

Health and safety policy

Approved by: Emma Castleton/Jeff Andrews

Date written: March 2021

Most recent review: March 2022

Review schedule: Annually

Contents

SECTION A. GENERAL POLICY AND STATEMENT OF INTENT

A1. Statement of Intent

A2. Aims

A3. Legislation

SECTION B. ORGANISATION

B1. Trustee Board Roles and Responsibilities

B2. Headteacher's Roles and Responsibilities

B3. Senior Leadership Responsibilities

B4. Staff Responsibilities

B5. Health & Safety Lead

B6. Pupil Awareness

B7. Information and Staff Training

B8. Safety Monitoring

B9. Contractors and Visitors

B10. Accident / Incident Reporting Procedures

B11. Implementation of Control Measures

SECTION C. ARRANGEMENTS

C1. General Practice Applying to all Staff, Pupils and Visitors

C1.1 Fire Safety and evacuation procedures

C1.2 Security

C1.3 Bomb Alert Procedures see Also Invacuation Policy

C1.4 First Aid Arrangements

C1.5 Reporting of Accidents – RIDDOR

C1.6 Illness and Administration of Medicines - medical treatment to pupils

C1.7 Sickness

C1.8 Safety of Adults

C1.9 Maintenance of Asbestos

- C1.10 Record Keeping
- C1.11 Photographs
- C1.12 Hygiene
- C1.13 Blood / bodily fluids spillage procedures
- C1.15 Risk Assessment and management procedures
- C1.16 Protective Clothing and Equipment
- C1.17 Slips and Trips
- C1.18 Manual Handling Arrangements
- C1.19 Playground Safety
- C1.20 The Working Environment
- C1.21 Control and monitoring of contractors
- C1.22 New and expectant mothers
- C1.23 Display screen equipment
- C1.24 Plant and Equipment Safety
- C1.25 Dangerous Substances (COSHH regulations)
- C1.26 Lone working procedures
- C1.27 Occupational health services and work-related stress
- C2. School Specific Arrangements
- C2.1 School visits/outside activities
- C2.2 Missing Child
- C2.3 Violence to Staff
- C2.4 Vehicles and vehicle movement on school property
- C2.5 Food and Drink
- C2.6 Kitchen
- C2.7 Electrical, Gas, Water and Ducting Equipment
- C2.8 Storage & Disinfectant
- C2.9 Outdoor Area
- C2.10 Safe Play
- C2.11 Activities
- C2.12 Monitoring

SECTION D - OTHER RELEVANT POLICIES & DOCUMENTS

SECTION A. GENERAL POLICY AND STATEMENT OF INTENT

A1. Statement of Intent

The Headteacher and Trustees are committed to establishing and implementing arrangements which will ensure that staff and pupils will be safeguarded whether or not on school premises; but under the supervision of the school and on school business, and that the premises for which they are responsible are safe for visitors, as well as pupils and staff.

A2. Aims

- To maintain the school in a safe condition, without risk to health and with safe means of access

- and egress.
- To provide and maintain a safe working environment for staff and pupils without risk to health with adequate facilities and arrangements for their welfare at school.
- To provide plant and equipment and systems of work that is safe, without risk and is adequately maintained.
- To ensure the use, handling, storage and transportation of articles and substances are safe and without risk.
- To carry out risk assessments and continuous monitoring to ascertain potential risk to the environment, health and safety.
- To maintain the cleanliness and state of repair of the building.
- To provide adequate information and training on Health and Safety at work and fire prevention and ensure that all employees, pupils, contractors, visitors and others follow the School safety procedures.
- To provide adequate statutory first aid facilities.
- To establish, practice and maintain effective emergency evacuation procedures. The fire warning signal is a continuous siren with a worded instruction. (See Section C for Fire Arrangements, location of fire extinguishers, break glasses and zone panel.)
- To provide consultative measures to monitor and review the effectiveness of Health and Safety measures.
- To carry out detailed reporting and investigation of all accidents and dangerous occurrences to persons and/or property to prevent a recurrence.

A3. 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.

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

SECTION B. ORGANISATION

The trustee board delegates operational matters and day-to-day tasks to the headteacher and staff members.

All matters relating to Health and Safety are supervised by a Health and Safety Committee who meet termly to review Health & Safety in the school. The committee consists of the Headteacher, a member of Trustee Board, and the Facilities Site Manager.

B1. Trustee Board Roles and Responsibilities

The trustee body has ultimate responsibility for health and safety matters in the school but will delegate day-to-day responsibility to the Headteacher.

The school trustee body is accountable and responsible for ensuring:

- Arrangements exist for the school to comply with its Health & Safety responsibilities.
- The School Management Team adopts and reviews the School Health & Safety Policy periodically and amends it, as appropriate
- Adequate funds and materials required to meet all statutory Health and Safety requirements are budgeted for.
- Periodic monitoring inspections are carried out (termly) to maintain and enhance the school safety performance.
- The effectiveness of the policy is periodically appraised and any necessary changes made.
- They take a direct interest in the policy and publicly support all those carrying it out.

The trustee who oversees Health & Safety is Jeff Andrews.

B2. Headteacher's Roles and Responsibilities

The Headteacher is accountable to the trustee body for the implementation and monitoring of the Schools Health and Safety Policy by:

- Ensuring that all employees adhere to the safety procedures and systems of work developed as a result of risk assessments.
- Consulting with staff on health and safety matters and reporting any areas where risks are not adequately controlled by the existing safety procedures in the school.
- Liaising with school trustee body on policy issues
- Ensuring that Staff have sufficient information, instruction, training and supervision to enable them to comply with departmental safe systems of work, established rules and working practices.
- Appointing a senior member of staff to co-ordinate health and safety matters affecting the school.
- In the Headteacher's absence, Peter Bell, Premises Manager assumes the above day-to-day health and safety responsibilities.

B3. Senior Leadership Responsibilities

Senior Staff are responsible to the Headteacher for implementing the Schools health and safety policy, rules, procedures and working practices; they should:

- Ensure that where unsafe working practices or unsafe conditions are identified then remedial measures to eliminate or reduce the hazards are introduced.
- Ensure that safe systems of work are being observed/adhered to within their operational area.
- Ensure that temporary or new Staff are fully instructed on all aspects of safe working within their area of control.
- Ensure that all accidents, incidents and near misses are fully investigated, recorded, reported and remedial action implemented.
- Ensure that fire and emergency procedures are followed and practiced.
- Maintain an accurate record of completed training on Health and Safety issues for current staff.
- Temporary, part-time and supply staff must be informed of their responsibilities and the schools agreed policy prior to the commencement of their duties.

B4. Staff Responsibilities

Members of staff are responsible and accountable for maintaining a safe area of work; they should:

- Ensure that the classrooms/work areas are safe.
- Ensure that all equipment and materials are safe before use.
- Ensure safe procedures are followed.
- Ensure that protective equipment is used when required.
- Comply with the Schools safety policy at all times.
- Work in accordance with training and instructions.
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken.
- Model safe and hygienic practice for pupils.
- Understand emergency evacuation procedures and feel confident in implementing them.

B5. Health & Safety Lead

The nominated Health & Safety lead is Jeff Andrews.

B6. Pupil Awareness

Pupils have to be aware so as to take care of themselves and others and help in the carrying out of the School Health and Safety Policy that they:

- Comply with Schools safety rules and requirements at all times.
- Comply with safety instructions given by members of staff.

Wear protective equipment provided and make proper use of safety devices at all times.

Report all safety hazards/concerns to members of staff.

Report all accidents, incidents and near misses to members of staff.

B7. Information and Staff Training

Staff will be provided with the Health & Safety training that is required for their job. This will be completed during their Induction Period. An initial general introduction will be provided which will include basic instructions and information on Health & Safety.

Staff joining the school should be made aware of Health and Safety Procedures and should signal their agreement to co-operate at all times with these procedures.

Supply staff/temporary staff should receive outline information concerning procedure via their Induction pack.

Staff training should be updated annually in a whole-staff meeting, or as the need arises.

At least one member of staff will have a current First Aid at Work certificate and all staff members working in Early Years Foundation Stage will have a current paediatric first aid certificate. Updates will be provided regularly as well as specialised training for medications and use of EpiPen. (See training file for details).

Training will be both generic and job specific. Some of the following courses may be undertaken:

- Manual Handling
- Use of hoists
- First Aid – including paediatric and AED
- Fire Safety
- Team Teach
- Mini bus training
- Food Hygiene
- Fall from a height

B8. Safety Monitoring

Safety Policy Review will be carried out annually at the beginning of the academic year by the Health and Safety Committee or if legislation changes.

The Health and Safety Audit will be carried out by the school's Designated Health and Safety Officer and Trustee responsible, and all findings reported to the Health and Safety Committee and the board of trustees.

B9. Contractors and Visitors

Visitors and contractors should adhere to the normal expectations as detailed previously.

Visitors should all report to Reception, sign in and receive an identification badge, failure to do so nullifies the right of access.

Visitors should co-operate at all times with the requests of the Headteacher and staff.

Access to some areas of the school will require specific authorisation and may require the visitor to be accompanied.

Contractors should all report to Reception, sign in, and receive an identification badge.

Contractors should read the advice 'Policy for Contractors' and adhere to the prescribed Safe Systems of Work. Any work carried out should have been notified to the main Office by the Headteacher or Facilities Manager.

Contractors are required to obtain a Permit to Work, which details the activity, duration and contractors risk assessment.

Any work carried out whilst pupils or staff are on the premises must be risk assessed by the school's designated Health and Safety Officer or Facilities Manager, and adequate precautions to preserve Health and safety rules put in place.

The school's designated Health and Safety Officer must be made aware of any major work which is subject to the Construction, Design and management Regulations 2015, defined thus:

- A duration of more than 30 days and have more than 20 workers simultaneously at any point; or exceeds 500 person working days.

B10. Accident / Incident Reporting Procedures

All accidents and near misses must be reported and recorded on the appropriate forms and sent through advised procedures.

An incident form will be completed in CPOMS as soon as possible after the accident occurs by the member of staff or first aider who deals with it.

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

Records held in CPOMS 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.

B11. Implementation of Control Measures

It is the responsibility of the employer to plan the implementation of the Health and Safety arrangements, including risk control measures identified during the risk assessment process.

Departmental personnel are responsible for implementing risk assessments specific to their areas.

SECTION C. ARRANGEMENTS

C1. General Practice Applying to all Staff, Pupils and Visitors

C1.1 Fire Safety and evacuation procedures

The Headteacher is responsible for fire safety and emergency evacuation of the school.

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices.

Fire risk assessment of the premises will be reviewed regularly.

Emergency evacuations are practised at least once a term.

The fire alarm is a loud two-tone claxon

Fire alarm testing will take place once a week.

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

In the event of a fire:

The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately.

Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk.

Staff and pupils will congregate at the assembly points. There are 4 assembly points.

Class teachers will take a register of pupils, which will then be checked against the attendance register of that day.

A member of the admin team will take a register of all staff.

Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter.

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

All non-ambulant pupils have personal emergency evacuation plans (PEEPs).

Fire doors are clearly marked, never obstructed and easily opened.

Smoke detectors/alarms and firefighting appliances conform to BSEN standards, are fitted in appropriate high-risk areas of the building and are checked as specified by the manufacturer.

In the event of a fire, fire alarm will sound.

Our emergency evacuation procedures are approved by the Fire Safety Officer and are:

- clearly displayed in the premises including all classrooms
- explained to new members of staff, volunteers and parents; and
- practised once a term

Records are kept of fire drills and the servicing of fire safety equipment.

Fire Marshalls and other staff receive training regarding the use of fire extinguishers.

Fire blankets are placed near areas of cooking.

Hendon Preparatory School, 20 Tenterden Grove, Hendon, London NW4 1TD has been designated as an off-site assembly point for emergencies.

Teachers are to vacate the buildings by the fire exits with their pupils in silence. Pupils not under direct supervision are to leave by the nearest fire exit. Everyone is to go to the muster point either on the hard court or the gated car park using the best exit route as shown on the fire exit diagram for each area.

Fire Marshalls will check that their section has been cleared and report to member of the senior leadership team.

Administrative staff are to:

- Take a walkie talkie.
- Ensure that they also take the registers, signing out book, Inventory to the assembly points.

All non-teaching staff must leave by the nearest fire exit.

No one should return or stop to pick up personal belongings.

Pupils should wait in class groups at the assembly point.

Visitors, temporary staff and contractors should join the administrative staff at assembly point 1.

Any school staff not part of a class group will be attached to a group for Fire Alarm purposes and gather at Assembly point 1.

Office staff must ensure teachers receive their registers and class teachers are to call registers and then demonstrate that all pupils expected to be present are present – by holding up their register. They should notify the Headteacher or delegated Fire Officer of any missing persons immediately.

Any pupils out of their wheelchairs should be lifted by the safest but quickest method, mainly manual lifting into chairs or taken out on standing frames. PEEPs will be completed for any pupil who requires individual plans.

Pupils must wait safely until further instructions are given.

Headteacher or delegated informing person in the office to verify all teachers and pupils are present and take appropriate action if anyone is reported missing and be responsible for further instructions. If a person is trapped a senior member of staff should be informed so that they can inform the Fire Officer on arrival at the main entrance to the school.

In the event of a major fire, staff will organise the transfer of pupils offsite.

Fire drills will be carried out regularly (at least once each academic term) and results recorded in Fire Log Book and the data dashboard held in the Building Management office. The Facilities Manager is responsible for testing the fire alarm weekly and results recorded in the Fire alarm test folder also kept in the Building Management office.

Everyone has a duty to ensure all fire exits are kept clear and tidy, any fire hazards are dealt with and any problems e.g. with fire extinguishers are reported immediately (to the Facilities Manager). In the event of a pupil accidentally setting off an alarm the member of staff with the group should inform the office on Ext 126 immediately. The monitoring service can then be informed of the situation.

Location of Zone Panel. A fire alarm system was professionally installed and is professionally maintained and checked regularly by Elements. The zone panel is located in the Entrance Hall.

Location of Break Glasses. Location of break glass fire alarms are detailed on the school plan with fire extinguishers and exit routes. Spare break glass and key is held in the Building Management Office.

C1.2 Security

Procedures are in place for the safe arrival and departure of pupils.

We take the security threat of high importance and liaise with CST in all areas of personal / physical and property security.

We liaise with and follow best practice as recommended by the CST.

We require all adult visitors who arrive in normal school hours to sign in via Inventory in the Reception area, and to wear an identification badge at all times whilst on the school premises.

We ask visitors from external organisations to wear identity badges and to sign in as above.

The arrival and departure times of visitors are recorded in Inventory. This is kept with the Administrator at Reception.

Teachers will not allow any unfamiliar adult to enter their classroom if the school visitor's badge does not identify them.

Our systems prevent unauthorised access to our premises. All visitors have to buzz the intercom first before gaining access to the site. Unexpected visitors are not automatically let in. Rather, they are questioned at the gate first in order to ascertain if they have reasonable rights of entry. This might involve them not being let into the site or being asked to contact the school first to make an appointment. ID will be checked.

If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform Security immediately. Security will warn any intruder that they must leave the school site straight away. If Security has any concerns that an intruder may cause harm to anyone on the school site, they will contact the police.

We ensure that both indoor and outdoor areas are kept safe and secure. All external doors are closed on arrival and departure from the premises.

We alert both staff and parents to the dangers of allowing unauthorised person into the school grounds.

Every effort is made to prevent pupils from leaving our premises unnoticed.

We require parents to inform staff in advance, either by preferably in writing, if another adult (not listed on the registered rota arrangements) will be collecting their child.

We do not permit pupils under the age of 16 to collect any child from the school.

We ensure that pupils are handed over personally to the adults collecting them.

We monitor and review security procedures regularly.

We have immediate availability, including out of hours, of speaking to the CST in the event of a security incident. Tel 07659 101 668

C1.3 Bomb Alert Procedures see Also Invacuation Policy

The initial evacuation procedures for a bomb alert are exactly as for the inside drill procedures and should be treated in the same respect.

It is the responsibility of the Headteacher or delegated Fire Officer to inform the Fire Service, Police, Bomb Disposal and CST (Community Services Trust)

C1.4 First Aid Arrangements

First aid boxes are present in all classrooms, in practical rooms and the medical room and a mobile kit should be taken on all school outings.

A list of qualified First Aiders should be displayed in all classrooms and main areas of the school.

Adults may administer First Aid to themselves where appropriate.

All staff have a duty of care and pupils and minor (non-active) advice of a First Aider should be sought when necessary and any treatment given must be noted in CPOMS. Staff must use their own judgement as to where the injury will be treated as there are suitable cleaning materials and first aid boxes situated around the school.

Staff first aid and injuries must be recorded in the Accident Book.

In the case of serious injury or any head injury, one of the First Aiders must be sent for immediately and the pupil must not be moved. If it is considered that the pupil/adult requires hospital treatment an ambulance should be requested and parents/carer informed immediately.

The office staff must be informed once an ambulance has been called. The Headteacher and class teacher should be made aware immediately.

A member of the school staff will be required to accompany a pupil to hospital.

Class teachers are to be informed, of head injuries so that the pupils can be observed and contact made by a telephone call to parents/carers.

C1.5 Reporting of Accidents – RIDDOR

Certain work-related injuries to a member of staff or pupil must by law be recorded and reported. The headteacher is responsible for this but other staff may be asked to prepare the report. The following guidance will be used to decide when a report is required: HSE Education information sheet: Incident Reporting in Schools. (10.2013)

The following will be reported to RIDDOR:

- Work related deaths
- Specified injuries
- Over 7 –day injuries – where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days

Where there is an accident connected to the work activity which causes injury to pupils, members of the public or other people not at work and they are taken from the scene of an accident to hospital; and Specified dangerous occurrences – where something happens that does not result in an injury but could have done (near-misses).

This will be reported either by telephone (0845 300 9923), and within 15 days in writing using form F2508 available at www.hse.gov.uk/RIDDOR

A record will be kept in school of all reportable deaths, injuries and dangerous occurrences and all accidents and injuries that result in a staff member being away from work or incapacitated for more than three consecutive days (not counting the day of the accident but including weekends). This will be treated as a record for the purposes of RIDDOR.

C1.6 Illness and Administration of Medicines - medical treatment to pupils

The Health and Safety Policy follows the guidelines from the school Medical Needs Policy.

In the case of pupils, parents are asked to provide an emergency contact number and to alert the School of any known health problems, e.g. diabetes, asthma. This record will be kept centrally in the main office in directories and on Scholarpack and shared with the class teacher.

A record should be made of any dispensing of medication by staff in the medical file which will be kept by the medical cabinet. Medication files will be checked at regular intervals during the health and safety inspection.

Pupils with asthma should be encouraged to have inhalers with them in school. Pupils will leave the inhalers in the medical cabinet. Asthma inhalers should never be left within reach of other pupils.

Medication should be taken on visits, work placements etc as required but secured from possible tampering.

C1.7 Sickness

We do not provide care for pupils who are unwell, have a temperature, sickness and diarrhoea, or who have an infectious disease.

If pupils are found at school to have head lice, we will contact their parents to collect them early and take them home in order to reduce the chance of it spreading.

Parents are notified if there is a case of head lice in the setting.

We encourage a programme of healthy hair hygiene and checking amongst our families

Parents and staff are notified if a pupil has an infectious disease, such as chicken pox.

HIV (Human Immunodeficiency Virus) may affect pupils or families attending our school. Staff may or may not be informed about it.

Pupils or families are not excluded because of HIV.

Good hygiene practice concerning the removing of any spilled bodily fluids is always carried out.

This includes wearing the correct PPE as and when deemed required.

Ofsted is notified of any infectious diseases which are on the list: Diseases notifiable (to Local Authority Proper Officers) under the Public Health (Infectious Diseases) Regulations 1988 (http://www.hpa.org.uk/webw/HPAweb&HPAwebStandard/HPAweb_C/1195733751165?p=1191942172952)

Barnet Health Authority is notified of any food poisoning affecting two or more pupils attending the school.

C1.8 Safety of Adults

All staff are required to complete a medical questionnaire before starting employment. If this gives rise to concerns an occupational health assessment may be required.

All staff are required to notify the HT if they develop an illness, injury, disability or infirmity during the course of their employment with Kisharon Noé School, or if they become pregnant. In such instances a risk assessment will be carried to identify any adjustments that may be necessary and to assess the individual's fitness to continue in employment. An occupational health assessment may be required.

Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.

All warning signs are clear.

Adults are advised not to remain in the building on their own.

The involvement in accidents is recorded. The records are reviewed termly to identify any issues that need to be addressed.

Staff are advised to seek from their GP - Hib B inoculation.

C1.9 Maintenance of Asbestos

Refer to Asbestos Register in the O&M manual.

C1.10 Record Keeping

We keep records of (in compliance with GDPR):

Adults:

names and addresses of all staff on the premises, including temporary staff who work with the pupils or who have substantial access to them; all records relating to the staff's employment with the setting, including application forms, references, and results of checks undertaken etc.

Details of volunteers and pupils including emergency contact numbers.

Staff attendance register.

Pupils:

names, addresses and telephone numbers of parents and adults authorised to collect Pupils from setting the names, addresses and telephone numbers of home, mobile, work and emergency contacts in case of pupils' illness or accident the allergies, dietary requirements and medical conditions of individual pupils the times of attendance of pupils accidents and medicine administration records consents for outings, administration of medication, emergency treatment; and incidents reports

C1.11 Photographs

We obtain signed permission from parents to take photographs of the pupils and to use them in class for teaching and learning purposes, as well as for external school use e.g. school publications (newsletter, prospectus etc.) media photographs and school website.

We never print a pupil's name with a photograph unless we have received prior permission.

We obtain signed permission from parents for external educational agencies to use photographs of our pupils for photographic / video promotional and staff training purposes.

C1.12 Hygiene

Our daily routines encourage the pupils to learn about personal hygiene.

We provide gloves and aprons for staff changing pupils. We have nappy disposal bins in the changing room and disabled toilet for disposing of nappies and other waste contaminated with body fluids.

We have alcohol hand rub dispensers in all classrooms, corridors, toilets and other areas and staff and visitors are encouraged to use this regularly.

We implement good hygiene practices by:

- cleaning tables between activities
- checking toilets regularly
- wearing protective clothing - such as aprons and disposable gloves - as appropriate
- providing tissues and wipes
- Enhanced procedures are operating during Covid – 19 pandemic – see Covid Risk Assessment
- Suitable waste bins

C1.13 Blood / bodily fluids spillage procedures

Where a blood spillage occurs the First Aider should wear protective gloves and other PPE as appropriate e.g. aprons. The protective gloves should be kept with the first aid box, easily and readily available.

In the case of other bodily fluids, e.g. faeces, vomit, staff should wear protective gloves and clear up spillage as soon as is practicable. The area should be disinfected thoroughly. (See infection control plans). The Facilities Manager will label suitable cleaning materials clearly.

See Hydrotherapy Pool Protocols and Procedures for actions to be taken for such events occurring in the hydrotherapy pool.

Any waste materials are to be disposed of in sealed plastic bags (yellow) for removal by Facility Manager and the area disinfected. Waste should not be left in normal classroom bins.

C1.14 Risk Assessment and management procedures

Health and Safety law requires the employer to assess the risks to the Health & Safety of everyone affected by their activities.

The term Risk Assessment (RA) is the process of identifying the risks of any activity. Risks are managed by the steps that are taken to counter them.

Sensible management of risk does not mean that a separate written risk assessment is required for every activity. As a school we will always take a common sense and proportionate approach to ensure pupils undertake activities safely but not to prevent activities taking place unless identified by the risk assessment it is not safe to do so. However, for some activities that can involve higher levels of risk. When these are annual or infrequent activities, this includes any near misses, incidents, accidents, change in any procedure which may become a risk to anyone, a review of existing assessment may be all that is required.

Activities which are more frequent such as taking pupils to a local venue, swimming pool or park do not require a RA every time they are undertaken. Any risk of these routine activities will be considered when they are agreed as part of the school routine. A regular check to make sure that the precautions remain safe is all that is required. The school would need to review if anything mentioned dictates.

Procedure

All employees have a duty to carry out daily risk assessments on an informal basis and inform colleagues; the schools designated Health and Safety Officer and/or safety representative of any concerns.

Assessments will enable risks to be evaluated and prevention and protective measures be prioritised and implemented.

More formal risk assessments for areas of special risk are to be carried out by a competent person.

Fire Safety assessments are to be carried out periodically by designated school staff on the form issued by PCM at the discretion of the Headteacher.

General risk assessments will be coordinated by the schools designated Health and Safety Officer with consultation with appropriate staff.

Where significant risks are observed, staff will be informed by written report and should confirm that they have received and understood the information. This will be recorded centrally and held on TEAMS and/or Scholarpack.

Whenever an employee notices a hazard or risk they are responsible for attempting to rectify it or report it to the Facilities Manager, if they are not available then their Line Manager. Hazards should be reported via email to the Premises Manager.

Any risks should be conveyed to visitors and contractors where appropriate.

Assessments are to be reviewed at regular intervals or when the circumstances change or they are no longer valid.

Our risk assessment process for the building includes:

- checking for hazards and risks (to both adults and pupils) indoors and outside, and in our activities
- and procedures;
- deciding which areas need attention and additional supervision.
- developing an action plan that specifies the action required, the timescale for action, the person
- responsible for the action and if necessary, any funding required.

Staff include additional relevant risk assessments in their planning when using new equipment or partaking in new activities.

We maintain a risk assessment file.

We keep staff informed of any changes to the school risk assessment.

We train staff regularly via a staff meeting regarding risk assessment good practice.

C1.15 Protective Clothing and Equipment

The school's designated Health and Safety Officer, Facilities Manager and Health staff determine the type and quantity of protective clothing or equipment necessary for the protection of staff, pupils and visitors, and the circumstances in which clothing or equipment are used if not already directed by statutory regulations.

Sufficient protective equipment will be available for use by staff and pupils.

C1.16 Slips and Trips

Staff should be aware of any circumstance in which they participate that may cause the potential for a slip or fall. Any situation should be reported and action taken to make the area or situation temporarily safe until permanent solutions can be put in place.

C1.17 Manual Handling Arrangements

Staff should be aware that any heavy or unwieldy loads require assistance and appropriate equipment.

If the handling of any equipment is felt to be inappropriate the school's designated Health and Safety Officer should be informed.

Where pupils need to be physically moved for medical, safety or discipline purposes this should be done by a member of staff who has had appropriate training to enable them to do so without harm to themselves or the child.

Any moving and handling of pupils should be done within the guidance set down in the school Statement on Physical Handling and Policy for Intimate Care and, except in emergencies, be carried out by permanent or long-term agency staff.

C1.18 Playground Safety

Playground duty rotas have been set up for break and lunch times. Staff must ensure that any absence does not leave a play area unsupervised.

Staff on duty must supervise all parts of their designated area or playground.

C1.19 The Working Environment

All staff are responsible for ensuring that their working areas remain safe and free from hazards.

Staff should ensure the safe and proper storage of equipment and materials and pupils should be trained to assume an appropriate level of responsibility for this. Periodic reminders will be given to staff in staff meetings.

Any faulty materials, equipment, furniture etc. must be immediately taken out of use and the school's designated Health and Safety Officer informed.

The Facilities Manager will (through the instruction of the Headteacher or school's designated Health and Safety Officer) make arrangements for PE apparatus, electrical equipment etc. to be tested annually (or as appropriate) and maintained in a safe condition. The water system will be checked regularly, for legionella, by an appointed firm and monitored by the Facilities Manager who will keep a log of checks.

The Headteacher will bring to the trustees' notice any issues regarding the health and safety of the working in the termly report to the governing body through the Health and Safety Committee.

C1.20 Control and monitoring of contractors

Contractors are selected on the basis of suitable references from other reputable customers as well as using best value principles and evidence of Health & Safety training and other relevant training.

Where possible, contractors are organised to not carry out work on school premises whilst pupils are present.

Where contractors are required to work on site when pupils are present, all staff are briefed about this and ensure that no contractor is ever unsupervised with a child.

Contractors are required to take great care to ensure the safety of work areas and equipment, that site security is maintained and external doors and gates kept closed, and to ensure that pupils are not exposed to risk of harm through working practices, tools, materials and equipment.

The Facilities Manager will be responsible for ensuring that all contractors on the school premises are aware of all safety procedures and should be inducted; this should be confirmed by signing of an induction record to be kept in the Building management office.

Contractors should be able to show that their equipment has been checked and is in good and safe working order

Contractors are required to hold public liability insurance and this is checked prior to the issuing of contracts.

Contractors are required to log in and out with Reception and to wear visitor badges.

Contractors must also provide a RA prior to works commencing. Permit to Work are issued at the start of each activity and returned upon completion to ensure safe working practices, elimination of risk (where practicable)

and to ensure the completeness of work is in accordance with the school's instructions. This is normally managed with the contractor.

C1.21 New and expectant mothers

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles.

If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation.

Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly.

Coronavirus current guidelines are that from 28 weeks home working should be undertaken. This will be monitored and updated accordingly.

C1.22 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)

C1.23 Plant and Equipment Safety

All portable electrical equipment is to be checked and tested at least annually and labelled with date of test.

All equipment should be visually inspected before use and any faults found must be reported and the equipment should be labelled as Out of order and not be used.

When using equipment pupils must be instructed in the correct use and adequately supervised whilst carrying out any tasks.

C1.24 Dangerous Substances (COSHH regulations)

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 Peter Bell, Premises Manager and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

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

Hazardous products are stored in locked cupboards and in the plant room.

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.

C1.24 Lone working procedures

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure that they are medically fit to work alone.

When staff are working on their own with a pupil they should not be put at risk from violence or aggression. If a pupil shows unacceptable behaviours or exhibits unpredictable behaviour, staff should be working where they can be supported by a member of staff.

No member of staff should be expected to work on their own with a pupil who exhibits unpredictable violent behaviour.

Pupils should be seen in an environment that is most likely to allow them to stay calm. Staff should refer to individual behaviour plans.

In the event of a pupil becoming aggressive without a usual trigger where staff are on their own then they should remove themselves from the area if possible and call for assistance.

C1.26 Occupational health services and work-related stress

The school takes very seriously the need to safeguard the health and welfare of all our staff. If a member of staff is experiencing stress at work, s/he are to inform the Headteacher without delay.

We encourage staff to develop a healthy work-life balance.

Members of staff who are suffering from work-related injuries or work-related stress should discuss the problems with a member of the Senior Leadership.

Staff who continue to have work-related injuries or work-related stress should then contact the Headteacher who will advise on the support available through the Occupational Health Services.

C2. School Specific Arrangements

C2.1 School visits/outside activities

We have agreed procedures for the safe conduct of outings.

Parents will be informed in advance of each activity and will be given the opportunity to withdraw their child from any particular school trip or activity covered by the initial consent form.

Before any outing or trip a member of staff makes a visit or contacts the venue to assess any risks or dangers that may occur there, or on the journey. We either compile a risk assessment for the trip/venue or use the venue's own published risk assessment, adding to it if necessary.

Named pupils are assigned to individual staff to ensure each pupil is individually supervised and to ensure no pupil gets lost and that there is no unauthorised access to pupils.

Outings are recorded:

- the date and time of outing
- the venue and mode of transport
- names of staff assigned to named pupils
- estimated time of return
- mobile telephone contact number

Staff take a mobile phone on any trip in case of an emergency. They also take, as necessary, First Aid equipment/medication, such as inhalers, EpiPen's and buccal midazolam; spare clothing and adequate drinking water.

The trip leader takes with emergency contact details of both pupils and adults.

Adult/child ratios are to be considered for the different trips undertaken. Any visits should be discussed with the relevant line manager first.

Pupils should not be carried on buses or coaches three to a double seat. Where provided seat belts must be used. Child seats should be used in accordance with regulations. No child under the age of 14 should travel in the front of the vehicle.

Staff use of their personal vehicles for pupil transportation is for exceptional circumstances only.

If staff are required to use their private vehicle to transport a pupil prior approval must be sought from the Headteacher

All staff using private vehicles to transport pupils to activities must have insurance cover for business use a copy of which must be held in the office along with a copy of a valid driving licence. No staff should use their vehicle for business if they have more than 6 points on their licence.

Where parents/guardians provide transport for pupils then written permission must be given for the pupil involved from their parent or guardian and appropriate insurance should be carried.

Where applicable, records are kept of the vehicles used to transport pupils.

We check that sufficient seatbelts are fitted and that there is a seat (with a seatbelt) available for every pupil and adult as well as booster seats where applicable.

Risk Assessments should be written for off-site activities prior to the activities taking place. Copies should be lodged with the Health & Safety representative. Reports should detail:

- The transport arrangements
- The arrangements for supervision of pupils (including staff/adult: pupil ratio) the arrangement for first aid cover
- The level of qualified instruction and supervision that will be provided for activities of special risk.

A copy of the risk assessment page with details of staff, pupils, venue and contact details should be logged with the Headteacher for all visits.

C2.2 Missing Child

If a pupil goes missing from the school:

- The person in charge will arrange a thorough search of the building and playground.
- The CCTV has 60 cameras will be reviewed in identifying where the pupil might be located.

- The register is checked to make sure no other pupil has also gone astray.
- Doors and gates are checked to see if there has been a breach of security whereby a pupil could wander out.
- The Headteacher interviews staff to establish what happened.
- If the child is not found in the immediate vicinity then a parent is contacted and the missing child is reported to the police.

The Procedure - If a pupil goes missing from an outing the school ensures the following procedure is followed:

- As soon as it is noticed that a pupil is missing, staff on the outing ask pupils to stand with their designated person and carry out a headcount to ensure that no other pupil has gone astray. One member of staff searches the immediate vicinity but does not search beyond that.
- The staff contact the police using the mobile phone and report the pupil as missing.
- The Headteacher is informed. If s/he is not on the outing s/he makes his/her way to the venue (if possible) to aid the search and be the point of contact for the police as well as to support staff.
- Staff take the remaining pupils back to school.
- The Headteacher contacts the child's parent(s) who make(s) their way to the school or outing venue as agreed with the Headteacher .
- In an indoor venue, the staff contact the venue's security who will handle the search and contact the police if the child is not found.

The Investigation:

The Headteacher will carry out a full investigation taking written statements from all the staff present at the time, or who were on the outing.

The key person/ staff writes an incident report detailing:

- the date and time of the report;
- what staff/ pupils were in the group/outing;
- when the pupil was last seen in the group/outing;
- what has taken place in the group/outing since then; and
- the time it is estimated that the pupil went missing.

A conclusion is drawn as to how the breach of security happened.

C2.3 Violence to Staff

If members of staff are confronted by a violent member of the public, the first priority is to ensure that the pupils are moved to a safe area.

Contact must be sought with the Headteacher or a member of the Senior Leadership Team.

Staff must avoid confrontation and are advised to leave the area if they feel threatened. They should always speak to a member of the Senior Leadership Team about the incident and strategies to prevent reoccurrence are organised.

C2.4 Vehicles and vehicle movement on school property

There are 6 parking bays and 1 disabled bay on the school grounds. These are generally for visitors and contractors and is controlled by the dedicated security team. The parking area is also controlled by access control and a pass is required to gain entry and also to exit the parking area.

The playground which is located near the parking area also has access control limiting the chance of pupils entering this area.

The electric gate will be closed at 9:15am after transport has arrived and reopened at 2:30pm, the gate will be opened on request from a call point at the gate, connecting to the main office. The system opens automatically when vehicles approach from inside the car park.

Bicycles must not be ridden around the school grounds unless they are as part of Cycling Proficiency training, during school sessions.

Parents are not allowed to bring their vehicles into gated car park at the start and end of school sessions, unless they have been given specific permission.

C2.5 Food and Drink

Staff who prepare and handle food receive appropriate training and understand and comply with food safety and hygiene regulations.

All food and drink are stored appropriately.

Adults do not carry hot drinks through the school when pupils are present or take them into areas where pupils are present.

Snack and meal times are appropriately supervised.

Fresh drinking water is available to the pupils and staff at all times.

We have procedures in place to ensure that pupils do not have access to food/drinks to which they are allergic, and that staff are aware of all food allergies.

C2.6 Kitchen

Pupils do not have any access to the kitchen – it is controlled by Net2 Paxon, which requires an access card.

Pupils are only allowed into the kitchen with adult supervision.

C2.7 Electrical, Gas, Water and Ducting Equipment

All electrical and gas equipment conforms to safety requirements and is checked regularly.

Our boiler, and meter cupboard are secured making them not accessible to the pupils.

Heaters, electric sockets, wires and leads are properly guarded and the pupils are taught not to touch them.

There are sufficient sockets to prevent overloading.

We arrange for PAT testing of our electrical equipment once a year.

The temperature of hot water is suitably controlled to prevent scalds.

Lighting and ventilation are adequate in all areas including storage areas.

Ducting and water installations are checked in adherence to relevant regulations including for legionnaires disease

C2.8 Storage & Disinfectant

All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

The cleaning equipment used by the school cleaning team is stored in a locked cupboard away from the classrooms and playground.

Any cleaning equipment used in the classrooms is only liquid that is suitable and safe to use on food surfaces.

Any cleaning equipment kept in the classroom is always kept in a safe place out of reach of the pupils.

C2.9 Outdoor Area

Our outdoor area is securely fenced.

Our outdoor area is checked for safety including leaves, weeds and cleared of rubbish before it is used.

Adults and pupils are alerted to the dangers, where applicable, of poisonous plants.

Where water can form a pool on equipment, it is emptied before pupils start playing outside.

Our outdoor sand pit is covered when not in use and is cleaned regularly.

All outdoor activities are supervised at all times.

There is a separate play area for the younger pupils.

C2.10 Safe Play

We check all equipment, toys and resources regularly to make sure they are safe and meet all regulations. If any equipment is damaged it is removed immediately by staff.

We check the suitability and state of repair of surfaces on which the pupils play on a regular basis.

We make safety checks before all activities begin. We remind the pupils about safe practice whenever necessary.

C2.11 Activities

DfES Guidance 2011 clearly states that "Pupils should be able to experience a wide variety of activities. Health and safety measure should help them to do this safely, not stop them." Health and Safety procedures will be proportionate to the risks of the activity. Common sense will be used in assessing and managing risks of any activity.

Before purchase or loan, equipment and resources are checked to ensure that they are safe for the ages and developmental level of the pupils.

The layout of play equipment allows adults and pupils to move safely and freely between activities.

All materials - including paint and glue - are non-toxic.

Sand is clean and suitable for pupils' play.

Physical play is constantly supervised.

Pupils are taught to handle and store tools safely.

Pupils learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

C2.12 Monitoring

This policy will be reviewed by the Headteacher every 2 years.

At every review, the policy will be approved by the trustee board.

The Trustee Board has named the Headteacher together with Facilities Manager to hold responsibility for health and safety matters. It is their responsibility to keep the Board informed of new regulations regarding health and safety, and to ensure that the school regularly reviews its procedures with regard to health and safety matters.

The Headteacher together with the Business Manager and Facilities Manager, carries out regular risk assessments, with the object of keeping the school environment safe. They then report back to the Health & Safety committee and an action plan is drawn up.

The Headteacher implements the school's health, safety and welfare policy on a day-to-day basis, and ensures that all staff are aware of the details of the policy as it applies to them. The HT also reports to the members of the LSC annually on health and safety issues.

The policy will be reviewed bi-annually at the beginning of the academic year by the Health and Safety Committee, or if legislation changes occur.

The Health and Safety audit will be completed annually by the school's designated Health and Safety Officer and Trustee responsible and all findings reported to the Health and Safety Committee.