MURDISHAW WEST PRIMARY and NURSERY SCHOOL

HEALTH AND SAFETY POLICY

Autumn 2026

Policy Title	HEALTH AND SAFETY POLICY
School/HBC	School
Written by	V Edwards
Staff Approval Date	September 2026
FGB Ratification Date	November 2026
Signed by Chair of Governors	D Cox
Date	
Review Date	November 2027

At Murdishaw West Primary and Nursery School we work together to….. Collaborate, Achieve, Respect and Enjoy. At Murdishaw West, we CARE!

Intent

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.

Murdishaw West Primary and Nursery School aims to provide a safe and healthy environment for its employees and the children attending the school.

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.

Implementation

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.

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, Mrs Vanessa Edwards, 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. Derek Cox *is the governor representative for Health and Safety.*

All Staff within their own work areas will be responsible for identifying and controlling hazards and working within the Health and Safety Policy and guidelines.

The Head Teacher will formally discuss health and safety, SEN /behaviour issues and individual children's needs with other staff during weekly staff meetings. These staff meetings are open to all staff, should they wish to attend.

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.

All staff and visitors have a responsibility to ensure their own health and safety in the workplace and to ensure the health and safety of others. Staff to report any concerns or accidents to the headteacher immediately. They must not leave it for to others to report.

No smoking (including vaping), no illegal drug taking and no alcohol consumption on or around school grounds. Staff found doing so will face disciplinary action which could lead to dismissal.

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 site manager 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 practical will be done.

Playtime

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.

First Aid
Our Designated First Aid Lead is Miss C Curran and the Deputy Designated First Aid Lead is Miss C Telford. Anyone in need of first aid should be referred to the First Aid Qualified staff members.

A current list of First Aid trained staff can be found in the office.

In the event of a serious accident or emergency, the designated/deputy designated 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.

First aid boxes are located:

- Reception Class Courtyard
- On the wall outside the staff room
- Outside Year 2

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

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 site manager and 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 in class lines.**
- **Office staff will bring registers out.**
- **Registers will be taken promptly at the assembly point.**
- **Staff should report to Headteacher/Deputy Headteacher any missing persons.**
- **The school Business Manager will confirm that all visitors have been evacuated.**

If the alarm sounds at lunchtime the above procedure should still be followed. Registers will be taken out by Office Staff.

N.B. The School Business Manager or Headteacher/Deputy Headteacher will call the Fire Brigade as soon as the alarm is heard.

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 accident book.
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.
If blood is splashed on the skin, it should be washed off immediately with soap and water or a 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 should be disposed of in the sanitary waste bins if available. If this is not possible, waste 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
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 during the day unless they are with an authorised adult. This must be authorised by the Headteacher, Deputy Headteacher or Business Manager. In the event of a child leaving the school during the day for any reason, he/she must be signed out and signed in again on their return to school.

This Policy should be read in conjunction with Murdishaw West Primary and Nursery School Single

Equality Policy.

This appendix of the Health and Safety Policy contains additional details of our individual Health and Safety arrangements for use during a COVID Pandemic or when similar arrangements are required.

General Aim

To ensure the health and safety policy is fit for purpose during a COVID or similar pandemic.

The Safety Representative

The school must be satisfied that all contractors and visitors are competent to carry out their activities within COVID guideline, this includes:

Wearing a face covering

Providing Murdishaw West Primary with a correct and up to date contact number for track and trace purposes.

Ensure regular handwashing takes place.

Staff are expected to be aware of, and work within, the standards issued by the Government, LA and SLT/School for current COVID Health and Safety guidelines. These will be provided by the Head Teacher and updates must be acknowledged and agreed.

All staff, contractors and visitor are responsible for ensuring they maintain the correct social distance guidelines and measures, if required.

Review

The Headteacher will continuously review guidance and inform staff accordingly. Regular Health and Safety reviews will take place with staff members to ensure standards are being maintained and to ensure a reflective not reactive approach is taken.

Consultation

All staff to complete COVID Risk Assessments to enable STL to identify the most vulnerable and respond to reduce or remove the risk as reasonably possible.

Playtime/Lunchtime

During a Pandemic, children will have allocated playtimes and play zones which enable contact with other classes to be minimised. Children need to see approval to enter the building during play/lunch times. In the interest 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 within their bubble.

FIRST AID

Where possible, First Aid should be provided by a member of staff within the same allocated bubble as the pupil. They must wear appropriate PPE- Mask, gloves and disposable apron. These must be disposed of in a residual waste bin as direct during previous PPE training. All cuts or grazes must be covered.

In an emergency, any member of staff is able to call for emergency services (999).

All class Asthma bags must be taken to the playing fields/playground/ hall etc by supervising member of staff.

Emergency inhalers can be found in the First Aid cupboard in the staff room.

There is an emergency inhaler in the school office which is taken on all trips and visits off school site.

All inhaler uses must be logged using the inhaler record sheet.

Fire Drill Procedure

Fire drills will continue to take place at least once a term, occurring at different times of the day. Fire drill dates and times will continue to be logged by the site manager and 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 ensuring doors are closed behind you. Assemble on the Junior Playground in class bubbles.
- Ensure bubbles remain 2 metres apart at all times.
- Office staff will bring registers out.
- Staff should report to Headteacher/Deputy Headteacher any missing persons.

If the alarm sounds at lunchtime the above procedure should still be followed.

N.B. The School Business Manager or Headteacher/Deputy Headteacher will call the Fire Brigade as soon as the alarm is heard.

General Measures

The site manager should ensure that all hand drying machines are switched off so not available for use in a COVID pandemic.

Personal Hygiene

All staff are required to take responsibility for additional hygiene procedures. Cleaning their main contact points, utilising the additional antibacterial wipes distributed around the school site.

Cleaning

Additional cleaning to be carried out as per the COVID cleaning schedule.

Disposal of waste

COVID related waste needs to be double bagged and stored for 72 hours prior to disposal from the school site.

Curricular Implications

Follow the current guidelines from the DFE for curriculum implications and carry out a risk assessment at time of outbreak. Ensure all recommended classroom equipment/activities are considered and actioned accordingly to reduce the risk.

Management Issues

Pupils are to be given set drop off and collection times to reduce the number of people on site at any one time.

Loitering is forbidden.

All visitors, Parent, Staff and Children must follow the recommended guidelines for face coverings when on school site.

Impact

Murdishaw West Primary and Nursery School provides a safe and healthy environment for children, staff and visitors.