



# **Village Infants School Health and Safety Policy**

**Acting Headteacher:**

**Yolanda Cattle**

**Day to day Site Management:**

**Richard Wells [Caretaker]  
and Su Joy [School Business  
Manager]**

**The Health and Safety Co-ordinator: Su Joy**

**The Health and Safety Governor: Glen Spoor, Kelly Nicholls,**

**The Child Protection Co-ordinator: Yolanda Cattle**

**Approval Date of Policy:**

## Statement of general policy on Health and Safety

Village Infants School statement of General Policy is

- to provide adequate control of the health and safety risks arising out of our work activities
- to consult with our employees on matters affecting their health and safety
- to provide and maintain safe plant and equipment
- to ensure safe handling and use of substances
- provide information, instruction and supervision for employees
- to ensure all employees are competent to do their tasks, and to give them adequate training
- to prevent accidents and cases of work-related ill health
- to maintain safe and healthy working conditions
- to review and revise this policy as necessary at regular intervals.

Signature: \_\_\_\_\_ Yolanda Cattle [ Headteacher]

Date:

## Responsibility

1. Overall and final responsibility for health and safety is that of: The Local Authority
2. Day-to-day responsibility for ensuring the policy is put into practice is delegated to: Yolanda Cattle [Headteacher]
3. To ensure health and safety standards are maintained/improved, the following people have responsibilities in the following areas:

Name	Role	Responsibility
Local Authority	Employer (see table)	<p>The employer is ultimate control of the school.</p> <p>They will:</p> <ul style="list-style-type: none"> <li>• Inaugurate robust approaches to health and safety, with clear policies that focus on the real risks, and encourage sensible risk management</li> <li>• Implement arrangements that manage the risks to staff, pupils and visitors who may be affected by the school's activities</li> <li>• Make sure employees have the relevant information and training to manage risks on a day to day basis, including access to competent health and safety advice.</li> <li>• Check that the control measures have been implemented and remain appropriate and effective (even where funding is delegated in the case of local authority controlled schools).</li> <li>•</li> </ul>
	The Governing Body	<ul style="list-style-type: none"> <li>• Take reasonable steps to make sure that the school is following the employer's policy and procedures e.g. through regular discussion at governor/board meetings.</li> <li>• Promote a sensible approach to health and safety, making use of competent health and safety advice when required</li> <li>• Work in close partnership with the head teacher and senior leadership team to support sensible health and safety management and to challenge as appropriate</li> <li>• Ensure adequate resources for health and safety are available.</li> </ul>

Yolanda Cattle	Head Teacher	<p>The Head Teacher is responsible for the day to day running of the school. They will</p> <ul style="list-style-type: none"> <li>• Inform employees about the real and significant risks in the school and the precautions they need to take to manage them</li> <li>• Ensure staff receive adequate training to enable them to carry out their responsibilities</li> <li>• Ensure adequate resources for health and safety are available.</li> <li>• Promote a positive, open health and safety culture in school</li> <li>• Report to Governors/board on key health and safety issues</li> <li>• Ensure that all staff co-operate with the policy</li> <li>• Devise and implement safety procedures</li> <li>• Ensure that risk assessments are reviewed on an annual basis</li> </ul>	
Su Joy	School Business Manager	<p>The School Business Manager will support the Head Teacher in their role. She will:</p> <ul style="list-style-type: none"> <li>• Manage and monitor purchasing and contracting procedures to ensure risks are effectively managed</li> <li>• Advise contractors of site specific risks and overseeing their activities on site</li> <li>• Ensure staff and visitors are aware of the onsite procedures and the precautions to follow</li> <li>• Ensure accident and incident reporting and carry out investigations into accidents and produce reports/statements for any civil or criminal action which may arise</li> <li>• Ensure risk assessments are accurate, suitable and reviewed annually (recommended) or before if there is a change</li> <li>• Deal with any hazardous practices, equipment or building issues and report to the head teacher if they remain unresolved</li> <li>• Provide a good example, guidance and support to staff on health and safety issues</li> <li>• Carry out a health and safety induction for all staff and keep records of that induction</li> <li>• Keep up to date with new developments in Health and Safety issues for schools</li> <li>• Ensure any contractors on site are competent in health and safety matters</li> </ul>	

Richard Wells	Caretaker	<p>The Caretaker is responsible for day to day maintenance and other buildings/grounds issues. They will:</p> <ul style="list-style-type: none"> <li>• Ensure that any work that has health and safety implications is prioritised</li> <li>• Report any concerns regarding unresolved hazards in school to the senior management team immediately</li> <li>• Ensure that all work under their control is undertaken in a safe manner</li> <li>• Carry out a daily check of the grounds and building to spot any disrepair or other hazards such as broken glass etc. in the play areas</li> <li>• Carry out a weekly test of the fire alarm and other fire safety checks as required</li> <li>• Ensure all contractors are 'inducted' and shown the relevant risk assessments, asbestos records and are made aware of any fragile roofs or other hazards in the areas where they will be working</li> <li>• Fully co-operate with health and safety arrangements during larger building projects</li> </ul>
All employees	Employees	<ul style="list-style-type: none"> <li>• Read the Health and Safety Policy</li> <li>• Comply with the School's health and safety arrangements</li> <li>• Cooperate with managers and co-ordinators on health and safety matters</li> <li>• Take reasonable care of their own and other people's health and safety</li> <li>• Leave the classroom/playground/office in a safe condition</li> <li>• Follow safety instructions when using equipment</li> <li>• Supervise pupils and advise them on how to use equipment safely</li> <li>• Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate member of staff</li> <li>• Follow the accident/incident reporting procedure</li> <li>• Contribute to and highlight any gaps in the school's risk assessments</li> </ul>
Pupils	Pupils	<ul style="list-style-type: none"> <li>• Follow safety and hygiene rules intended to protect the health and safety of themselves and others</li> <li>• Follow safety instructions of teaching and support staff, especially in an emergency</li> </ul>
Local Authority	Health and Safety Advice	<ul style="list-style-type: none"> <li>• Provide advice and guidance to help schools fulfil their health and safety responsibilities</li> <li>• Visit where necessary to give advice on all aspects of new and existing health and safety policies and procedures</li> </ul>

## Arrangements

### Accident, Incident and Investigations (RIDDOR Reporting)

- Any accident or injury should be reported via the accident/incident report form and past to head teacher to consider what could be done to prevent further occurrences.
- All contractors must ensure that accidents/incidents involving their personnel are reported to the schools using the accident/incident report form.
- The Head teacher will ensure that where RIDDOR applies accidents/incidents are reported promptly to the Local Authorities Health and Safety Team. See Appendix 1 – Accident Incident Schools Reporting Procedure Flow Chart

### Accidents to Children

- The majority of accidents which occur will be of a minor nature, caused by falling or playground rough and tumble. These will usually result in minor injuries, such as a grazed knee or bruising. After treatment and comforting the accident should be carefully recorded in the accident book by the member of staff dealing with the accident with the relevant details.
- Accidents requiring Green Slips will be completed by:
  - The Office Staff if the accident occurs at Break time
  - Mid Day First Aiders at Mid Day
  - Reception First Aid trained Support Staff if the accident occurs in the Reception Playground during lesson time
  - Nursery First Aid trained Support Staff if the accident occurs in the Nursery
  - Sunshine/Orchard First Aid trained Support Staff if the accident occurs in either the Sunshine or Orchard Classrooms
  - Class Teachers are the given Green Slips for the children in their classes at the end of Break and Lunchtimes so they are able to monitor the child
- Disposable gloves and aprons should be worn where necessary. These can be found at all first aid points and in all class Bodily Fluids Kit Yellow Boxes.
- If an injury requires a Green Slip parents will be informed on the day of the accident via verbal message at the end of the day, green slip detailing the accident or telephone call.

### ***Bumps or injuries above the neck***

Children frequently sustain minor head injuries but it is nonetheless important that procedures are in place for reporting any head injury, and that there is clear understanding of what symptoms and signs should be looked for in children who have hit their head whilst at school.

Where a child has suffered a bump or injury above the neck parents must be notified by a green slip sent home that day informing the parents of the injury. In some cases, due to the severity a phone call informing the parents of the injury may be made.

***If after a head injury a child remains unconscious or fits, an ambulance should be called immediately and the parents contacted.***

If a child suffers from any of the following symptoms medical advice must be sought and, if advised, the child should be taken to see either their GP or to A&E by the parents or by school staff:

- Loss of consciousness
- Vomiting - Sleepiness
- Fits or abnormal limb movements
- Persisting dizziness or difficulty walking
- Strange behaviour or confused speech

If a child sustains a head injury whilst at school, the following information should be recorded from the person who dealt with the incident.

- What happened to cause the injury?
- What did they hit their head against?

This is because it is possible for a more serious internal injury to occur with no obvious symptoms for several hours. School staff must remain vigilant and take the appropriate action if the child develops a problem. It may be that the child becomes unwell after school and the information will be helpful to parents if they need to see a doctor.

### **Administration of Medicines**

- Medication is only administered to pupils when the parental consent form has been completed.
- The parental consent form states “the member of staff administering or supervising the medication does not claim to be any form of medical practitioner”.
- Medicine will be administered by Mrs Tilly, Mr Smith, Mrs Spoor and Mrs Bishop and appropriate records kept. With the exception of school trips, where the designated first aider is responsible for the administration of medication where a parental consent form has been completed.
- Only medication prescribed by a doctor will be accepted which includes directions of use and dosage attached to the medication or packaging housing the medication as well as the child’s name.
- Medicines are kept in a locked cupboard in the school office or if appropriate in a clearly labelled box in the staffroom fridge. With the exception of Asthma pumps and Epipens which are kept in a labelled unlocked cupboard in all classrooms, out of reach of children, to ***enable quick access in case of an emergency.***
- See also Supporting pupil with Diabetes Risk assessment

### **Air conditioning safety management**

- Systems are maintained by a competent person.
- A regular maintenance programme is in place.
- The systems are tested on a 12 monthly basis by competent person.
- Systems are managed in accordance with environmental obligations

### **Anaphylaxis Reactions**

- Anaphylaxis reactions are serious allergic reactions that affects the whole body and can be life-threatening, so it always needs emergency treatment.
- Children with severe allergic reactions have a Care Plan prepared by the School Nurse.
- SLT, Office Staff and Year Group staff sign to say they have read and understood the Care Plan.
- Care Plans are stored in the Office Corridor and School Office.
- Parents sign to consent to trained staff administering an epipen.
- It is the parents' responsibility to ensure that the child's epipen is within the expiry date, however the school office schedule their own regular checks of medication.
- Care Plans and epipens are taken on all trips including local visits.
- Details of all children who are at risk of anaphylactic reactions are contained in the Emergency Medical Conditions/Food Intolerances Register which is located Medical Room, in all First Aid Books and in every classroom red folder.
- School kitchen staff are made aware of any food intolerances, including ones which could cause a anaphylactic reaction, via their pupil tills.
- Daniel Smith uploads the tills with all pupil food intolerances.
- To reduce the risk of anaphylactic reactions to nuts the following areas in the school are designated as 'Nut Free Zones':
  - All Classrooms
  - School Hall
- Nut Free Posters are in all designated Nut Free Zones.
- Staff will be asked to volunteer to administer medication in the event of a reaction. Any staff who volunteers must attend relevant training before they can administer the medication.
- The staffroom has a nut free area in the kitchen to prepare food along with separate crockery, cutlery and cleaning utensils.
- Staff with severe allergies to complete an Adult Allergy Action Plan. The Plan will be stored in the Office Corridor and School Office.

## **Asbestos**

- All staff have been made aware of the location of any asbestos in school
- Annual inspection of managed asbestos
- School has Asbestos Register
- All contractors must sign to say they have seen the register before starting work on site

## **Asthma**

- Details of all of the children in the school who have an asthmatic condition are contained in the Emergency Medical Conditions/Food Intolerances Register which is located in all First Aid Books and in every classroom.
- Inhalers are kept with the child in a clearly labelled classroom cupboard.
- The use of inhalers are supervised and recorded by the office staff [Mrs Spoor, Mr Smith, Mrs Tilley, Mrs Bishop] in the first instant and a qualified first aider if the office staff are not available.
- All staff should be aware of the location of each child's inhaler.
- On school trips the designated first aider is responsible for supervising the use of the inhaler.
- In the event a child's own asthma pump is not available or is unusable the child will use one of the schools Emergency Salbutamol Inhaler's if the child's parent has signed the relevant consent form. [See also Asthma Policy].
- The Asthma Medical Log should be completed by the person dealing with the child after every use.
- Parent's must sign to consent to the school supervising the pupil use of an asthma pump and bring in their child's Asthma Action Plan supplied by a medical practitioner.

## **Access to competent advice**

- In the event the school requires competent advice they should call the Local Authorities Health Safety and Wellbeing Service. Contact details below:
- Brigid Gosby [brigid.gosby@lbbd.gov.uk](mailto:brigid.gosby@lbbd.gov.uk) 07518 909 519
- Sophie Sullivan [sophie.sullivan@lbbd.gov.uk](mailto:sophie.sullivan@lbbd.gov.uk) 0208 227 2923
- Bradley Paris [bradley.paris@lbbd.gov.uk](mailto:bradley.paris@lbbd.gov.uk)

## **CCTV**

- CCTV cameras are installed in various locations inside and outside of the building.
- The school office monitors the images.

## **COVID-19**

- See individual Covid-19 Risk Assessment

## **Contractor safety management**

- All contractors must report to the School Office where they will be asked to sign in and will be given a visitor badge to wear.
- It is the responsibility of the School Business Manager to ensure contractors are issued with guidance on fire procedures, local management arrangements, vehicle movement restrictions etc.
- Contractors not engaged via Children Services Assets Section should be assessed for competences using the Contractor Pre Tender Assessment Questionnaire and then the Completed Contractor Questionnaire Evaluation Form.
- Contractors engaged via Children Services Assets Section would have already been assessed for competences via the Local Authority.
- Periodically, the Contractor Health and Safety Monitoring Form should be completed to monitor Contractor work activities.
- Contractors will only be on site either side of the school day to avoid any contact with children. If for any reason a Contractor has to be on site during the school day they will be supervised at all times by either the School Business Manager or another nominated person, who will be aware of the school's responsibilities regarding contractors.
- Contractors should satisfy the following:
  - be capable of carrying out the work in a competent manner
  - able to supply several satisfactory references if required
  - is a member of the relevant trade association
  - has sufficient and up-to-date Public Liability Insurance
  - has an up-to-date and meaningful safety policy;
  - has documented risk assessments
  - agree to abide by the school safety policy and rules
  - clearly state what work will be done, at what cost, and by when, in writing, before the work commences so that understanding and agreement can be reached

## **Control of Hazardous Substances**

- The use of hazardous substances in school will be kept to a minimum.
- A Risk Assessment has been completed and identified all hazardous and potentially dangerous substances.
- These are stored securely and safely.
- The Caretaker (with appropriate support from the School Business Manager) will complete a COSHH assessment for all hazardous substances used on site
- The school keeps a COSHH Register for all hazardous substances. This Register is kept in the School Office.

### **Display Screen Equipment**

- For employees with 'desk based jobs' a Display Screen Equipment (DSE) Assessment Questionnaire is carried out periodically [usually annually].
- A Risk Assessment has been completed and is reviewed annually.

### **Defibrillator**

- The defibrillator is stored in the school hall next to the school dinner hatch.
- The defibrillator is maintained according to manufacturer's instructions.
- Daniel Smith checks the defibrillator is in working order every Monday and records the check.
- Staff have been sent an instruction video on the use of the defibrillator.
- First Aid staff have been trained on the use of the defibrillator.

### **School Trips**

- Individual risk assessments are undertaken for all trips and reviewed annually
- The school has adopted the Local Authorities Educational Visits Policy.
- The school has an Educational Visits Protocol to work alongside the Educational Visits Policy
- The school seeks advice from the Council's Educational Visits Advisor if required.

### **Electrical Safety**

- Electrical systems both hard wired (integral or fixed to the structure) and soft wired (portable electrical appliances) are maintained to prevent danger as set out in the guidance below.
- Any electrical testing undertaken is carried out by a suitably qualified/competent person.
- Records are kept of inspections.

### **Hard Wiring**

- The maximum period between inspections and testing is 5 years.

**Portable Appliances** (A portable appliance is anything with a lead and a plug)

Portable Appliance Testing (PAT) is conducted in accordance with the chart below:

<b>Equipment/ Environment</b>	<b>User checks</b>	<b>Formal visual inspection</b>	<b>Combined inspection and testing</b>
IT equipment e.g. desktop computers, display screen equipment	No	Yes, 2-4 years	No, if double insulated otherwise up to 5 years
Photo copiers. Fax machines – Not handheld and rarely moved.	No	Yes, 2-4 years	No, if double insulated otherwise up to 5 years
Double insulated equipment Not handheld, moved occasionally, e.g. Desktop lamps, fans, slide projectors	No	Yes, 2-4 years	No
Double insulated equipment handheld, e.g. Floor cleaners	Yes	Yes, 6 - 12months	No
Earthed equipment (Class 1) e.g. electric kettles, Food preparation equipment, some floor cleaners, and Portable hand tools.	Yes	Yes, 6 – 12 months	Yes, 1 – 2 years
Cables (leads) and plugs to ALL the above  Extension leads (mains voltage)	yes	Yes – 6 months – 4 years depending on type of equipment connected to.	Yes, – 1 – 5 years depending on type of equipment connected to.

**Electric gates and doors**

- A competent contractor was engaged to design, install and maintain the electric powered gate and school foyer door.
- The gate and door are Inspected and maintained in line with the manufacture’s guidance taking into account frequency of use.

## **Emergency Arrangements**

- The school has a Critical Incident Policy approved by the Governing Board. This Policy includes procedures and contacts.

## **Employers Liability Insurance**

- The school displays a valid 'Employers Liability Insurance certificate' in the office corridor via the council's insurance team.

## **Fire Safety and Emergency Evacuation**

- A fire risk assessment has been undertaken and reviewed annually (or before if there is a change)
- An Emergency Evacuation Plan has been developed and communicated to all relevant person on the school premises.
- Fire exits have appropriate signage
- Plans showing exit routes are displayed by the door of each classroom
- A fire drill is practised and documented once a term by the Headteacher
- Evacuation times and any issues which arise are reported to the Premises Committee
- Fire extinguishers are checked monthly by the caretaker and annually by a competent person.

## **First Aid**

- The school has at least 10 Appointed First Aiders and at least 3 Paediatric trained first aiders.
- A list of the Appointed First Aiders and Paediatric trained First Aiders is displayed in the Medical Room.
- The locations of the designated First Aid Areas are identified by 'First Aid Point' signage. The designated First Aid locations are listed below:
  - School Office
  - Reception Garden First Aid Shed
  - Playground Garden First Aid Shed
  - Class Mondeo Toilets
  - Nursery kitchen
  - Nursery toilets
  - Sunshine Classroom
  - Orchard Classroom
  - Sports Hall
  - Rec, Yr 1 and Yr 2 Shared Areas

- First Aid Kits are available at the designated First Aid Areas. Their contents are regularly checked and replenished by the school office. With the exception of the Sports Hall First Aid Kit which is replenished by a member of staff from William Ford School (the Sports Hall is a shared resource).
- Each Year Group has its own first aid box to be used to deliver first aid if the medical room in the office is particularly busy or during staff absences.
- Only first aid items may be held in a First Aid Kit.
- It is the responsibility of the member of staff dealing with an accident to record the details of the accident in the accident book.
  
- The accident book should contain the following information:
  - name of injured person and class
  - time and date of the injury
  - accident description
  - immediate action taken
  - signature of adult dealing with the accident
  - follow up action taken
  - signature of adult dealing with the follow up action
  - tick to indicate if green slip was sent home or phone call was made to parents.
  
- Portable first aid kits are used on all visits away from the school. It is the responsibility of the school office to ensure these kits are replenished after each use.
- Guidance on dealing with Bodily Fluids and Personal Protective Equipment is available at every designated First Aid Area, year group first aid boxes and with Body Spills Box located in the cupboard in the school hall by the visualiser [Safe System of Work for cleaning and disposal of blood and bodily fluids].

### **Gas safety management**

- All gas systems and appliances are maintained in a safe condition.
- Gas systems and appliances are serviced in accordance with the manufacturer's instructions at least annually by a Gas Safe registered engineer.
- Engineers are checked to see if they are registered by asking to see their current Gas Safe photo ID card.
- All new gas appliances carry appropriate CE or BS markings.
- Records are kept of all gas works for minimum of 2 years.
- Any gas appliance or fitting which is known or suspected to be unsafe is not used.
- In the event of a gas leak, the National Gas Emergency Service is called immediately on 0800 111 999.
- In the case of actual or suspected escapes of carbon monoxide the caretaker will turn gas appliances off until the engineer responds to make the situation safe
- Carbon Monoxide alarms.

## **Health and Safety Monitoring and Inspection**

- The Health and Safety Policy systems are audited by the Health and Safety Governors along with termly H&S Walkarounds.
- Defects are recorded and form an action plan to address needs.

## **Health and Safety Law Poster**

- The Health and Safety Information for Employees Regulations 1989 requires employers to display the HSE-approved law poster in each workplace.
- The poster is displayed in the office corridor.

## **Health and Wellbeing**

- Proactive – Stress Risk Assessment are used to identify how levels of stress (caused by work) amongst employees can be reduced.
- Reactive – individuals who are identified to be suffering from excessive levels of stress (caused by work or personal issues) are supported in accordance with the school's health and wellbeing procedures and, if necessary, by accessing the Occupational Health and the Employee Assistance Programme.
- The Employee Assistance Programme provides free and confidential counselling, information, signposting and support to all members of staff.
- Calls are free from UK landlines, 24 hours a day, 365 days a year, for a wide range of issues or concerns for example:
  - Addiction
  - Financial
  - Medical
  - Relationships
  - Legal
  - Mental Health
  - Stress/Emotional
  - Younger/Elder Care
  - Tax
  - Debt
  - Bereavement and more

The contact details for Employee Assistance Programme are as follows:

Select:	WORKPLACE OPTIONS
Freephone:	0800 243 458
Email:	assistance@workplaceoptions.com
Website:	www.workplaceoptions.com
Outside UK:	+44 (0)20 8987 6550
SMS (For Call Back):	+44 (0) 7909 341 229
Minicom:	+44 (0)20 8987 6574
WEBSITE:	www.workplaceoptions.com.
Click on	'Member Login' then enter;
User name:	lbbd
Password:	employee

### **Infection Control and Communicable Diseases**

- The School Nurse provides information on infectious disease control and is contacted for advice when required [0300 555 1201 ext 56983]
- The Attendance Admin Officer is responsible for:
  - monitoring unexpected increases in the number of cases of any infectious disease in a class or throughout the school.
  - monitoring illness amongst children associated with school trips an unusually large number of absences due to illness in a number of children or staff whether or not the cause is known.
- Information on infectious diseases is available in the School Office.

### **Lightning Protection**

- Lightning Protection System is tested on a 11 month cycle by a competent person.
- Caretaker undertakes visual checks (where safe to do so) on a periodic basis to identify defects. Any defects are reported to the School Business Manager immediately.
- A retest of the lightning protection system is done after any works are carried out to surrounding areas including roofs, walls etc.

## **Lifts and Hoists**

- The passenger lift is inspected by a competent engineer on a six-monthly basis
- The hoist is currently out of use as the school does not have a child who needs access to it. In the event this changes, the school will ensure the hoist is serviced before use.

## **Lone Working**

- A lone working risk assessment has been completed by the school and is reviewed annually.
- The school has a Lone Working Policy
- Members of staff affected by Lone Working are issued with the Lone Working Policy and Lone Working Risk Assessment.

## **Managing Bodily Fluids**

- It is the responsibility of the Teaching Assistants, Mid Day Assistants and Office Staff to manage bodily fluids and support the child in the first instance. Teachers may help as circumstances dictate.
- The person dealing with the child is responsible for clearing bodily fluids during the mornings and the School Staff during the afternoon when a member of the support staff is not available..
- The Caretaker may be asked to clear bodily fluids when instructed to do so by the headteacher or nominated person.
- Guidance on dealing with bodily fluids is displayed in all the designated First Aid Areas and with the Body Spills Box located in the cupboard in the school hall by the visualiser.
- Risk assessment for Managing Bodily Fluids reviewed annually or as and when further potential risks are identified and shared with staff.
- Blood and other body fluid spillages should be dealt with promptly following procedures below:
  - Restrict access to the area.
  - Wear gloves (latex) to protect hands.
  - Use additional disposable leak-proof aprons.
  - Use disposable absorbent towels and safety gel to soak up the majority of the body fluid. Safety gel to be applied by the office staff ONLY.
  - Clean with an appropriate disinfectant located in the locked first aid cupboard in the medical room.
  - Contaminated towels and waste should be “double bagged” and disposed of with domestic waste.
  - Spillages should be mopped up using red bucket and mop for blood [located in the disabled toilet next to the school office]and blue bucket and mop for other bodily fluids [located in all children’s cloakrooms].
  - Wash hands thoroughly with hot soapy water and dry fully.
  - See also Safe System of Work - cleaning and disposal of blood and bodily fluids.

All items listed above can be found in the Classrooms Yellow Bodily Fluids Box.

### **Classroom Yellow Bodily Fluids Box**

- Disposable plastic apron
  - Disposable gloves
  - Waste bags
  - Disposable paper towels
  - Anti-bac wipes
  - Sick bowls
- All staff to be informed during their staff induction of the procedures outlined above regarding managing bodily fluids.

### **Manual Handling**

- The school has completed a generic risk assessment for Manual Handling which is reviewed annually.
- Staff and volunteers are not to lift, drag, push or carry heavy or awkward loads unless training has been undertaken and risk assessments completed by a competent person.
- Manual handling training will be provided for appropriate members of staff including, if necessary, include how to lift pupils safely

**Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.**

### **New and expectant mothers**

- When a member of staff has become pregnant the school should be notified and an appropriate risk assessment can be carried out to ensure that the duties performed do not cause her, or her unborn child, any harm.

### **Outside Playground Equipment and Supervision**

- Outside playground equipment and its use is supervised during all breaks during the school day
- If the equipment is used during lesson time supervision is again maintained
- A decision is made, recorded and enforced if inclement weather (damp/icy) means that equipment becomes unsafe to use on a particular day
- Outside playground equipment serviced on an annual basis by a competent person..
- Caretaker undertakes visual checks on a weekly basis to identify defects. Any defects are reported to the School Business Manager immediately.

### **Remote/Home Working**

- A lone working risk assessment has been completed by the school and is reviewed annually.
- Members of staff affected by Remote/Home Working are issued with the Remote/Home Working Risk Assessment.

### **Risk Assessment**

- The school maintains a comprehensive set of risk assessments that cover curriculum based activities in school; school visits and the running of the school building and grounds
- They are all available from the School Business Manager's Office to inspect and refer to as necessary
- The senior leadership team will take steps to ensure that appropriate staff are aware of the risk assessments appropriate to their role and will monitor compliance with control measures specified in the risk assessments
- All risk assessments are reviewed on an annual basis (except risk assessments for school trips which should be reviewed each time the trip takes place)
- Procedures for new and expecting members of staff will be followed, including carrying out a Risk Assessment if not already considered in existing risk assessments

### **Safer Recruitment and safeguarding Checks**

- Refer to Disclosure and Baring Service Policy and Safer Recruitment Policy.

### **School kitchen**

- Electrical and or mechanical equipment is maintained to prevent danger.
- All maintenance/inspections undertaken by a suitably qualified/competent person.
- Risk assessment, training and safe systems of work provided by the catering provider
- All equipment is isolated from energy supply prior to cleaning / maintenance
- Records to be kept of inspections.

### **Security**

- The main entrance into the school has a swipe card entry for all members of staff.
- Visitors at the main entrance must press the call point at the door and wait for a member of the office staff to release the door to gain entrance.
- School gates are opened and padlocked closed by the Head Teacher and Nursery staff at the start of the school day.
- The Caretaker padlocks all school gates closed at the end of the day.
- The playground is supervised during break and lunch times.
- A nominated member of staff checks the playground when all classes have gone in to ensure no one has been left outside.
- At playtime children should be outside the building unless they are supervised by a member of staff.
- All classroom and cloakroom doors have the facility to lock down quickly in the event the school's lock down procedure is required.
- New staff are informed of the school's security arrangements and of their responsibilities before taking up their post.

## **48 Hours Sickness Rule**

- From time to time children are sick (vomit) either at home or at school. Unfortunately it is not possible to distinguish between the causes, and therefore it is essential that the same rule of exclusion applies in all cases of vomiting or diarrhoea. In the Public Health Agency document, "Guidance on infection control in schools and other childcare settings", the guidance is:

"Diarrhoea and/or vomiting - recommended period to be kept away from school, nursery or childminders:  
48 hours from last episode of diarrhoea or vomiting"

- Diarrhoea and/or vomiting commonly affect children and staff and can be caused by a number of different germs, including viruses, parasites and bacteria. Infections can be easily spread from person to person (by unwashed hands), especially in children. In general, it is recommended that any staff member or child with diarrhoea and/or vomiting symptoms must stay away or be excluded from the school or early years setting until they have been free of symptoms for 48 hours (the '48 hour rule') and feel well. Personal hygiene whilst ill must be very strict.
- If your child is sick at school, we will ask you or your emergency contact to take your child home. They should not return for 48 hours. We appreciate that this is inconvenient in many cases, and you may not believe your child is ill, but you will appreciate that we do this in all cases and it should reduce the risk of infection for all children in school. As an example, if your child is sick at lunchtime on a Tuesday, they should not return to school until after lunch on Thursday, provided there have not been any further episodes of vomiting.

## **Slips Trips and Falls**

- The potential for slips trips and falls in school has been risk assessed and appropriate controls have been put in place.

## **Snow and Ice**

- A plan has been produced outlining the main pedestrian routes that the site staff will strive to keep open during snowy and icy conditions
- If it becomes impossible to keep these routes clear the head teacher is informed immediately and this information contributes to any decision to close the school

## **Training**

- Health and Safety Training Needs are assessed as part of individual's annual review
- Training needs are also being identified as part of a risk assessment process

**Traffic management - On site vehicle movement**

- A risk assessment has been carried out and is reviewed annually or if additional risks are identified.
- No vascular access when pupils are coming to or leaving school [8.45am to 9.15am and 3.00pm to 3.30pm]

**Water safety management**

- A competent person carries out a suitable and sufficient risk assessment to identify risk sources of legionella (this is reviewed at least every 2 years) and, whenever there is reason to suspect that it is no longer valid.
- Control measures are in place to reduce identified risks [see inspections below].
- The school keeps a log of all maintenance and testing results for a minimum of 5 years.

## Frequency of inspections

Service	Task	Frequency
Hot water services	Arrange for samples to be taken from hot water calorifiers, in order to note condition of water.	Annually / Contractor
	Check temperatures in flow and return at calorifiers	Monthly / Contractor
	Check water for up to one minute to see if it reaches 60°C in the sentinel taps	Monthly / Contractor
	Visual checks on internal surfaces of calorifiers for scale and sludge. Check representative taps for temperature as above on a rotational basis	Annually / Contractor
Cold water services	Check tank water temperature remote from ball valve and mains temperature at ball valve. Note maximum temperatures recorded by fixed max/min thermometers where fitted.	Six monthly / Contractor
	Check that the temperature is below 20°C after running for 2 minutes at the sentinel taps	Monthly / Contractor
	Arrange for samples to be taken from tanks, in order to note condition of water – Annually	Annually / Contractor
	Visually inspect cold water storage tanks and carry out remedial work where necessary. Check representative taps as above on a rotational basis	Annually / Contractor
Shower heads	Dismantle, clean and de-scale shower heads and hoses	Every 3 months or as necessary / Contractor
Little used outlets	Flush through and purge to drain, or purge to drain immediately before use, without release of aerosols. Refer to competent person for quantities.	Weekly / Site Responsible Person
School Sports Centres (Additional)	Testing for TVC, Coliforms and E.coli at sentinel taps plus 2 taken at random outlets	Monthly / Contractor
	Legionella sampling at Sentinel taps and two random outlets	Annually / Contractor
Caretakers house	Arrange for samples to be taken from tanks, in order to note condition of water – Annually	Annually / Contractor

### **Violence and Aggression**

- A Violence and Aggression risk assessment has been completed by the school and is reviewed annually.
- Staff are entitled to carry out their work without threat of verbal abuse or physical violence. Any displays of aggression to our staff by a parent or carer, or child will be taken seriously and will be investigated fully, to establish the appropriate action to take. Violence or abuse of any description will not be tolerated.

### **Working at Height**

- Working at heights risk assessments have been completed for the school
- Appropriate record keeping and safe systems of work are in place.
- Only staff with appropriate training can undertake working at heights [caretaker].
- Teaching and other staff who assist in putting up displays in school have been given appropriate in-house training and advised that they must:
  - Use appropriate access equipment - step ladders, kick stools etc.
  - Wear flat shoes whilst putting up displays
  - Not climb on furniture to put up displays

### **Policies and documents to support Health and Safety Policy**

- Guidance on Safe Working Practices for the Protection of Staff and Children in Educational settings
- Behaviour policy
- Whistleblowing policy
- Positive Handling Policy
- Intimate Care Plan
- Anti-bullying Policy
- Single Equality Plan
- Safer Recruitment policy
- E safety policy
- Disclosure and Barring Service Checks Policy
- Lone Working Policy
- Educational Visits Policy and Guidance
- Supporting Pupils with medical conditions