



Britannia Bridge  
Primary School

# Britannia Bridge Primary School



## Health & Safety January 2023

## Health and Safety Policy

### 1 General Statement of Intent

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

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

Mrs C Pidgeon-Duncalf

(Please print)

*C. Pidgeon-Duncalf*

Signature

**Headteacher**

Britannia Bridge Primary School

Date:05/01/2023

Mrs D Harrison

(Please print)

*D Harrison*

Signature

**Chair of Governors**

Britannia Bridge Primary School

Date: 05/01/2023

## 2 SCHOOL ORGANISATION

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

A summary of individual duties, including reporting arrangements, are contained in the LEA's Health and Safety Manual, a copy of which is held in Mr Donaldson's (the Headteacher) office.

### Designated Persons with Safety Responsibilities

	Staff Name
Competent person appointed to advise on Health and Safety	Lisa Kelsall/Frank Hyland
Premises Officer	C Pidgeon-Duncalf/DBeeston
Fire	Headteacher/Deputy
First Aid	D Beeston
Medication	D Beeston
Care and Welfare	Headteacher/Deputy Head
Catering	D Beeston/D Street
Supervision (non-teaching)	Headteacher/Deputy Head
Swimming	Class Teacher
Visits/Activity Holidays	Headteacher/Deputy Head
PE	A Concannon
Science	H Federici
Design & Technology	
Art	
ICT	M Temel
Others (if applicable)	*see policy file

Should the Headteacher be absent then the Deputy will cover the roles.

Should the Deputy be absent the Acting Deputy or Assistant Head will cover the roles.

## 3 Arrangements

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

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

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

All persons working on the premises will be given a copy of the school's Health and Safety Policy. This includes teachers, governors, welfare/lunch time staff, learning support assistants, parent helpers, students etc. Pupils too will be taught to safeguard their own and others well being.

### **3.1 Buildings and Grounds**

#### **❖ Health and Safety Officer**

The named Health and Safety Officer is Headteacher/Mrs Diane Beeston. They are responsible for overseeing the provision of health and safety at Britannia Bridge School. They will liaise regularly with staff, Governing body and sub-committees; Buildings and Maintenance and together they will ensure that checks are carried out to ensure the safe running of the school.

#### **❖ Safety Audit**

A safety audit will be carried out annually by the Buildings and Maintenance committee and the Safety Officer to ensure that the policy and procedures are up to date and in line with the school and LEA policy. Any member of staff is actively encouraged to point out potential hazards to the Safety Officer in written form. A pro forma is provided for such incidents.

#### **❖ Repairs and Maintenance**

All hazardous work to be carried out by an approved contractor with fully qualified workmen. Non-hazardous work to be carried out by a responsible adult with suitable equipment.

#### **❖ Outside Contractors**

These should be consulted to work practises. Major works should be completed outside term time, but where it is not possible; their attention should be drawn to:

Movement of vehicles

Dangerous substances, chemicals, glass etc

All tools not in use to be kept under lock and key

Waste materials to be removed for the site daily

There must be no children present in the area where the work is to progress and the area needs to be safely protected.

A site responsible person from school should be on site at all times if there are contractors working on the school.

#### **❖ Caretaking**

All cleaning materials, bleach, paints, turps, cleaning fluids etc are to be kept in a secure place (COSHH cupboard). The caretaker for the school should report any hazards to the appropriate person and log these on the school's pro forma for hazards.

#### **❖ Common Complaints**

It is not appropriate in normal circumstance for medication to be administered in school. See Managing Medicines in Schools Policy. For children who take other medication such as insulin, a health care plan is completed with all agencies.

## ❖ **Aids and HIV**

The certified First Aiders will ensure that all personnel are aware of the dangers of infection and that disposable gloves are worn when dealing with any wounds and all body fluids. Soiled materials should be placed in a plastic bag, sealed and disposed of safely.

Anyone infected with HIV which causes Aids, or who have developed Aids, will be given the same consideration as anyone else suffering from a life threatening or potential life threatening illness. People who have advised the school that they are infected with HIV or who have contacted Aids, are assured that any disclosures will remain confidential.

## **3.2 Accidents and First Aid**

### ❖ **First Aid**

At Britannia Bridge Primary School there are currently there are currently seven members of staff who are fully qualified in first aid.

#### Staff: **Main School Building**

Mrs Nicola Ratcliffe – full certification  
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Mrs Jennifer Scales - full certification  
Mrs Christine McLelland – full certification  
Mrs Rachel White – full certification  
Miss Jade Kearsley – paediatric  
Miss Claire Meadows – paediatric  
Miss Emma Harrop – paediatric  
Mrs Stephanie Soley – paediatric

#### **Defibrillator Trained**

Mr Ken Parr  
Mrs Christine McLelland  
Mr Anthony Concannon  
Mrs Karen Williams  
Mrs Nicola Ratcliffe

**The defibrillator is situated in the main admin office.**

All members of staff have basic first aid training.

### ❖ **First Aid Box**

The certified First Aiders (see above) are responsible for making sure that the first aid boxes (both in school and nursery buildings) are kept fully supplied of all

equipment. Any materials needed should be ordered through the School Business Manager (D Beeston).

First Aid boxes can be found:

In each class base  
School Hall  
Main office

In addition to the first aid boxes in school there is also a day trip first aid bag containing all the necessary materials to be transported on a trip out of school. This should always be taken on EVERY school trip/visit out of school where first aid materials will not be provided.

#### ❖ **Inhalers**

Children's inhalers for asthma should be clearly labelled and organised into classes. They are checked regularly by the first aiders. Inhalers are kept in the respective class base for the relevant child. Staff must ensure that inhalers accompany the children on any visit/trip out of school. For children in the Foundation Stage inhalers are kept inside the locked medical cabinet. It must be recognised that inhalers are more likely to be needed during exercise, so they should accompany the child during PE, Games lessons; including educational visits and swimming. An emergency inhaler is kept in the school office first aid cabinet.

#### ❖ **Chronic Illness**

Parents keep the school up to date on medical needs; on entry to the school and as/if conditions occur. For illnesses such as heart disease, asthma etc a completed record should show the child's symptoms, medication and emergency telephone numbers, together with early warning signs and the best way to manage stressful situations. When the child changes classes, the new teacher should check with the parent that the information is still relevant. (see child's health care plan) For any serious illnesses a photo and information of the child is presented in the staff room and any other relevant places.

#### ❖ **Hospital**

Should it be necessary for a child to attend hospital, they should be transported by ambulance or car (as appropriate). The parent/guardian should be notified immediately, and the person accompanying the child should remain with them until a member of the family is ready to take over. Staff are to act here in loco parentis.

### **3.3 Fire Precautions**

#### ❖ **Fire Drill**

There is a fire drill at least once a term. The caretaker also conducts a test of all fire alarms in school on a weekly basis. (see Fire Records kept in the school office). In the event of fire from the school or Foundation Stage building, all staff are to accompany the children safely to the designated evacuation point.

## ❖ **Map**

The school displays a map showing the location of equipment together with escape routes and collection points. Entrances and fire exits **MUST** be kept clear at all times. Supply staff need to be informed by staff as to the fire procedures and exits.

## ❖ **Emergency**

In cases of fire, the Headteacher, School Business Manager and Caretaker (Fire Wardens) will check that the building has been fully evacuated. The admin staff/Y6 teacher will make sure that all gates are open and there is clear access to the designated assembly point. A full roll call will be taken. It is the responsibility of staff to get the children and themselves out, to stay out until it is clearly safe to return and ensure that all children are accounted for.

- All safety equipment will be checked and updated as necessary.

## **3.4 Curriculum**

### ❖ **Physical Education**

All teachers/persons in charge of PE and games will ensure that the children are physically capable of using the apparatus and are constantly under supervision. Equipment is checked in line with LEA guidelines.

### ❖ **Science/DT**

Children should not be left unsupervised at any time when they are using Science/DT equipment and chemicals. The member of staff in charge of the children should be fully conversant with the possible dangers and the precautions which need to be taken to ensure the safety of the children when conducting such activities and should instil this into the children. Particular attention should be given to; danger to eyes, hands and long hair when heating anything, the use of water away from sources of electricity, the storage of chemicals in a secure place, the safe disposal of waste such as broken glass etc and the safety aspect of using equipment such as saws, tools and glue guns.

### ❖ **Public Services**

The school encourages strong links with members of the community and local services such as Police, Fire Service, School Nurse, Road and Rail Safety Officers to visit school regularly to help to educate the children on safety matters.

The children are taught the steps they can take to remain happy and healthy; through the curriculum, assemblies, topic work and school trips.

## **3.5 Educational Visits**

With effect from September 2020 the school's Educational Visit Co-ordinator is Headteacher/Deputy Head. This is now a legal requirement of every school. Schools, including all stakeholders, are responsible to ensure that visits are safe for adults and children to enjoy.

- **Responsibilities mean:**

- Health and Safety procedures are informed by risk assessments (see below)
- Any evidence collected from risk assessments is recorded.
- Staff organise and implement appropriate preventative and protective measures (use of risk assessments – see below).
- Appoint competent people to carry out specific tasks/accompany children.
- Record and report incidents/accidents.
- Monitor and review arrangements to ensure standards are achieved.

**A teacher has the duty of care for pupils under their supervision.**

❖ **Group Leader**

The group leader has overall responsibility for the supervision and conduct of the visit including direct responsibility for the pupils' health, safety and welfare. Group leaders need to be approved to carry out the visit, suitably competent and knowledgeable about the school and LEA policies and procedures.

❖ **Parents**

Parental consent is essential before any child is able to accompany staff on any educational visit. Letters and written/verbal consent must be obtained and the information collected/saved for the duration of the trip and for up to half a term after. In certain circumstances, the Headteacher may give consent in loco parentis. Medical information must be collected. (see page 7 Medical information).

❖ **Supervision Ratios – DfE Good Practice**

1. 1 adult for every 4 pupils in the Foundation Stage.
  2. 1 adult for every 6 pupils in Years 1 – 3.
  3. 1 adult for every 10-15 pupils in Years 4 – 6.
- These ratios will apply to normal activities in good conditions; a decision must be made as to their adequacy in specific conditions.

❖ **Risk Assessment and Risk Management**

**A risk assessment is identifying and controlling any potential hazards on a visit to limit them. No degree of planning and supervision can guarantee that a visit will be totally incident free but a controlled risk assessment will help to minimise these.**

An examination of risk is simply an examination of what your activity will involve, and aim to reduce the level of risk, It is therefore good practise that staff planning visits go on an exploratory visit (if possible) in order to ensure that a risk assessment has



been carried out. Any commercial providers are required by law to carry out their own risk assessments.

## ❖ **Types of Risk Assessments**

### 1. **Generic**

These assessments are likely to apply to any activity wherever and whenever it takes place eg for school coach journeys.

### 2. **Site/Group Specific**

Assessments with specific issues to that site alone. Building/maintenance committee conduct site risk assessments every meeting.

Outdoor play areas are inspected on a weekly basis. Any faults found by staff/pupils should be reported immediately to the school office.

### 3. **On-going**

Assessments that need to be continually revised and updated as visits take place. Considering the illness of staff/pupils, changes in weather etc.

## ❖ **Five steps to risk assessment**

1. Look at the hazards.
2. Decide who may be harmed and how.
3. Evaluate the risks arising from the hazards and decide whether existing precautions are adequate and appropriate or if more can be done.
4. Record your findings.
5. Review risk assessments and revise if necessary.

## ❖ **Procedures and Documentation Required by Staff planning trips**

1. Complete form CL1 Off-Site Check List – group leader and give copy to Educational Visits Co-ordinator (EVC).
2. Team Leader for visit, to complete risk assessment and ensure that generic risk assessments are up to date.
3. Complete form VA1. Application form for the approval of educational visits and return to EVC with a copy of any risk assessments needed.
4. EVC to complete confirmation form for visit to go ahead.
5. After the visit, if necessary, an evaluation form needs to be completed for risk assessment.

**NB No visit will be allowed without this information being in place well in advance of the trip.**

Health & Safety Officer: Mrs C Pidgeon-Duncalf/Mrs D Beeston

Signed:   
C. Pidgeon-Duncalf

Signed:   
D. Beeston

Updated January 2023  
Policy to be reviewed: January 2024

Happiness

Encouragement

Aspirations

Respect

Team-work



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