



# St Joseph's Catholic Primary School & Nursery

## HEALTH & SAFETY POLICY

Our family at St Joseph's Learns, Loves and grows with God at the centre

Reviewed and ratified by Governing body	2 <sup>nd</sup> December 2021
Next Revision	3-Yearly
To be reviewed	Autumn Term 2022

## FOREWORD

The Governing Body recognises that making appropriate provisions for the health and safety of all persons using the school facilities and those participating in off-site activities is fundamental to the wellbeing of the school.

This Health and Safety Policy, together with its supporting documentation, arrangements and monitoring will enable us to meet our legal obligations and contribute positively to our objectives relating to continuous improvement on Health and Safety performance.

We are committed to high standards of Health and Safety and expect all staff to be familiar with the contents of this Policy.

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# Part I Statement of Policy

## Scope

This Health and Safety Policy is specific to St Joseph's and it is supported by policies and guidance from other relevant organisations such as the Local Authority, Health and Safety Executive (HSE), Department for Education (DfE) and other agencies.

Our Health and Safety management system will be integrated within the daily management of the school and will be continuously developed, maintained, implemented and monitored via a comprehensive series of documents, which includes:

- I. The Policy Aim, Objectives and Statement
- II. Organisation
- III. Arrangements for Implementation
- IV. Working Policy Documents
- V. Subject Specific Guidance periodically issued by DfE, and HSE

The policy recognises the legal duties and responsibilities owed to all users of the site and seek to develop standards which are significantly higher than those required by law as a means of contributing to the overall performance of the school by reducing incidents, injuries and ill health.

## Aim

To provide the highest possible standard of Health and Safety, commensurate with the operation of an educational establishment.

## Objectives

It is the responsibility of the Governing Body via the Executive Headteacher together with the school's Senior Management Team to ensure that appropriate systems are in place, which will deliver a safe place of work for employees, pupils and visitors.

Equally it is the duty of all employees to co-operate with management on health and safety matters. The Health and Safety at Work, etc. Act 1974, requires each employee to take reasonable care of their own safety and that of others either under their supervision or who may be affected by their actions or omissions; therefore, the Governing Body expects all employees to fulfil their role in contributing to this objective.

The main objectives of this policy will apply as far as is reasonably practicable:

- I. To establish and maintain a safe and healthy environment throughout the school, ensuring sufficient resources are made available;
- II. To establish and maintain safe working procedures for staff and pupils;
- III. To make arrangements for ensuring safety and avoiding risks to health in connection with the use, handling, storage and transporting of equipment, articles and substances;

- IV. To ensure the provision of sufficient information, instruction, training and supervision to enable everyone to avoid hazards and contribute positively to their own health and safety at work;
- V. To maintain safe access and egress and separate movement of vehicles and people on site as far as is practicable;
- VI. To ensure, as far as reasonably practicable, that outdoor educational visits are undertaken in a safe manner;
- VII. To formulate procedures for fire safety and other emergencies including plans for the safe and effective evacuation of the school premises;
- VIII. To lay down procedures to be followed in case of accident;
- IX. To provide and maintain suitable and sufficient welfare facilities;
- X. To develop and implement a training plan to ensure employees are trained to the appropriate level to fulfil their health and safety responsibilities;
- XI. To ensure that all staff are aware of their health and safety responsibilities and know what is expected of them and what they must do to discharge the responsibilities assigned to them;

**Statement of Intent (to be signed and displayed in a prominent position)**

St Joseph's recognises and accepts its responsibility as an employer and provider of services and will provide a safe and healthy workplace and learning environments for all staff, pupils and such other persons as may be affected by its activities.

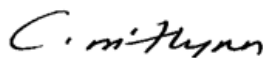
St Joseph's will adopt health and safety arrangements in line with Islington Council's Health and Safety Policy and adhere to all relevant health and safety legislation.

Good health and safety management will be an integral part of the way that the school operates and will be considered across all work activities and our wide range of educational activities making every effort to maintain and advance our positive health and safety culture by creating an environment with fairness and clear lines of responsibility at its core.

St Joseph's will ensure that we have access to competent technical health and safety advice to assist us in meeting our objectives.

Signed:   
\_\_\_\_\_

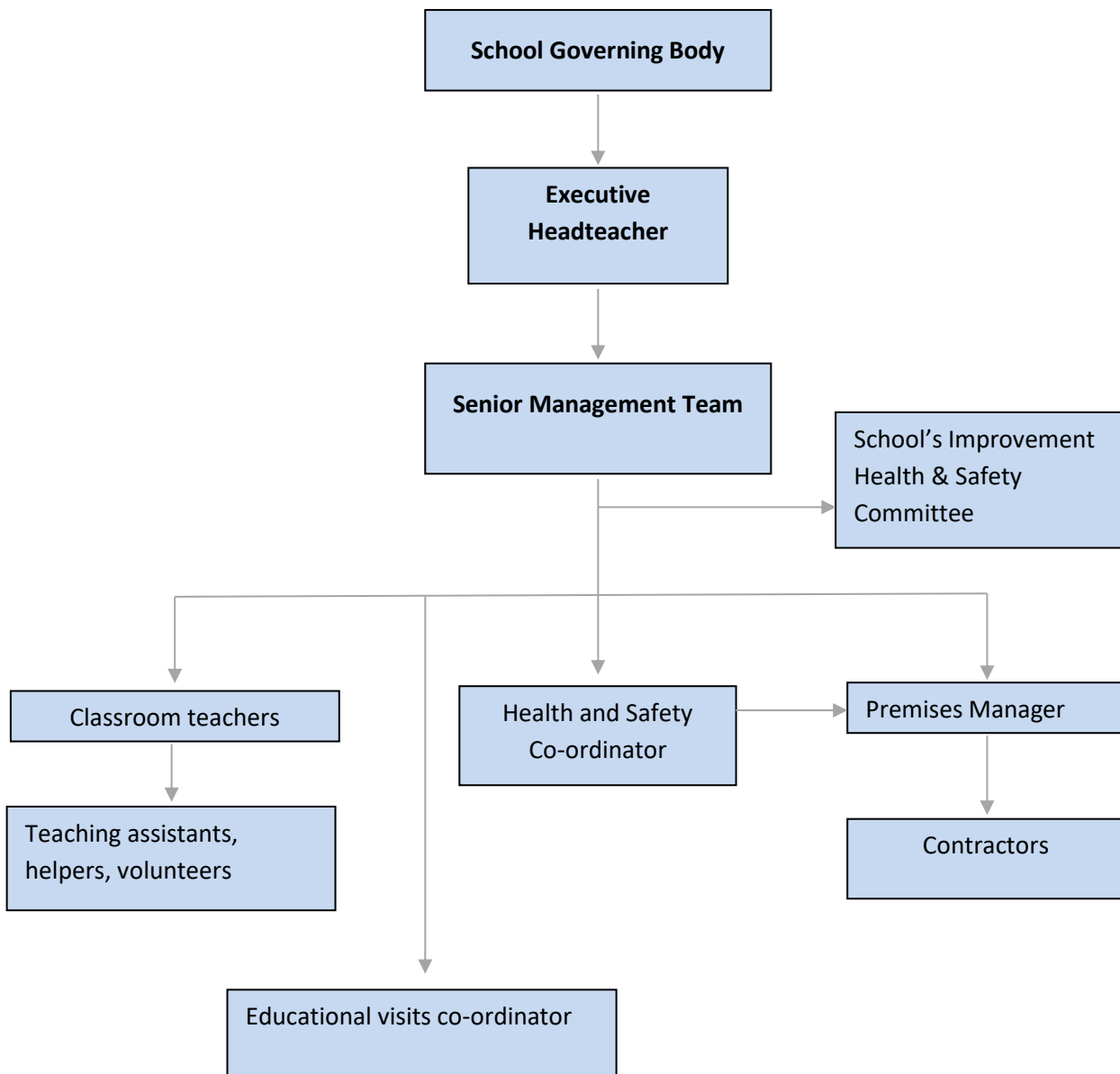
Chairman of the Governing body  
Paul Lasok

Signed:   
\_\_\_\_\_

Executive Headteacher  
Clare McFlynn

Date: 02/12/2021

## Part II Organisation



The School Health and Safety Committee consists of representatives of key management, trades unions and employees

1. Luiz D'Almeida (Chair)
2. Louise Palmer (Health and Safety Co-ordinator, EVC).
3. Michal Pastuszak (Premises Manager)
4. Connie Blake (Appointed Person)
5. Jean Cowell (GMB rep & Staff member)

Local Management of Schools (LMS) requires the school staff and Governing Body to work together to ensure health, safety and welfare objectives are achieved.

## General

The Health and Safety at Work etc. Act 1974 and subordinate legislation states that all employees have health and safety responsibilities when at work. Although some duties and responsibilities may be delegated, accountability for health, safety and welfare at work is not transferable and cannot be avoided.

The section below outlines the responsibilities of key personnel within the school to ensure the health, safety and welfare of employees, pupils, visitors and other people affected by our school's activities.

## Governors responsibilities

The governing body of the school is a corporate body. A corporate body has a legal identity separate from that of its members. Individual governors are generally protected from personal liability as a result of the governing body's decisions and actions. Governors should act at all times with honesty and integrity and be ready to explain their actions and decisions to staff, pupils, parents/guardians and anyone with a legitimate interest in the school.

School Governors have responsibility for and are expected to:

- a. Nominate a school governor with responsibility for Health, Safety and Wellbeing;
- b. Ensure they are aware of their duties and responsibilities under safety legislation and ensure that the Executive Headteacher is aware of and implements this Policy;
- c. Give due consideration to Health and Safety when developing, amending and delivering school policies and when allocating associated responsibilities and resources;
- d. Ensure, so far as it is reasonable, that school specific Health and Safety arrangements are developed and effectively implemented to deliver this Policy;
- e. Ensure that adequate resources are provided for the provision of appropriate information, instruction and training of key personnel on site;
- f. Include health and safety as a regular item on the governing body meeting agenda;
- g. Co-operate with advice and directions issued by the Council, relating to matters concerning Health, Safety and Wellbeing or establish and adopt other equally effective measures; and
- h. Ensure that in respect of any project that they initiate, consider and appropriately consult on issues affecting the Health, Safety and Wellbeing of all persons from the planning stage and include any necessary measures to control risks.

## Executive Headteacher responsibilities

Executive Headteacher will regularly liaise with the Governing Body to ensure the health, safety and welfare of employees, pupils and others who may be affected by the school premises and/or activities. The Executive Headteacher is responsible for the day to day management of the school and therefore has responsibility for and is expected to ensure:

- a. An appropriate school-specific Health and Safety policy is developed, it is effectively implemented and its requirements are communicated to all relevant persons;
- b. A suitable and sufficient Risk Register is developed, updated and implemented ensuring that all requirements of the relevant statutory provisions are met in full.
- c. Put in place effective arrangements and procedures that are proportionate and appropriate to the risks of an activity.
- d. Staff, visitors and students are informed and aware of existing procedures and the precautions to follow;

- e. Where health and safety functions are delegated, staff have the capacity to take on the responsibilities, together with the appropriate training and competencies and with clear lines of accountability established;
- f. Consider nominating a person to act as a focal point (H&S Co-ordinator – [see section 2.4](#)) for health and safety within the school;
- g. School premises are maintained in a safe state of repair, in accordance with the requirements and arrangements of the Council, including those associated with the assessment and appointment of contractors;
- h. An Asbestos Management Plan has been developed, is up to date and available for inspection, comprising details of location and condition of any asbestos containing materials that may be present.
- i. To co-operate with the requirements, guidance or directions issued by the council relating to matters concerning Health and Safety;
- j. To ensure that employees are aware of their responsibilities regarding health and safety and that disciplinary measures are taken in the event of non-compliance with the requirements for this Policy.
- k. All staff receive adequate training, instruction and supervision to enable them to carry out their responsibilities and work safely;
- l. They keep informed of the general requirements of health, safety and welfare legislation and standards relevant to school premises and activities;
- m. Health and Safety is a core element at all scheduled meetings, such as monthly staff meetings that regularly include such matters; consider incorporating Health and Safety as a permanent agenda item and where necessary, establish a local Health and Safety committee;
- n. All hazards associated with workplaces and activities for which they are responsible are identified and suitable and sufficient risk assessments are in place. Significant findings must be recorded.
- o. Employees have access to the Health and Safety Executive "Health and Safety Law – [What you should know](#)" poster or the associated leaflet.
- p. Employees have access to the school's Health and Safety Policy and relevant safety arrangements and are made aware of their responsibilities.
- q. Implement site-specific arrangements to ensure the safety and wellbeing of employees, pupils, contractors and members of the public who may be affected by activities undertaken at the school.
- r. Consult and work with recognised TU safety representatives / employee representatives.
- s. Ensure that, if required, fully collaboration is provided to [HSE inspectors](#), as stated in current legislation.

### Health and Safety Co-ordinator responsibilities

The day to day responsibility for all school health, safety and welfare matters and activity rests with the Health and Safety Co-ordinator who will:

- a. Be the focal point for reference on health, safety and welfare matters and to provide advice according to their competency or indicate source of advice (e.g. health and safety adviser);
- b. Liaise with and report directly to the Executive Headteacher on all matters relating to health and safety;
- c. Ensure the day to day implementation of this policy including the maintenance of appropriate risk assessments for school activities and seeking approval of the Executive Headteacher for meeting the financial implications of identified control measures;
- d. Ensure that all certification and statutory inspections are kept up to date;



- e. Investigate accidents, incidents, dangerous occurrences and near misses, ensuring correct completion of the online incident reporting system (IRIS) and support the Executive Headteacher on any management reviews/actions to be undertaken;
- f. Issue updates as required to all holders of health and safety policy documents;
- g. Liaise with Islington council's Corporate Health and Safety team regarding relevant matters;
- h. Support Executive Headteacher in providing information to HSE representatives if required.

### **Premises Managers responsibilities**

The Premises Manager (or equivalent) has particular responsibility to ensure:

- a. Required premises related risk assessments are undertaken and regularly reviewed and recorded, including specific hazards such as Asbestos, Legionella and electric supply/appliance, etc.;
- b. Where significant alterations are proposed to site activities or to the layout of the premises, the fire risk assessment for the premises is updated, with the assistance from Islington Council's Corporate Health & Safety team;
- c. Risk assessments of harmful substances used in the maintenance of the premises, are implemented and available to staff working on the premises and first aiders;
- d. Procedures and necessary resources are available to make safe any spillage or breakage that could lead to exposure of persons to hazardous substances or materials;
- e. Premises-related safety systems and procedures are effectively established and regularly reviewed, appliances and plant are serviced within the required timeframes and required records are maintained and available for inspection;
- f. Appropriate emergency procedures are established and maintained;
- g. An emergency team is appointed that includes a trained responsible person (e.g. Executive Headteacher/ H&S Co-ordinator), fire marshals and first aiders. Sufficient information on the building's emergency procedures is given to staff and visitors to ensure they know how to respond in an emergency;
- h. Emergency fire alarm, detection and lighting systems are regularly serviced and tested and safety signage is appropriate and in place;
- i. Termly emergency building evacuation exercises (fire drills) are carried out and recorded;
- j. Escape routes and passageways are without obstruction and free from trip or slip hazards, especially cabling and other service supply lines;
- k. All building and service contractors are employed in accordance with the council's Procurement Code;
- l. The Asset Management team in Islington council are consulted before any arrangements are initiated involving contractors undertaking work regarding:
  - alteration to a building's structure or its grounds;
  - substantial change to a buildings use (whether partially or wholly);
  - significant change to a building's water or energy supply or environmental control systems; or
  - alteration or removal from service (whether partially, wholly or temporary) of a building's fire alarm, detection or sprinkler system;
- m. Contractor Authorisation Forms are in place and are subject to periodic monitoring to confirm they function correctly;

- n. Undertake responsibilities assigned to them by the Executive Headteacher to comply with Asbestos legislation and the School's Asbestos Management System, including the management of contractors and works within the school;
- o. Common areas are inspected at least once per quarter;
- p. High standards of housekeeping and tidiness are maintained and cleaning staff are properly informed about local emergency procedures and the required health and safety standards; and
- q. Systems for environmental control are regularly serviced and are without risk to health.

### Employees (including temporary staff & volunteers) responsibilities

St Joseph's reminds its employees of their duties under Section 7 and 8 of the Health and Safety at Work etc. Act 1974 and regulation 14 of the Management of Health and Safety at Work Regulations 1999.

All employees, whether permanent, part time, temporary or volunteers, have a responsibility to:

- a. Take reasonable care for your own health and safety and that of others who may be affected by what you do, or fail to do;
- b. Co-operate with your employer, fellow members of staff, contractors and others to enable them to make and keep the workplace safe;
- c. Never interfere with, or misuse, anything provided in the interests of health, safety and welfare or individual may be subjected to disciplinary action according to the school's disciplinary procedures.
- d. Undertake mandatory training and carry out activities in accordance with training and instructions;
- e. Familiarise themselves with the school's Health and Safety Policy and keep up to date with any changes to this document; and
- f. Inform your employer or a member of senior management team of any serious risks.

In order to carry out the above, all employees must:

- make themselves familiar and comply with relevant safety instructions at all times;
- use approved personal protective equipment for its intended purpose, informing management if this equipment has become defective / requires replacement.
- report to their manager incidents that have led to or may lead to injury or damage to property/equipment and assist in the investigation of such incidents if required;
- use any machinery, equipment, safety devices, transport and substances in accordance with safety instructions and the training given, and report any problems;
- make full use of any system of work designed to reduce the risk of injury to themselves;
- not work under the influence of alcohol or drugs; and
- discuss with their manager any work-related stress or health issues that could affect their ability to perform safely or to the required standard.

### Pupils/students responsibilities

All pupils must be encouraged to follow all safe working practices and observe all school safety rules.

All pupils are required to:

- a. Follow all instructions issued by any member of staff in the case of an emergency;

- b. Ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers, etc.;
- c. Inform any member of staff of any situation which may affect their safety.

### 2.3 Staff Safety Representative responsibilities

Trade Unions recognised by the School are entitled under the provisions of the Safety Representatives and Safety Committees Regulations 1977 to appoint their own safety representatives to represent their members on health and safety issues. Trade Unions must formally notify the School of the names of representatives appointed under these regulations.

Where the governing body is notified in writing of such an appointment:

**St Joseph's** recognises and fully accepts the requirements of the Health and Safety (Consultation with Employees) Regulations 1996 and the Safety Representatives and Safety Committee Regulations 1977.

It will co-operate with council recognised trade union appointed safety representatives and elected staff representatives for safety when introducing measures to ensure the health and safety at work of employees.

**St Joseph's** will therefore, incorporate employee representation into the health and safety consultative structure.

Safety representatives appointed by their trade union may represent non-trade union employees within the representatives agreed constituency but subject to the employees' agreement. Non-trade union representatives for safety may represent employees but only following agreement from the employees to be represented. All appointments and facilities will be subject to those rules and conditions as established for that purpose by the school.

Safety representatives will be provided with sufficient facility time to carry out their responsibilities and time-off with pay for relevant training. Their functions will include:

- a. To make representation to management in respect to health, safety and welfare issues affecting employees;
- b. To inspect the workplace each quarter year;
- c. To investigate accidents, hazards and dangerous occurrences;
- d. To attend safety committees; and
- e. To support the council in the promotion of a positive health, safety and welfare culture.

### Educational Visits Co-ordinator

To help fulfil its health and safety obligations for visits, establishments are encouraged to appoint an Educational Visits Co-ordinator (EVC) who will support the Head Teacher. In small establishments the EVC may also be the Head of School or manager. Should the establishment choose not to appoint an EVC, those functions will automatically fall to the Head of Establishment.

The EVC should be specifically competent, ideally with practical experience in leading and managing a range of visits similar to those typically run by the school. Commonly, but not exclusively, such competence will be identified in a person on the senior management of the establishment.

The EVC should attend initial training as soon as possible after appointment. Subsequent update training or a repeat full course is particularly recommended for those who are involved in the role infrequently.

The EVC must ensure that a policy is in place for educational and off-site visits, and that this is updated as necessary. This should be readily available to staff via their establishment's own EVOLVE Resources (online system) section.

### Corporate Health and Safety (Islington Council):

Corporate Health and Safety will:

- Provide advice and guidance to help schools fulfil their health and safety responsibilities, in line with service level agreements;
- Answer queries from staff on health and safety issues;
- Visit the school where necessary to give advice on all aspects of new and existing health and safety policies and procedures;
- Monitor information on accidents / incidents through the council's online incident reporting system (IRIS) and report to HSE where necessary;
- Advise on staff safety training;
- Draft and/or advise on policies, procedures and guidance for health and safety;
- Interpret and advise on new legislation impacting on the working environment;
- Attend Schools Improvement Committee to advise on occupational safety issues.

## Part III List of Arrangements for Implementation

### 1. Site security

The Premises 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. The Premises Team (*Manager and Barry Turner Ltd*) are key holders and will respond to an emergency.

### 2. 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 practised at least once a term.

The fire alarm is a loud continuous bell.

Fire alarm testing will take place once a week for call point and once a term for evacuation.

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 by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
- Staff and pupils will congregate at the assembly points.
- Form tutors/class teachers will take a register of pupils, which will then be checked against the attendance register of that day
- The School Office staff 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
- Where appropriate, an individual Personal Emergency Evacuation Plan (PEEP) will be developed by the Premises Manager for staff, pupils or service users who have known disabilities that will impact on their ability to evacuate the particular premises.

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.

### 3. 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.

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.

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.

### 3.1 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 that they have adequate ventilation

### 3.2 Legionella

- A water risk assessment is completed /organised regularly by the Premises Manager who is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book
- This risk assessment will be reviewed annually and when significant changes have occurred to the water system and/or building footprint
- The risks from legionella are mitigated by the following: temperature checks, heating of water, disinfection of showers, running of taps.

### 3.3 Asbestos

Following an asbestos survey the school has no asbestos in areas accessible to children or school staff

- 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 which 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

## 4. Equipment

- All equipment and machinery 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 that it meets appropriate educational standards
- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents

### 4.1 Electrical equipment

- All staff are responsible for ensuring that 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 Premises Manager immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs

- A portable appliance test (PAT) will be carried out by a competent person annually
- All isolators 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

#### 4.2 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 Premises Manager

#### 4.3 Display screen equipment

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)

### 5. 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

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.

### 6. 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 Premises Manager 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

### 7. 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 should 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

## 8. Off-site visits

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

- Risk assessments will be completed where off-site visits and activities require them
- 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 with a current paediatric first aid certificate on Early Years school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

## 9. 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.

## 10. 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.

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.

## 11. Smoking

Smoking is not permitted anywhere on the school premises.

## 12. 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.

### 12.1 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

### 12.2 Coughing and sneezing

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

### 12.3 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

### 12.4 Cleaning of the environment

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

### 12.5 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

#### 12.6 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

#### 12.7 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

#### 12.8 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

#### 12.9 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.

#### 12.10 Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by Public Health England, summarised in appendix 1.

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

### 13. 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



## 14. 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.

## 15. Accident reporting

### 15.1 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.
- As much detail as possible will be supplied when reporting an accident
- 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 as per guidelines

### 15.2 Reporting to the Health and Safety Executive

The School use the Local Authority reporting system IRIS to 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 School in liaison with the Local Authority 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 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, HSE](http://www.hse.gov.uk/riddor/report.htm)

<http://www.hse.gov.uk/riddor/report.htm>

Schools *with* Early Years Foundation Stage provision add sections 18.3 and 18.4 below:

### 15.3 Notifying parents

The School office 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.

#### **15.4 Reporting to Ofsted and child protection agencies**

A member of the Senior Leadership Team will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

A member of the Senior Leadership Team will also notify local child protection agencies of any serious accident or injury to, or the death of, a pupil while in the school's care.

#### **16. Training**

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

#### **17. Links with other policies**

This health and safety policy links to the following policies:

- First aid and medicine Policy
- Fire Policy
- Accessibility plan

### **Part IV Inspections, Monitoring, Audit and Review of Performance**

#### **4.1 Inspection**

- a) General inspections take place once per term by the Health and Safety Co-ordinator and/or premises manager with the assistance of other managers as necessary and in consultation with the Safety Representatives.
- b) In addition, Curriculum Leaders or staff in supervisory roles will carry out monthly checks on their area of operation and report any problems to the Health and Safety Co-ordinator and/or Premises Manager.

#### **4.2 Monitoring Systems**

- a) The School Health and Safety Committee will meet at least once per term, usually following termly inspections so that any issues can be addressed.
- b) The Executive Headteacher will monitor the school's performance on health and safety issues. The Governing Body will receive a report on the review and audit of Health and Safety at least annually and will have a standard item on the agenda of each meeting for health and Safety issues arising.

#### **4.3 Audit and Review of Performance**

Schools are to be audited according to their requirements, e.g. Secondary schools are to be formally audited annually. Primary Schools are to be formally audited on year one and require a self-assessment year two. Therefore:

- a) There will be an annual audit of all aspects of Health and Safety. The Safety Representatives will be invited to participate in the audit process. Findings will be reported to the Governing Body.
- b) There will be a bi-annual self-assessment audit carried out in the years that a formal audit is not being carried out.

#### **4.4 Third Party Monitoring/Inspections**

- a) The school will be subject to third party inspection and monitoring as follows:
  - As part of Ofsted requirements
  - Provided by Corporate Health and Safety
- b) Actions arising from third party audit/inspection will be incorporated within the school action plan with appropriate target dates for completion.

## 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 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 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)	<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.