



**St James's C of E
Primary School**

Faith Friendship Fulfilment

Health and Safety Policy

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Health and Safety Policy Statement

We recognise the importance of ensuring the health, safety and welfare of our staff and students and fully accept our obligations to both employees and others who may be affected by our activities at St James's C. E Primary School.

To meet these obligations, we will:

- Ensure that health and safety is embedded into all our activities and that effective health and safety management systems are in place
- Ensure that suitable risk assessments and controls are in place to minimise risk and to prevent accidents and cases of work related ill health
- Consult our employees on matters affecting their health and safety
- Promote a positive health and safety culture where employees and their representatives are able to raise health and safety issues and are empowered to work safely
- Provide information, instruction and supervision for employees to enable them to do their work safely
- Ensure all employees are competent to do their tasks, and are given adequate training
- Provide and maintain safe plant & equipment and ensure that substances are handled and used safely
- Provide an environment in which staff can work without fear of violence, intimidation or threats; and
- Regularly review our health & safety performance by monitoring and auditing.

We are committed to continuous improvement in health & safety and will develop policies, systems and procedures to achieve this aim. We are also committed to providing a safe and healthy environment for staff and pupils; this will be achieved by;

- Effective leadership by governors, the headteacher and senior staff
- Participation of all employees; and
- Open and responsive communication

The successful implementation of this policy requires total commitment at all levels. Every employee will be made aware of this statement. It will be monitored and reviewed regularly and, if necessary, revised in the light of legal or organisational changes.

It is only by securing a total commitment to health, safety and welfare matters from those who work for, or on behalf of St James's C.E Primary School that the high standards we set ourselves will be achieved.

Organisation / responsibilities

This section of the health and safety policy sets out lines of communication and how duties are delegated and tasks allocated. It includes an outline of the roles of the governors, headteacher and senior leadership team along with more specialist roles such as Educational Visits Co-ordinator and school business manager, site manager. It also details the role of competent advisors at Health and Safety Support team which can be found through Revolution.

Responsibilities

The local authority

Dudley Borough Council has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board.

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

Governors will

- Ensure health and safety issues concerning the school are identified and appropriate action taken
- A school safety policy is produced and that the policy is regularly reviewed
- Receive and action regular and routine H&S reports from the Head teacher to enable it to monitor and evaluate the effectiveness of the H&S management system
- Ensure that the site and premises is maintained in a safe condition and that appropriate funding is allocated to this end from the school's delegated budget;
- Ensure that risk assessments are made and recorded of all the schools work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons;
- Ensure appropriate arrangements are in place to consider health and safety issues at Governing body level

Head teacher will

- Establish H&S objectives and ensure the development and implementation of a school H&S action plan for continuous improvement in H&S
- Ensure adequate resources are available to successfully manage H&S in their school
- Ensure detailed policies, procedures and arrangements with regard to health, safety and welfare matters within the school are established in writing, and that they are communicated, understood and followed by all members of staff, including temporary/supply staff.
- Ensure that risk assessments are undertaken by a competent person and reviewed on an appropriate basis
- Ensure staff are aware of their responsibilities and ensure that those to whom Health and Safety responsibilities have been delegated, are suitably trained and competent to undertake the tasks.
- Ensure systems are in place for the adequate consultation and communication of H&S matters with employees
- Assume the role of Premise Manager and Responsible Person under the Regulatory Reform Order Fire Safety

- Ensure the effective proactive and reactive monitoring of H&S
- Ensure procedures are in place for reporting and recording and investigation of accidents and where appropriate preventive measures are taken to reduce the number of incidents
- All parts of the premises, plant and equipment for which the Governors have responsibility for purchase and/or repair, are regularly inspected and maintained in safe working order.
- Working arrangements are agreed with contractors working on the premises and are closely monitored to ensure that the working practices do not endanger the health and/or safety of employees, pupils or other persons working on the premises.
- Ensure the school has access to competent H&S advice

Deputy Head teacher/Senior Management/ Heads of Department/Head of Key Staff/ Curriculum co-ordinators

- Support the head teacher and carry out duties in their absence
- Develop and implement arrangements and procedures to protect the health and safety of staff, pupils and others
- Undertake risk assessments as appropriate and ensure that suitable controls are in place
- Put forward suggestions to improve health and safety controls to the head teacher

Class Teachers

Staff timetabled to be in charge of classes have the following responsibility to assist the headteacher:

- To follow safe working procedures personally.
- To ensure the safety of pupils in classrooms and other areas of the school whilst in their charge.
- To be aware of and to adopt safety measures within their teaching areas.
- To request special safe working procedures, protective clothing, guards, etc, where necessary and ensure they are used.
- To make recommendations to the headteacher regarding the safety of equipment or tools, in particular any equipment or machinery which are potentially dangerous.
- To be aware of emergency procedures in respect of fire, first aid, accident etc. and to carry them out.

Educational Visits Co-ordinator (EVC)

Follow the National Guidance <http://oeapng.info/> where full responsibilities are outlined:

- Ensure that staff involved in educational visits, are aware of their responsibilities regarding the off-site visits policy and have ready access to it.
- Inform the head of all non-routine visits.

Site Manager

- Ensure all building related registers/log books i.e. asbestos, fire, legionella are in place and kept up to date
- Ensure that statutory testing and any inspections identified from site related assessments are carried out at the required intervals either by the site team or by competent contractors/persons
- Ensure that arrangements are in place for the safe management of any substances used on site
- Carry out regular site inspections

- Ensure the building is secured at night

Business Manager

- Ensure that funds are available to carry out actions identified in the school's health and safety action plan

Pupils and parents

- Pupils and parents are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

Contractors

- Contractors will agree health and safety practices with the headteacher before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

Employees General Responsibilities

All employees have a general duty under the Health and Safety at Work Act 1974 to:

- Take reasonable care of their personal safety and that of other persons.
- Co-operate with the employer on health and safety matters to enable the employer to carry out their own responsibilities successfully.
- To use correctly any equipment provided for his/her safety.
- Report any defective equipment to his/her supervisor or other appropriate person, i.e., safety representative.
- Report accidents or dangerous occurrences at the earliest possible opportunity.
- Be familiar with and observe at all times all safety policies and procedures.
- Take reasonable precautions to ensure the safety of all persons in their charge.

Organisation –Health and Safety Management System

This section of the policy explains the school's health and safety management system

Policy Development

St James's C.E Primary School will keep our health and safety policy including organisation/responsibilities and arrangements under regular review to ensure they remain current and effective

All local policies and procedures, and revisions to them will be authorised by the head teacher and governing body and will be dated to help ensure effective document control. Outdated documents will be removed from general circulation.

Cooperation, consultation and communication

We will consult with staff and appropriate trade unions representatives in the development and monitoring of our health and safety systems, policies, procedures and risk assessments.

- To ensure that health, safety and welfare is considered at a local level the Governing body has decided that school health, safety and welfare matters be dealt with by the Provisions Committee of the Governing Body.

St James's provision's committee consists of a Health and Safety lead Governor, the head teacher and other representatives of the school governing body/management board

Our policies, procedures and assessments will be made available to staff via email, school shared area or in-school communication. Printed copies are available, where required.

Competent Advice

Key health and safety competencies required within the school will be determined by use of a training analysis, see appendix one. In addition competent, trained school staff will receive expert, guidance and advice from the local authority.

Planning and Prioritising

We will ensure that health and safety is embedded into all our activities and that effective health and safety management systems, including a health and safety plan, the school improvement plan and in the School Evaluation Plan.

Planning will be carried out at regular intervals and will involve objective setting, identification of expected outcomes, allocation of resources and assignment of tasks

We will ensure that suitable risk assessments and controls are in place to minimise risk and to prevent accidents and cases of work-related ill health.

Measuring health and safety performance

This Health and Safety Policy together with the associated procedures and health and safety performance, will be reviewed by the Governing Body on a regular basis (annually), or as required.

In order to substantiate that health and safety standards are actually being achieved, the school will measure performance against pre-determined plans and objectives. Any areas where the standards are not being met will require remedial action.

The school will use different types of systems to measure health and safety performance:

Active monitoring systems:

- Regular inspections of the workplace
- Documents relating to the promotion of the health and safety culture will be regularly examined and reviewed
- Appropriate statutory inspections on premises, plant and equipment will be undertaken

Reactive monitoring systems:

- Identifying where health and safety standards are not being met, by monitoring for failures in the systems - such as accidents, cases of ill health (work-related sickness), damage to property, hazard reports by the governors and senior management team to ensure appropriate remedial action is taken to help prevent recurrence.

Auditing/inspecting health and safety performance

- As part of our active monitoring we will carry out regular health and safety inspections/self-audits in accordance with our health and safety plan including:
- Senior Leadership Audits and Safety Walks
- Site Manager and Business Manager Inspections
- LA support
- Governing Body

Reviewing health and safety performance

- Our health and safety performance, including progress on our health and safety plan, active and reactive monitoring outcomes and any policy or procedure reviews will be evaluated each term by our senior management and Governing body.

Arrangements for Health, Safety and Welfare

Accidents and Aggressive Incidents

- All staff are made aware of the need to report and record all accidents and aggressive incidents as part of their induction
- Employees must report accidents, violent incidents, dangerous occurrences, and near misses on the relevant forms. These can be obtained from the School Office.
- Accident and aggressive incidents will be monitored and reported to the Headteacher and the governing body are appropriately notified each term in order to identify issues/trends and put in place measures to reduce the number of incidents
- For every accident where appropriate, *the Headteacher (or a member of Senior Leadership)* will investigate all accidents and take remedial steps to avoid similar instances recurring

- Any incident subject to RIDDOR (i.e. fatality, major injury, over 7 day injury, hospitalised public and specified diseases/dangerous occurrences) will be reported to the HSE via the on line reporting system apart from fatalities and specified injuries **only** which must be reported by calling the Incident Contact Centre on 0845 300 9923. The Headteacher is responsible for reporting all incidents subject to RIDDOR.

Asbestos Management

- The head teacher / premise manager/ caretaker is responsible for the management of asbestos on the school site and has a legal duty to prevent exposure to staff, pupils and contractors etc to asbestos
- An asbestos management survey has been carried out by a competent asbestos surveyor and an asbestos register is in place showing the location of known asbestos containing materials (ACM's) Areas that were not surveyed are presumed to contain ACM and managed accordingly. These are located in *the School Office*.
- The survey/register is reviewed annually to ensure that it has been kept up to date (e.g. when ACM's have been removed)
- A risk assessment has been carried out and an asbestos management plan has been produced. (Asbestos Log Book)
- Before contractors / staff are allowed to work on our buildings, they are made aware of any ACM's they could potentially disturb and the precautions they should follow. All liaison/sharing of information is via the School Office and/or the Site Manager.
- The Premise Manager has been nominated to manage ACM's on site and has attended training on the management of asbestos
- A refurbishment/demolition survey will be carried out prior to any major work e.g. extensive refurbishment or demolition, to identify any hidden or inaccessible ACMs
- If ACMs are accidentally damaged we will: evacuate the area immediately; arrange for an air test to determine the level of asbestos contamination; ensure a licensed contractor carries out a thorough environmental clean of the area and removes or seals the damaged ACMs as appropriate; and, arrange for further air tests after cleaning to prove the area is safe for reoccupation.

Contractors and Service Providers

For the purpose of this section, the term 'contractor' includes anyone who is carrying out repairs, maintenance and improvements at the establishment

- The Head Teacher/Premise Manager has a responsibility to ensure that contractors on site do not endanger the health, safety and welfare of employees, visitors, service users and the public.
- Where we commission work ourselves we will ensure that appropriate health and safety checks on the contractors take place. This includes checks on policies, method statements and monitoring of performance, including supervision arrangements on site.

- Before contractors are allowed to start on site, they must submit risk assessments and method statements for all works they will carry out. The Head Teacher/ Premise Manager will inform the contractor of any local hazards, which may present a risk to the contractor whilst on site
- Contractors must ensure that they share all relevant information with any sub-contractors they use.
- All contractors will be expected to adhere to all Safeguarding and Safety procedures.

Control of Substances Hazardous to Health (COSHH)

Schools are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by the Premise Manager and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Key points:

- Wherever possible we will use non-hazardous products in school
- An inventory of substances held within school is located in *School Office*.
- All hazardous substances used in the school will have a COSHH assessment undertaken by *Premise Manager* before they are brought into use. No substance will be used until the appropriate assessment has been undertaken.
- All hazardous substances will be stored appropriately and securely when not in use
- Staff will be informed how to use products safely and will receive training if appropriate
- Appropriate personal protective equipment (PPE) will be provided and if the assessment indicates PPE is required, staff must use it

Display Screen Equipment

- All DSE Users will complete a DSE self assessment
- All self assessments will be checked by the SBM who will decide if any further action/controls is required

Electrical Equipment

- All electrical equipment will be properly maintained
- Risk assessment will identify the frequency that equipment should be electrically tested. Testing will be carried out by a competent person and records kept. Premises Manager will arrange PAT testing
- All members of staff are encouraged to visually inspect electrical equipment prior to use for any obvious signs of damage. Any defects should be reported to Premise Manager
- Any item failing an inspection/test should be taken out of service immediately and until such time as it can be repaired and retested, or a decision is made to scrap the item
- Second hand or acquired electrical equipment, or employees/visitors own equipment, may not be used within the school until it has been inspected and tested

Gas safety

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer
- Gas pipework, appliances and flues are regularly maintained
- All rooms with gas appliances are checked to ensure that they have adequate ventilation

PE equipment

- Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely
- Any concerns about the condition of the gym floor or other apparatus will be reported to the Premise Manager and the PE lead.

Fire Procedures

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.

Emergency evacuations are practised at least once a term- staff and pupils will be debriefed following each practice.

The fire alarm is a loud continuous sound.

Fire alarm testing will take place once a week.

New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- Fire extinguishers may be used, staff are trained in how to operate them and if it is safe and they are confident they can use them without putting themselves or others at risk
- Staff and pupils will congregate at the assembly points.
- Class teachers will take a register of pupils, which will then be checked against the attendance register of that day
- The Business Manager, Premise Manager or a member of SLT will take a register of all staff
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter

The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

Fire Risk Assessments

- The school will ensure that fire risk assessments (Level 1 and 2) are carried out on the premise by a suitably trained competent person
- The fire risk assessment and fire log are located in *School Office*.
- Any actions identified by the fire risk assessment will be addressed by an appropriate action plan
- The assessment will be reviewed on an annual basis
- *The SENDco* with the support of the Premise Manager will carry out Personal emergency evacuation plans (PEEPs) for any staff or pupils requiring one due to disability or ill health
- Firefighting equipment, fire alarm systems, emergency lighting and fire notices will be provided in accordance with the fire risk assessment
- *Premise Manager, with support from the Headteacher* will be responsible for ensuring that all checks identified by the fire risk assessment are carried out at the required frequencies and recorded in a Fire Log Book.
- A fire evacuation plan will be produced and appropriate staff will be appointed and suitably briefed to act as fire marshals
- All staff will receive training in the action to be taken in the event of a fire, and periodic refreshers on the fire and bomb alert procedures and general fire precaution
- Pupils will be briefed on the evacuation procedure at the start of the school year
- Contractors will be given information on what to do in case of fire and staff will assist visitors to exit our premises should an emergency arise
- Fire door checks are carried out by the Premise manager:

- Self Closure mechanisms
- Closed correctly e.g. gaps
- Magnetic links/ connectors on the door

First Aid Arrangements

- We will complete a risk assessment to determine our first aid requirements (training and equipment). Assessments will be reviewed regularly and following any serious incident
- Assessments will ensure that we have enough trained staff available to cover offsite visits and other activities
- *The Deputy Headteacher* will ensure that all first aiders are suitably trained and that their certification is up to date
- First aiders will complete relevant documentation (e.g. incident report form, first aid record) following any first aid treatment given
- First aiders will ensure that the first aid boxes are appropriately stocked (as per the contents list in the box) and that the contents are in date. They will also ensure that the boxes are stored appropriately
- Appropriate signs will be prominently displayed around the school giving details of first aiders and the location of first aid boxes
- All staff will make themselves familiar with the details of their nearest first aider(s) and the location of first aid boxes. They must also be aware of emergency procedures and the requirement to report all incidents.

General Workplace Safety

- Robust housekeeping is essential in assisting to reduce the likelihood of accidents resulting in slips, trips and falls, the most common cause of accidents in the workplace
- All members of staff are responsible for ensuring that their work area is kept orderly with equipment stored away in an appropriate manner to ensure general traffic routes and access to and egress from the workplace are kept free from obstructions at all times
- All spillages must be cleared up immediately to reduce the risk of slip accidents. Materials to assist staff in this area are cleaning materials and products and stored in a storage cupboard in each Key Stage.
- Kitchen staff and cleaning staff have specific arrangements for higher risk areas where spills are more likely e.g. dining rooms/kitchens/etc including allowing adequate time for all stages of the cleaning process, such as drying time for floors before re-use, cleaning in a specific order/quadrant.
- Training in dealing with bodily fluid spillages is regular i.e. provided for all staff who are expected to clean up such spillages in the absence of the site manager

Legionella (water safety)

A legionella risk assessment has been carried out by a competent, suitably qualified contractor and will be reviewed regularly. Any remedial work identified by the risk assessments will be addressed

A copy of the risk assessment is located in *the School Office*.

We have a written scheme to manage the risk from legionella which includes the following controls:

- Weekly flushing of little used outlets by Premise Manager
- Monthly temperature checks by Premise Manager
- Quarterly de-scaling of shower heads by Premise Manager
- Annual water sampling by Premise Manager, alongside an appropriate outside agency.

Manual Handling

- All manual handling activities which present a significant risk to the health and safety of staff, will be reported to the Head Teacher and where such activities cannot be avoided, a risk assessment will be conducted to ensure such risks are adequately controlled.
- Manual handling risk assessments will be undertaken by *Premise Manager and/or the Senior Leadership Team*.
- A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.
- All staff must employ the principles of safe manual handling techniques and act in accordance with the guidance given through training and instruction provided by the school
- All moving and handling of pupils will be risk assessed and recorded by *Senior Leadership*. Equipment for moving and handling people is subject to inspection on a 6 monthly basis by a competent contractor
- All staff who move and handle pupils will receive appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists, slings etc. they are required to use.)

Off site / out of hours activities

- All offsite/out of hours activities undertaken by the school are conducted in line with the requirements outlined in the Schools/Employers Policy and accompanying procedures (see Offsite Visits Policy).
- The school has appointed an Educational Visits Co-ordinator, whose role is to act as the liaison with and provide assistance to the Group Leader(s) and to link with Dudley MBC Educational Visits Advisers to ensure all requirements of the policy are met.

Premise Management

- The school's premise manager is **Peter Oakes**. The school has nominated **Tina Page** (SBM) to assist the Head Teacher in fulfilling the responsibilities of the role of Premise manager including maintaining an up to date premise log book.
- The premise log includes information on insert /delete as appropriate details of all examination, maintenance and service arrangements for plant and equipment within the building, and records of specific safety checks including those for gas appliances, legionella, water hygiene, glass and safety glazing, lifting equipment, P.E. and play equipment.
- The Premise log book is located in *the School Office*.

Protective Clothing and Equipment

- Protective clothing and equipment (PPE) will only be provided when an assessed risk cannot be eliminated or controlled by some better means or where it is required by legislation
- Employees who are required to use PPE will be provided with appropriate information, instruction and training on its use and care
- Records will be kept of equipment issued, and to whom

Risk Assessments

- Senior Leadership Team are responsible for ensuring all activities, teaching, non-teaching and premises risk assessments are completed
- Risk assessments are available for all staff to view and are held centrally in the school's online intranet (T drive).
- Risk assessments will be reviewed at least annually
- Specific risk assessments relating to individuals are held on the person's file
- Risk assessments for curriculum activities will be carried out by the Curriculum leads i.e. Head of subject/Key Stage using the relevant codes of practice and model risk assessments developed by national bodies. St James's C.E Primary School has a subscription to CLEAPSS and in science and DT their publications can be used as sources of model risk assessment

Security and Lone Working

Site security

Premise Manager is responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

Premise Manager is a key holder and will respond to an emergency.

Kings are an external company who will respond during out of hours.

- This establishment is committed to creating a secure and safe environment for all pupils, staff and visitors to the school. A security risk assessment is carried out for the site which considers, for example, external fencing, controlled access to the establishment building and security of the building overnight and during the establishment holidays.
- Any concerns over security or suspicious behaviour of individuals on/ around the establishment site should be brought to the attention of the Head Teacher or other member of the senior management team in their absence.
- All visitors arriving at school must follow the signing in and out procedure

Lone Working

At St James's C.E Primary School, we have a Lone Working Policy, which is shared with all staff. This advises how individuals working alone, can take measures to keep themselves safe.

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure that they are medically fit to work alone.

Stress and Occupational Health Services

- St James's and Dudley Local authority work in partnership to support and assist in stress management.
- All staff have access to the Employee Assistance Team.
- Stress risk assessments are undertaken by the Headteacher
- Any concerns which staff have, should be brought to the attention of the Headteacher or line manager, as soon as possible
- Staff should familiarize themselves with the contents of the school stress policy which is located the school shared area.

Vehicle movements on site

- We will carry out a risk assessment of vehicle movements on site and the vehicle/pedestrian interface. Assessments will also cover school events and maintenance activities where vehicles may need to access vehicle restricted areas.

The school has made arrangements for segregating pedestrians /vehicles, in order to keep those on site safe, such as:

- The use of separate pedestrian / vehicular access gates
- The school gates will be closed to prevent vehicle access/egress between the following times of day, in order to assist in minimising the likelihood of accidents
8.30 -9.00
3.15-4pm
- Secured key code entry
- Barriers and foot paths
- Deliveries to the establishment will not be accepted during the above times and any staff placing orders with companies, should ensure they make appropriate arrangements for delivery in line with the above

Violence and Aggression

- We will ensure that risk assessments and suitable controls are in place to cover any circumstances where staff may be subject to aggressive incidents
- All employees are required to report all incidents of violence and aggression. This may include actual, attempted or threatened physical violence, verbal abuse, racial abuse or verbal abuse of a sexual nature.

Working at Height

- The school's nominated person responsible for work at height is the Premise Manager
- The nominated person(s) shall ensure:
 - All work at height is properly planned and organised.
 - The use of access equipment is restricted to authorised users.
 - All those involved in work at height are trained and competent to do so.
 - The risks from working at height are assessed and appropriate equipment selected.
 - A register of access equipment is maintained and all equipment is regularly inspected and maintained.
 - Any risks from fragile surfaces is properly controlled.
 - Staff are trained to use the step ladders safely.
 - Pupils will not be permitted to use ladders/stepladders.
- Contractors will not be permitted to use any of the school's work equipment

Infection prevention and control

We follow national guidance published by Public Health England when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

Handwashing

- Wash hands with liquid soap and warm water, and dry with paper towels
- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with waterproof dressings

Coughing and sneezing

- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues
- Spitting is discouraged

Personal protective equipment

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals

Cleaning of the environment

Clean the environment, including toys and equipment, frequently and thoroughly

Cleaning of blood and body fluid spillages

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below
- Make spillage kits available for blood spills

Laundry

- Wash laundry in a separate dedicated facility
- Wash soiled linen separately and at the hottest wash the fabric will tolerate
- Wear personal protective clothing when handling soiled linen
- Bag children's soiled clothing to be sent home, never rinse by hand

Clinical waste

- Always segregate domestic and clinical waste, in accordance with local policy
- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins
- Remove clinical waste with a registered waste contractor
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

Animals

- Wash hands before and after handling any animals
- Keep animals' living quarters clean and away from food areas
- Dispose of animal waste regularly, and keep litter boxes away from pupils
- Supervise pupils when playing with animals
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet

Pupils vulnerable to infection

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carer will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by Public Health England, summarised in appendix 4.

In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

New and expectant mothers

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly.

Reporting

Accident record book

- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. An accident form template can be found in appendix 2
- As much detail as possible will be supplied when reporting an accident
- Information about injuries will also be kept in the pupil's educational record

- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

18.2 Reporting to the Health and Safety Executive

The Headteacher will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Headteacher will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident. Please the RIDDOR / HSE guidance for further information.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where an accident leads to someone being taken to hospital
- Where something happens that does not result in an injury, but could have done
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

How to make a RIDDOR report – <http://www.hse.gov.uk/riddor/report.htm>

Notifying parents

Staff will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

Reporting child protection agencies

The Designated Safeguarding Lead/Headteacher will notify local child protection agencies of any serious accident or injury to, or the death of, a pupil in the Early Years Foundation Stage while in the school's care.

Reporting to Ofsted

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil in the Early Years Foundation Stage while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

Training

Our staff are provided with health and safety training as part of their induction process.

Staff who work in high risk environments, such as in science labs or with woodwork equipment, or work with pupils with special educational needs (SEN), are given additional health and safety training.

- We will ensure that all staff, including temporary and agency staff, are competent and given appropriate health and safety training to undertake their role safely and carry out duties assigned to them
- All staff will receive a health and safety induction when they first start working at the school and further training requirements will be identified with reference to the training matrix at appendix one.

Monitoring

This policy will be reviewed by the Deputy Headteacher every 2 years.

At every review, the policy will be approved by the Headteacher and the Governing Body.

21. Links with other policies

This health and safety policy links to the following policies:

- First aid
- Safeguarding
- Risk assessment
- Supporting pupils with medical needs
- Accessibility plan

Appendix One

Health and Safety Training Requirements for School Based Staff

Once staff have been designated with responsibility, they must receive appropriate training to enable them to discharge their duties competently.

Induction

The following basic training will form part of the induction training for all new members of staff:

- The School's Health and Safety Policy
- Any statutory requirements with regards to health, safety and welfare
- The major hazards which exist within the school (location of any asbestos for example)
- Risk Assessment procedures
- Safe working methods and accident prevention procedures
- Fire and Emergency procedures
- First Aid arrangements

The following table is indicative of the training requirements for different categories of employee within the school, and is not exhaustive. A suitable and sufficient risk assessment will also indicate the type and level of training required.

Course Name	Category of Employee	Course Duration
CIEH Level 3 Health & Safety in the Workplace	Essential learning for Head Teachers & Business Managers	3 days
CIEH Foundation Certificate Health & Safety in the Workplace	Essential learning for Premise managers	1 day
Asbestos awareness	Essential learning for Head Teachers & Site Managers	Half day
Fire Safety Management	Essential learning for Head Teachers & Business Managers & Site Managers	1 day
Compilation of Premise Log Book	Essential learning for Head Teachers & Site Managers	Half day
Stress & Workplace Violence Awareness	Recommended for members of the senior leadership team	Half day
General Risk Assessment	Aimed at a wider staff audience, role specific	1 day
Practical/Principles of Manual Handling	Aimed at a wider staff audience, role specific	Half day
Understanding COSHH	Aimed at a wider staff audience, role specific	Half day
Visual Electrical Equipment Testing	Aimed at a wider staff audience, role specific	Half day
DSE Training	Aimed at a wider staff audience, role specific	Half day
Incident Investigation	Aimed at a wider staff audience, role specific	Half day
Non technical Playground Inspection	Aimed at a wider staff audience, role specific	Half day
Working with Contractors	Aimed at a wider staff audience, role specific	Half day

Appendix 2:

Other checklists are carried out in school inc.

- Water Legionella
- Emergency Lighting
- Call point checks
- Site walks and Fire routes

Fire safety checklist

ISSUE TO CHECK	YES/NO
Are fire regulations prominently displayed?	
Is fire-fighting equipment, including fire blankets, in place?	
Does fire-fighting equipment give details for the type of fire it should be used for?	
Are fire exits clearly labelled?	
Are fire doors fitted with self-closing mechanisms?	
Are flammable materials stored away from open flames?	
Do all staff and pupils understand what to do in the event of a fire?	
Can you easily hear the fire alarm from all areas?	

Recommended absence period for preventing the spread of infection

This list of recommended absence periods for preventing the spread of infection is taken from non-statutory guidance for schools and other childcare settings from Public Health England. For each of these infections or complaints, there [is further information in the guidance on the symptoms, how it spreads and some 'do's and don'ts' to follow that you can check.](#)

Infection or complaint	Recommended period to be kept away from school or nursery
Athlete's foot	None.
Campylobacter	Until 48 hours after symptoms have stopped.
Chicken pox (shingles)	<p>Cases of chickenpox are generally infectious from 2 days before the rash appears to 5 days after the onset of rash. Although the usual exclusion period is 5 days, all lesions should be crusted over before children return to nursery or school.</p> <p>A person with shingles is infectious to those who have not had chickenpox and should be excluded from school if the rash is weeping and cannot be covered or until the rash is dry and crusted over.</p>
Cold sores	None.
Rubella (German measles)	5 days from appearance of the rash.
Hand, foot and mouth	Children are safe to return to school or nursery as soon as they are feeling better, there is no need to stay off until the blisters have all healed.
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
Measles	Cases are infectious from 4 days before onset of rash to 4 days after so it is important to ensure cases are excluded from school during this period.
Ringworm	Exclusion not needed once treatment has started.
Scabies	The infected child or staff member should be excluded until after the first treatment has been carried out.
Scarlet fever	Children can return to school 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the school or nursery, the health protection team will assist with letters and factsheet to send to parents or carers and staff.
Slapped cheek	None (not infectious by the time the rash has developed).

syndrome, Parvovirus B19, Fifth's disease	
Bacillary Dysentery (Shigella)	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.
Diarrhoea and/or vomiting (Gastroenteritis)	<p>Children and adults with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course is completed.</p> <p>For some gastrointestinal infections, longer periods of exclusion from school are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, school health advisor or environmental health officer will advise.</p> <p>If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.</p>
Cryptosporidiosis	Until 48 hours after symptoms have stopped.
E. coli (verocytotoxigenic or VTEC)	The standard exclusion period is until 48 hours after symptoms have resolved. However, some people pose a greater risk to others and may be excluded until they have a negative stool sample (for example, pre-school infants, food handlers, and care staff working with vulnerable people). The health protection team will advise in these instances.
Food poisoning	Until 48 hours from the last episode of vomiting and diarrhoea and they are well enough to return. Some infections may require longer periods (local health protection team will advise).
Salmonella	Until 48 hours after symptoms have stopped.
Typhoid and Paratyphoid fever	Seek advice from environmental health officers or the local health protection team.
Flu (influenza)	Until recovered.
Tuberculosis (TB)	Pupils and staff with infectious TB can return to school after 2 weeks of treatment if well enough to do so and as long as they have responded to anti-TB therapy. Pupils and staff with non-pulmonary TB do not require exclusion and can return to school as soon as they are well enough.
Whooping cough (pertussis)	A child or staff member should not return to school until they have had 48 hours of appropriate treatment with antibiotics and they feel well enough to do so or 21 days from onset of illness if no antibiotic treatment.

Conjunctivitis	None.
Giardia	Until 48 hours after symptoms have stopped.
Glandular fever	None (can return once they feel well).
Head lice	None.
Hepatitis A	Exclude cases from school while unwell or until 7 days after the onset of jaundice (or onset of symptoms if no jaundice, or if under 5, or where hygiene is poor. There is no need to exclude well, older children with good hygiene who will have been much more infectious prior to diagnosis.
Hepatitis B	Acute cases of hepatitis B will be too ill to attend school and their doctors will advise when they can return. Do not exclude chronic cases of hepatitis B or restrict their activities. Similarly, do not exclude staff with chronic hepatitis B infection. Contact your local health protection team for more advice if required.
Hepatitis C	None.
Meningococcal meningitis/ septicaemia	If the child has been treated and has recovered, they can return to school.
Meningitis	Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed.
Meningitis viral	None.
MRSA (meticillin resistant Staphylococcus aureus)	None.
Mumps	5 days after onset of swelling (if well).
Threadworm	None.
Rotavirus	Until 48 hours after symptoms have subsided.