

Health & Safety Policy

Reviewed: January 2022

Approved: 31st January 2022 (Resources Committee)



Contents

1. Statement of Intent	2
2. Legislation	2
3. Roles and responsibilities	3
4. Site security	8
5. Fire	8
6. COSHH	9
7. Equipment	10
8. Lone working	11
9. Working at height	11
10. Manual handling	12
11. Slips, trips and Falls	12
12. Transport and work-related Road Safety	12
13. Contingency Planning	13
14. Food Safety	13
15. External Areas	13
16. General Premises Maintenance and Safety	13
17. Health and Safety Advice	13
18. Communication	13
19. Curriculum Safety (including schools activity/study support)	14
20. Drugs and Medication	14
21. Personal Protective Equipment (PPE)	14
22. Risk Assessments	15
23. Staff Health and Safety Training and Development	15
24. Vehicles on Site	15
25. Off-site visits	15
26. Lettings	16
27. Violence at work	16
28. Smoking	16
29. Infection prevention and control	16
30. New and expectant mothers	18
31. Occupational stress	19
32. Accident reporting	19
33. Training	20
34. Workplace Inspections and Premises Risks	20
35. Monitoring	21
36. Links with other policies	21
37. Appendix 1. Recommended absence period for preventing the spread of infection	22

1. Statement of Intent

Ryhill Junior, Infant and Nursery School is committed to ensuring the health, safety and wellbeing of all its employees, and other persons who may be affected by the school's activities.

This safety policy demonstrates the commitment of Ryhill Junior, Infant and Nursery School to achieve high standards of health and safety and fulfil its responsibilities within the framework of the Health and Safety at Work Act 1974 and the Management of Health & Safety at Work Regulations 1999 as well as those other Regulations, Approved Codes of Practice, Guidance etc. made under this legislation.

The responsibility for the implementation of this policy rests with the Local Governing Body and the Headteacher in ensuring, in so far as is reasonably practicable, that:

- Provide and maintain a safe and healthy environment including adequate welfare facilities
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely, and are regularly inspected
- Safe access and egress from the premises is maintained
- Appropriate safe systems of work exist and are maintained including offsite visits
- Sufficient information, instruction, training and supervision are available and provided
- Arrangements exist for the safe use, handling and storage of articles and substances at work

In addition to the above commitment, the school and Local Governing Body also recognise their obligations to non-employees. Where it is reasonably foreseeable that trainees, members of the public (this includes pupils) contractors etc., are or may be affected by the schools activities, the Local Governing Body will make the necessary information, instruction, training and supervision available to ensure the safety of those affected. As an education provider, which must set standards by example for its pupils, this commitment is seen as especially important.

The school and Local Governing Body are committed to this policy and all staff are required to comply as a condition of employment. Staff are encouraged to support the school and Local Governing Body's commitment to continuous improvement in our Health & Safety performance. For the policy to be effectively implemented the school must have the full co-operation of employees and others who use the premises. Employees are reminded of their own duties:

- To take care of their own safety and that of others and;
- To co-operate with their Local Governing Body and Senior Management Team so that they may carry out their own responsibilities successfully.

All relevant Regulations, Codes of Practice will be complied with as necessary along with the implementation of Health & Safety Procedures and Guidance issued by the Local Authority.

Consultation with employee representatives will be held as and when appropriate on all matters affecting the Health & Safety of employees concerned.

The Organisation and Arrangements through which Ryhill Junior, Infant and Nursery School, the Local Governing Body, the Headteacher and staff aim to fulfil the requirements are set out below.

A copy of this policy statement will be provided to every member of staff and copies will also be posted on the school notice board. This policy statement and the accompanying organisation and arrangements will be reviewed every year and revised as and when necessary.

2. Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation:

[The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings

[The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees

[The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training

[The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health

[The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept

[The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test

[The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register

[The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff

[The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

The school follows [national guidance published by UK Health Security Agency \(formerly Public Health England\)](#) when responding to infection control issues, and [Actions for schools during the coronavirus outbreak](#), which provides guidance on what schools need to do during the COVID-19 pandemic.

Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#).

3. Roles and responsibilities

In order to achieve compliance with the Statement of Intent the school's normal management structure will have additional responsibilities assigned to them as detailed in this part of the Policy.

3.1 The local authority and governing body

Wakefield 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 body delegates operational matters and day-to-day tasks to the headteacher and staff members.

The governing body nominate a governor who will oversee health and safety.

In the discharge of its duty, the Local Governing Body, in consultation with its Headteacher, will:

1. Make itself familiar with any safety policies; advice; procedures or guidance provided by the competent person as defined within Regulation 7 of the management of Health and Safety at Work Regulations 1999 (in this case the Local Authority)
2. Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school.
3. Periodically assess the effectiveness of this Policy and ensure that any necessary revisions are made.
4. Identify and evaluate all risks relating to:
 - The premises
 - School activities
 - Educational visits

- School-sponsored events
5. Identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others.
 6. Create and monitor the management structure to enable the implementation of health and safety.

In particular the Local Governing Body undertakes to provide:

1. A safe place for staff and pupils to work including safe means of entry and exits.
2. Equipment and systems of work which are safe.
3. Safe arrangements for the handling, storage and transport of articles and substances.
4. Safe and healthy working conditions which take into account all appropriate;
 - Statutory requirements
 - Codes of practice
 - Guidance
5. Supervision, training and instruction so that all governors, staff and pupils can perform their school-related activities in a healthy and safe manner. All staff will be given health and safety training which is appropriate to their duties and responsibilities. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others, the Local Governing Body will ensure that such training is provided. Pupils will receive information as considered appropriate to the school-related activities which they are carrying out. All training will be regularly reviewed and updated.
6. The required safety and protective equipment and clothing together with information on its use.
7. Adequate welfare facilities.

So far as is reasonably practicable the Local Governing Body, through its Headteacher, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed term contracts, to receive comprehensive information on:

1. This policy
2. All other relevant health and safety matters.
3. The instruction and training that will be given to all employees so that they may carry out their duties in a safe matter without placing themselves or others at risk.

3.2 Headteacher

As well as the general duties of all members of staff, the Headteacher has responsibility as Premises Responsible Person for the day-to-day maintenance of their premises along with the development and implementation of safe working practices and conditions for teaching staff, non-teaching staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school and will take all reasonably practicable steps to achieve this end through the heads of departments, senior members of staff, teachers and others as appropriate. The Headteacher may delegate aspects of Responsible Person duties to the School Business Manager as deemed appropriate (these delegated duties will be recorded and communicated to all parties).

The Headteacher is required to take all necessary and appropriate action to ensure that proper health and safety standards are maintained at all times.

In particular, the Headteacher will, on a day-to-day basis, be responsible for:

1. Implementing the health and safety policy
2. Ensuring there are enough staff to safely supervise pupils
3. Ensuring safe working conditions of the school premises and facilities with regular inspections.
4. Ensuring, at all times, the health, safety and welfare of staff, pupils and others using the school premises or facilities or services or attending or taking part in school-sponsored activities.
5. Ensure safe working practices and procedures throughout the school so that all risks are controlled.

6. Arrange systems of risk assessment to allow the prompt identification of potential hazards, and where appropriate ensure that the Local Governing Body are made aware of the findings.
7. Identify the training needs of staff and pupils and ensure, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters.
8. Ensure that any defects in the premises, its equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe in a timescale commensurate with risk.
9. Collate accident and incident information and, when necessary, carry out accident, incident and near miss investigations and implement any remedial action to prevent reoccurrence.
10. Monitor the standards of health and safety throughout the school, including all school-based activities.
11. Monitor the management structure, in consultation with the governors.
12. Consult with members of staff, including any safety representatives, on health and safety issues and encourage staff and others to promote health and safety reporting to the governing board on health and safety matters
13. Ensuring appropriate evacuation procedures are in place and regular fire drills are held
14. Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
15. Ensuring all risk assessments are completed and reviewed
16. Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

In the headteacher's absence, the Deputy Headteacher assumes the above day-to-day health and safety responsibilities.

3.3 Health and safety lead

The nominated health and safety lead is the School Business Manager.

3.4 Supervisory Staff (This includes Deputy Headteachers, Curriculum Co-ordinators, Caretaker, Administrative Officer)

In addition to the general duties which all members of staff have, supervisory staff will be directly responsible to the Headteacher, or the School Business Manager if nominated by the Headteacher, to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility.

As part of their day-to-day responsibilities they will ensure that:

1. Safe methods of working exist and are implemented throughout their area of responsibility.
2. Health and safety regulations, rules, procedures and codes of practice are being applied effectively.
3. Staff, pupils and others under their jurisdiction are instructed in safe working practices.
4. New employees working within school are given instructions in safe working practices, risk assessments are conducted in their area of responsibility as required by the Headteacher or as necessary.
5. Regular safety inspections are made of their area of responsibility as required by the Headteacher or as necessary.
6. Positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others.
7. All equipment is adequately guarded, in safe working order and restricted to authorised persons only.
8. Appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work.

9. Hazardous and highly inflammable substances in departments in which they work are correctly stored and labelled, and exposure is minimised.
10. They monitor the standard of health and safety throughout the department in which they work and encourage staff, pupils and others to achieve the highest practicable standards of health and safety.
11. All health and safety information is communicated to the relevant persons and they report any health and safety concerns to the Headteacher or School Business Manager.
12. Portable Appliance Testing (PAT) is undertaken on an annual basis (Senior Caretaker ONLY).

3.5 Class Teachers

Class teachers are expected to:

1. Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
2. Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Codes of Practice (e.g. CLEAAPS) and to ensure that they are applied.
3. Give clear oral and written instructions and warnings to pupils where necessary.
4. Follow safe working procedures personally.
5. Required the use of protective clothing and guards where necessary.
6. Make recommendations to their Headteacher or Head of Department on health and safety equipment and on additions or necessary improvements to equipment.
7. Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
8. Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation and report all accidents, defects and dangerous occurrences to their Headteacher or School Business Manager.

3.6 Duties of all Employees (including temporary and volunteers)

Apart from any specific responsibilities which may have been delegated to them, all employees must:

1. Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
2. Observe all instructions on health and safety issued by the School or any other person delegated to be responsible for a relevant aspect of health and safety.
3. Act in accordance with any specific H&S training received.
4. Report all accidents in accordance with current procedure.
5. Co-operate with other persons to enable them to carry out their health and safety responsibilities.
6. Inform their line manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
7. Inform their line Manager of any shortcomings they consider being in the school's health and safety arrangements.
8. Exercise good standards of housekeeping and cleanliness.
9. Know and apply the procedures in respect of fire, first aid and other emergencies.
10. Co-operate with the appointed Trade Union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive

All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchase are considered.

Employees delegated responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities are appropriate and re-assigned in their absence. The employee's direct line manager must approve such re-assignments.

3.7 Health and Safety Co-ordinator

The School Health and Safety Co-ordinator (SBM) has the following responsibilities:

1. To co-ordinate and manage the annual risk assessment process for the school.
2. To co-ordinate the annual general workplace monitoring inspections and performance monitoring process.
3. To make provision for the inspection and maintenance of work equipment throughout the school.
4. To manage the keeping of records of all health and safety activities.
5. To advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
6. To ensure that staff are adequately instructed in safety and welfare matters in connection with their specific work place and the school generally.
7. Carrying out any other functions devolved by the Headteacher or Governing Body.

3.8 School Health and Safety Representative

The Governing Body and Headteacher recognise the role of the Local Authority Safety Representatives who will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but wherever practicable, outside teaching time.

3.9 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.

3.9.1 School Visitors, Members of the Public and Volunteers

Visitors and members of the public are requested to co-operate with the health and safety arrangements put in place by the school to protect them when using the school premises or land.

3.9.2 Contractors

Where contractors are employed to undertake work on behalf of the school they will for all intent and purposes be regarded as employees (see section E above). Line managers will therefore have responsibilities for undertaking, in particular, thorough risk assessment and implementation of control measures, together with ensuring that volunteers have received adequate information, instruction, training and supervision for the tasks they will be undertaking.

The school follows the Local Authority's guidance and advice which includes:

1. Checking the competence of contractors and visiting workers via the Procurement of Contractors Procedures (competence can be judged from past experience, recommendation, pre-selection evaluation or a combination taking into consideration nature and scale of the required work).
2. Examining risk assessments as appropriate to check that contractors and others have correctly interpreted any site specific conditions etc.
3. Having clearly identified personnel who are points of contact for contractors and visiting workers.
4. Having all significant hazards and risks on site clearly identified and communicated.

Arrangements for monitoring and controlling risks - key areas to focus attention are:

1. Segregation of traffic and pedestrians.
2. Segregation of contractors and occupants of the school (where possible).

3. Safe systems of work to ensure that works undertaken within occupied areas of the premises are adequately controlled.
4. Implications on fire precautions due to possible increased risk and interference with fire alarm.
5. System and routes of evacuation.

4. Site security

The Headteacher, Senior Caretaker and SLT are 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.

The Headteacher, Senior Caretaker and SLT are key holders and will respond to an emergency.

5. Fire

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 carried out at least once a term.

The fire alarm is a loud continuous siren

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:

- Any pupil discovering a fire should tell the nearest adult.
- Any adult discovering a fire should operate the nearest fire alarm.
- These are operated by lifting the clear Perspex lid and pressing firmly on the black circle.
- The fire alarm points in school are situated adjacent to all external doors and in corridors, (see school plan on next page).
- The fire extinguishers and fire equipment are situated throughout school, (see school plan on next page).
- As soon as the alarm sounds it will be the responsibility of the Fire Marshals to check the interior of the school to ensure that no pupil has been left behind.
- On hearing the fire alarm the Head Teacher will immediately telephone the fire brigade on 999.
- On hearing the fire alarm teachers will assemble their pupils and take them straight to their allocated positions outside the school. The position for each class is along the junior playground/playing field boundary.
- Teachers and support staff will assist pupils requiring one to one supervision by following their Personal Emergency Evacuation Plan (PEEP) and guiding them to their allocated position.
- If, for any reason, a teacher cannot use the usual route he or she should exercise discretion and get their pupils to safety by other routes.
- Helpers with groups throughout school should take their pupils out at once. The only responsibility of adults in school is to get the pupils in their charge to safety as quickly as possible.
- The Head Teacher will collect the fire registers and evacuation report from the front office. The School Business Manager or Administrative Officer will provide cover in the absence of the Head Teacher.
- Teachers will collect the fire registers from the Head Teacher (or covering member of staff) and take a roll call when the pupils have assembled outside. Once all are accounted for then a green card is held up, if not a red card will be shown and appropriate actions will be taken by the Head Teacher or most senior staff present.
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter

In the event of a fire alarm during specific events such as parents evenings and school productions all visitors are to follow the Visitor Evacuation Procedure. This procedure can be found displayed throughout school. Fire exits will be reiterated to visitors by staff members as well as notifying them of any planned fire drills during their visit.

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.

The named competent persons (SBM & Senior Caretaker) who has responsibility for implementing the Fire Management Plan should:

1. Detail any significant finding from the fire risk assessment and any action taken.
2. Arrange testing and checking of escape routes, including final exit locking mechanisms, such as emergency door exit devices and electromagnetic door devices.
3. Test the fire-warning systems, including weekly alarm tests and periodic maintenance by a competent person.
4. Ensure the recording of false alarms.
5. Arrange testing and maintenance of emergency lighting systems.
6. Arrange testing and maintenance of other fire safety equipment such as fire-suppression and smoke control systems.
7. Record and train relevant personnel.
8. Record details and results of fire evacuation drills.
9. Be responsible for planning, organising, policy and implementation, monitoring, audit and review.
10. Maintain and audit any systems that are provided to help the fire and rescue service.
11. Make the arrangements for a co-ordinated emergency plan and the actions staff should take if there is a fire.
12. Arrange all alterations, tests, repairs and maintenance of fire safety systems, including passive systems such as fire doors.

6. 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 School Business Manager and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

Insert additional information on how hazardous products will be stored and details on pupil access to substances.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

6.1 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 they have adequate ventilation

6.2 Legionella

A water risk assessment is completed on an annual basis by Engie who are responsible for ensuring that the identified operational controls are conducted and recorded on Tech Forge.

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

The risks from legionella are mitigated by the following:

- Monthly temperature checks by Engie
- Annual servicing of TMV's

6.3 Asbestos

Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it

Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work

Contractors will be advised that if they discover material that they suspect could be asbestos, they will stop work immediately until the area is declared safe

A record is kept of the location of asbestos that has been found on the school site

7. Equipment

All equipment is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place.

When new equipment is purchased, it is checked to ensure it meets appropriate educational standards.

7.1 Electrical equipment

All staff are responsible for ensuring they use and handle electrical equipment sensibly and safely.

Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them.

Any potential hazards will be reported to the School Business Manager or Senior Caretaker immediately.

Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed.

Only trained staff members can check plugs (Senior Caretaker).

Portable electrical equipment will be inspected in accordance with the Electricity at Work Regulations 1999. Portable Appliance Testing (PAT) is to be undertaken on an annual basis by the Senior Caretaker. Staff should not use their own electrical equipment unless it has been inspected by the Senior Caretaker.

All isolator switches are clearly marked to identify their machine.

Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions.

Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.

7.2 PE and Play 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 School Business Manager or Senior Caretaker

All PE and play equipment (indoor and outdoor) is inspected on an annual basis by an approved contractor. All outdoor equipment is also checked on a weekly basis by the Senior Caretaker.

7.3 Display screen equipment

The majority of staff within the school are not considered to be DSE users. The school will adhere to the Local Authority's guidelines and procedures – Working with Display Screen Equipment.

Line managers will ensure that DSE workplace assessments are conducted for all users.

DSE assessments will be reviewed annually and where equipment changes or office layouts change or when there are staff changes.

7.4 Specialist equipment

Parents are responsible for the maintenance and safety of their children's wheelchairs. In school, staff promote the responsible use of wheelchairs.

8. Lone working

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office
- Remote working, self-isolation and/or remote learning

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 they are medically fit to work alone.

Line managers will ensure that lone working is risk assessed and that appropriate control measures are put in place to mitigate those risks.

Staff themselves have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.

9. Working at height

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The Senior Caretaker retains ladders for working at height
- Pupils are prohibited from using ladders

- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons
- Only undertake working at height if it has been risk assessed and is safe to do so
- Use the correct equipment for the task e.g. a step stool or step ladder.

Line managers will ensure that working at height is risk assessed in accordance with statutory guidelines and that appropriate control measures are put in place to mitigate those risks.

Staff themselves have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.

The Senior Caretaker will conduct an annual Working at Heights Toolbox Talk.

10. Manual handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

Staff and pupils are expected to use the following basic manual handling procedure:

Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help

Take the more direct route that is clear from obstruction and is as flat as possible

Ensure the area where you plan to offload the load is clear

When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

The Senior Caretaker will conduct an annual Manual Handling Toolbox Talk.

11. Slips, trips and Falls

All staff and pupils are instructed to:

- Keep work areas clear from obstructions and “slipping / tripping” hazards.
- Never allow cables to trail across floors and become a tripping hazard.
- Keep to the paths, corridors and walkways provided and not take shortcuts across unmade or slippery surfaces.
- Not run unless it is a requirement of the activity.
- Use handrails on steps.
- Clean up any spillages up immediately or, if you are unable to do so, place a warning sign in the area and report the hazard.
- Wear suitable footwear.
- Do not stand on chairs, desks or tables, use a step stool.
- Only undertake working at height if it has been risk assessed and is safe to do so.

12. Transport and work-related Road Safety

All staff members must:

- Never drive or operate a vehicle if they are not authorised to do so or do not hold the appropriate licence.

- Ensure business use is included on their insurance if using the vehicle on school business, such as attending meetings or moderation.
- Present their driving licence and insurance as part of the Driving at Work Policy if using their vehicle on school business.
- Inform the SBM of any changes to their health, medication or driving licence that affects their ability to drive whilst on school business.
- Always safety check their vehicle prior to use.
- Allow sufficient time for the journey and include rest breaks if necessary.
- Observe the highway code and drive defensively.
- Never carry any unauthorised passengers.
- Never use a mobile phone whilst driving.

13. Contingency Planning

Potential critical incidents are identified as part of the risk management process by considering what might happen on-site and off-site, who might be harmed and how whilst checking systems for managing such incidents. These systems are rehearsed periodically and refined as necessary.

14. Food Safety

Adequate food safety procedures are implemented in line with current Food Standards Agency guidelines. Hygiene audits are carried out by the meal providing contactor. All food contact surfaces are kept clean, in good condition and are easy to disinfect. All kitchen equipment is kept in a good state of repair. Members of school staff undertake food safety training on an annual basis.

15. External Areas

- Outdoor spaces are safely accessible for staff, pupils and visitors
- All paths, steps and ramps are maintained in good condition and where possible free from moss, fallen leaves and similar slip hazards including snow and ice.
- Areas are well lit during the hours of darkness where people walk.
- Walls and external buildings/storage are regularly safety inspected.
- Grounds maintenance is contracted to the local authority and includes grass & hedge cutting, hard surface spraying (non-term time) and snow clearance.
- Tree maintenance is contracted to the local authority and includes site Inspections, essential safety work and call out.

16. General Premises Maintenance and Safety

- The buildings, their fittings and decorations are maintained in a safe condition.
- Equipment is maintained and serviced to ensure it remains in a safe condition.
- All statutory compliance is carried out by an approved contractor.
- Glazing throughout the premises is of a suitable safety standard or is safe by position.
- Any area found to be unsafe will be taken out of use until it is made safe again.

17. Health and Safety Advice

Health and safety advice is obtained from the Local Authority who are deemed to be the responsible person, as named on the Health and Safety Service Level Agreement

18. Communication

The school recognises that it is crucial that issues relating to premises works are communicated effectively. This includes:

1. Providing visitors with copies of appropriate hazard registers such as the asbestos register.
2. Telling visitors about hazards on site.
3. Asking visitors about the hazards and risk which they are bringing on site (e.g. creating noise, dust, fumes etc.).
4. Asking visitors about any possible interference with normal working practices (e.g. re-routing of emergency escape routes).
5. Controlling access so that contractors know who may also be working on site.
6. Sign-off/safe completion certificates.

19. Curriculum Safety (including schools activity/study support)

The school recognises that programmes of study require that children should be taught how to identify and reduce risks in the way they work. A balance must be achieved between independent learning and the necessary supervision to ensure safety.

Teachers/HLTA's will ensure that they are familiar with all risks which might arise from the tools, equipment, materials and processes they plan for children to use. All guidance material will be reviewed where available.

All non-teaching assistants must be appraised of the safety procedures and practices relating to any of the activities they support.

Schemes of work will be reviewed to assess the risk in all activities in order to determine:

- Where close supervision is required.
- Suitable group size.
- Where particular skills need to be taught.
- Personal protective equipment (PPE).
- Levels of hygiene required.

20. Drugs and Medication

Parents have the prime responsibility for their child's health and should provide schools and settings with information about their child's medical condition. Parents, and the child if appropriate, should obtain details from their child's GP or paediatrician, if needed. The school nurse and specialist voluntary bodies will be approached to provide additional background information for staff.

There is no legal duty requiring school or staff to administer medicines. However, the school recognises that children with medical needs have the same rights of admission to a school or setting as other children.

The School is mindful of the Local Authority's Managing Medicines in Schools' document.

21. Personal Protective Equipment (PPE)

Line managers will assess on the basis of risk assessment and COSHH assessments the need for PPE.

The school will maintain a record of PPE issues which will include details of any expiry dates so that equipment can be replaced as and when is necessary.

Staff are responsible for ensuring that they use PPE where it is provided.

22. Risk Assessments

The risk assessment procedures should be followed as guidance to the risk assessment process.

Risk assessment is the responsibility of the school's management at a variety of levels. Those responsible for premises or curriculum areas within the school must ensure that risk assessments are undertaken and recorded for required activities identified by the lead.

Risks should be addressed in a manner that ranks them by severity/probability for prioritisation and control measures identified and put in place that are proportional to the level of risk. The outcome of the risk assessments should be recorded and communicated to those affected and maintained on records of the school.

Risk assessments should be reviewed periodically or where there is a change in circumstances.

23. Staff Health and Safety Training and Development

Line managers within the school will undertake a training needs analysis to identify the competency requirements of specific job roles in terms of health and safety, and will ensure that appropriate training is delivered and training records held centrally. This training needs analysis will be reviewed on an annual basis or on the introduction of new legislation.

Where new jobs or tasks come about or where there are changes in health and safety legislation, or where there are training and competency issues, line managers/heads of department will address these as a matter of priority.

24. Vehicles on Site

Local Governing Body / Headteacher will endeavour to:

1. Segregate access vehicular and vulnerable traffic (pedestrians/cyclists) where possible.
2. Wherever possible, avoid using same access for all.

25. Off-site visits

The school complies with Local Authority guidance on off-site visits and school journeys.

The school will name a competent person who will be nominated as the Educational Visits Co-ordinator (EVC – SBM & Deputy Headteacher) who will be responsible for:

- Supporting the Headteacher and governors with approval and other decisions.
- Assessing the competence of leaders and other adults proposed for a visit.
- Organise any required training for leaders and other adults going on a visit. This will commonly involve training such as first aid, hazard awareness etc.
- Organise thorough induction of leaders and other adults taking pupils on a specific visit.
- Organise the emergency arrangements and ensure there is an emergency contact for each visit.
- Review systems and, on occasion, monitor practice.

When taking pupils off the school premises, we will ensure that:

- Risk assessments are completed via the online portal (Evolve)
- All off-site visits are appropriately staffed
- Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils, along with the parents' contact details
- There will always be at least one first aider on school trips and visits

- For trips and visits with pupils in the Early Years Foundation Stage, there will always be at least one first aider with a current paediatric first aid certificate

26. Lettings

This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy, and will have responsibility for complying with it.

The school's Local Governing Body will ensure that the hirer/tenant has current public liability in place in order to indemnify the school from all such hirer's/tenant's claims arising from negligence.

27. Violence at work

We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff.

Risks to personal security, premises and property will be assessed through the risk assessment process. Security in the school is the responsibility of the Headteacher and any nominated, suitably qualified, personnel.

Managers are responsible for assessing the risks of violence to staff. Where violence is identified as a significant risk, managers will ensure that appropriate control measures are put in place.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/headteacher immediately. This applies to violence from pupils, visitors or other staff.

28. Smoking

Smoking is not permitted anywhere on the school premises.

29. Infection prevention and control

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

29.1 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

29.2 Coughing and sneezing

Cover mouth and nose with a tissue

Wash hands after using or disposing of tissues

Spitting is discouraged

29.3 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

Use personal protective equipment (PPE) to control the spread of COVID-19 where required or recommended by government guidance and/or a risk assessment

29.4 Cleaning of the environment

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

29.5 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

29.6 Laundry

Wear personal protective clothing when handling soiled linen

Bag children's soiled clothing to be sent home, never rinse by hand

29.7 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

29.8 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

29.9 COVID-19 management

We will ensure adequate risk reduction measures are in place to manage the spread of COVID-19, and carry out appropriate risk assessments, reviewing them regularly and monitoring whether any measures in place are working effectively. Control measures will include steps to:

Restrict non-essential activities where a COVID-19 risk has been identified

Where possible, replace risky activities with other suitable activities without introducing new hazards

Design measures to control the risk of COVID-19 in school, including administrative procedures to improve safety

We will follow local and national guidance on the use of control measures including:

Following good hygiene practices

We will encourage all staff and pupils to regularly wash their hands with soap and water or hand sanitiser, and follow recommended practices for respiratory hygiene. Where required, we will provide appropriate personal protective equipment (PPE).

Implementing an appropriate cleaning regime

We will regularly clean equipment, rooms, and surfaces that are frequently touched

Keeping rooms well ventilated

We will use risk assessments to identify rooms or areas with poor ventilation and put measures in place to improve airflow, including opening external windows, opening internal doors and mechanical ventilation.

Asymptomatic testing

We will encourage staff and pupils to follow government guidance on the use of lateral flow tests, and report results to NHS Test and Trace. When recommended by government guidance, we will ask parents and visitors to the school to test before they arrive.

Face coverings

We will ask staff and visitors to wear suitable face coverings in communal areas, in line with government guidance.

29.10 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 any 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.

29.11 Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by the UK Health Security Agency and other government guidance, summarised in appendix 1.

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

30. 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 an 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

COVID-19 may affect pregnancy, especially if the mother is not vaccinated. Pregnant women are considered part of the moderate risk group (clinically vulnerable) by the NHS

31. Occupational stress

We are committed to promoting high levels of health and wellbeing, and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

Managers will include workplace stress as part of the risk assessment process, identifying areas of concern e.g. workload, job security, etc. and implement appropriate control measures, so far as is reasonably practicable.

Where workplace stress arises, managers will deal with the issue in a sensitive and constructive manner using all available means within the schools Staff Absence Insurance provider, Schools Advisory Service (SAS), to manage stress and assist staff. SAS also offer a Well-being Medical Service.

32. Accident reporting

An accident form will be completed as soon as possible by the member of staff or first aider who deals with it, in line with the Accident Reporting procedure. All staff will be required to report accidents, incidents and near misses and line managers will investigate such incidents, identify and implement means to prevent a recurrence.

As much detail as possible will be supplied when reporting an accident

Information about all accidents will be recorded on the Accident Monitoring Log. More serious accidents will be recorded on My People, the Local Authority portal. The Local Authority Health and Safety Representative will be notified of any RIDDOR qualifying accidents which will subsequently be reported to the HSE.

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.

32.1 Reporting to the Health and Safety Executive

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

The Local Authority Representative 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.

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 scalding 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>

32.2 Notifying parents

The school office will inform parents of any accident or injury sustained by a pupil in the Early Years Foundation Stage, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

32.3 Reporting child protection agencies

The 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.

32.4 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.

33. Training

Our staff are provided with health and safety training as part of their induction process. Training is continually delivered via online platforms and face to face toolbox talks.

34. Workplace Inspections and Premises Risks

Within school the Headteacher / School Business Manager are responsible for ensuring premises workplace inspections are undertaken every 12 months using the Premises Inspections Checklist.

Termly Health & Safety walk-arounds will be conducted by the SBM, Senior Caretaker and H&S Governor, identifying any potential risks and populating an action plan with targets set for completing rectifying works.

The Senior Caretaker will ensure that hazards associated with premises are monitored and controlled. Legionella checks and holding a copy of the asbestos register on site are examples of significant property risks that are being controlled.

35. Monitoring

This policy will be reviewed by the School Business Manager in consultation with the Headteacher and Health & Safety Governor to correspond with legislation and guidance changes.

At every review, the policy will be approved by the Resources Committee.

36. Links with other policies

This health and safety policy links to the following policies:

- First Aid
- Risk Management
- Manual Handling
- Working at Heights
- Lone Working
- Supporting pupils with medical conditions
- Accessibility Plan
- COVID-19 Risk Assessment
- Remote Learning
- Staff Wellbeing
- Mental Health and Wellbeing
- Driving at Work
- Invacuation & Lockdown Procedure
- Fire
- Smoke Free
- Emergency Response, Business Continuity & Disaster Recovery Plan
- Health & Safety Policy for Primary Science

37. Appendix 1. 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 the UK Health Security Agency. For each of these infections or complaints, there [is further information in the guidance on the symptoms, how it spreads and some 'dos and don'ts' to follow that you can check.](#)

In confirmed cases of COVID-19, we will follow the recommended self-isolation period based on government guidance.

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)	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. 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.
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 a factsheet to send to parents or carers and staff.
Slapped cheek syndrome, Parvovirus B19, Fifth's disease	None (not infectious by the time the rash has developed).
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)	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. 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. If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.
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.