



Cheetwood Community Primary School

Health, Safety and Welfare Policy



Approved by the Governing Body

Date: 11th October 2023

Date Written: 5th October 2023

Review date: Autumn Term 2024

INTRODUCTION

It is our policy, as far as is reasonably practical, to provide and maintain safe and healthy working conditions, equipment and systems of work for all employees and children and to provide such information as may be necessary for this to be achieved.

Responsibility is also accepted for all others who may be affected by our activities, actions or omissions.

The allocation of duties in respect of Health, Safety and Welfare matters and the particular arrangements made to implement the requirements of this policy are as detailed in this document.

This policy is reviewed annually so as to ensure so far as is reasonably practical, that all legislative changes which affect our activities have been incorporated and are being observed throughout school.

It is the ultimate responsibility of the governing body to ensure that all health, safety and welfare requirements are fulfilled and that the appropriate training is provided for staff and governors where necessary.

Further to the above, the Health and Safety Policies of both the Manchester City Council and the Manchester Children's Services are acknowledged and observed.

The health, safety and welfare of all the people who work or learn at our school are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The governing body, along with the LA, takes responsibility for protecting the health and safety of all children and members of staff.

THE SCHOOL CURRICULUM

Children are taught about health and safety in order to equip them with the skills, knowledge and understanding to enable them to live healthy lives. Teachers take every opportunity to educate children in this regard in the normal school curriculum. For example, through the science curriculum we teach children about hazardous materials, and how to handle equipment safely.

Children are taught to respect their bodies, and how to look after themselves. These issues are discussed in PSHE lessons, where children also learn about healthy eating and hygiene. Children are also shown how to move and learn safely in PE lessons.

Health and safety issues also arise when we teach care for the environment and awareness of the dangers of litter. When appropriate, Phase 2 children receive sex and drugs education.

The spiritual growth and welfare of the children is promoted by the school through the RE curriculum, through special events such as the Christmas nativity and other religious celebrations, and through the act of collective worship.

OUT OF SCHOOL ACTIVITIES

A number of extra curricular activities and clubs are offered by the school which take place after the regular school day has finished. Parents/carers provide signed permission for their child to participate in such organised activities. If the activity is being provided by an outside agency a member of the Cheetwood staff is also on the school site for the duration of the activity and ensures all children are collected from/leave the activity safely when it is concluded. Personnel from outside agencies are required to provide evidence of appropriate insurance and Disclosure and Barring Service clearance.

All children (Nursery – Year 5) attending extra curricular activities and clubs are required to be collected by an adult once the club has finished. When parents provide signed permission, Year 6 children in extra curricular activities and clubs walk home by themselves. A member of Cheetwood staff ensures all children are collected from/leave all extra curricular activities/clubs safely when finished.

STAYING SAFE ON LINE

In this rapidly advancing technological age children are increasingly communicating through a range of electronic means both at school and at home.

Once a term, children are advised through assemblies and relevant areas of the curriculum about how to keep safe and be responsible whilst on line/ using a mobile phone and what to do if they are worried or upset by something they see or receive. The school also focuses more heavily on online safety during a designated week each year.

Parents/carers are informed if a child reports something of concern that has happened whilst outside of school and parents/carers are advised to monitor more closely their child's on line activities. Details of incidents and actions taken are recorded on CPOMS, the school's electronic recording system, under the online safety (E-Safety pre 2022) category.

SCHOOL MEALS

Our school provides the opportunity for children to have a meal at lunchtimes. If parents/carers are in receipt of income support, or their child is of infant school age, they may claim free school meals for their children.

We ensure that the meals provided by the school have a suitable nutritional value and meet national school food standards as set out in the Education (Nutritional Standards and Requirements for School Food) (England) Regulations 2007 (revised 2014).

If children choose to bring their own packed lunch, we provide them with a suitable place to eat their lunch, and we supervise them during this time.

Cheetwood is a healthy eating school and a healthy lifestyle is promoted. As sweets, chocolate, fizzy drinks and salty snacks can damage children's health, we discourage such foods being eaten in school. The school also encourages healthy snacks at break times through the provision of a healthy foods in Phase 2 and fresh fruit/vegetable snacks in the Early Years Phase and Phase 1.

The school is a nut free school.

SCHOOL UNIFORM

It is school policy that all children are expected to wear the designated uniform when attending school, or when participating in school-organised events, such as off-site educational visits.

We always have a sensitive approach where the issue of regulations regarding uniform conflict with any child's religious or cultural beliefs.

It is not our school policy to exclude children from the school if they do not have the proper school uniform.

We ask parents/carers to equip their children with the necessary uniform and school equipment, so that they are able to participate fully in all school activities. If a parent/carer is in financial difficulty, and this results in a child not having the correct uniform or not having adequate equipment, our school will do all it can to support the parent/carer.

On grounds of health and safety children are discouraged from wearing jewellery to school. The exception to this rule is ear studs in pierced ears or items relating to religion. All items of jewellery are removed prior to any physical activity.

There is also a PE uniform that children are expected to wear.

Please see the School Uniform and Dress Code Policy which outlines the school's uniform requirements in more detail.

SAFEGUARDING AND CHILD PROTECTION

The school has six trained designated safeguarding leads for dealing with safeguarding and child protection matters, they are:

Ellie Clark, Headteacher

Tina Batkin, Deputy Headteacher

Karen Gregory, Office Manager

Rachel Fisher, Head of Pastoral Care

Sarah Khan, Assistant Headteacher

Clair Walklett, EYFS Lead

Any member of staff (permanent, temporary or supply), governor, student on placement, volunteer worker or visitor to the school who has a child protection concern must report their concern to a designated senior person.

The designated safeguarding lead then decides on the next course of action.

The school's designated safeguarding leads ensure that the school follows and complies with the Manchester Safeguarding Partners' procedures.

All concerns are dealt with sensitivity and paramount importance is placed on the welfare of the child.

All adults employed in school are required to undergo enhanced Disclosure and Barring Service clearance before taking up post at the school. This also includes students on placement and regular volunteers.

The school has a clear and comprehensive Safeguarding Policy which complements this policy and is reviewed annually by the Governing Body.

BEHAVIOUR OF ADULTS ON THE SCHOOL SITE

It is an expectation that all adults on school premises, whether a member of staff or a parent/carer, should conduct themselves appropriately and adult-like at all times. The governing body will have no hesitation in taking action against any adult who behaves in an unreasonable or inappropriate manner, involving Manchester City Council Legal Department, if necessary.

SCHOOL SECURITY

While it is difficult to make the school site totally secure, we do all we can to ensure the school is a safe environment for all who work or learn here. The school has automatic locking pedestrian gates and internal car park gates. CCTV cameras have been installed to strengthen school security.

The school front door, back door, internal pedestrian gate, Waterloo Road gate and internal car park gate are protected by an intercom system. Only Cheetwood staff and approved visitors are able to park in the school car park and access the building through the back door using a magnetic key fob.

CCTV cameras at the gates, front and back doors enable an image to be displayed in the main school office. Any person wishing to enter the school is required to press the intercom and identify themselves, before being granted access.

The pedestrian gate on Derby Street is also locked manually throughout the school day. The only gate left open therefore is the main drive way gates; this drive way leads to the internal car park gates which are shut. No one can access the internal school grounds therefore without first pressing the intercom and identifying themselves. All visitors are expected to park in the visitors' bay and access the school through the main front door via the Waterloo Road gate and our school signage stipulates this.

All adult visitors to the school are required to sign in using our InVentry sign in system. Records of this are kept electronically. All visitors are required to wear their visitors badge on a lanyard for the duration of their visit. (Regular visitors whom are DBS checked – green/ All other visitors – Red). Visitors wearing a red lanyard should be accompanied by a member of staff.

If any adult working in the school has suspicions that a person may be trespassing on the school site and has not made themselves known to office staff in the required way, they must sound the lockdown alarm (see Security Lockdown Policy for further information).

SAFETY OF CHILDREN

It is the responsibility of every member of staff in charge of supervising a curriculum activity to ensure that the activity is safe. If a member of staff does have any concerns about child safety, they should draw them to the attention of the Headteacher before the activity takes place.

Should children need to be taken off school site for any purpose relating to their education, written permission is requested from parents/carers prior to the off site visit.

Reciprocally, parents/carers must let school know if they need to take their child out of school for appointments.

When parents/carers collect children during the school day for an appointment the child has to be signed out on the InVentry system at the main office.

All children should be brought to and collected from school by a person over the age of 16.

Staff will always establish who is bringing and collecting the child and ask to be informed if it is going to be a different adult. Children will not be allowed to go home with an adult unknown to the school until the school has verified with the parent/carer that this adult should be collecting the child.

If a child is involved in an accident at school the adult supervising the activity will administer basic first aid immediately after the accident. Accidents of a more serious nature are reported to and dealt with by a trained first aider. A list of trained first aiders is displayed in the main school office and other key places in the school.

Accidents dealt with by a first aider and of a more serious nature are recorded within the accident book and the child is given a note to take home informing their parent/carer about the accident.

The trained first aider dealing with the accident may decide to contact the parent/carer to collect the child from school and suggest they seek medical advice.

In extreme cases the emergency services will be called.

SEAT BELTS

We only use coaches and mini-buses where seat belts are provided. We instruct the children to use seat belts at all times when the bus is moving and monitor this throughout the journey.

THEFT OR OTHER CRIMINAL ACTS

A senior leader or, in more serious cases, the Headteacher will investigate any incidents of theft involving children. If there are serious incidents of theft from the school site, the Headteacher will inform the police and record the incident.

Should any incident involve physical violence against a member of staff, this will be reported to the Health and Safety Executive. The staff in question will be given the necessary support if he or she wishes the matter to be reported to the police.

RESPONSIBILITIES

The overall responsibility for Health and Safety within the school lies with the Governing Body.

The responsibility for ensuring that the requirements detailed in this policy are being carried out throughout the school is that of the Headteacher.

In the event of the Headteacher's absence, the responsibility is that of the Deputy Headteacher and in turn the Assistant Headteacher.

All employees have a responsibility to co-operate with the school's leadership team so as to achieve a healthy and safe workplace and to take reasonable care for themselves and others who may be affected by their actions and/or omissions.

Any employee observing health and safety situations which require attention, shall as soon as possible notify the situation to the person designated as having responsibility for that particular area as detailed in this document.

Other areas of responsibility are:

- **HEALTH AND SAFETY TRAINING** - The Headteacher will arrange for appropriate training
- **GENERAL SAFETY INSPECTIONS**– Caretaker, Office Manager, senior members of staff and BetaGroup operatives through the Compliance Programme
- **INITIAL ACCIDENT INVESTIGATIONS** – A senior member of staff

All staff have a responsibility to report any hazards or other health and safety concerns including repairs. The administrative and premises manager will then arrange for any repairs to be carried out.

DESIGNATED AREAS OF RESPONSIBILITY

FIRE SAFETY

Termly fire drills	Office Manager & Caretaker
Weekly fire alarm checks	Caretaker
Quarterly fire alarm checks	BetaGroup
Checks on fire fighting equipment	BetaGroup

P.E. EQUIPMENT

P.E. Subject Leader

LOOSE PORTABLE EYFS

PLAY EQUIPMENT

Foundation Stage Leader

GENERAL PLAYGROUND SAFETY

Foundation Stage Unit

Foundation Stage staff and caretaker

Front playground

Daily inspection by caretaker and members of staff on duty

Back pitches

Caretaker and Office Manager

INDIVIDUAL PLAYGROUND SAFETY

All staff

SCHOOL ENVIRONMENT

General Safety	Headteacher/ Senior Leaders
Corridors	All staff
Classrooms	All staff
Library	Literacy Leader
Toilets	Caretaker and cleaning staff
Main kitchen	Cook supervisor
School cleanliness	Caretaking and cleaning staff

FIRST AID

Designated First Aiders

C.O.S.H.H.

Headteacher and caretaker

GENERAL ARRANGEMENTS

FIRST AID

First Aid boxes are located in: -

- Main office area
- Early Years Foundation Phase Unit
- Phase 1 area
- Phase 2 area
- Sports Hall
- Kitchen (for catering staff)

There is a list of designated first aiders on display in the main office and other key places in the school. These members of staff are responsible for the upkeep of the first aid boxes.

The reporting of accidents/injuries, diseases and dangerous occurrences are made to the Headteacher. Accident forms for children are located in the main office, foundation phase and sports hall and are completed whenever first aid is administered as a record. Accident forms for adults and visitors to the school are located in the main office and are returned to the Headteacher for completion. The Headteacher sends all relevant accident forms to the Health, Safety and Welfare team within Corporate Services and informs RIDDOR if necessary.

GENERAL FIRE SAFETY

Evacuations of the school and sports hall are carried out at least once every term. All staff, children and visitors are made aware of the fire evacuation procedures and know where the fire exits and assembly points are situated. Staff, children and visitors should follow the fire evacuation procedures that are located at each exit door. (see Registration and Fire Evacuation Procedures policy)

The testing and checking of the fire safety precautions and equipment is the responsibility of: -

Escape routes	Caretaker	Daily check
Fire fighting equipment (visual)	Caretaker	Weekly
Fire alarm	Caretaker	Weekly
Compliance testing	BetaGroup	Quarterly and annually

HAZARDS

The Control of Substances Hazardous to Health Regulations requires that all hazardous substances be identified and procedures for the safe storage, use, handling, control and disposal be fully documented.

C.O.S.H.H. files have been produced for caretaking and general use.

These files contain the manufacturers data sheets. All staff who use the substances and follow the instructions for use should read these. Staff are asked not to bring any substances into school and every effort is made to ensure that substances bought for school use are non-toxic and safe to use.

HOUSEKEEPING RESPONSIBILITIES

CLEANLINESS	Caretaker and cleaners
WASTE DISPOSAL	Caretaker
STORAGE OF CLEANING MATERIALS	Caretaker

All staff have a responsibility to maintain a high level of safety where substances are involved. All substances must be stored out of children's reach, preferably in a locked cupboard.

ELECTRICAL EQUIPMENT

The testing of portable electrical equipment is carried out by BetaGroup annually. Staff are asked to make visual checks at each use to ensure equipment is in good condition and that plugs are not damaged.

The checking of the electrical installation throughout school is carried out on a five-year basis. The testing and fixing of electrical equipment is only carried out by qualified electricians.

TRAINING

The responsibility for the arrangement of Health and Safety training when required for staff is that of the Headteacher. The nominated Health and Safety governor will also undertake appropriate training in order that s/he will be able to undertake their responsibilities with confidence and knowledge.

CONTRACTORS AND VISITORS

The control of contractors and visitors on site is of paramount importance in ensuring that good safety practices are observed at all times and this is carried out by: -

Contractors	Pre-contract meetings when work method and safety precautions to be observed whilst on site are fully discussed and agreed upon. The responsibility for ensuring that contractors are complying with the agreed practice is that of the Headteacher, administrative/premises manager and caretaker
Visitors	All visitors report to the main office, sign in via InVentry and await collection/guidance to the person being visited. Any visitor without a visitors' badge will be challenged as to their purpose in school.
Other children of not roll at Cheetwood	Unless accompanied by an adult, or here for a pre-approved activity such as high school age school work experience, children not on roll at Cheetwood are not allowed on the school on site during school hours. Staff who have children are not able to bring them into school (for example for childcare purposes when the child's own school has a training day) as Manchester City Council insurance does not cover such childcare arrangements.
Parents/carers	If parents/carers need a matter dealing with during the school day, they should report to the main office or alternatively may contact the school by telephone.

RISK ASSESSMENTS

Risk assessments have been carried out with regards to all areas of the school. These include off site visits. All staff must make sure that they are familiar with all the risk assessments available.

OFF-SITE EDUCATIONAL VISITS

The school values the experiences and opportunities that off-site educational visits have for children. However, these visits are not entered into lightly. All requests for educational visits are accompanied by a risk assessment and permission given by the Headteacher for off-site visits before the visit takes place.

This assessment is carried out by the class teacher or other adult organising the visit. No visits are allowed to take place without the risk assessment being carried out. This includes the participation in out of school activities such as off-site sporting competitions/events.

When children return from an off-site visit/event that has involved travel back to school by coach after school has finished, children will disembark the coach on Waterloo Road/ Derby Street and return safely back to their classroom first, before then being handed over to the adult collecting them. For health and safety reasons it is the school's policy that no child returning from an off-site visit can be collected by an adult whilst on Waterloo Road/ Derby Street. All educational risk assessments are saved electronically within the educational visits folder. (see Educational Visits Policy)

CONCLUSION

Every member of staff has a responsibility to assist in establishing and maintaining a high level of safety in the school.

This is done by:

- Making sure that children/staff/volunteers/visitors etc follow school procedures
- Reminding other staff if they are not following these procedures
- Helping to educate children in school safety procedures
- Being aware of and reporting all hazards
- Reporting accidents
- Following all risk assessment procedures