

# Welcome

to **Liscard Primary School.**

This is a very brief summary of our Health and Safety Information. Our Health and Safety Policy is available from the School Office.

Should you have any concerns at all about any Health and Safety issue, please ask any member of staff for help.

**Our aim is to keep you and everybody else at Liscard Primary School safe. Please do all you can to ensure your personal safety and the safety of all the children at all times.**

## Safeguarding and Child Protection

Our school is committed to safeguarding children and promoting children's welfare. We expect all staff, governors, volunteers and visitors to share this commitment and maintain a vigilant and safe environment. We are also committed to work in a safe manner and challenge any inappropriate behaviour.

Our Safeguarding Co-ordinators are Mrs S Talbot and Mrs S Brear. Should a child say anything which concerns you, please report it to Mrs Talbot, Mrs Brear or a senior member of staff as soon as possible.

## Health & Safety Officers

Mrs S Talbot, Headteacher

Ms J Forsyth, Business Manager

*Ellis Whittam are our H&S Advisor/Consultant*



## No smoking

Liscard Primary School is a no smoking site.



## No Mobile Phones

Mobile phones must not be used in areas used by children and young people.

## Visitors

All visitors to school must sign in at Reception.

**Please report any Health and Safety concerns, accidents, hazards or defective equipment to any of the named officers immediately.**

If you need to work above floor level, please use a step ladder and make sure someone is with you. Before using a step ladder please check that it is in good order and you have read the instructions on the ladder.

Before lifting anything, please check that it is not too heavy.



All electrical equipment in school has been PAT tested. We would ask that you **DO NOT** bring electrical equipment from home into school.

## Risk Assessments

Before starting any lesson involving practical work or use of apparatus which could be hazardous, please check the planning file for any risk assessments and follow any control measures detailed.

## Fire Safety



This is a brief summary of our full fire procedures. Please make yourself aware of the layout of the school and where emergency exits are located (see plan and fire legend in classrooms etc.) and familiarise yourself with procedures in the event of an evacuation.

If you hear an alarm sound, please check with a member of staff before leaving the building. In the event of a fire evacuation, please leave with any children you are working with, by the nearest exit, remembering to close doors behind you. In the event of lockdown situation, go to the nearest classroom with all children in your care and await further instructions.

The fire assembly points are as described on the fire legend in each room. **DO NOT** go back into school until you are told that it is safe to do so.



Should you discover a fire, please activate one of the fire alarm panels within school and follow the above procedure.

A smoke alarm for the mobile is on a separate system to the fire alarm. The smoke alarm strobe can be found in the Leadership Room/School Office and when activated is accompanied by an intermittent buzzer. Procedures for the fire alarm should be followed.

## Spillages

Please inform the School Office of any spillages so they can be cleaned up.

## First Aid

If a child has an accident, please send two children for another member of Staff. Names of our qualified First Aiders are displayed at key points around the school.

In addition, all Teaching Assistants and Midday Assistants have a basic First Aid qualification.

First Aid equipment is kept in designated boxes in each corridor, the school office, F1/F2 classrooms. A list of children's health issues are kept in class files.

Parents'/Carers' contact details are available online via Arbor or from the School Office.

If a child tells you that they have hurt themselves or they do not feel well, please inform a member of staff immediately.

All accidents must be recorded online using Medical Tracker. If a child needs to go to go home early or to hospital, a M13 form must also be completed - please contact a senior member of staff who will take appropriate action. If a child suffers a bump to the head or face, every effort should be made to contact the parent/carer. In the case of no contact a 'head bump' letter should be sent home.

If you have an accident in school, please report to a senior member of staff immediately. The appropriate (M13) form must be completed immediately.

**Defibrillators are available at Reception and outside the Medical Room.**

**At the Beginning of the Day**, children come into school at 8.45am and go straight to their own independent work.

## Breaktimes

Supply Staff – please check the duty rota with Year Group staff to see if the member of staff you are covering is on duty.

**At the End of the Day**, school finishes at 3:15pm for KS1 and at 3:20pm for KS2. Please escort the children to the appropriate exit. Uncollected children should be brought to the school office.

**FS/KS1** - Children should only be released to the parents/carers or another regular adult known to school. A member of Liscard staff will be with you to ensure this procedure is followed.

**KS2** - Please remind the children before they go outside that they should return to you if the normal arrangement for collecting them is not followed.

## Registers

Please ensure you take the register, online via Arbor, promptly at the start of each session. Medical information is kept in the class folder.

## PE and Games

The children change into t-shirts, shorts and pumps for PE and Games. We ask them to remove all jewellery or to cover with a plaster.

Liscard Primary School,  
Withens Lane, Liscard, CH45 7NQ

Headteacher: Mrs S Talbot

Tel: 0151 638 3910  
E-mail: [schooloffice@liscard.wirral.sch.uk](mailto:schooloffice@liscard.wirral.sch.uk)



'Every child has the right to an education.'  
Article 28

# Health and Safety Information for Visitors, Supply Staff and Volunteers

Reviewed: March 2022



**Health and Safety  
at Work Act 1974**

Anyone entering these premises  
must comply with regulations  
covered by the above act