identified systems properly catalogued? Are the systems monitored? Are there systems to deal with temporary changes in the work? Are there proper systems of work for maintenance staff?	<b>Field trips, expeditions and visits</b> Have hazards of the activity and the ability of the students been assessed and is one matched to the other? Have the students been advised about suitable clothing and footwear? Has adequate equipment been provided and is there sufficient competence among members of the expedition in the use of the equipment? Is first-aid cover adequate? Has sufficient attention been given to emergency procedures? Has the insurance and legal position been covered?
<b>Environmental control</b> Is the working environment made as comfortable as is reasonably practicable? Does it meet statutory requirements? Is sufficient expertise available to identify the problems and reach solutions? Is sufficient instrumentation available? Are there arrangements to monitor the ventilation systems? Are temperature/humidity levels controlled? Is adequate lighting provided? Are there satisfactory arrangements for replacement and maintenance?	<b>Internal Communication</b> Is the role of the safety representative understood? Is there a properly constituted safety committee? Is the level of management participation appropriate? Is there a system of stimulating and maintaining interest in health and safety? What arrangements are there to advise employees about the standards of the organisation's performance in health and safety? Are there adequate means of communication from employees to management on safety and health matters? Is there scope for joint management/employee inspections? Are there efficient arrangements to process action on communication from the enforcing authorities?
<b>Medical Facilities and Welfare</b> Are there adequate facilities for first-aid treatment at all times? Are sufficient persons trained in first-aid? What arrangements are there for medical advice? Are there adequate facilities to admit proper medical supervision where this is a statutory requirement? What medical records are needed and are they properly kept? Are the washing and sanitary facilities adequate?	<b>Fire</b> Who is nominated to co-ordinate fire prevention activities? Does he/she have sufficient authority? What arrangements are there for firefighting? Is there an adequate fire warning system? Is it regularly checked? Are fire drills held and checked for effectiveness? What arrangements are there to check compliance with any statutory fire certificate? Are means of escape regularly checked and properly maintained? Are they clearly marked? Are flammable and explosive materials stored and used in compliance with statutory requirements?

<p><b>Safe Place to Work</b></p> <p>Are there arrangements to keep workplaces in a clean, orderly and safe condition?</p> <p>Are walkways, gangways, paths and roadways clearly marked?</p> <p>Are there arrangements for clearing hazards, e.g. substances likely to cause slipping, from the floors?</p> <p>Is safe means of access provided to all working areas?</p> <p>Are staircases, landings and openings in the floor protected?</p> <p>Is storage orderly, safe and provided with easy access?</p> <p>Are flammable, toxic and corrosive substances used safely and without hazard to health?</p> <p>Are permit-to-work systems operated and monitored?</p> <p><b>Records</b></p> <p>Are there adequate arrangements for keeping statutory records?</p> <p>Are the records checked for efficient and accuracy?</p> <p>Is sufficient use made of the information in the records to identify areas of strength and weakness? E.g. accident and ill health experience or training needs?</p> <p>Is there sufficient access to records of performance by those with a legitimate interest?</p> <p>Are copies of all the relevant statutory requirements and codes of practice available on site?</p>	<p><b>Emergency Procedures</b></p> <p>Are the areas of major hazard identified and assessed by qualified staff?</p> <p>Are there procedures for dealing with the worst foreseeable contingency?</p> <p>Have these procedures been promulgated and tested?</p> <p>Are there adequate arrangements for liaison with other parties who may be affected or whose help may be required?</p> <p>Are there arrangements to protect sensitive installations from malicious damage or hoax threats?</p> <p>Do the above arrangements cover the use of the premises outside normal working hours?</p> <p><b>Monitoring the workplace</b></p> <p>Is it understood that monitoring will be carried out?</p> <p>Is there sufficient staff with adequate facilities to carry out the monitoring?</p> <p>Are the standards expected known and understood?</p> <p>Is there a system for remedying identified deficiencies within a given timescale?</p> <p>Is the monitoring scheme sufficiently flexible to meet changes in conditions?</p> <p>Are all serious mishaps investigated?</p> <p>In the event of mishap is the performance of individuals or groups measured against the extent of their compliance with the Health &amp; Safety Policy objectives?</p> <p>Is monitoring carried out within the spirit as well as the letter of the written policy document?</p>
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