

Hindley J and I School



Health, Welfare and Safety Policy

Updated: November 2025

Signed on behalf of the School, Miss Adele McKeever (27/11/25)

Signed on behalf of the Governors, Mr Graham Doubleday (27/11/25)

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Introduction (1)

Hindley Junior and Infant School is committed to ensuring the health, safety, and welfare of all pupils/staff and others who may be affected by its activities as far as is reasonably practicable.

The school will ensure that health and safety form a core part of its management arrangements, that hazards are identified, and that risks are assessed. It will also ensure that staff are provided with suitable and sufficient information, instruction, training, and supervision to perform their duties safely.

The school expects that all staff will cooperate with its health and safety arrangements, take reasonable care of their own health and safety whilst at work, and of those who may be affected by their acts.

The School Curriculum (2)

We teach children about health and safety to equip them with the skills, knowledge, and understanding to live positive, successful, and healthy lives. Teachers take every opportunity to educate children on this matter as part of the regular school curriculum.

We teach children respect for their bodies, how to look after themselves, the importance of healthy eating and hygiene, and how to move and play safely in PE. Health and safety issues also arise when we teach about caring for the environment and the dangers of litter. Children receive sex and relationship education in line with the Jigsaw PHSE-C scheme.

We believe everybody in our school can and should promote everybody else's safety, so we teach children to spot hazards in and around the classroom and inform their teacher.

Each class teacher can report a safety issue/concern via a safety form or email. The form/email is sent to the site manager, who prioritises the issue/concern, provides feedback, and adds it to the Master Safety Register. The teacher is kept informed throughout the process till the issue/concern is completed. The site manager is responsible for updating the Master Safety Register.

An accident book is in the primary school office, and all incidents, however minor, must be recorded.

The Head teacher, or their nominee, will investigate accidents and take remedial steps to prevent similar incidents from recurring. Faulty equipment, systems of work, etc. must be reported and attended to as soon as possible.

Statutory Compliance (3)

The site manager is responsible for all health & safety requirements and legislation regarding services and inspections of appliances/machinery at the school. These are carried out within the specified time and schedules set by the manufacturer or legislation.

The school's statutory compliance and maintenance register is updated and is the site manager's responsibility.

School Meals (4)

Our school provides children with the opportunity to have lunch. We do all we can to ensure the meals we provide have adequate nutritional value. Our school promotes a healthy lifestyle; as a result, if children choose to bring their own packed lunch, we encourage and facilitate more nutritious options and actively challenge parents who regularly provide unhealthy options.

School Uniform (5)

It is the Headteacher's responsibility to ensure that the school uniform policy is enforced. It is, however, not our school policy to exclude children from school if, for whatever reason, they do not have a proper school uniform.

We ask parents to equip their children with the necessary uniform and school equipment. If a child repeatedly attends school without the correct uniform, we will inform parents and request that they ensure their child leaves home with the proper uniform. If a parent is having financial difficulties and this results in a child not having the correct uniform or adequate equipment, our school will do all it can to support the parent.

We ask parents not to send their child to school with 'extreme' hairstyles, such as tramlines.

For health and safety reasons, we do not allow children to wear jewellery at our school. An exception is earring studs in pierced ears and watches, when they can be used to help children tell the time. During Physical Education and Swimming lessons, all jewellery must be removed (including small, stud earrings in PE). This is to prevent the wearer from being injured or injuring someone else.

Child Protection (6)

The Designated Lead, responsible for child protection in our school, the Assistant Headteacher, Mrs Radcliffe, who liaises with the Deputy Designated Leads, Miss McKeever, Miss Egan and Mrs Jones. The named governor is Graham Doubleday. We follow the procedures for child protection drawn up by the LA and the Governing Body.

If any teacher suspects that a child in their class may be the victim of abuse, they should try not to investigate. Still, they should immediately inform the named person responsible for child protection, using the agreed safeguarding reporting procedures and channels.

When investigating incidents or suspicions, the school's child protection officer works closely with social care and other external agencies. We handle all such cases with sensitivity and attach paramount importance to the child's interests.

We require all adults in school to have DBS clearance to check that there is no evidence of previous offences involving children or abuse. Safer recruitment procedures are adhered to in line with government guidance.

All adults in our school share responsibility for keeping our children safe. We may, on occasion, report concerns which, on investigation, prove unfounded. It is better to be safe than sorry, and we trust that parents, while they will naturally be upset, will nevertheless accept that the school acted in the child's best interests.

The site manager will escort all contractors without DBS clearance during school hours.

School Security (7)

The school uses the InVentry management system to keep its pupils, staff and visitors safe. Each member of staff has an ID proximity card showing their position at school, a personal photograph and DBS number. We require all staff to always wear an identification badge whilst in school. This has photographic ID and DBS numbers clearly displayed.

Staff are given a four-digit code to open the automatic door and enter the school. All staff must ensure the automatic doors close behind them before entering the school. This prevents strangers from gaining entry undetected. Under no circumstances must staff share the code with anyone else unless instructed to do so by the Headteacher.

All staff must swipe in / out when entering and leaving school. If the fire alarm activates or there is an emergency, we can't print off a register for who is in attendance at school. In the interest of health and safety, the register must be accurate.

Visitors and contractors must sign in/out at the entry system screen in the school foyer and agree to the school's safety and safeguarding statement. Failure to comply will mean the individual will not be allowed access to the school. If the fire alarm activates, the entry system will print off a roll call showing who is in the school. The entry system prints an identification badge that must be worn at all times. Lanyards are colour-coded to indicate whether visitors are DBS-checked. Yellow lanyards are given to visitors who are DBS-checked.

Pupils who arrive late for school must sign in on the entry system (unless the learning mentor is signing pupils in at the main entrance), and any pupil who must leave school for an appointment or any other reason must sign out of the system. The entry system updates in real time and shows exactly who's in school at any time of day. The system also allows us to print out a roll call in the event of an emergency other than fire.

The gates leading to the school playground are opened and closed by the site manager and a designated member of staff at the following times each day:

- 3:10 pm – 3:30 pm
- 8:40 am – 8:50 am

Access during these times is for parents and pupils arriving at the start of the school day and leaving at the end of the day. The site manager audits the gates monthly to check for any defects.

Both the vehicle entry and exit gates are also opened and closed by the site manager at the following times:

- 8:35 am – 8:55 am
- 3:10 pm – 3:30 pm

This is to prevent parents and pupils from being exposed to vehicle movements while arriving or leaving the school.

The emergency exit doors in the hall must remain closed when not in use, and the kitchen entrance door must remain locked when not in use. This is to ensure the building's security and prevent unauthorised persons from entering the school.

If any adult working in school has suspicions that a person may be trespassing on the school site, they must inform the Headteacher immediately. The Headteacher will warn any intruder that they must leave the school straight away. If the Headteacher has any concerns that an intruder may cause harm to anyone on the school site, he will contact the police.

Auditing (8)

The site manager carries out monthly health and safety audits of the school, which are documented. All issues/concerns are recorded on the health and safety register, showing the actions taken and when they were completed.

Daily audits of the outdoor play equipment are conducted by the site manager and documented.

Weekly audits:

Emergency lighting audit.

Fire equipment audit.

Fire alarm audit.

Doors/emergency exits audit.

Defibrillator audit.

Low usage flushing audit.

Grab bag audit.

Monthly audits:

Legionella audits.

Stepladders audit.

Emergency inhalers audit.

External gate audit.

Monthly Health & Safety audit.

Lifting hoists/frames audit.

All weekly/monthly audits are carried out by the site manager and documented.

The site manager documents and stores all audits on an encrypted cloud database.

Safety of Children (9)

It is each teacher's responsibility to ensure that all curriculum activities are safe. Similarly, subject leaders will always be vigilant for hazards related to equipment or activities within their area of responsibility. If a teacher or subject leader has any concerns about pupil safety, they should bring them to the attention of the Headteacher before the next time that activity takes place.

We do not take any child off the school site without the parent's prior permission.

If an accident occurs and results in an injury, the teacher will do all they can to aid the child concerned.

Should any incident involving injury to a child occur, trained staff will be called to assist. If necessary, the school will telephone for emergency assistance.

CCTV Monitoring (10)

CCTV cameras are for the safety, security and welfare of staff, pupils and visitors to the school. Cameras located around the school record 24 hours a day. See attached site drawing fig-1. Cameras are positioned at the entrances to the school playground, the entrance /exit to the carpark, the school hall emergency doors, the reception area/foyer, the carpark, the school yard, and the front of the building.

CCTV images are only viewed by staff and not by any monitoring stations.

First Aid (11)

We have three 'First Aid' stations that are clearly visible and signposted in school. See the attached site drawing (Fig. 2). The site manager orders, checks, and replenishes the first-aid boxes around the school.

Location of first aid boxes:

- 1) Staff room
- 2) Laundry room
- 3) School playground

We also have an AED positioned in the main corridor, which the site manager audits weekly.

First aid training

7 fully trained first aiders. These staff members have done the full 3-day course.

3 Paediatric first aiders.

8 general first aiders level 3.

The business manager keeps a record of staff who are first Aid trained.

A fully stocked first aid kit and any inhalers for specific children must also be taken on school outings. These are stored in the site manager's office.

Transport to hospital: When a first aider considers it necessary, the injured person will be sent directly to the hospital (usually by ambulance). Parents/carers will be notified immediately of all major injuries to pupils.

No casualty will be allowed to travel to the hospital unaccompanied, and an accompanying adult will be designated in situations when the parents/carers cannot be contacted in time.

We use an online system called Medical Tracker to record all incidents involving injury. All accidents are logged on the online system, and for any head injury, we inform parents by telephone. If a child is seriously hurt, we contact parents immediately using the emergency numbers we hold on Arbor. These details are updated annually, but parents must also notify us of any changes to their contact information throughout the year.

There may be rare occasions when it is necessary for staff to physically restrain a pupil to prevent them from inflicting injury on others, causing self-injury, damaging property, or being disruptive. In such cases, only the minimum necessary force may be used, and any action taken must be only to restrain the pupil. On these occasions, parents will be informed. See the positive Handling policy for further details.

Emergency Inhaler kits (12)

We have two emergency inhaler kits around the school, which are displayed on the site plans. See attached site drawing Fig 2. Inside each kit is a register listing which children are allowed to use the inhaler in an emergency. The site manager audits and documents the kits monthly.

The Inhaler kits are displayed in the following areas:

- 1) The photocopying room
- 2) First aid station (school playground)

There is also an emergency inhaler kit for trips/events that is in the site manager's room.

Issuing Medicines (13)

Please see 'Administration of Medication Policy'

Fire Safety (14)

The site manager audits the school weekly to ensure all fire equipment, doors, and alarms are functioning correctly. These audits are documented, and any issues/concerns are recorded and dealt with by either the site manager or the appropriate contractor.

Fire drills are held once every term and documented by the site manager. The school fire and emergency evacuation procedures are displayed in all rooms. All staff must ensure they are familiar with the emergency procedure. If staff have any questions or concerns, they should speak to the site manager. See attached site drawing fig-3 & fig-4.

The school has an annual fire risk assessment carried out by a contractor that includes measures to reduce or eliminate fire risk.

The school fire alarm is tested weekly and documented, and a certified contractor inspects/services it biannually.

Contractors (15)

Both the school and the contractor we use have responsibilities under health and safety law. Everyone needs to take the proper precautions to reduce the risks posed by workplace hazards to staff and pupils. We make sure everyone understands their role in ensuring health and safety in the workplace.

All contractors entering the site must comply with health & safety legislation and the school's rules. They must hold the relevant qualifications/certification and provide risk assessments and method statements for their tasks while working at school. Contractors must have and provide proof of public liability insurance before they do any work at school. Work involving potentially significant risks (for example, work at height) must not be undertaken whilst working alone. The site manager is responsible for all contractors entering the site and ensuring they comply with the above.

All contractors must sign in/out of the contractor's induction pack. Failure to do so will mean the contractor will not be allowed on site. See attached Fig. 5

All contractors must wear the school's contractor high-visibility jacket when working in school from 7:30 a.m. to 3.15 p.m.

Seat Belts (16)

In the UK, wearing a seat belt is required if the vehicle is fitted with seat belts. We use coaches and minibuses only when seat belts are provided. We instruct the children always to use seat belts when the bus is moving.

Internet and E-Safety (17)

We protect and educate pupils and staff in their use of technology. We regularly use the internet in school because it has educational benefits. To minimise the risk of children encountering unsuitable material, we provide constant supervision and only use filtered services, selected links, and child-friendly search engines. Regular Securus checks are carried out by designated staff members and reported back to the Head teacher. Parents are asked to sign an authorisation for their child to use the internet. We also seek parental permission before using children's work on the school's website, or in newsletters and other publications. The school has an Internet and e-safety policy in place, which all parents can access.

Theft and other criminal acts (18)

We take theft and other criminal acts very seriously. The teachers or 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.

Should any incident involve physical violence against a teacher, we will report it to the Health and Safety Executive and support the teacher in question if he or she wishes to report it to the police.

Health and Welfare of Staff (19)

We do not tolerate inappropriate behaviour towards staff and operate a zero-tolerance policy regarding verbal abuse, demanding behaviour, or any displays of aggression. Any person (s) violating the above will be asked to leave the school immediately.

Staff will report any such incidents to the Head teacher. We have clear whistle-blowing policies in line with LA policies. The school will work in partnership with the LA and the police when inappropriate behaviour or individual conduct compromises the school's aim of providing an environment in which pupils and staff feel safe.

Electrical Safety (20)

The Importance of Electrical Safety. Almost everything in a workplace setting today operates on electricity. Electricity can cause significant pain, burns, and even fatalities.

All electrical issues/faults must be reported to the site manager. All electrical sockets at school have been fitted with safety plugs. We carry out fixed and portable appliance testing every 12 months. Fixed electrical testing is done every five years. Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and must be subjected to the same tests as school equipment. The site manager will conduct a visual inspection of plugs, cables, and electrical equipment before use. The site manager is responsible for documenting all the above.

The site manager must inspect all electrical appliances brought onto the site by contractors/visitors. It's the contractor's or visitor's responsibility to provide proof of PAT

testing. Failure to show that an item has been PAT tested will mean the item cannot be used at school.

Avoid extension leads whenever possible. If you are going to use an extension lead, speak to the site manager, who will visually inspect it.

Playground Equipment (21)

This equipment will only be used during the school day (9 am – 3.15 pm). School will not accept responsibility for children using the equipment before or after school. The teacher on duty is responsible for checking whether the wooden equipment is dry enough to use. The playground equipment is audited daily by the site manager. These audits are documented, with issues/concerns recorded and dealt with by either the site manager or the appropriate contractor. The site manager is responsible for checking the playground equipment and documenting all the above.

If an item of equipment is unsafe, the site manager will communicate the issue to staff via a red safety alert. Also, the equipment will be taped off using warning tape. Under no circumstances must the equipment be used if a red safety alert has been issued. Once the equipment is safe to use, the site manager will communicate a green safety alert to staff.

Unsupervised Children (22)

If parents choose to leave their children unsupervised at the start or end of the school day, the school will not accept responsibility for these children.

Dogs on Site (23)

Support dogs (guide dogs, hearing dogs, etc.) are allowed on the school site. However, other dogs are not permitted inside the school grounds, except in exceptional circumstances with the permission of the Head teacher and Governors. Signage has been posted around the school perimeter to inform people that dogs are not allowed on site.

Use of Car Park (24)

Parking on the school premises is allowed in the designated areas. A small number of disabled spaces are available for adults and /or children with additional needs. Parents and staff are not to use the 'drop-off zone' for parking.

We operate a one-way system entering and exiting the school carpark, which must be adhered to at all times.

The school operates a mandatory 5mph speed limit on the premises/carpark.

The users of the car park do so at their own risk. Hindley Junior and Infant School will not accept liability for any accidents, damage, or loss incurred.

Out of School Visits (25)

Staff must complete a Risk Assessment and comply with the Educational Visits Policy on out-of-school visits. A copy of the Risk Assessment must be given to the Headteacher before the visit. All risk assessments are shared with the LA on the Evolve system.

Adverse / Severe Weather Conditions (26)

If we have snow or ice, the school's procedure for adverse weather will be implemented; see attached figs 6 and 7.

In the event of severe weather, the school follows LA guidance on school closures.

Smoking (27)

Hindley Junior & Infant School is a no-smoking premises, including e-cigarettes. Anyone found smoking on the premises, including the car park, will be asked to leave.

Monitoring and Review (28)

The governing body has a named governor responsible for health and safety matters. This governor is responsible for keeping the governing body informed of new health and safety regulations and for ensuring the school regularly reviews its procedures on health and safety matters. The governor in question also liaises with the LA and other external agencies to ensure the school's procedures align with the LA's.

The governing body, in consultation with professional advisors, conducts regular risk assessments to keep the school environment safe.

The Headteacher, in liaison with the Site Manager, implements the school's health, safety, and welfare policy on a day-to-day basis and ensures that all staff are aware of its details as they apply to them. The Headteacher, in liaison with the Site Manager, also reports to governors on health and safety issues as they arise.

The policy will be reviewed annually or at any time on request from the governors.

Staff Health and Safety Induction (29)

All members of staff and new starters will receive a health and safety induction, including fire safety. This will be reviewed annually and distributed to staff.

Lockdown of School (30)

If the school needs to go into lockdown, the Auto Times lockdown system will be used. This system broadcasts a recorded message throughout the school, informing everyone that the school has been placed in lockdown, and a follow-up message indicating when it's all clear.