



St Peter's
Catholic School



Faith is our Foundation

Health & Safety Policy

2023-24

Details

Approved by & date: GB Focus Meeting 19.03.2024.

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1. Aims

Statement of Intent

The Governors of St Peter's Catholic School recognise and accept that under the Health and Safety at Work Act 1974 they have a legal responsibility to provide, so far as is reasonably practicable, for the health, safety and welfare of employees of the school, and that they have certain duties towards pupils, the public and people who from time to time use the premises of the School: -

1. To provide and maintain safe and healthy places of work and systems and methods of work, with adequate facilities and arrangements for the welfare of all employees and pupils and to protect all employees, pupils, and visitors in so far as they come into contact with foreseeable work hazards.
2. To provide all employees and pupils with the information, instruction, training, and supervision that they require to work safely and efficiently.
3. To develop safety awareness amongst all employees and pupils.
4. To provide a safe environment for all visitors to the school, bearing in mind that these visitors may not be aware of the risks arising from aspects of use of the school's facilities.
5. To encourage full and effective two-way consultation on health and safety matters through all staff in the School and the School's Health and Safety Committee. This consultation will take place on a day-to-day basis on immediate needs with the appropriate member of staff.
6. To ensure that this policy is used as a practical document and that its contents are fully publicised.
7. To keep details of this policy under constant review and in line with changing health and safety practices and current legislation.

Information about specific aspects of Health and Safety contained in circulars or other documents from time to time must be brought to the attention of the School's Health and Safety Committee and through them to the attention of all relevant employees.

The Governors wish to remind all employees that, under Section 7 of the Act:

"It shall be the duty of every employee while at work:

- To take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work; and
- As regards any duty or requirements imposed on their employer or any other person or under any relevant statutory provisions, to co-operate with them as far as it is necessary to enable that duty or requirement to be performed or complied with."
- The Governors bear ultimate responsibility and provide leadership. Operational responsibilities are delegated to the Headteacher in conjunction with the Business Manager.

The Senior Leadership Team will take steps so far as is reasonably practicable to ensure that the workplace is a safe and healthy environment in which its employees, pupils, contractors, and others can work.

The Senior Leadership Team will make the necessary assessments, identify safety training, and provide information and supervision for employees at all levels. It will consult on a regular basis with the staff representative with regards to health and safety issues

In order to achieve the aims and objectives of the health and safety policy any issues will be brought regularly to the attention of the Headteacher, the Business Manager and then to Governors.

Dated: September 2023

Headteacher

Chair of Governors

2. Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#), guidance from the Health and Safety Executive (HSE) on [incident reporting 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 \(formerly Public Health England\)](#) and government guidance on [living with COVID-19](#) when responding to infection control issues.

This policy complies with our funding agreement and articles of association.

3. Roles and responsibilities

3.1 The governing board

The governing board of St Peter's Catholic School has the responsibility for Health and Safety matters in the school but will delegate day-to-day responsibility to the Headteacher and Business Manager.

It is responsible for formulating policy and fulfilling the duties contained within the **Governors Handbook**. It is incumbent upon the Board to act within the Health & Safety Policy, and to work in partnership in supporting the Headteacher and Business Manager in their health and safety responsibilities. This will be achieved by the Board of St Peter's Catholic School by:

- a) Ensuring that the School's Health and Safety Policy is implemented and monitored within the school.
- b) Providing a lead in developing a positive Health and Safety culture throughout the school.
- c) Appointing a committee which will review and report upon matters of health and safety.
- d) Ensuring that health and safety is a regular item on the Governors' agenda.

- e) Ensuring that the Health and Safety Policy is reviewed annually or when a piece of legislation is so meaningful and important that the school needs to amend its method of working.

The MAC (Multi Academy Company), as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks.

3.2 Headteacher

The Headteacher and Business Manager provide a link between the Board, Health & Safety Committee and School staff.

The Health and Safety Committee meet each term. The School Business Manager along with Committee members who have valuable input into H&S in the workplace are as follows:

Senior Leadership Team Members

Union Representatives – Teaching & Support Staff

Heads of Department.

Site Staff

Science Technician

Lead 1st Aider

Lettings Manager

The Headteacher and Business Manager will ensure that:

- The Health and Safety Policy is implemented, monitored, developed, communicated effectively, reviewed and amended as required.
- Suitable and sufficient funds, people, materials, and equipment are provided to meet all Health and Safety requirements.
- Employees are provided with support to enable Health and Safety objectives to be met.
- A positive Health and Safety culture is promoted and that employees develop a pro-active safety culture which will permeate throughout the school.
- A system of communication with employees is established.
- The Board is kept informed of the implications in changes in Health and Safety legislation and best practice that impact on the school and its activities.
- Health and Safety standards at events run on school premises out of school time are managed in line with the School's Lettings Policy.
- Effective training programmes have been put into place and are actioned to ensure staff are competent to undertake their roles. All staff are updated on relevant health and safety documents and procedures.
- School buildings, plant and equipment are maintained in a safe condition.
- Welfare facilities provided are maintained in a satisfactory state.
- All contractors are reputable, demonstrating a good health and safety record and are informed of the school's health and safety rules and procedures.
- Contact with external organisations such as the emergency services is co-ordinated.
- Policies are in place for fire risk management, first aid reporting and general risk assessment, to include maintaining the **Fire Logbook** and **Accidents on Every System**.
- A termly report of the Health and Safety Committee is presented to the Board.

Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary.

In the headteacher's absence, the School Business Manager assumes the above day-to-day Health and Safety responsibilities.

3.3 Health and safety lead

The nominated health and safety lead is Marie McGrady the School Business Manager and is responsible for Site Audits with the Site Manager.

3.4 Responsibilities of Employees

School staff have a duty to take care of pupils in the same way that a prudent parent/carer would do so. To achieve and maintain high standards of health and safety within the school, all employees shall, in accordance with sections 7 and 8 of the Health and Safety at Work Act 1974 and Regulation 14 of the Management of Health and Safety at Work 1999:

Staff will:

- Take reasonable care of their own health and safety and that of others and observe fully any safety rules and always abide by the safety policy.
- Neither intentionally, nor recklessly interfere with nor misuse anything provided to safeguard health and safety and will avoid any improvising that may lead to unnecessary risks.
- Not operate machinery that they are not competent or authorised to use and ensure they use the correct tools and equipment for the job and use any safety equipment and protective clothing provided.
- Keep tools and equipment in good condition.
- Co-operate with management on matters of health and safety.
- Report all incidents, accidents, or dangerous occurrences to their Manager whether injury is sustained or not.
- Attend any training designed to further health and safety.
- Be aware of any fire or emergency procedures.
- Work to the highest possible standards of safety with regard to service users.
- Wear personal protective equipment whenever instructed to do so or in circumstances that require its use.
- Report to their supervisor immediately, any defects in plant or equipment, or any obvious health risks.

Non-compliance with Health and Safety or procedures compliance with Health and Safety Policy or procedures may result in disciplinary action, which if appropriate can lead to dismissal.

3.5 Pupils and parents/carers

Pupils and parents/carers 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.

3.7 Child Protection and Safeguarding

Both a Child Protection Policy and Safeguarding Policy are in place and should be referred to for further information.

ARRANGEMENTS FOR IMPLEMENTATION

4. Site security

The schools Site Manager along with the site team are responsible for the security of the school site during school hours. They are also responsible for daily visual inspections of the site.

The school use Chubb security for the intruder alarm and Monument maintain the fire alarm system.

Out of school hours Taybar Security Ltd are key holders and will respond to an emergency for the intruder alarm and call the emergency contact list if required.

4.1 Contractors

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

5. Fire Safety

The school's Fire Safety Procedures and Fire Emergency Evacuation Policy must be referred to.

The school will assess and control the risks from fire in accordance with the Regulatory Reform (Fire Safety) Order 2005.

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 practiced at least once a term.

The fire alarm is a loud continuous bell. Fire alarm testing will take place once a week.

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

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately.
- Fire extinguishers may be used 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 point which is at the rear of the school on the playground in front of the field.
- A clear procedure is in place to deal with an emergency evacuation during examinations. All candidates are evacuated in silence with invigilators and assemble at the designated fire assembly point but separate from other pupils. Silence is maintained. Examination guidance is followed.
- Form tutors/class teachers will take a register of pupils, which will then be checked against the attendance register of that day.
- The Business Manager will take a register of all staff.
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter.

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

Premises are equipped with appropriate firefighting equipment, fire detection and fire warning systems that are suitable and sufficient for the features of the premises, the activity carried out and the hazards present. Emergency routes and exits are maintained in good working order and unobstructed.

The school will ensure that arrangements are in place to ensure that all firefighting equipment is regularly maintained. Suitable records of such maintenance must be kept.

The Site Team are responsible for checking fire safety hardware during monthly site safety audits.

The school has an emergency plan to follow in the event of fire or sounding of the alarm.

All new employees will be given a basic fire safety induction, covering the risk of fire, control measures in place to protect them and location of the fire assembly point.

A fire safety checklist can be found in appendix 1.

6. COSHH

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

- Chemicals
- Products containing chemicals.
- Fumes
- Dusts
- Vapors
- 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 Regent Samsic Cleaning Contractors, Site Managers and Science Technicians 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.

Regent Samsic and the schools site team, store cleaning products in their locked cleaning cupboards.

The Lead Science Technician is responsible for the storing of hazardous substances and chemicals along with radioactive materials.

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 Emergencies

- 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 has been completed SMBC (Grahams) in August 2023. Since November 2023 Acquiesce has been awarded the contract via OLAAS and are responsible for ensuring that the identified operational controls are conducted and recorded in the school's waterlog book. This is then uploaded onto the Every system.
- This risk assessment will be reviewed every month and when significant changes have occurred to the water system and/or building footprint.
- The risks from legionella are mitigated by the following: monthly checks by, temperature checks, regular flushing during holiday periods, disinfection of showers.

6.3 Asbestos

To meet the requirements of the Control of Asbestos Regulations 2012 and manage the risk from asbestos, an asbestos survey has been conducted and a register of asbestos locations maintained.

- Staff are aware of the hazards of asbestos, and the reporting procedure if they suspect it.
- Before any contractors or maintenance staff are employed to work on the fabric of the building, the asbestos register will be consulted accordingly. Work will not be permitted on any materials containing asbestos until Spicer Consultancy Ltd are called who then follow HSE guidelines.
- 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. If suspected, they will stop work immediately until the area is declared safe.
- The Asbestos register is kept with the Business Manager and the Site Manager has access to this.

7. 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 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.

7.1 Electrical Safety

The school will comply with the Electricity at Work Regulations 1989, with regard to electric shock, socket outlets and plug tops, switches, conduits and cables etc.

- 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 Business Manager immediately.
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed.
- Only trained staff members can check plugs.

- PAT Testing is carried out annually by a competent person. Where necessary, a portable appliance test (PAT) will be carried out by any new electrical equipment coming into school.
- 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.
- The school has outsourced the provision of catering to a third-party contractor. However, the facilities provided are maintained by the school. Any damage or faulty equipment is reported to the Business Manager and repairs are arranged.

7.2 Sports equipment

Sports equipment is routinely visually checked for damage, wear, and tear. A thorough visual check is undertaken and recorded on a termly basis. **Staff are responsible for informing the Site Team and/or Business Manager if equipment requires replacement.** Damaged equipment is removed from use until repair or replacement.

- 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 Site team and Business Manager.

7.3 Display screen equipment

A suitable and sufficient analysis of workstations and environment will be undertaken for all employees defined as users, with provision of training / instruction regarding ergonomics and safe working practices.

- 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)

7.4 Specialist equipment

Parents/carers 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 must only be undertaken if necessary and in accordance with the Lone Working Policy. Clarity to working alone, is School policy that a third party be informed of the fact that you are working alone. Monitoring of the individual is to be established through effective form of communication e.g. A WhatsApp Group for lettings staff is used daily to report school is closed and the staff member is home safe.

If employees are working alone on site outside normal working hours, they must:

- Inform someone where they are and what time they intend to leave.
- Ensure that entrances are securely shut and ensure that they can get out of another door in case of an emergency without using a key.
- Always be alert when leaving the building and ensure that the door through which they leave is securely locked behind them.
- Phone the police if they are suspicious about someone attempting to enter the building.
- Persons working alone must not enter any confined space or undertake hazardous tasks, which includes the use of machinery.

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, 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.

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 along with a risk assessment if required.

In addition:

- The Site 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.

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.

11. Educational Trips and Visits

The school recognises the increased risk of offsite educational visits but believe these trips to be an important part of the educational process. Off-site educational trips will be fully risk assessed prior to the event. If the visit is to an unfamiliar location a pre-trip site inspection will be conducted.

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 trips are recorded on Evolve and signed off by the Lead EVC.
- All off-site visits are appropriately staffed.
- Staff will take a school mobile phone, an appropriate portable first aid kit, information about the specific medical needs of pupils, along with the parents/carers' contact details.

The assessment will take into account guidance set out in DCSF document **Health and Safety of Pupils on Educational Visits**.

The School's Educational Visits Policy must be referred to.

11.1 Drivers

Drivers will remain responsible for their safety and others and must comply with the Highway Code and Road Traffic Act.

It is the responsibility of drivers to inform the Headteacher or Business Manager of:

- Anything that could affect their driving e.g., health conditions or injuries, use of prescribed medication.
- Changes to license such as, limitations, offences recorded, period bans.
- Vehicle defects that affect the ability to drive safely.
- Any accidents / incidents that occurred whilst driving on behalf of the school.

Before driving, drivers must:

- Have read and comply with the rules set out in the Driving at Work Policy and School Minibus Policy.
- Review the need to travel.
- Have a valid license for the vehicle they are driving.
- Carry out a pre-use vehicle check.

- Allow sufficient time to drive allowing for traffic, poor weather, and rest breaks.
- Be physically fit, with zero alcohol level and not under the influence of drugs.
- Have had an eye test in the last 2 years and be using corrective lenses if required.

Whilst driving, drivers must:

- Drive in accordance with the applicable law and with consideration for the safety of passengers and other road users.
- Not smoke.
- Not use a mobile phone whilst driving, including a hands-free kit.

A risk assessment has been carried out for the movement of traffic in and around School premises, taking into consideration minibus, staff, parental vehicle, and pedestrian movements. All staff and parents must be made aware of the procedure for drop off and pick up at or outside School premises.

11.2 Minibus Driving

The Driving at Work Policy and School Minibus Policy must be referred to.

The school is committed to reducing the risks to its staff, pupils, parents, and others when driving or being driven in the school minibus or own car.

All members of staff are required to take a Midas Minibus training and test, as well as the up-to-date theory test, and pass with certification before driving the minibus.

The Business Manager must hold the 3-year certificate on the staff members file for auditing purposes.

The Business Manager along with the designated SLT member must monitor the expiry dates frequently.

A clear system must be in place for all to be able to check that the legal requirements are being met. The school has considered controls needed for school owned buses and vehicles.

Any collisions that occur involving the minibuses or other vehicles carrying staff or pupils as part of the school day must be reported to the Business Manager and reported as an accident on Every.

The school will:

- Ensure risk assessments are completed and that journeys are planned.
- Not put unreasonable time constraints on travel
- Ensure drivers are competent and fit to drive.
- Provide any additional training that may be deemed necessary to reduce driving related occupational risks.
- All minibus drivers have access to the Driving at Work Policy and School Minibus Policy and additional information relating to other school vehicles.
- Provide sufficient information and guidance for drivers to enable them to understand the additional occupational risks involved in driving.
- Establish a travel plan which will limit the requirement for travel and make provisions for long journeys.
- If required, produce an individual travel plan for a pupil with SEN/disability in conjunction with the school Nurse and/or Learning Support Department

- Undertake regular checks of driving licenses.
- Provide adequate insurance for the vehicle, the driver, occupants and third parties.
- Maintain them to the required legal standard and ensure suitable for their purpose.
- Provide and maintain additional tools and equipment necessary for the purposes of the journey.
- Provide access to breakdown support and recovery.

12. Facilities Hire

Parts of the School premises are hired to external organisations and members of the public. A hire agreement is in place to cover these arrangements and an assessment is made to ensure that the persons hiring facilities have risk assessments, method statements and adequate insurance in place for the duration of the use of the premises. Regular hire agreements are reviewed at least annually.

The school ensures that persons hiring facilities are aware of relevant emergency procedures e.g., how to raise an alarm in the event of fire or medical emergency.

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.

13. 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.

14. Alcohol, Drugs and Smoking

Non-medical drugs are not permitted on the premises at any time.

Staff must not be under the influence of alcohol or non-medical drugs that may have an adverse effect on safety.

Smoking is not permitted anywhere on the school premises.

15. 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.

See Appendix 2 for Advice on Infectious Diseases.

15.1 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.

15.2 Coughing and sneezing

- Cover mouth and nose with a tissue

- Wash hands after using or disposing of tissues.
- Spitting is discouraged.

15.3 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 infectious diseases where required or recommended by government guidance and/or a risk assessment.

15.4 Cleaning of the environment

- Clean the environment frequently and thoroughly.

15.5 Cleaning of blood and body fluid spillages

- Clean up all spillages of blood, feces, 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.

15.6 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 soiled clothing to be sent home, never rinse by hand.

15.7 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.

15.8 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.

15.9 Infectious disease management

- We will ensure adequate risk reduction measures are in place to manage the spread of acute respiratory diseases, including COVID-19, and carry out appropriate risk assessments, reviewing them regularly and monitoring whether any measures in place are working effectively.
- 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 and rooms and ensure surfaces that are frequently touched are cleaned.

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.

15.10 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.

15.11 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 4.

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

16. 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 encounters 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.
- Some pregnant women will be at greater risk of severe illness from COVID-19

17. 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 assessments.

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

The school purchases an Employee Assistance Programme via Health Assured where staff can access various supporting services. The Well Being Policy is available in the staff room and on can be located on the school's hard drive.

Staff Well Being is discussed throughout various times during the year at briefing meetings and Inset days.

18. Accident reporting

18.1 Accident recording

- An accident form will be completed on Every System 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.
- Information about injuries will also be kept in the pupil's educational record.
- Records held in the first aid and accident log 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.

18.2 Reporting to the Health and Safety Executive

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

The Business Manager will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e., by telephone) and followed up in writing within 10 days.

School staff: reportable injuries, diseases, or dangerous occurrences

These include:

- Death
- Specified injuries, which 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) which:
 - Covers more than 10% of the whole body's total surface area; or
 - Causes significant damage to the eyes, respiratory system, or other vital organs.

- 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.
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the Business Manager will report to the MAC's HR Manager and if required report to the HSE as soon as reasonably practicable and in any event within 15 days of the accident.
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
 - Carpal tunnel syndrome
 - Severe cramp of the hand or forearm
 - Occupational dermatitis, e.g., from exposure to strong acids or alkalis, including domestic bleach.
 - Hand-arm vibration syndrome
 - Occupational asthma, e.g., from wood dust
 - Tendonitis or tenosynovitis of the hand or forearm
 - Any occupational cancer
 - Any disease attributed to an occupational exposure to a biological agent.
- 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.

Pupils and other people who are not at work (e.g., visitors): reportable injuries, diseases or dangerous occurrences.

These include:

- Death of a person that arose from, or was in connection with, a work activity*
- An injury that arose from, or was in connection with, a work activity* and the person is taken directly from the scene of the accident to hospital for treatment.

*An accident "arises out of" or is "connected with a work activity" if it was caused by:

- A failure in the way a work activity was organised (e.g., inadequate supervision of a field trip)
- The way equipment or substances were used (e.g., lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g., poorly maintained, or slippery floors)

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>

19. Training

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

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

20. Monitoring

This policy will be reviewed by the Business Manager every year.

At every review, the policy will be approved by the full Governing Board.

21. Emergency Closure

From time-to-time circumstances arise which could lead to the emergency closure of the school. Examples of such circumstances include severely inclement weather, abnormal temperatures, burst pipes, disruption of fuel, power, or water supplies. The length of closure may vary between an early closure for a brief period with a return to normal on the following day, to a closure for one or more full days.

Parents/ Guardians will be advised via the website and social media, there may be occasions when emergencies make it necessary for pupils to be sent home prematurely and that in these circumstances parents/ guardians must have informed their children of where they must go.

Decisions as to the following actions will normally be made by the Headteacher in conjunction with the Senior Leadership Team.

21.1 Emergency Evacuation Procedures

The **School's Fire Safety and Procedures policy** must be referred to.

In the event of fire or sounding of the alarm, or in any other emergency situation (such as a bomb threat), all employees must stop what they are doing and walk to the nearest safe exit leaving all personal belongings behind. All employees must then assemble at the designated assembly point.

A fire training exercise is undertaken at the start of every academic year. In addition, a fire drill will take place each term. Advance notice of this will be given to limited personnel.

The school does not require persons to attempt to extinguish a fire, but extinguishing action may be taken if it is safe to do so by trained staff.

Immediate evacuation of the building must take place as soon as the evacuate signal is given. All occupants, on evacuation, must report to the pre-determined assembly point, and entry of the building is strictly prohibited until the fire brigade officer or a **School Fire Warden** present declares it is safe to do so.

22. Links with other policies

This health and safety policy links to the following policies:

- First Aid including Supporting pupils with medical conditions.
- Risk assessment
- Education Visits Policy
- Accessibility plan
- Emergency or critical incident plan

Appendix 1. Fire safety checklist

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

Appendix 2

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.](#)

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.
Respiratory infections	Children and young people should not attend if they have a high temperature and are unwell.
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)	<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 adviser 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.