



Wigan♥
Council

Leigh St Mary's CE Primary School

Health and Safety Policy

Signed: Mr A Turner

Date: 14.09.2026

Date of review: September 2027

Contents

Health and Safety Policy	1
Background Information	Error! Bookmark not defined.
Why do schools need a Health and Safety Policy?	Error! Bookmark not defined.
What is a Health and Safety Policy?	Error! Bookmark not defined.
The Health and Safety Executive (HSE)	Error! Bookmark not defined.
Statement of Intent	3
Health and Safety Responsibilities	6
Health and Safety Arrangements	13

Mission Statement

At Leigh St Mary's Church of England Primary School, we promote a life-long love of learning. Through enriching, exciting learning opportunities and a creative curriculum, children are given the foundations to flourish. Our Christian values are at the heart of our school and provide us with a culture of happiness, respect and trust.

We aim to promote a sense of belonging within a warm, nurturing environment where children feel safe and valued. We celebrate cultural diversity and believe that every child should have the opportunity to be the best that they can be.

Through our encouragement of good manners, kindness and friendship we aim to ensure our children display the values of good citizenship. We hope to instil in our children an 'I can' attitude and to provide our children with the tools to succeed in an ever changing world.

Our School Bible Verse from Colossians 2 Verses 6 and 7

"As you received Christ Jesus the Lord, so continue to live in him. Keep your roots deep in him and have your lives built on him. Be strong in the faith, just as you were taught. And always be thankful."

Our School's Christian Vision

At Leigh St Mary's Church of England Primary School, our vision is to be a flourishing Christian community where everyone is inspired to learn, believe in their potential and achieve all they are called to be.

Rooted in the love and grace of God, revealed through Jesus Christ and inspired by Colossians 2:6-7, we seek to ensure that every member of our school family is "rooted and built up in Him", growing in faith, wisdom and character.

Guided by our Christian values of friendship, respect and kindness, we aspire to nurture a community where love shapes relationships, everyone is valued and each person knows they belong. We aim to inspire hope, encourage resilience and develop courageous learners who face challenges with confidence, perseverance and an 'I can' attitude.

Statement of Intent

The Governing Body of Leigh St Mary's takes the health, safety and wellbeing of all those on, working from, using our school site or working offsite, seriously.

This policy explains how we manage our responsibilities under the Health and Safety at work etc. Act 1974. The main aim of the policy and its content is to ensure, so far as is reasonably practicable:

- The school environment is a safe place to work from, learn in and visit, without risk to health and safety.
- We provide safe working equipment, procedures and information on significant risks to our employees, students and others who might be affected by what we do.
- We provide training and consult with employees and others on health and safety matters.
- We provide a safe means of access to and from the school.
- We ensure suitable and sufficient risk assessments are completed and communicated.
- We have clear procedures in place to manage incidents and emergencies.
- We monitor our safety performance, review and investigate incidents and near miss events, and learn from findings.

This statement sets out our commitment to effective health and safety management. It is signed by the Headteacher and ratified by Governors. This policy identifies how the school organises employees to manage health and safety and includes the arrangements for managing risk.

This policy is brought to the attention of, and/or issued to, all employees and other relevant persons by Mrs S Watson, Headteacher.

A copy is kept in the school office, staff room, on a shared drive, Padlet and provided as part of an induction.

This policy will be reviewed on an annual basis.

This policy statement supplements:

This Health and Safety Policy should be read alongside the school's other relevant policies, procedures, risk assessments and guidance, including, where applicable:

- › Accident, Incident and Near-Miss Reporting Procedures
- › Administration of Medicines/Supporting Pupils with Medical Conditions Policy

- › Asbestos Management Plan
- › Behaviour Policy
- › Business Continuity Plan
- › Child Protection and Safeguarding Policy
- › Cleaning and Infection Prevention/Control Procedures
- › Control of Substances Hazardous to Health (COSHH) Procedures
- › Contractors and Site Visitors Procedures
- › Educational Visits Policy and Procedures
- › Emergency/Evacuation Procedures
- › Fire Safety Policy, Fire Risk Assessment and Evacuation Procedures
- › First Aid Policy
- › Food Safety Procedures
- › Legionella/Water Hygiene Management Procedures
- › Lone Working Procedures
- › Manual Handling Procedures
- › New and Expectant Mothers Risk Assessment Procedures
- › Personal Emergency Evacuation Plans (PEEPs), where applicable
- › Premises and Site Security Procedures
- › Risk Assessment Procedures
- › School Security/Lockdown Procedures
- › Stress and Staff Wellbeing Procedures
- › Working at Height Procedures
- › Work Equipment and Electrical Safety Procedures
- › Workplace Transport and Vehicle Movement Procedures
- › any relevant Local Authority health and safety policies, procedures and guidance adopted by the school.

The above list is not exhaustive. Relevant policies, procedures and risk assessments should be read in conjunction with this policy according to the activity or risk concerned.

Approval

Signed – Headteacher: _____

Name: Mrs S Watson

Date: _____

Signed – Chair of Governors: _____

Name: _____

Date: _____

Date ratified by the Governing Body: _____

Review date: _____

Health and Safety Responsibilities

Governors for Council Schools

Wigan Council has ultimate responsibility for health and safety matters in the school, but delegates responsibility for strategic management to the school's governing body.

The governing board delegates operational matters and day-to-day tasks to the headteacher and employees.

Responsibilities include:

- Reviewing and approving the school's Health and Safety Policy at least annually, and sooner where there are significant changes in legislation, guidance, school activities or circumstances.
- Monitoring the effective implementation of the Health and Safety Policy through regular reports and discussions with the Headteacher and/or Senior Leadership Team, consideration of health and safety matters at Governing Body or relevant committee meetings, and scrutiny of relevant records and documentation.
- Taking reasonable steps to ensure that the school is following relevant health and safety policies and procedures. This will include, as appropriate, reviewing the outcomes of site inspections and management checks, considering accident, incident and near-miss information and any identified trends, reviewing significant risk assessments and audit findings, and monitoring whether identified actions have been completed.
- Receiving appropriate information about significant health and safety matters, including significant accidents or incidents, identified hazards, statutory compliance issues and any health and safety concerns requiring strategic oversight.
- Monitoring health and safety performance and seeking assurance from the Headteacher that appropriate arrangements are in place for managing significant risks and meeting statutory and Local Authority requirements.
- Ensuring that adequate resources are considered and made available, so far as reasonably practicable and within the school's control, to enable the school to meet its health and safety responsibilities.
- Ensuring that health and safety is appropriately considered when making strategic decisions about the school, including decisions relating to premises, equipment, staffing, activities and significant changes to school operations.
- Participating in or receiving reports from appropriate health and safety inspections, audits and reviews, and monitoring any resulting action plans.

- Ensuring that appropriate arrangements are in place for consultation with employees on matters that may affect their health, safety and welfare.
- Supporting the Headteacher and school employees in promoting a positive health and safety culture throughout the school.

The Governing Body will seek assurance that appropriate corrective action is taken where health and safety concerns, deficiencies or areas for improvement are identified.

-
- Take reasonable steps to ensure that the school is following other health and safety policies and procedures through regular meetings with the Headteacher and/or Senior Leadership Team, consideration of health and safety matters at Governing Body meetings, review of relevant policies and risk assessments, review of accident, incident and near-miss data, consideration of the findings from site inspections and management checks, and monitoring of any actions identified through inspections, audits or reviews.
- Confirm that employees and others receive suitable and sufficient information, instruction and training to enable them to carry out their health and responsibilities.
- Seek assurance that the school has access to competent health and safety advice and support as required under Section 7 of the Management of Health and Safety at Work Regulations.
- Promote a sensible approach to health and safety, making use of competent health and safety advice when required.
- Work in close partnership with the Headteacher and Senior Management Team to support sensible health and safety management and to seek assurance as appropriate.
- Review accident, incident and near miss events and where needed, seeking clarity on action on reporting and investigation.

Headteacher

The Headteacher is responsible for the management of health and safety across the school site and all activities. They will:

- Ensure that they are aware of all significant hazards and risks on their school site and ensure these are managed so far as is reasonably practicable.
- Take immediate action when significant hazards are reported.
- Report on health, safety and welfare matters to the Governing Body, noting incident reporting, significant hazards, risks and actions needed.

- Ensure employees have completed relevant health and safety training.
- Ensure that appropriate funds and resources are allocated to ensure effective health and safety procedures, repairs and maintenance in the school.
- Ensure all health and safety procedures are reviewed and communicated to employees and others who might need to be aware of the information.
- Ensure that all employees are provided with suitable, safe and maintained equipment to complete their work.
- Ensure that all products brought onto site are safe for use and stored in a safe way.
- Ensure that the school has access to competent health, safety and wellbeing advice and support as required under Section 7 of the Management of Health and Safety at Work Regulations.
- Ensure that the school premises and external areas are maintained, compliance checks are completed, the building is safe for use and regularly inspected.
- Promote a positive and open health and safety culture in school.
- Complete management checks and other monitoring activities to ensure that policies and procedures are being followed.
- Ensure procedures and risk management arrangements are in place for the management and recording of educational visits.
- Ensure that emergency procedures are in place, regular drills are completed and learning points are communicated.
- Ensure that in their absence, health and safety responsibilities are delegated to other employees.

Deputy Headteacher

In the Headteacher's absence, it is assumed the Deputy Headteacher will undertake the Headteacher's responsibilities.

School Business Manager

The School Business Manager will:

- Be the main focal point for day-to-day health and safety matters, giving advice or signposting to sources of advice.
- Help the headteacher develop, implement and review health and safety policies and procedures.
- Complete monitoring and management checks on the Facilities Manager/Site Manager/Caretaker's compliance checks, highlighting or escalating any issues to the Headteacher for their action.

- Ensure external compliance checks and essential building risk assessments are in place and actions taken and recorded, e.g. fire risk assessment, legionella risk assessment, asbestos management survey, glazing survey, building survey, electrical testing, gas safe checks, etc. This list is not exhaustive.
- Complete and record health and safety inductions.
- Develop and implement a health and safety training plan to ensure employees have sufficient training to complete their roles (including Fire Warden and First Aid cover).
- Be the main point of contact with Wigan Council's Health and Safety Team and liaise with outside agencies that offer expert advice.
- Ensure incidents are reported and investigated using the Council's incident reporting system.

Senior Management Team

SMT will support the Headteacher and will:

- Ensure risk assessments (for work areas under their control) are suitable and sufficient and reviewed every year
- Ensure risk assessments are communicated to Headteacher and SBM.
- Complete inspections of their work areas every half term reporting issues to Headteacher and SBM.
- Deal with unsafe/hazardous practices, equipment or building issues and report to the Headteacher, especially if they remain unresolved.
- Ensure their employees complete health and safety training where needed for their role; a training record should be kept.
- Set a good example and provide guidance and support to employees on health and safety matters.
- Assist with incident investigations.

All Employees

Employees will:

- Take care of their own health, safety, and wellbeing and that of any other person who may be affected by their actions.
- Follow the training they have received when using any work equipment or systems provided by the employer.
- Follow health and safety procedures and ensure risk assessments are followed and understood.
- Report practices, equipment or physical conditions that may be hazardous to their line manager/appropriate employee.

- Understand emergency evacuation procedures, feel confident in implementing them and know how to raise any concerns.

The Caretaker

The Caretaker will:

- Complete daily/weekly/monthly compliance observation and monitoring and safety checks, keeping records of findings and actions taken.
- Support the School Business Manager with external compliance checks and essential building risk assessments.
- Ensure any work that has health and safety implications is prioritised. Speak to the Headteacher/School Business Manager for advice where needed/to discuss actions.
- Report any health and safety concerns to the senior management team immediately verbally, via email or via messaging systems.
- Ensure that all work under their control is undertaken in a safe manner.
- Comply with the school evacuation and invacuation procedures.
- Ensure all employees are aware of safe working practices within their work area, especially regarding reporting of hazards.
- Ensure that any unsafe practices cease with immediate effect.
- Investigate any specific health and safety issues, take remedial action and report findings to the Headteacher/School Business Manager.
- Ensure all contractors are 'inducted' and shown the relevant risk assessments, e.g. asbestos management survey and are made aware of any hazards, e.g. fragile roofs in the areas where they will be working.

The Health and Safety Team

- Wigan Council acts as the school's competent person under the Management of Health and Safety at Work Regulations.
- The Council will provide services to schools as per their Service Level Agreement/contract. A list of services include:
 - Support with procedures and arrangements.
 - Support with inspection and audit arrangements.
 - Assistance with risk assessments of school activities.
 - Assistance with review of fire risk assessment.
 - Assistance with arrangements for emergency response procedures.

- Assistance with incident investigations and statutory reporting.
- Return to work risk assessment advice.
- Legislation updates with guidance.
- Assistance and advice for dealing with enforcement agencies.
- Assistance and advice for dealing with insurance investigations.
- Guidance for managers and governors that encourage a positive safety culture.
- Gateway to additional health and safety services.

Contractors

All contractors who will be working onsite will receive a health and safety induction by the School Business Manager: the induction must be recorded. Where possible, work will be undertaken out of school hours/during holidays and the school will, where possible, use contractors who have previously worked with the school and are familiar with the site.

Contractors will be provided with copies of relevant school risk assessments/documentation as needed, e.g. Health and Safety Policy, asbestos management survey, etc. Contractors will report to SBM, including providing relevant information and reporting concerns.

Contractors must provide risk assessments and if required, safe systems of work. Contractors will be vetted for competency. SBM will request, gather, and review contractor documents before they commence work, dependant on the role they will complete. This may include, insurance cover, DBS checks, risk assessments and safe systems of work, references for similar work etc.

Construction /large scale works will be project managed by SBM.

Additional health and safety responsibilities

The Headteacher will identify employees who have specific or additional health and safety responsibilities and will ensure that they are competent to carry out their roles. Appropriate information, instruction and training will be provided, with relevant training records maintained and refresher training arranged where required.

Additional health and safety roles and responsibilities within the school may include:

- › Fire Wardens / Fire Marshals
- › First Aiders
- › Paediatric First Aiders

- › Educational Visits Coordinator (EVC)
- › Site / Premises Management
- › COSHH (Control of Substances Hazardous to Health)
- › Asbestos Management
- › Legionella / Water Hygiene
- › Risk Assessment
- › Accident, Incident and Near-Miss Reporting
- › Fire Safety and Emergency Evacuation
- › Electrical Safety and Portable Appliance Testing (PAT) coordination
- › Manual Handling
- › Working at Height
- › Contractor Management
- › School Security and Emergency Procedures

The Headteacher will ensure that relevant responsibilities are clearly allocated and communicated to employees. Staff undertaking additional health and safety duties will receive appropriate training for their role.

The school will maintain appropriate records of relevant training and qualifications. Responsibilities and training requirements will be reviewed regularly and following significant changes in staffing, legislation, guidance or school activities.

Health and Safety Arrangements

Additional procedures referred to in this section can be found [here](#). Employees must read and follow these procedures.

Accidents and Incidents

All incidents which occur as part of school activities involving employees, students and others should be reported. This includes:

- Accidents
- Hate crime / discrimination
- Inappropriate behaviour
- Near misses
- Occupational disease
- Restraint
- Self-harm
- Violence

Leigh St Mary's follows Wigan Council's [incident reporting procedure](#) to record all of the above types of incidents.

The Headteacher has overall responsibility for ensuring incidents are investigated, sharing findings, reviewing risk assessments and reporting incidents to the HSE under RIDDOR where applicable.

Asbestos

Leigh St Mary's has suspected asbestos onsite and the locations are identified in the asbestos management survey.

The Asbestos File is located in the school office. The Caretaker/SBM/Admin Team will provide a copy of the asbestos management survey to contractors completing works that could disturb asbestos. The contractor will be asked to sign a form to confirm they have read the survey. These forms will be retained in a file in the school office.

The school maintains an asbestos register and/or asbestos management information identifying any known or suspected asbestos-containing materials (ACMs) within the premises.

Suspected asbestos-containing materials are located within roof areas above the disabled toilets and the school hall. These areas are not normally accessible to employees, pupils or visitors and the materials must not be accessed, disturbed, drilled, cut or otherwise interfered with.

Asbestos previously identified within the cellar has been professionally removed by appropriately qualified contractors. Relevant records relating

to asbestos surveys, removal works and any subsequent inspections will be retained by the school.

The condition of any known or suspected asbestos-containing materials remaining on the premises will be monitored in accordance with the school's asbestos management plan/register and the recommendations of the school's competent asbestos surveyor or other competent adviser. Where inspection requires access to areas that are not safely or routinely accessible, this will be undertaken by an appropriately competent person rather than school employees.

Before any maintenance, repair, refurbishment, installation or other work that could disturb the fabric of the building is undertaken, the asbestos register and relevant survey information must be consulted. Appropriate further investigation or specialist advice will be obtained where required before work begins.

Contractors carrying out work on the premises will be provided with relevant asbestos information before commencing work and will be required to confirm that they have considered this information.

Employees must immediately report any damage, deterioration or concerns relating to known or suspected asbestos-containing materials to the Headteacher and School Business Manager. Work in the affected area must not proceed until the potential risk has been assessed and appropriate action taken.

The Caretaker and any other employees whose duties could foreseeably bring them into contact with, or require them to manage work around, asbestos-containing materials will receive appropriate asbestos awareness training. Training will be refreshed in accordance with current guidance, the school's training arrangements and identified need.

The school's asbestos management arrangements, asbestos register and associated records will be reviewed and updated as necessary, particularly following inspections, building works, asbestos removal or any change in the condition of known or suspected asbestos-containing materials.

Classroom Safety

Employees are responsible for ensuring their classroom and other areas are safe.

Employees are responsible for ensuring that:

- Escape routes, doorways and walkways are kept clear and free from obstructions and obvious trip hazards.

- Floors and circulation areas are kept as clear as reasonably practicable, with spillages or other hazards dealt with or reported promptly.
- Furniture, displays, equipment and resources are positioned and stored safely and do not create avoidable hazards.
- Combustible materials are not allowed to accumulate unnecessarily and are kept away from heaters, electrical equipment and other potential sources of ignition.
- Electrical equipment is visually checked before use and any damaged or defective equipment is removed from use and reported.
- Classroom equipment and resources are suitable for their intended purpose, used appropriately and stored safely when not in use.
- Risk assessments relating to classroom activities are followed and any identified control measures are put into place.
- Additional risk assessments are completed where an activity presents a significant risk that is not adequately covered by existing arrangements.
- Any significant hazards or changes in risk within the classroom or other areas of responsibility are reported promptly.
- Classrooms, cupboards or other areas containing potentially hazardous equipment, substances or materials are secured when necessary and when not in use.
- Hazardous substances, including cleaning products, are not stored in classrooms unless appropriate arrangements and risk assessments are in place.
- Staff do not undertake tasks such as working at height, moving heavy equipment or using unfamiliar equipment unless they are authorised and it is safe to do so.
- Suitable access is maintained to fire exits, fire-fighting equipment and other emergency equipment.
- Pupils are given appropriate instructions and supervision when undertaking activities that could present additional health and safety risks.
- Any equipment, furniture or part of the premises considered unsafe is taken out of use where possible and reported promptly.

Employees should carry out ongoing visual checks of their classroom and areas of responsibility as part of their normal working practices. Any defects, hazards or health and safety concerns that cannot be safely resolved by the employee must be reported promptly to the Headteacher, School Business Manager (SBM) or Caretaker, as appropriate.

Any issue presenting an immediate or significant risk should be reported immediately, and the affected area or equipment should not be used until appropriate action has been taken.

The school will use relevant health and safety guidance and checklists, including the HSE Classroom Checklist where appropriate, to support the monitoring of classroom safety.

Control of Substances Hazardous to Health (COSHH)

Leigh St Mary's has a duty to manage all hazardous substances and follow Wigan Council's [COSHH procedure](#). In summary, the school will:

- Maintain a full COSHH inventory with safety data sheets and [risk assessments](#) for all items. It is located in the school office.
- Ensure employees use, store and dispose of hazardous products safely and in accordance with instructions on the product label.
- Ensure PPE is provided and guidance is given on safe use, storage and maintenance.
- Have emergency procedures including spill kits.
- Use CLEAPSS for technical guidance.

Critical Incidents / Business Continuity

Leigh St Mary's has a Critical Incident/Business Continuity Policy, identifying procedures to follow to ensure an effective response in the event of a critical incident/business disruption.

This policy identifies arrangements for; employee and pupil welfare, safeguarding employees, pupils, and visitors, minimising disruption to education, ensuring effective communication and co-ordination, maintaining essential school functions, recovery and return to normal operations.

This is located in the school office, shared drive and in HT/DHT and SBM offices.

Display Screen Equipment (DSE)

As part of looking after the health, safety and welfare of employees whilst at work, the school follows Wigan Council's [DSE Procedure](#). Employees who use computers for continuous periods (of at least an hour or more at a

time) complete a [DSE self-assessment](#) to help use DSE equipment safely and follow good [DSE practice](#). DSE training is provided to users.

Educational Visits

Leigh St Mary's follows Wigan Council's Educational Visits Policy and Guidance Procedures. Leigh St Mary's will:

- Have a named Educational Visits Co-ordinator (EVC) and experienced visit leaders managing trips.
- Select suitable providers to meet the individual and group needs of the people attending as far as is reasonably practicable.
- Plan visits and carry out risk assessments in line with national guidance.
- Use Evolve to record visit planning for lower risk visits such as day trips and for higher risk visits that require Local Authority approval (adventurous, residential and overseas).

Electrical Equipment

Leigh St Mary's follows Wigan Council [Electrical Safety Procedure](#). Employees are responsible for ensuring that they use and handle electrical equipment safely and sensibly and visually check equipment before using. Any potential hazards will be reported to Headteacher/School Business Manager immediately and equipment taken out of use.

Portable appliance tests (PAT) and Fixed Installation Tests are completed by competent contractors. Tests are arranged by SBM/Admin Team and any follow up actions are completed by Caretaker. The school retains records of all test certificates.

Fire Safety

Leigh St Mary's has a separate fire evacuation procedure. PEEP's (Personal Emergency Evacuation Plans) are completed for employees, students, or visitors that need support to evacuate the building in an emergency. The fire evacuation procedure lists who our fire wardens are, who the Incident Controller(s) is/are and who can provide support in a fire situation. It records who completes our fire safety checks and how fire drills will be managed. The procedure can be found in the main office, on shared drive, Padlet and staffroom.

The school has a current suitable and sufficient fire risk assessment in place, completed by Infinity in March 2026 and was also reviewed by Wigan Council on 11.06.2026. An action plan is in place, and we are working towards completing all remedial works.

Emergency evacuations are practiced at least once a term. The fire alarm is a loud continuous bell.

New employees will be trained in fire safety as part of their induction and then every year. At our first team meeting each September, we discuss our emergency procedures as a whole school.

First Aid

Leigh St Mary's follows Wigan Council's [First Aid Procedure](#). [A first aid needs risk assessment](#) has been completed to identify the first aids needs required, including controls for managing anaphylaxis. Managing medication and supporting students with additional needs is documented in a separate policy.

The first aid procedure identifies:

- Who our current first aiders are.
- What training they receive and when (training records are retained).
- Where our first aid kits are located.
- First aid kit contents.
- Who checks and maintains the kits.

Gas Safety

The installation, maintenance, servicing and repair of gas appliances and fittings will only be undertaken by a competent Gas Safe registered engineer. Relevant servicing, repair, inspection and testing records will be retained by the School Business Manager (SBM).

Gas appliances will be maintained and serviced in accordance with relevant statutory requirements, manufacturer's instructions and the school's planned maintenance arrangements.

Areas containing gas appliances will have suitable ventilation. Gas isolation/shut-off valves will be clearly identified and kept accessible. Relevant employees will be made aware of the location of emergency gas isolation controls and the action to take in the event of an emergency. Only authorised and competent persons should operate isolation controls where it is safe to do so.

Employees must report any concerns regarding gas appliances, pipework, ventilation or associated equipment immediately to the Headteacher, SBM or Caretaker. Faulty or suspected faulty gas equipment must not be used until it has been inspected and confirmed as safe by a competent person.

Suspected Gas Leak

If a gas leak is suspected, or there is a smell of gas:

- Do not operate electrical switches, plugs or equipment, either on or off.
- Do not use naked flames, smoke or do anything that could create a spark or source of ignition.
- Open doors and windows to provide ventilation where this can be done safely.
- Do not attempt to locate or repair the source of the leak.
- Turn off the gas supply at the emergency isolation point only where it is safe to do so and the person is authorised and knows how to operate it.
- Immediately inform the Headteacher, SBM or Caretaker.
- Evacuate the affected area and, where necessary, initiate the school's emergency evacuation procedures.
- From a safe location, contact the National Gas Emergency Service on 0800 111 999 and follow the instructions provided.
- Contact Wigan Council or other relevant premises/emergency contact in accordance with the school's established reporting arrangements, where required.
- Prevent access to the affected area until it has been assessed and declared safe by a competent person.

Following a suspected gas leak, affected gas appliances or installations must not be returned to use until they have been inspected and confirmed as safe by an appropriately competent Gas Safe registered engineer.

Any significant incident will be recorded and reviewed in accordance with the school's accident, incident and emergency reporting procedures.

Health and Safety Induction

Anyone who starts work on the school site will receive a health and safety induction. This will be provided by Headteacher/Deputy Headteacher. The induction is recorded, and records are retained by School Business Manager. The induction includes, but is not limited to:

- Health and safety arrangements.
- Who (and how) to report concerns to.
- Emergency procedures.
- First aid arrangements.
- Incident reporting procedures.

- Safeguarding and security.

Relevant health and safety information will be provided to students, e.g. in curriculum food tech, design tech, science and to visitors.

Health, Safety and Wellbeing

Leigh St Mary's is committed to providing and maintaining a safe, healthy and supportive working and learning environment for all employees and recognises the importance of promoting positive wellbeing and identifying and reducing workplace stressors.

The school recognises that workplace pressures can affect employees in different ways and is committed to taking reasonable steps to prevent and manage work-related stress and to support employee health and wellbeing.

Employees are encouraged to raise any health, safety or wellbeing concerns at the earliest opportunity. Concerns may be raised with the Headteacher, School Business Manager (SBM), a member of the Senior Leadership Team or another appropriate member of staff, depending on the nature of the concern.

The school will support employee health and wellbeing by:

- promoting an open and supportive working environment where employees feel able to raise concerns;
- providing opportunities for employees to discuss workload, wellbeing and any concerns that may affect their ability to carry out their role safely;
- considering workload and work-related pressures when planning and allocating work;
- responding appropriately to individual concerns and, where necessary, agreeing reasonable actions or support;
- undertaking an individual stress risk assessment where appropriate and putting suitable control measures in place;
- considering reasonable adjustments or temporary changes to working arrangements where appropriate;
- providing access to occupational health and/or employee assistance and wellbeing services, where available;
- maintaining appropriate confidentiality when employees raise personal health or wellbeing concerns;

- encouraging employees to take appropriate rest breaks and to maintain a reasonable balance between work and personal time;
- providing appropriate support following difficult, distressing or significant incidents at school;
- monitoring patterns of absence, accidents, incidents and other relevant information where these may indicate a health, safety or wellbeing concern; and
- reviewing working practices where concerns or potential workplace stressors are identified.

Employees also have a responsibility to take reasonable care of their own health and wellbeing and to raise concerns where they believe that their work, working environment or workload may be adversely affecting their health or safety.

Where an employee raises an individual concern, the school will discuss the matter with them sensitively and consider what appropriate support or action may be required. Where necessary, specialist advice may be sought, for example through Occupational Health or other appropriate professional services.

Health and wellbeing matters will be managed in accordance with relevant school and Local Authority policies and procedures.

Where work-related stress is identified as a significant risk, the school will assess and manage that risk in accordance with its risk assessment procedures and relevant Health and Safety Executive guidance.

Infectious Diseases, Infection Prevention and Control

The school follows current national guidance published by the UK Health Security Agency (UKHSA) and relevant advice from Wigan Council/Public Health when responding to infectious diseases and infection prevention and control issues.

Where a pupil or employee has an infectious disease, the school will follow the recommended exclusion periods and any additional advice provided by the relevant health or public health professionals.

The school promotes good standards of infection prevention and control and encourages employees, pupils, visitors and others using the school premises to follow appropriate hygiene practices.

Measures include:

- › Hand hygiene – pupils and employees are encouraged to wash their hands regularly with soap and water, particularly after using the toilet, before eating or handling food, after outdoor activities and whenever hands are visibly dirty. Appropriate handwashing facilities, soap and drying facilities are provided.
- › Respiratory hygiene – pupils and employees are encouraged to cover their mouth and nose when coughing or sneezing, use disposable tissues where available, dispose of used tissues appropriately and wash or sanitise their hands afterwards.
- › Cleaning and disinfection – the school maintains appropriate cleaning arrangements, with particular attention given to toilets, frequently touched surfaces and areas where there may be an increased risk of infection. Spillages of blood, vomit or other bodily fluids will be dealt with safely using appropriate cleaning procedures and personal protective equipment (PPE).
- › Ventilation – classrooms and other enclosed areas will be appropriately ventilated, where practicable, while maintaining a comfortable and safe learning environment.
- › Waste disposal – waste will be handled and disposed of appropriately. Employees dealing with potentially contaminated waste or bodily fluids will follow the school's established procedures and use appropriate PPE.
- › Personal protective equipment (PPE) – suitable PPE will be provided and used where a risk assessment or infection control procedure identifies that it is required.
- › Food hygiene – appropriate food hygiene and handwashing procedures will be followed by employees and pupils involved in food preparation or handling.
- › Reporting illness – parents/carers are encouraged to inform the school when their child is absent due to an infectious illness. Employees should also report relevant infectious illnesses in accordance with the school's absence reporting procedures.
- › Managing illness during the school day – where a pupil becomes unwell with symptoms of an infectious illness, they will be cared for appropriately while arrangements are made for collection by a parent/carer where necessary. Appropriate hygiene and cleaning measures will be taken following the incident.
- › Outbreaks of infectious disease – where the school becomes aware of an outbreak or an unusual increase in illness, advice will be sought

from the appropriate Public Health/Health Protection professionals and any recommended control measures will be implemented.

- › Communication – where necessary, appropriate information will be provided to employees and parents/carers regarding infectious diseases, recommended precautions and exclusion periods, while maintaining appropriate confidentiality.

Employees with specific responsibilities for cleaning, first aid, food handling or dealing with bodily fluids will receive appropriate information, instruction and training relevant to their role. Training and guidance will be updated where necessary following changes to procedures or public health advice.

Leigh St Mary's will take additional infection prevention and control measures where advised by UKHSA, Wigan Council/Public Health or other appropriate health professionals, for example during an outbreak of infectious disease.

Any concerns regarding infection prevention and control should be reported to the Headteacher, School Business Manager (SBM) or other designated member of staff as appropriate.

Insurance

Leigh St Mary's purchases insurance through Maven Public Sector, this includes employer liability and public liability. If employees have any questions regarding insurance cover, they should speak to School Business Manager in the first instance.

The school have obligations to visitors under the Occupiers Liability Act to do what is reasonably practicable to ensure the safety of all visitors especially children/young persons. This includes obligations under the Occupiers Liability Act.

Legionella

A legionella risk assessment has been completed on 29.07.2026 by Infinity. The Headteacher and Site Manager will ensure recommendations in the legionella risk assessment are acted upon and recorded within the assessment. Concerns regarding legionella management are reported to School Business Manager.

This risk assessment will be reviewed every year and when significant changes have occurred to the water system and/or the building.

Control measures include:

- › Regular flushing of infrequently used water outlets, including taps and other outlets identified within the Legionella risk assessment.
- › Monitoring and recording hot and cold water temperatures at identified sentinel and other required outlets.
- › Ensuring hot and cold water systems operate within appropriate temperature parameters.
- › Cleaning, descaling and disinfecting showerheads, hoses and other relevant outlets where applicable.
- › Identifying and managing outlets or areas that are infrequently used.
- › Ensuring water systems are appropriately managed following periods of reduced use, closure or changes to the premises.
- › Reporting leaking, damaged, poorly functioning or unused outlets promptly.
- › Arranging appropriate remedial works, testing, cleaning or disinfection where identified as necessary by the Legionella risk assessment or competent water hygiene contractor.
- › Reviewing the Legionella risk assessment following significant changes to the water system, building use or where otherwise recommended by a competent person.

The Caretaker will undertake or coordinate routine water hygiene checks allocated to the school in accordance with the Legionella risk assessment and written control scheme. All checks will be recorded in the school's water hygiene/Legionella logbook.

Any missed checks, unusual temperature readings, defects, concerns or other anomalies will be reported promptly to the School Business Manager (SBM) and/or Headteacher so that appropriate corrective action can be taken and specialist advice obtained where necessary.

Where monitoring, assessment, testing or remedial work requires specialist competence, the school will use an appropriately competent water hygiene contractor or other competent person.

The Caretaker and any other employees with specific responsibility for managing or monitoring water hygiene will receive appropriate Legionella awareness and water hygiene information, instruction and training relevant to their role. Refresher training will be provided periodically and where there are significant changes to responsibilities, procedures, guidance or the school's water systems.

Records of Legionella risk assessments, monitoring, flushing, temperature checks, remedial works, contractor visits and relevant training will be retained in accordance with the school's record-keeping arrangements.

Any employee who identifies a concern regarding water quality, temperature, water outlets or the water system must report it promptly to the Caretaker/Site Manager, SBM or Headteacher.

Lockdown (including invacuation)

Leigh St Mary's has a separate procedure for lockdown and invacuation, as part of emergency response and planning arrangements. The procedure can be found in the main office, shared drive, staffroom.

Invacuation; the procedure is used when there is a threat outside of the school building or grounds. The purpose is to swiftly move everyone indoors to a safer environment and prevent exposure to external hazards. Access to the school is secured to prevent hazards entering the school building. The signal for an invacuation is clearly distinguishable to the fire alarm and is a warble sound emitted using a loud hailer.

Lockdown; this procedure is used to safeguard everyone on the school premises to actual or potential threats by securing the school premises, restricting movement, maintaining effective communication, and ensuring a coordinated response until the incident is resolved and the all-clear is given.

Lone Working

Leigh St Mary's follows Wigan Council's [Lone Working Procedure](#). Some employees may lone work with the approval of the Headteacher/Deputy Headteacher/School Business Manager. The definition of lone working is a work activity carried out without direct supervision or the support of others. Lone working may include:

- Working earlier or later than other employees or opening and locking up alone.
- Home or site visits.
- Weekend working.
- Working in a single occupancy office/isolated area in school.

All lone work must be approved, and risk assessments completed and reviewed every year. Higher risk activities, e.g. if there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about a task/work activity, this must be postponed until other employees are available.

If lone working is to be undertaken, check in procedures with a manager will be in place.

Manual Handling

Leigh St Mary's follows Wigan Council's [Manual Handling Procedure](#). [Risk assessments](#) are completed for manual handling activities and reviewed every annually. All employees who complete manual handling activities will complete manual handling training every 2-3 years.

Manual handling risk assessments will be reviewed **annually**, and sooner where there is a significant change to the activity, equipment, environment or individual involved, or following an accident, incident or identified concern.

Employees are expected to:

- › avoid hazardous manual handling activities wherever reasonably practicable;
- › follow relevant risk assessments, safe working procedures and instructions;
- › use appropriate equipment or handling aids where these have been provided;
- › consider their own capabilities and seek assistance where an item cannot be moved safely;
- › not attempt to lift or move loads that are beyond their individual capability;
- › report defective manual handling equipment promptly;
- › report any concerns, injuries or difficulties associated with manual handling to the Headteacher, School Business Manager (SBM) or other appropriate member of staff; and
- › attend appropriate manual handling training where this is required for their role.

Employees who undertake manual handling activities as part of their duties will receive appropriate information, instruction and training. Refresher training will normally be provided every 2–3 years, or sooner where required following changes to working practices, identified concerns or individual training needs.

Moving and Handling Pupils

The moving and handling of pupils with additional or physical needs will be considered separately from general manual handling activities.

Where a pupil requires physical assistance, moving or handling as part of their care or educational provision, an individual moving and handling risk assessment and/or care plan will be developed as appropriate to the pupil's needs. This will identify the agreed methods of support, equipment required, number of employees required and any other necessary control measures.

Only employees who have received appropriate information, instruction and training will undertake specialist moving and handling of pupils where this is required.

Individual arrangements will be reviewed regularly and whenever there is a significant change in the pupil's needs, circumstances, equipment or the support being provided.

Medication

Leigh St Mary's has procedures for managing and supporting students with medical needs in school. If the school are asked to provide prescribed medication to students, parent/carers consent is required.

Where required, employees must read and follow additional school guidance and speak to Headteacher or Deputy Headteacher.

Leigh St Mary's has a policy to support pupil with medical needs.

Minibus (owned by the establishment or hired)

Leigh St Mary's has a mini-bus operating procedure which identifies arrangements for hiring or using an establishment owned vehicle including:

- Selecting a suitable provider (if required) with vehicles that are fit for purpose, and all passengers have their own seat and seat belt.
- Driver licensing requirements and necessary training.
- Insurance, MOT, vehicle breakdown and regular maintenance.
- Safe operating procedures incorporating pre-use checks, journey times, supervision ratios (for transporting students) and risk assessment.

PE and Play Equipment

The school will ensure that PE, play and outdoor learning equipment is appropriately selected, maintained, inspected and used in a manner that minimises the risk of injury to pupils, employees and others.

Suitable risk assessments will be in place for PE, play and outdoor learning activities and will be communicated to relevant employees. Staff are

responsible for following the identified control measures and reporting any defects, damage or concerns promptly.

PE Equipment

The school maintains an inventory of PE equipment, which is overseen by the PE Leader and School Business Manager (SBM) as appropriate.

The PE Leader will ensure that employees are provided with appropriate information and guidance on the safe use, movement and storage of PE equipment. Pupils will only use PE equipment when appropriately supervised.

Before using PE equipment, employees should carry out a visual check to identify any obvious damage, defects, instability or other hazards.

Equipment that appears damaged, defective or unsafe must not be used and should be removed from use or clearly identified to prevent its use until it has been repaired or replaced.

PE equipment will be stored safely and securely when not in use. Large or specialist equipment should only be assembled, moved or adjusted by employees who understand how to do so safely.

The PE Leader will undertake periodic checks of PE equipment and report any defects or concerns to the SBM. Specialist inspection and servicing of PE and gymnasium equipment will be arranged at appropriate intervals and in accordance with manufacturer, competent contractor and/or Local Authority recommendations. Inspection, servicing and repair records will be retained by the SBM.

Outdoor Play Equipment

Outdoor play equipment will be subject to appropriate visual and routine checks to identify damage, deterioration or other hazards.

Employees supervising pupils should remain alert to the condition of play equipment and the surrounding area. Any defect or concern identified must be reported promptly and equipment must be taken out of use where there is a risk to safety.

Play equipment, including associated impact-absorbing surfaces where applicable, will receive an appropriate specialist inspection at least annually, or at another frequency identified by the school's risk assessment, manufacturer or competent inspector. Records of inspections, maintenance, repairs and servicing will be retained by the SBM.

Pupils will be appropriately supervised when using play equipment. Staff on duty are responsible for promoting safe use, taking account of pupils'

ages, abilities, needs, weather conditions and the condition of the equipment and surrounding environment.

Forest School and Outdoor Learning

Leigh St Mary's has a designated Forest School/outdoor learning area. The school recognises that Forest School activities can provide valuable learning experiences but that certain activities require specialist knowledge, competence, supervision and risk management.

The school does not currently employ a suitably trained Forest School practitioner. Consequently, higher-risk or specialist Forest School activities will not be undertaken independently by school employees unless the school has confirmed that the person leading the activity has the appropriate competence, training and authorisation.

Activities involving fires or the fire pit, specialist Forest School tools, cutting equipment or other higher-risk Forest School activities will only take place as part of appropriately planned and risk-assessed sessions delivered by Nature's Den, or another suitably competent and appropriately qualified Forest School provider engaged by the school.

When an external Forest School provider is used, the school will ensure that appropriate checks and arrangements are in place before activities commence. These will include, as appropriate:

- confirmation of the competence, qualifications and/or relevant training of the person leading the activities;
- suitable and sufficient activity and site-specific risk assessments;
- appropriate public liability insurance and other relevant documentation;
- suitable arrangements for safeguarding and supervision;
- appropriate first aid and emergency arrangements;
- safe arrangements for the use and storage of tools and equipment;
- specific control measures for fire-lighting and use of the fire pit;
- consideration of weather conditions and environmental hazards;
- appropriate pupil-to-adult supervision arrangements; and
- clear arrangements between the provider and school employees regarding their respective responsibilities.

During externally delivered Forest School sessions, school employees will continue to have responsibility for the general welfare and appropriate supervision of pupils in accordance with the agreed arrangements, while

the competent Forest School practitioner will lead and manage the specialist activities within their area of competence.

Outside of these specialist sessions, the Forest School/outdoor learning area may be used by school employees and pupils for appropriate lower-risk outdoor learning activities, provided the activities are within the competence of the employees involved, appropriate risk assessments and control measures are followed, and suitable supervision is provided.

School employees must not permit pupils to use the fire pit, Forest School tools or other specialist/high-risk equipment outside an appropriately planned and supervised session led by a competent and authorised practitioner.

The Forest School/outdoor learning area and associated equipment will be appropriately maintained. Employees must report any hazards, damage or concerns to the Headteacher, SBM or Caretaker and areas or equipment considered unsafe must not be used until appropriate action has been taken.

Personal Protective Equipment

Leigh St Mary's follows [Wigan Council's PPE Procedure](#). Where a risk assessment identifies that employees or students must use PPE to complete tasks safely, this will be provided by the school. Where needed, employees will be advised how to use and store PPE. Employees must report any concerns regarding PPE to Headteacher/Deputy Headteacher or School Business Manager.

School Business is responsible for purchasing PPE for school employees. All gloves purchased must be non-latex.

Pregnant/New and Expectant Mothers

Leigh St Mary's follows [Wigan Council's Guidance](#). A risk assessment will be completed when an employee notifies the school that they are pregnant. Headteacher/Deputy Headteacher/School Business Manager will complete the risk assessment and liaise with relevant employees to discuss the actions required. The risk assessment will be reviewed throughout the pregnancy and will include controls for employees who are breastfeeding when they return to work.

Risk Assessment

Leigh St Mary's follows [Wigan Council's Risk Assessment Guidance](#). Risk assessments will be completed for all activities and tasks where significant risks are identified. Appropriate controls must be documented,

implemented, monitored and managed, and concerns must be reported immediately to the Headteacher.

Risk assessments will be completed for employees and students where required; responsibility is delegated to specific employees where they have the knowledge, skills and training to complete them.

Risk assessments will be reviewed regularly/in line with the level of risk e.g. every (12/18 months) or sooner if required, e.g. following an accident/incident, near miss, changes in equipment, process or legislation.

Risk assessments will be shared with relevant persons e.g. employees, contractors or visitors. Previous risk assessments will be archived.

Sharps

Leigh St Mary's follows [Wigan Council's Sharp's Procedure](#). This includes procedures for finding/collecting discarded needlesticks, e.g. location of sharps kit and contents, where needlesticks are stored, how they are collected/disposed of etc.

The use of any sharp equipment used as part of the curriculum will be risk assessed and communicated to employees and students by subject leaders. Sharp equipment used by students in lessons will be counted out and in by employees and any missing items must be reported to Headteacher.

All sharp equipment used by the site team (screwdrivers, drills, etc.) must be stored in the caretakers locked store room. Risk assessments are completed for work tasks involving sharp equipment and consideration given for safe use, e.g. not leaving equipment unattended at any time.

Site Safety and Security

Custodian are responsible for the security of the school site in and out of school hours. They are responsible for responding to the intruder and fire alarms. Custodian are key holders and will respond to an emergency.

Access control is managed and unauthorised access on the school site is prohibited. The school will ensure the grounds are checked frequently; hazards will be reported to the Headteacher/Senior Leadership Team and actioned by Caretaker. The school perimeters will be checked and maintained to ensure fencing/gates are maintained and act as a deterrent to unauthorised access.

Smoking

Smoking, including vaping, is not permitted anywhere on the school premises.

Transportation Management

Leigh St Mary's is committed to managing vehicle and pedestrian movement so far as is reasonably practicable to minimise the risk of injury to pupils, employees, parents/carers, visitors and contractors.

The school will consider risks associated with vehicle movements, pedestrian access, deliveries and pupil drop-off and collection arrangements as part of its risk assessment procedures.

Vehicle and Pedestrian Movement on the School Site

Where vehicles are required to enter the school site, drivers must proceed slowly and with particular care, remaining alert to the presence of pupils and pedestrians at all times.

The school will manage vehicle movements by:

- › maintaining clearly identified pedestrian and vehicle access routes where reasonably practicable;
- › keeping entrances, exits, pedestrian routes and emergency access points clear;
- › restricting unauthorised vehicle access to areas used by pupils;
- › ensuring deliveries and contractor vehicles are managed appropriately, particularly during busy pupil arrival and departure times;
- › requiring drivers to follow any site signage, designated parking arrangements and instructions provided by school employees;
- › ensuring pupils are appropriately supervised where their movement may bring them into proximity with vehicles;
- › taking additional precautions where vehicles need to manoeuvre or reverse in areas that may be accessed by pedestrians;
- › ensuring access is maintained for emergency vehicles;
- › reporting and addressing any identified defects, obstructions or other hazards affecting pedestrian or vehicle safety; and
- › reviewing arrangements where concerns, incidents or near misses are identified.

Where reasonably practicable, routine deliveries, maintenance vehicles and other planned vehicle movements should be arranged to avoid the busiest pupil arrival and collection periods.

Pupil Drop-Off and Collection

Parents and carers are responsible for ensuring that children are brought to and collected from school safely and in accordance with the school's agreed arrangements.

The school will communicate relevant drop-off and collection arrangements to parents/carers and will remind families of the importance of considerate and safe parking and driving around the school.

Parents/carers should:

- › use designated pedestrian entrances and routes;
- › supervise younger children appropriately when approaching and leaving the school;
- › park legally, safely and considerately;
- › avoid parking or stopping in locations that obstruct visibility, pedestrian routes, school entrances or access for emergency vehicles;
- › avoid unnecessary vehicle movements immediately outside school entrances;
- › follow any specific arrangements communicated by the school for pupil arrival and collection; and
- › follow instructions from school employees where temporary arrangements are necessary for safety reasons.

Pupils will be appropriately supervised during arrival and dismissal in accordance with the school's established procedures. Any specific arrangements relating to a pupil's collection, including permission for older pupils to travel home independently where applicable, will be managed in accordance with school procedures and information provided by parents/carers.

School-Organised Transport and Educational Visits

Where transport is arranged by the school for educational visits, sporting activities or other school activities, appropriate risk assessments and planning arrangements will be completed.

The school will ensure, as appropriate, that:

- › suitable transport providers are used;
- › appropriate supervision arrangements are in place;
- › seat belts and other safety restraints are used where provided and required;
- › safe arrangements are identified for pupils boarding and leaving vehicles;

- › relevant medical, additional needs and accessibility requirements are considered;
- › emergency contact and communication arrangements are in place; and
- › employees and pupils receive appropriate instructions regarding safe behaviour when travelling.

Monitoring and Reporting

Employees should report any concerns relating to traffic, parking, vehicle movements or pedestrian safety to the Headteacher, School Business Manager (SBM) or Caretaker.

Accidents, incidents and near misses involving vehicles or pedestrians will be reported and reviewed in accordance with the school's accident and incident procedures. Where necessary, existing risk assessments and traffic management arrangements will be reviewed and additional control measures introduced.

The school will communicate significant transport and road-safety concerns to parents/carers where appropriate and will work with Wigan Council, transport providers and other relevant agencies where matters fall outside the school's direct control.

This section should be read alongside the school's relevant risk assessments, Educational Visits procedures, pupil arrival and collection arrangements and School Travel Plan, where applicable.

Working at Height

Leigh St Mary's follows Wigan Council's [Work at Height Procedure](#). Work at height must be properly planned, supervised and carried out by competent people with the training, skills, knowledge and experience to do the work. Risk assessments are completed for all work at height tasks.

In this school we have the following equipment:

- 1 x stepladder
- 1 x large ladder
- 2 x low footstool

To complete work at height, the Caretaker has completed training via school's online training provider, Schoot.

All employees must complete visual pre-use checks for work at height equipment, reporting any concerns to SBM who will be responsible for demonstrating this to employees.

Every 6 month(s), dependent on use, storage arrangements, etc. the Caretaker will complete a formal inspection of all ladders and step stools. Ladders that are unsafe/are not the correct rating will be taken out of use and removed from site. Wooden ladders are not used. Contractors are expected to provide their own ladders/equipment for working at height, school ladders will not be used by contractors.

Violence

Leigh St Mary's is committed to providing a safe working and learning environment. Violence, aggression, threatening behaviour, intimidation, harassment or abuse towards employees, pupils, visitors or other members of the school community will not be tolerated.

The school recognises that violence and aggression may be physical or verbal and may arise from pupils, parents/carers, visitors, contractors or employees.

Employees must report all incidents of violence, aggression, threats or intimidating behaviour directed towards themselves or others to the Headteacher or a member of the Senior Leadership Team as soon as possible. Where an incident presents an immediate risk to safety, employees should prioritise their own safety and that of pupils and others and seek assistance immediately.

The school will take reasonable steps to prevent and manage the risk of violence and aggression by:

- › maintaining appropriate supervision and security arrangements;
- › ensuring visitors follow the school's signing-in and visitor procedures;
- › assessing foreseeable risks associated with individuals, activities or situations where there is an increased risk of violence or aggression;
- › ensuring relevant information about identified risks and agreed control measures is communicated to employees who need to know;
- › providing appropriate information, instruction and training to employees where their role may expose them to an increased risk;
- › ensuring employees know how to summon assistance in an emergency;
- › using appropriate de-escalation strategies where it is safe and appropriate to do so;
- › ensuring employees do not knowingly place themselves at unnecessary risk;

- › considering appropriate arrangements for meetings with individuals where there is a known or anticipated risk of aggressive or threatening behaviour; and
- › reviewing security arrangements, risk assessments and control measures following significant incidents.

Incidents Involving Pupils

The school recognises that some incidents involving pupils may arise as a result of additional needs, communication difficulties, distress or dysregulation. Such incidents will be managed sensitively and in accordance with the school's Behaviour Policy, SEND arrangements, safeguarding procedures and any relevant individual pupil risk assessment or support plan.

Where a pupil presents a foreseeable risk of causing injury to themselves or others, an individual risk assessment and appropriate support strategies will be developed and communicated to relevant employees.

Any physical intervention involving a pupil will only be undertaken where necessary and in accordance with the school's agreed procedures and relevant staff training.

Incidents Involving Parents, Carers or Visitors

Aggressive, abusive, threatening or violent behaviour from parents/carers, visitors or other persons on the school premises will not be tolerated.

Where behaviour gives cause for concern, the Headteacher will determine appropriate action. This may include ending a meeting or telephone call, asking an individual to leave the premises, establishing specific arrangements for future contact or meetings, seeking advice from Wigan Council or other appropriate agencies, or contacting the police where necessary.

Where there is an immediate threat to the safety of pupils, employees or others, the school's emergency procedures will be followed and the police will be contacted on 999 where emergency assistance is required.

Reporting and Follow-up

All incidents of violence, aggression or threatening behaviour must be reported and recorded using the school's appropriate accident/incident reporting procedures.

Incidents will be reviewed and, where appropriate, investigated by the Headteacher or other designated person. Consideration will be given to:

- the circumstances and causes of the incident;
- whether existing risk assessments and control measures remain suitable;
- whether additional measures are required to prevent recurrence;
- whether the incident requires reporting or referral to Wigan Council, the police or another relevant body;
- whether affected employees require additional support; and
- any lessons that can be learned and communicated following the incident.

Employees who have experienced or witnessed a violent, aggressive or distressing incident will be offered appropriate support. This may include a debrief with a member of the Senior Leadership Team and access to relevant employee wellbeing or occupational health support where appropriate.

Serious incidents, recurring incidents and identified patterns or trends will be monitored by the Headteacher and, where appropriate, reported to the Governing Body as part of the school's health and safety monitoring arrangements.