

# WALDRINGFIELD PRIMARY SCHOOL



## Health, Safety & Welfare Policy

This policy document has been adopted by the governing body and is signed by the chairperson on its behalf.

\_\_\_\_\_ (chair of governors)

The head teacher, as the Local Health and Safety Coordinator for the workplace, also signs the policy.

\_\_\_\_\_ (head teacher)

EDITION NUMBER: 09/2020

THIS POLICY WAS REVIEWED BY THE WHOLE  
GOVERNING BODY on 19<sup>th</sup> October 2020

## Waldringfield Primary School

### General Statement of Intent and Commitment

The governors and headteacher acknowledge and accept that:

1. Suffolk County Council has the prime responsibility for health and safety and that the governing body and Headteacher have specific responsibilities to manage health, safety and welfare at the school level. These responsibilities must be laid out in the scheme of delegation for the school and are covered in general terms in the county council's scheme of delegation.

They also have responsibilities to fulfill the duties contained in the scheme of delegation and

- To support the published policies and aims of the county council, and
- To promote continuous improvement in the health and safety performance.
- To learn from the experiences of others with the overall aim of updating procedures and arrangements to meet high standards of health and safety management and risk control.

2. The headteacher, as Local Health and Safety Coordinator, must ensure that guidance, codes of practice and other advice from Suffolk County Council are implemented;

3. The governing body must ensure that the headteacher is assisted in implementing the policy, advice and guidance of Suffolk County Council and fulfils its own responsibilities for health, safety and welfare of all those who may be affected by the way the school is managed.

This duty extends to ensuring that:

- working conditions and environment
- substances used
- equipment provided, and
- working methods adopted

do not impair the well-being of any employee, or any other person including clients, contractors, visitors, volunteers and any member of the public who may be affected by the conduct of its work.

**This document must be made available to all staff in the school.**

## Organisation

<b>Task</b>	<b>Name of person responsible</b>	<b>Job title of person responsible</b>
HSW System & Policy review	Colin Chaplin	Chair
Health and safety committee and/or governor committees	Colin Chaplin/Terry Shackle	Chair/H&S Governor
Communication and information management	Sarah Wood/Nicola Dawson	Headteacher/SBM
Critical Incident Management	Sarah Wood	Headteacher
H&S Training	Sarah Wood	Headteacher
Programmed updating training	Sarah Wood/Nicola Dawson	Headteacher/SBM
Personal safety procedures (also BehaviourSafe)	Sarah Wood/Nicola Dawson	Headteacher/SBM
Planned checks Procedures/Premises/Equipment	Terry Shackle	H&S Governor
Risk assessments for managed moves, EOTAS and excluded pupils	Sarah Wood	Headteacher
Infection Control	Sarah Wood	Headteacher
Incident reporting/investigation	Sarah Wood/Nicola Dawson	Headteacher/SBM
Coordination of risk assessment work	Sarah Wood	Headteacher
Fire procedures including personal emergency evacuation plans	Sarah Wood/Nicola Dawson	Headteacher/SBM
Locally organised premises maintenance, repair and improvement	Nicola Dawson	SBM
First Aid (training and equipment)	Sarah Wood/Nicola Dawson	Headteacher/SBM
Vehicle control and pedestrian safety	Colin Chaplin/Terry Shackle	Chair/H&S Governor
Educational visits coordinator (EVC)	Sarah Wood	Headteacher
Stress and Wellbeing	Sarah Wood	Headteacher
Child Protection Co-ordinator	Sarah Wood	Headteacher
Supporting pupils with medical needs	Sarah Wood	Headteacher
Premises Security	Sarah Wood/Nicola Dawson	Headteacher/SBM
Contractors on site	Sarah Wood/Nicola Dawson	Headteacher/SBM
Outside lettings	Nicola Dawson	SBM

The Headteacher, Sarah Wood, is responsible for health and safety day-to-day. This involves:

- Implementing the health and safety policy
- Ensuring there is enough staff to safely supervise pupils
- Ensuring that the school building and premises are safe and regularly inspected
- Providing adequate training for school staff
- Reporting to the governing board on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

In the headteacher's absence, Karen Harrow, Senior Teacher, assumes the above day-to-day health and safety responsibilities.

All staff should have regard to their own health and safety and that of others including pupils, clients, visitors and colleagues. They should communicate any concerns to the appropriate person or to the Headteacher so that hazards can be dealt with quickly.

Health and safety duties form part of the job of every employee.

## Legislation

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

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

The school follows [national guidance published by Public Health England](#) when responding to infection control issues.

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

## **Arrangements**

### **Health, Safety and Welfare (HSW) Policy Review**

The school's HSW policy is reviewed and updated annually (at each review the school will formally adopt the new policy and renew the relevant signatures).

The review process incorporates views from the staff.

Targets are included in the policy document and reflect the school's development plan and any other prime strategic documents.

The school's policy document is displayed openly and discussed with the staff annually, so that all are aware and may comment on the intentions and plans.

### **Health, Safety and Welfare (Resources Committee)**

The school has a termly Resources Committee meeting that considers health, safety and welfare issues.

The school's HSW policy includes adoption of the 9 term plan (see Appendix A).

The committee monitors progress regarding any targets identified in the current edition of the school's HSW policy and other information.

The Terms of Reference for the committee have been reviewed and adequately cover the functions that the school needs for the HSW system to be effective and complete.

The proceedings of the meetings are formally recorded and action points brought forward for review.

The Headteacher presents a termly report in the recommended format for health and safety to the whole governing body (see Appendix B)

The committee reviews the school's incident records for each term, and for each year, to identify any patterns or other indicators requiring management attention.

Governors review the content of the Governors' website (School Governor Centre).

### **Communication and Information Management:**

The School Business Manager (SBM) and Headteacher routinely check for updates to the health and safety guidance.

The school has a system to ensure relevant health and safety information is passed on to the relevant people within the school.

The school health, safety and welfare policy is available to all staff by various means and is posted on the website.

A copy of the "Health and Safety Law – What you need to know" poster is on display in the foyer

The Incident Reporting procedure is in the staff handbook and the accident file kept in the office.

The Headteacher is responsible for physically keeping the "Education Health and Safety – Local Management of Schools" manual up to date.

## **Critical Incident Management and Temporary Staffing Absences**

The county's guidelines are followed and staff aware of the advice. Arrangements are in place to cover the occasional (but foreseeable) absence of key staff so that first aid provision, medical needs and security are maintained, whether due to planned absence, industrial action or 'emergencies' of any kind.

## **Health and Safety Induction Training**

All staff receive appropriate induction training including training that is matched to their specific work and responsibilities. A Health & Safety Induction Checklist (see Appendix C) is followed with new employees.

## **Routine Updating Training**

Training plans for each individual member of staff are updated annually.

The Headteacher considers refresher training for all staff on health and safety matters, including first aid training, at least once every three years. Records are maintained for all health and safety training attended by staff (see CPD file).

## **Personal Safety Procedures and Control of Violence**

Most school staff, but particularly those who may deal with anyone presenting challenging or threatening behaviour, have been trained to the BehaviourSafe in Education standard.

The school has a written procedure advising how staff should deal with an incident where an adult has displayed aggressive behaviour or any kind of assault (including verbal abuse). There is a clear policy on reporting and investigating such incidents.

Staff have been advised about the recently published "Dealing with abuse, threats and violence towards school staff" guidance.

Visitors and people entering the building are monitored. They sign in at reception and are issued with a visitor badge and lanyard.

Visitors are clearly directed to use the main entrance to the school. Signs are clear and visible from the outside of the building and from the car park.

School key holders are recorded on a list and the relevant authorities promptly advised of changes to the list.

The school has considered particular arrangements that may be needed to ensure the safety of lone workers and outreach staff. Specific risk assessments have been completed for those potentially higher risk activities.

## **Planned Safety Checks**

### **Procedures**

Arrangements have been made within the school for monitoring health and safety issues. The Resources Committee monitors the progress towards completion of the school's objectives for the year, safety inspections etc.

Procedures have been established to ensure that specific checks are made prior to certain activities ie the member of staff on duty subjects the outdoor play equipment and the playing field to a visual check before first use each day.

### **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.

### **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 Nicola Dawson immediately.

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

Only trained staff members can check plugs.

Where necessary a portable appliance test (PAT) will be carried out by a competent person.

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.

### **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 Nicola Dawson.



All indoor and outdoor sports and play equipment is independently inspected annually. Any new equipment will be suitably sited, with a safety surface, if required.

### **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).

### **Specialist Equipment**

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

Lifting gear, winches and hoists independently inspected bi-annually when required.

**All** equipment (not otherwise covered these headings) is subjected to a formal, appropriate, programmed and recorded maintenance check:

- Catering equipment, including ventilators, is checked annually.
- Ladders, stepladders and mobile scaffold/access equipment
- Door closers, running gear and catches
- Printing and reprographics machines
- Portable Appliance Testing is carried out independently on an annual basis.
- Local Authority advice is followed and the school makes use of the centrally organised contract.
- Staff are aware (and reminded periodically) to undertake a simple and informal visual inspection of any electrical equipment they (or their class) are about to use. Other support staff may perform this task in advance of lessons provided they have been advised of the need.
- Checks are made of the condition of plugs, sockets and mains leads by all staff and reported to SBM if considered faulty.

### **Premises**

The whole school site is inspected once a term by the Resources Committee. Inspections involving Property Advisers ie condition survey reviews and other 'walk-round' visits form part of the school's arrangements for checking the school.

Visual checks on fire exits and routes, fire and/or security alarm systems are undertaken daily.

### **Infection Control Arrangements in School**

The school ensures advice is available for staff on infection control, intimate care arrangements and managing medicines and students with medical needs.

### **Incident Reporting/Investigation**

The Local Authority's incident reporting system is in place.

Procedures have been set up for recording and reporting incidents following the Local Authority's advice. The school ensures that the necessary details are recorded on EVERY incident record before the information is sent to the Local Authority.

All staff have been briefed on when and how to use the school's incident reporting system. The headteacher or SBM checks every incident record before it is submitted to the Local Authority.

Every incident is subject to investigation as appropriate with a view to preventing recurrence. The findings of the investigation are shared with the staff, the LA and other people with a relevant interest.

The school reviews relevant risk assessments after any incident or near miss. The school's Resources Committee periodically reviews the incident history for the school and plans actions to reduce the likelihood of future incidents.

### **Coordination of Risk Assessment Work**

Risk assessments may be required under many circumstances, but in general they will only need to be completed when published guidance or recommended practice is not followed, is not completely relevant to the activity considered, or does not exist. An overview of the school premises and activities may assist with the general risk assessment and indicate the areas for more detailed risk assessment and control work. For some hazards, (including those which require major expenditure) longer term planning may be necessary for adequate risk control measures to be implemented.

For example:

- The school may have limited space for pedestrian and vehicle access, creating a serious incident risk.
- The school field may be partly bounded by a natural hazard such as a thorny hedge or water filled ditch.
- The playground may be used as a car park or waiting area by parents and/or buses. Damage caused by the heavy usage may make the surface unsuitable for sports and play

Risk assessments that are likely to be required due to the need for specific locally arranged precautions:

- First aid arrangements, (numbers of trained staff, level of training and equipment)
- Lone working situations, including custodian security checks and locking up
- In some cases, new students, those returning after a previous exclusion or students transferring from other schools may present challenging behaviour for which the school will need to prepare. A specific risk assessment may be required to assist with identifying measures the school should take to assist staff to cope.
- Staff stress and well-being
- Educational visits and trips
- Tree maintenance
- Display screen equipment/workstations
- Manual handling
- New and expectant mothers
- Level of supervision in playgrounds and for play equipment
- Working at height
- Hinge protectors for doors and gates
- Clinical waste
- Supervision of swimming (on or off site)
- School fetes, drama productions, fireworks displays etc.
- Pedestrian safety where vehicles may be moving

## **Fire Procedures**

A fire risk assessment has been completed and is reviewed annually or whenever there are significant changes to, or use of, the premises. A short term check by a member of the Resources Committee, is carried out see Appendix E

Notices detailing the evacuation procedure and assembly points are placed around the school, with one in every room.

A personal evacuation plan will have been made for people who may need assistance (for example, wheel chair users) to evacuate the building in an emergency.

An evacuation practice (fire drill) is carried out once per term.

All fire extinguishers are examined during annual maintenance checks.

All staff are trained in the use of fire-fighting equipment and other techniques to enable them to deal with a situation where a person's clothing is on fire.

All staff are adequately trained in fire extinguisher use to enable them to escape in an emergency.

Klean&Maintain conduct weekly fire alarm test.

The details of the alarm, evacuation drills and other tests are in a folder in the office. Training is recorded in the CPD file.

Klean&Maintain undertake checks of all fire exits and doors on a monthly basis.

Arrangements are in place to ensure no 'hot work' is undertaken in the school without a permit

The fire safety arrangements are comprehensively checked with a competent adviser every year.

## **Locally Organised Premises Maintenance, Repair and Improvement**

Procedures are in place to ensure the Landlord's Consent procedure is followed.

The relevant staff (SBM/Cleaner etc) and governors know the asbestos procedures. They have been advised about the asbestos survey report.

Arrangements are in place to ensure any necessary alterations to the asbestos survey report are notified to the County Council after discussion and assistance from our Property Adviser.

The school procures services (such as grounds maintenance) and ensure that service specifications are adequate and that contractors (or the school's own employees) work to appropriate standards. Risk assessments and safe systems of work are comprehensive and subject to periodic specialist audit. Examples of less common risks that must be controlled are noise, vibration, hazardous substances and pesticides.

## **First Aid – Training and equipment**

The first aid equipment is appropriately located at the centre of the school. Mobile kits are located at the MDSA base. Each class has its own First Aid kit.

Lone workers are trained to enable them to deal with their own minor first aid needs and they have ready access to first aid equipment.

The SBM monitors stock levels in first aid kits and ensures maintenance and replenishment is managed.

The procedure for disposal of clinical waste, including incontinence and sanitary waste, is satisfactory.

Records are kept of who is trained, and when their certificates expire. The whole school staff is adequately briefed about the school's first aid provisions. The SBM maintains the list of trained staff which is displayed by the first aid kit.

The Local Authority incident reporting procedures are followed and are monitored by the Headteacher and the Resources Committee.

Because the school is located where ambulance arrival times are likely to be long (>30 minutes), relevant staff have access to health centre / GP telephone numbers for emergency use.

First aid arrangements for visits and trips are thought through on an individual basis.

## **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 Nicola Dawson 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.

## **Legionella**

The school's water system has monthly hygiene, temperature and legionnaires disease checks.

SCC (Vertas) are 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 on a regular basis and when significant changes have occurred to the water system and/or building footprint

The risks from legionella are mitigated by following the SCC Water Hygiene Management Plan and monthly temperature checks

### **Asbestos**

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

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

Contractors will be advised that if they discover material 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.

### **Lone Working**

Lone working may include:

- Working outside normal school hours (07.45-18.00)
- Home or site visits
- Weekend working
- Site cleaning duties
- Working in a single occupancy office
- Site management duties
- ICT duties

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.

### **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:

- 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

## **Vehicle Control and Pedestrian Safety**

Staff vehicles are permitted to enter and/or park on site – routine deliveries are properly programmed and controlled.

Staff park in the car park, visitors and parents park near the village hall.

Vehicle movement is restricted when children are arriving at the beginning of the day and leaving at the end of the school day.

Supervision is adequate for busy, high risk times such as beginning and end of the school day.

Refuse collection vehicles do not present risks to any pedestrians (staff, pupils, parents etc) on site.

## **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
- For trips and visits with pupils in the Early Years Foundation Stage, there will always be at least one first aider with a current pediatric first aid certificate
- For other trips, there will always be at least one first aider on schools trips and visits

## **Education Visits Coordinator (EVC)**

The current County Council advice is being followed. The Headteacher is the nominated coordinator and has completed LA training.

The school has adopted a policy which follows the model provided by the county council.

## **Infection Prevention and Control**

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

### **Handwashing**

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

### **Coughing and sneezing**

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

### **Personal protective equipment**

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons and face masks where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)

- Use the correct personal protective equipment when handling cleaning chemicals

### **Cleaning of the environment**

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

### **Cleaning of blood and body fluid spillages**

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

### **Laundry**

- Wash laundry in a separate dedicated facility
- Bag children's soiled clothing to be sent home, never rinse by hand

### **Clinical waste**

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

### **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 parents will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

### **Exclusion periods for infectious diseases**

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

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

### **New and expectant mothers**

Risk assessments will be carried out whenever any employee 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

## Accident Reporting

### Accident record book

- An injury report 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
- Information about injuries will also be kept in the pupil's educational record
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of

### Reporting to the Health and Safety Executive

The School 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 School Business Manager 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 – <http://www.hse.gov.uk/riddor/report.htm>

### Notifying parents

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



### **Reporting child protection agencies**

The Headteacher will notify the MASH team of any serious accident or injury to, or the death of, a pupil while in the school's care.

### **Reporting to Ofsted**

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

### **Training**

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

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

### **Stress and Well Being**

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

The school has taken positive action to manage stress and well-being issues. Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

The school has undertaken suitable and sufficient stress risk assessments (personal and organisational risk assessments are required)

The school has bought into the well-being scheme and it is working effectively.

Stress and workload management issues are discussed and recorded during routine performance review/ appraisal discussions.

Arrangements have been made to provide staff with a free and confidential counselling service, as required by recent legal developments and case law.

### **Supporting Pupils with Medical Needs**

The latest County Council guidelines are being followed.

The school has adopted a suitable policy documenting the arrangements for the administration of medicines and for the management of medicines within the school.

### **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

### **Premises Security and Visitor Safety**

Current County Council guidance is followed.

Suitable arrangements are in place to ensure adequate supervision exists when visitors (including parents and children who are not pupils of the school) are present on site.

### **Contractors on Site**

An instruction that contractors should always report to reception is clearly displayed

Contractors are briefed about the school's fire procedures, smoking restrictions, local management arrangements, vehicle movement restrictions etc upon signing in.

Site access restrictions around beginning and end of day are imposed on contractors who make deliveries to the school.

All school staff (including cleaners etc who may be on site earlier or later than teaching staff) are informed of areas to avoid for the duration of the work verbally.

The Headteacher is responsible for monitoring the contractor's safety performance in order to prevent danger to people other than the contractor's staff. This includes checking the contractor's site is adequately fenced, materials are stored reasonably safely, etc. The Headteacher is aware of the need to ensure the contractor is behaving reasonably safely in respect of his/her own staff, ie following common sense safety precautions and avoiding reckless behaviour.

### **Lettings (see also Lettings Policy)**

A list is kept of rooms made available for lettings. These rooms are checked periodically to ensure that they are in a suitable condition for the specific activity that any lettings will involve. Hirers may legitimately request to see the fire risk assessment. They may ask for risk assessments for school use of equipment etc. There is no particular reason why this should not be provided, but the hirer must be aware that they cannot rely on the school's risk assessments for the activities carried out during the letting.

Fire procedures are the same for evenings or other times when lettings take place.

Additional security may be needed when letting the premises.

Information will be provided to inform people who are booking the premises about any necessary health, safety or security information relating to the premises and any equipment that may be used. The hirer will sign to acknowledge receipt of the information.

The school enter into a written agreement with the lessee. Coordination is needed in respect of first aid kits and equipment, fire procedure, telephone access.

9 Term Plan

	Term one	Term two	Term three	Term four	Term five	Term six	Term seven	Term eight	Term nine
<b>PLAN</b> (timings for, etc)	A health and safety audit (full every three years)  The year's risk assessments for school trips	Risk assessment review / update	The year to follow's Property Advisor visits	The year's risk assessments for school trips	Risk assessment review / update	The year to follow's Property Advisor visits	A health and safety audit  The year's risk assessments for school trips	Risk assessment review / update	The year to follow's Property Advisor visits  Next term's fire risk assessment
<b>DO</b>	Local inspections  Fire drill  Lockdown drill  New fire risk assessment (FRA)  H&S report to Governing Body  Log school trips on EVOLVE	Health and Safety Audit (full every three years)  Local inspections  Fire drill  Lockdown drill  Site security (safeguarding) risk assessment  H&S report to Governing Body	Local inspections  Fire drill  Lockdown drill  Risk assessment review / update  Incident and first aid records review  H&S report to Governing Body	Local inspections  Fire drill  Lockdown drill  H&S report to Governing Body  Log school trips on EVOLVE	Local inspections  Fire drill  Lockdown drill  Site security (safeguarding) risk assessment  H&S report to Governing Body	Local inspections  Fire drill  Lockdown drill  Risk assessment review / update  Incident and first aid records review  H&S report to Governing Body	Local inspections  Fire drill  Lockdown drill  H&S report to Governing Body  Log school trips on EVOLVE	Local inspections  Fire drill  Lockdown drill  Site security (safeguarding) risk assessment  H&S report to Governing Body	Local inspections  Fire drill  Lockdown drill  Risk assessment review / update  Incident and first aid records review  H&S report to Governing Body
<b>CHECK</b>	H&S policy and risk assessment review  H&S training review  Asbestos review with Corporate Property Advisor	Maintenance review with Corporate Property Advisor	Check all actions from the audit have been carried out  Condition survey review with Corporate Property Advisor  School trip and EVC review	H&S policy and risk assessment review  H&S training Review  FRA review  Asbestos review with Corporate Property Advisor  H&S Audit review	Maintenance review with Corporate Property Advisor  Review Health and Safety Audit	Condition survey review with Corporate Property Advisor  School trip and EVC review	H&S policy and risk assessment review  H&S training Review  FRA review  Asbestos review with Corporate Property Advisor  H&S Audit review	Maintenance review with Corporate Property Advisor  Review Health and Safety Audit	Check all actions from the audit have been carried out  School trip and EVC review
<b>ACT</b>	On all recommendations, actions and advice from incidents, drills and inspections	On all recommendations, actions and advice from incidents, drills and inspections	On all recommendations, actions and advice from incidents, drills and inspections	On all recommendations, actions and advice from incidents, drills and inspections	On all recommendations, actions and advice from incidents, drills and inspections	On all recommendations, actions and advice from incidents, drills and inspections	On all recommendations, actions and advice from incidents, drills and inspections	On all recommendations, actions and advice from incidents, drills and inspections	On all recommendations, actions and advice from incidents, drills and inspections

**Headteachers Termly Report To Governors - Recommended minimum content**

	TOPIC	SUBJECT	NUMBER	ADDITIONAL COMMENTS
1.	Incident reporting	Number of incident report forms completed when a member of staff was the subject		Details of any incidents that have resulted in need for significant follow up, such as incidents which resulted in major injury, Health and Safety Executive or LA investigation, civil claim against school/LA for negligence, revision or writing for the first time of a risk assessment.
		Number of incident report forms completed when student was the subject		
	Schools using the recommended local recording system for minor incidents relating to students	Number of incidents recorded		
2.	Numbers of Inspections	Carried out by/for management (the headteacher, and senior manager with delegated responsibility and/or governing body, health and safety committee, etc)		Bring urgent or serious items to attention of the governing body, particularly where significant financial implications exist or school policy needs to be amended or extended
		Carried out by/for trade union health and safety representatives		
3.	Health and Safety Committee	Report on proceedings with update on items/actions outstanding		Append minutes of any meetings since Headteacher's previous report to the governing body
4.	Health and safety training	Any induction and other health and safety related training undertaken by staff (including, SchoolSafe, first aid, manual handling, subject specific training which included a health and safety element)		This report should include contributions from heads of department or subject coordinators when appropriate
5.	Information received from LA	Codes of practice, LA policy matters, recommended good practice and commendation of national body advice (such as British Standards, Health and Safety Executive guidance, etc), new preferred suppliers and recommendations about health and safety management.		Outline the arrangements the school has made/is making to implement the advice, particularly where significant expenditure may result.
6.	Updates from external consultants and advisers	Reports on h&s audits, inspections, fire risk assessments, etc		Ensure that outcomes of discussions result in records being created containing detail of actions planned in response to the consultant's report(s).

## HEALTH AND SAFETY INDUCTION CHECKLIST FOR NEW EMPLOYEES

Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Department: \_\_\_\_\_ Start Date: \_\_\_\_\_

Induction should be completed within one/two weeks of starting. Fire and Emergency procedures should be covered in the first day. When induction health and safety training is completed, the relevant box/es should be ticked. For items not covered, comments should be recorded giving reasons and date for completion. The new starter and person providing the induction should both sign the form and keep a copy.

1. Essentials on commencement, day one	Yes	No	Comments
<b>Tour of the premises to include (as appropriate):</b>			
Cloakrooms, toilets			
Work area			
Location of managers/mentor			
Tea, coffee facilities			
Notice boards, including health and safety notice board			
Staff room, kitchen, lockers			
Location of equipment			
Security of building including codes, keys etc			
Smoking restrictions			
Vehicle and pedestrian access to school premises			
2. Emergencies and fire arrangements, day one	Yes	No	Comments
<b>Fire evacuation and emergency procedures to include:</b>			
What the alarm sounds like			
When tested			
Practice evacuation drills			
What to do if a fire is discovered including fires which start in class)			
What to do when alarm sounds			
Location of nearest fire alarm call points			
Location of nearest fire extinguisher (for information rather than use, unless trained)			
Primary and secondary escape routes from area			
Location of assembly point			
Fire risk assessment and fire emergency written plan			
Name of fire marshals			
3. First aid and incident reporting, day one	Yes	No	Comments

Trained first aid personnel			
First-aid facilities e.g. emergency/eyewash/shower			
The use of the Incident Reporting form for incidents, hazards, work-related injuries and illnesses, fires and near misses			
The use of the minor incident logs			
<b>4. Communication and information management</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Overview of the school's health and safety policy and organisational structure			
Current health and safety priorities for the school – safety policy targets			
Communication and relationships with other departments, schools and Suffolk County Council.			
General health and safety advice, including the schools own guidance and that from the LEA			
Introduction to recognised unions and the local representatives			
Employee problems and concerns - specific duties and responsibilities for the management of staff welfare			
Access to well being advice, counselling and other staff support schemes			
Grievance procedures (as they relate to health & safety)			
Copy of the HSE booklet " Health and Safety Law - what you should know ", issued			
Housekeeping procedures for policy documents and local rules			
Legal responsibilities and rights			
<b>5. Risk assessments</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Manual handling and lifting – general advice and risk assessment			
Out of hours working and lone working, general advice and risk assessment			
Display Screen Equipment (DSE) assessments, if required			
Materials and substances in use – handling and labelling systems/warning signs. COSHH requirements, risk assessments and health and safety data sheets			
One-on-one instruction and supervision of young and inexperienced workers (and work experience students)			
Initial advice to women of child bearing age about the need for 'expectant and new mothers' risk assessment			
Working at height , general advice and risk assessment			
Arrangements for educational visits			

For certain staff (head teacher, bursar, business manager, caretaker, etc) the arrangements for ensuring the duties relating to asbestos risk assessment management are fulfilled and that the asbestos survey report is available.			
For certain staff (head teacher, bursar, business manager, caretaker, etc) the arrangements for ensuring the duties relating to the legionella risk assessment management are fulfilled, and water temperatures are monitored.			
<b>6. Hazard spotting and reporting</b>			
Information on hazards which are specific to the school, and established controls or precautions.			
Reporting of hazards, the use of the hazard log			
General housekeeping and maintenance of access and egress			
<b>7. General workplace safety</b>			
Safety procedures for machines			
Safe stacking of materials			
Restricted areas and equipment			
Physical examinations relating to statutory maintenance requirements e.g. electrical equipment, fume cupboards and other exhaust ventilation equipment, lifts, hoists and lifting equipment, pressurised systems such as autoclaves and air compressors			
Work permit systems (for example, arrangements for visits and trips)			
Portable appliance testing and use of own equipment			
Preventing slips and trips guidance			
Use and care of personal proactive clothing (PPE)			
<b>8. Training</b>			
Have the health and safety training needs of the new starter been identified?			
List here and health and safety training needs identified and any additional health and safety information required by/ for the new starter.			

Induction provided by: ..... Date: .....

New starter signature: ..... Date: .....

**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
<b>Athlete's foot</b>	None.
<b>Campylobacter</b>	Until 48 hours after symptoms have stopped.
<b>Chicken pox (shingles)</b>	<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>
<b>Cold sores</b>	None.
<b>Rubella (German measles)</b>	5 days from appearance of the rash.
<b>Hand, foot and mouth</b>	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.
<b>Impetigo</b>	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
<b>Measles</b>	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.
<b>Ringworm</b>	Exclusion not needed once treatment has started.
<b>Scabies</b>	The infected child or staff member should be excluded until after the first treatment has been carried out.



<b>Scarlet fever</b>	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.
<b>Slapped cheek syndrome, Parvovirus B19, Fifth's disease</b>	None (not infectious by the time the rash has developed).
<b>Bacillary Dysentery (Shigella)</b>	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.
<b>Diarrhoea and/or vomiting (Gastroenteritis)</b>	<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>
<b>Cryptosporidiosis</b>	Until 48 hours after symptoms have stopped.
<b>E. coli (verocytotoxigenic or VTEC)</b>	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.
<b>Food poisoning</b>	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).
<b>Salmonella</b>	Until 48 hours after symptoms have stopped.
<b>Typhoid and Paratyphoid fever</b>	Seek advice from environmental health officers or the local health protection team.
<b>Flu (influenza)</b>	Until recovered.

<b>Tuberculosis (TB)</b>	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.
<b>Whooping cough (pertussis)</b>	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.
<b>Conjunctivitis</b>	None.
<b>Giardia</b>	Until 48 hours after symptoms have stopped.
<b>Glandular fever</b>	None (can return once they feel well).
<b>Head lice</b>	None.
<b>Hepatitis A</b>	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.
<b>Hepatitis B</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.
<b>Hepatitis C</b>	None.
<b>Meningococcal meningitis/ septicaemia</b>	If the child has been treated and has recovered, they can return to school.
<b>Meningitis</b>	Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed.
<b>Meningitis viral</b>	None.
<b>MRSA (meticillin resistant Staphylococcus aureus)</b>	None.

<b>Mumps</b>	5 days after onset of swelling (if well).
<b>Threadworm</b>	None.
<b>Rotavirus</b>	Until 48 hours after symptoms have subsided.

**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?	