Approved by Governors (date)……

Head Teacher……

On behalf of Governors ……

Castle View Primary School
Health and Safety Policy

Introduction

This statement of policy is provided in addition to the Halton Borough Council Corporate Statement on Health and Safety and for the information of all the staff and adults working in the school.

General Aim

Castle View Primary School aims to provide a safe and healthy environment for its employees and the children attending the school.

Overview

The Governing Body is committed to ensuring the health, safety and welfare of

- Staff
- Pupils
- Members of the public
- And any other person who may be affected by the acts and omissions of the school.

The Governing Body will:

- Provide authority which will enable staff to carry out their health and safety obligations;
- Formally delegate health and safety responsibilities to a prescribed structure within the school;
- Ensure that all staff are aware of their field of responsibility;
- Liaise with the LA and HBC's Safety Officer to ensure that guidelines and statutory regulations available through this partnership are implemented;
- Ensure that hazards are kept under control by assessing risks and responding to those risks in a competent manner;
- Regularly review the effectiveness of this policy.

The Headteacher will:

- Provide policies meeting the requirements of Health and Safety.
- Ensure that all categories of risk assessments are carried out at recommended intervals as required by the Management of Health, Safety and Welfare at work regulations 1999.
- Ensure that actions arising from risk assessments are put into a timebound action plan.
- Monitor the implementation of action plans arising from both risk assessments and the health and safety review policy.
- Delegate clear roles and responsibilities for health and safety functions.
- Identify and support the provision of relevant health and safety training for school employees.
- Attend any training recommended by the LA.
- Ensure contractors have sight of the school's asbestos register.
- Provide a safe working and learning environment.
- Ensure all activities are carried out safely.
- Communicate health and safety information.

- Investigate and record accidents.
- Manage fire safety and safe escape routes.
- Provide health and safety information to new employees upon induction.

The Local Authority will:

- Provide model Health and Safety Policies in meeting the requirements of Health and Safety regulations;
- Provide advice and guidance to support schools in meeting the requirements of Health and Safety legislation;
- Providing support in the investigation of significant accidents;
- Ensuring that schools are provided with up-to-date information on legislative changes;
- Providing Health and Safety training and where necessary identifying specialist course providers; and
- Monitoring the implementation of LA guidance.

All employees will:

- Be responsible for their own health and safety and that of pupils, colleagues and any others who may be affected by their work.
- Report any identified hazards.
- Will co-operate with their employer by following the health and safety guidance.
- In order to protect their own and the safety of others, take 'immediate corrective action' where any dangerous and harmful situations arise or are identified.
- Should be familiar with relevant sections of the health and safety guidance provided by either the LA or the school's 'competent advisor'

Consultation and Communication

The Headteacher and the governing body will ensure that there is a two-way communication system for all health and safety matters by having health and safety as a standing item on the agenda of staff meetings. Trade union representatives and employees are invited to take an active role in the management of health and safety in school.

The governors will also be informed of health and safety issues as required by the LA during the meeting of the full governing body.

Disability Equality

The entitlement of all children to participate in the curriculum is highlighted in the school's Single Equality Policy and should be read in conjunction with this policy.

The Safety Representative

The Head Teacher, Miss Hannah Melarangi, is the safety representative for the school and is responsible for implementing the policy on a day-to-day basis and for communicating the contents to staff. *The Chair of Governors is the governor representative for Health and Safety.*

Staff within their own work areas will be responsible for identifying and controlling hazards.

The Head Teacher will formally discuss health and safety, SEN /behaviour issues and individual children's needs with other staff during weekly staff meetings

All employees, regardless of their position, have a responsibility for their own health and safety and that of others who may be affected by their acts or omissions.

The school must be satisfied that all contractors are competent to carry out their activities so as not to pose a risk to health and safety.

Staff are expected to be aware of the standards issued by the LA and should have ready access to the information provided. Where no specific guidance has been issued, there remains a requirement to assess risks involved by:

- Identifying the hazard;
- Evaluating the risk (likelihood of injury x severity of injury);
- Taking precautions to minimise risk.

Review

The Head Teacher will monitor the effectiveness of this policy. This will include meeting staff on an annual basis to discuss accident/incident statistics and any trends which may have developed. This forum may also include a discussion on the budget to be allocated to health and safety improvements.

Consultation

Staff with particular health and safety concerns are invited to raise the issues in the first instance with the Head Teacher. Alternatively staff may contact their Trade Union Representatives.

Operation of the Health and Safety Policy

The Safety Representative

Health and Safety regulations list a series of functions which the safety representative is expected to carry out;

- investigate accidents, hazards and dangerous occurrences in the workplace,
- investigate complaints made by employees relating to their safety,
- carry out a regular inspection of the work place,
- attend meetings and pass on information to other employees.

Procedure for Reporting Incidents

If a member of staff is aware of an accident, hazard or dangerous occurrence he/she must inform the safety representative immediately. The Headteacher will then contact the relevant authorities, Halton Borough Council and governors. The headteacher will then inform the caretaker of any works that need to be undertaken. If needed, contact will be made with our Property Management service to conduct building maintenance or the school building consultant will be contacted to provide a solution.

As much as is reasonably practicable will be done.

Playtime/Lunchtime

In the interests of safety, children should never be left in school unattended. If a child needs to be indoors for any reason he/she must be supervised by an adult. Children must never be left to eat on their own.

We follow the Dfe guidelines for supervision ratios during breaktimes.

First Aid

Our Designated First Aid Lead is Mrs Cara Richards.

Anyone in need of first aid should be referred to the staff member for attention, if possible.

In the event of a serious accident or emergency, a named first aiders should be sent for immediately. Other minor injuries must also be dealt with by a first aid trained member of staff. Any injuries to the face or head

must be assessed, no matter how small they seem, by a first aid trained member of staff. A call home is needed for any head injuries including face, eye, ear.

First aid boxes are located:

- In the staff room
- On the wall outside the Hall
- In the junior corridor
- In the Foundation Classroom
- School office

First aid box supplies are checked and replaced regularly by the First Aid Lead.

In the event of an emergency Defibrillators can be found:

- School office.
- In our Nursery/Reception Classroom.
- In ER's room at the back of the school.

Asthma

All class Asthma bags are checked regularly and must be taken outside at break, lunchtimes and PE sessions by a supervising member of staff. Procedure for inhalers has been reviewed and new one put into place for September 2026 any children with asthma require a care plan from their GP, an IHP and an allergy card. There is a procedure in place for inhalers to be checked weekly.

Allergy & Anaphylaxis

All staff have had anaphylaxis training (to include Benedicts law). Procedure for allergies has been reviewed and new one put into place for September 2026, any children with allergies require a care plan from their GP, an IHP and an allergy card.

First Aid trained staff are:

HEALTH AND SAFETY TRAINING AND RESPONSIBILITIES	
First Aiders	**Paediatric first Aid trained:** Mrs C Richards Mrs T Pichilingi Ms C Wright Mrs Ca Wright Mrs L Gordon Ms M Falconer Mrs C Johnston Miss S Burnett **First Aid at work trained:** Mrs K Burgon Mrs L Williams Mrs M Jones Ms E Roberts
Medicine Management Trained	Mrs C Richards Mrs L Gordon Mrs K Burgon Miss E Bedford Mrs T Pichilingi Miss L Mulholland Mrs C Wright Miss L Tiernan Ms E Roberts Miss A Sheady Miss H Fraser Miss M Santos Mrs L Williams Mrs S Hudson
Automated External Defibrillation Trained	Mrs C Wright Mrs M Falconer Ms H Melarangi Mrs C Richards Miss L Mulholland Miss A Sheady Miss M Santos
Diabetic Trained	Mrs K Burgon Ms C Wright Mrs M Jones Miss B Robinson
Fire Risk Assessment	Ms H Melarangi Mrs A Jenkins Mrs S Hudson
Educational Visits	Miss A Sheady

Fire Drill Procedure

Fire drills will take place at least once a term, occurring at different times of the day. Fire drill dates and times are logged by the caretaker and School Bursar they are kept with the Health and Safety records.

In the event of a fire;

SOUND THE ALARM!

ON HEARING THE ALARM:

- **Leave the building by the nearest exit and assemble on the Junior Playground. Take Fire Register if appropriate.**
- **Ensure you line up in classes.**
- **All items must be left behind apart from the class fire registers (where appropriate).**
- **Office staff will bring out a backup set of registers.**
- **Registers will be taken at the assembly point. Staff to raise hand if all childen are present.**
- **Children will be counted and missing persons will be prompylt identified to SLT and office staff.**

If the alarm sounds at lunchtime, the above procedure should still be followed. Fire Registers should be taken out by the supervising staff member upon leaving the classroom.

In the event of the alarm sounding whilst no children are present, the fire assembly point is at the front of the school building.

The last staff member leaving the classroom will ensure the doors are closed. The last staff member leaving Peckforton and Halton class will check the Junior and Infant toilets if deemed safe to do so.

N.B. The Headteacher or Deputy Headteacher will call the fire and rescue service as soon as the alarm is heard. In their absence, the office staff will do this.

Fire Safety Consultant – responsible for fire risk assessment – Firesec

Safe working practice arrangements

General principles for good hygiene

Hygiene procedures

The following hygiene procedures are recommended as safe practice for all staff who care for children. These are common sense precautions which will protect against a range of minor and major infections which may be transmitted via blood and body fluids. It is important that the practice of these precautions is applied.

General Measures

At all times the site manager and cleaning staff should ensure that there is an adequate supply of:

- hot water
- soap and disposable hand towels or hand drying machine
- toilet paper
- paper tissues
- cleaning, disinfectant agent and materials for use in all facilities, including the kitchen.
- Appropriate PPE

Ensure that there is adequate provision of receptacles for:

- sanitary towels
- disposal of used paper towels.

Every effort should be made to ensure that used paper towels are disposed of in a suitable container and not dropped on the floor. This will necessitate emptying containers when full, at least once a day.

The catering staff have their own guidelines for food hygiene which should be carefully followed.

Personal Hygiene

Handwashing after using the toilet and before handling food or eating must be an absolute requirement. Hands should be washed with soap and water.

Cuts and sores which break the skin on hands should be kept covered with a waterproof adhesive or other suitable dressing and micropore tape to secure when needed.

Dental emergency - a permanent tooth which has been knocked out should be picked up by the crown, placed in a solution of milk or water and the child taken with the tooth to a dentist, immediately. Parents must be notified.

All accidents must be recorded in the class accident book each class should have their own accident book this is kept in their first aid bags that are kept in class and taken out with them when they're outside. A separate first aid book is provided in the first aid bag for trips.

Hands should be washed thoroughly:

- before and after carrying out first aid procedures involving external bleeding and/or broken skin
- after contact with blood or body fluids (faeces, urine or vomit).

Wherever possible. disposable gloves should be worn when carrying out first aid. Household rubber gloves should always be used if heavily soiled material, or bleach, is being handled.

Toothbrushes etc. which may be contaminated with blood should never be shared.

Accidents Involving Blood

Normal first aid procedures should be followed and should include the use of disposable gloves wherever possible. The wound should be washed immediately, using plenty of soap and water or mediwipe, and a suitable dressing applied if and when required.

If blood is splashed on the skin it should be washed off immediately with soap and water or mediwipe. Splashes of blood into the eyes or mouth should be washed out immediately with plenty of water.

After accidents resulting in bleeding, surfaces with blood on them should be cleaned liberally with hot soapy water.

Cleaning

- Normal cleaning methods should be used. No special disinfectants are necessary for toilets. Disposable cloths should be used.
- Spillages of blood, vomit or other body fluids should be cleaned up as soon as possible.
- Paper towels should be treated as infected waste. Disposable gloves should be thrown away as infected waste.
- Cutlery and crockery can be cleaned by handwashing with hot soapy water or in a dishwasher or steriliser.

Disposal of waste

Items which have been soiled with blood or body fluids may be flushed down the toilet if disposable in this way or burnt. As this is not done on site the rubbish including all the above mentioned items, should be 'double bagged' using the yellow bags supplied for this purpose and effectively secured. Arrangements should be made with the local authority for collection of this infected waste for incineration.

Curricular Implications

Risk assessments will be carried out in subjects that carry a greater level of risk.

Pupils should have the opportunity and be encouraged to wash their hands at the end of all appropriate practical lessons.

Care should be taken over the cleanliness of common classroom equipment e.g. any instrument which is shared. Mouthpieces should be cleaned between each person's use as follows; Milton diluted, 1 part to 100 parts water. Immerse the mouthpiece for 10 minutes. This is sufficient to prevent the spread of naso-pharyngeal infections.

P.E.

Please read The PE policy for further health and safety advice.

Gymnastics mats and P.V.C. covered apparatus should be washed and disinfected and left to dry thoroughly. It is recommended that this be done at least once a year.

PE indoor and outdoor equipment is checked on an annual basis by Sports and Playground Service UK.

Pupils should be fully trained in the safe movement of equipment and only children able to work in line with the school's guidelines for safe movement of PE equipment should do so.

Personal and Social Education

The children should be trained in personal hygiene and skilled in:

- nasal hygiene- 'Catch it, Bin it, Kill it!'
- cleanliness in toilet areas
- handwashing techniques and disposal of paper towels in the receptacles provided.

Environmental Hygiene - Litter

Pupils should be discouraged from dropping and leaving litter about the school and grounds. Such training is an ongoing process which can be highlighted by regular campaigns to tidy up the school e.g. Spring Clean events.

Management Issues

Pupils should be dissuaded from arriving at school too early at the beginning of the day, as they are largely unsupervised.

Any request made by a pupil to leave the premises should be referred to the class teacher. Children are not allowed to leave school or be taken by an adult during the day unless a message has been provided by the office staff, headteacher or deputy headteacher. In the event of a child leaving the school for any reason then he/she must be signed out and signed in again on return to school.

All newly appointed staff and trainees are informed of these safe working practices and procedures before commencing work at Castle View Primary School.

This Policy should be read in conjunction with the Castle View Primary Single Equality Policy.

Reviewed and updated: September 2026

Next review: September 2027 or when any changes occur.