

# St Andrew's CE Primary School



## Health and Safety Policy

Reviewed: Summer 2022

Next Review Date: Summer 2023

**St Andrew's CE Primary School**

***Every Child A Champion in Their Own Right. Matthew 5.16 - "Let Your Light Shine."***

**Health and Safety Policy**

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## **St Andrew's CE Primary School (Voluntary Aided) GOVERNING BODY STATEMENT OF INTENT**

The governing body of St Andrew's CE Primary School (Voluntary Aided) be reasonably practicable, ensure that all activities under its control are carried out safely.

The governing body will ensure, so far as is reasonably practicable, that the premises, all means of entering or leaving the premises are available for use, any plant or substances in the premises, or provided for use there, are safe and without risks to health. In this respect, the governing body will comply with arrangements and procedures made by the Local Authority as part of its responsibilities as employer. In the case of a letting arranged by the governing body, it will ensure that appropriate health & safety arrangements are in place.

In addition, the governing body will implement systems to:

- maintain high standards for health, safety and welfare
- ensure all employees are aware of such standards through communication and consultation
- provide adequate finance for appropriate training and instruction in all aspects of health & safety
- ensure risk assessments are undertaken and reviewed as necessary
- establish and maintain systems for recording and monitoring health & safety performance at the school.

The school's health & safety policy describes the organisation and arrangements for the management of health & safety within school premises. The governing body will review this Policy annually or if circumstances change in the interim period.

The governing body recognises and endorses the need for good communication and consultation at all levels on health & safety matters.

In order to assist in the discharge of its responsibilities, the governing body will receive copies of health & safety reports issued through the LA.

### **INTRODUCTION**

This is the Policy setting down the health & safety organisation and arrangements for St Andrew's CE Primary School.

Although health and safety is everyone's responsibility our designated team consist of:

Headteacher: Graham Huckstep

Health & Safety Governors: B Colton, E Burton, C Curtis

Health & Safety Team: Kate Elliott, Hayley Johnson, Adele Bowness and Cally Ball.

This policy is for the benefit of teaching, support and ancillary staff, pupils, parents, visitors, contractors and of other people who may be affected by activities while on the school premises. Copies of this policy will be available from the school office and on the school website.

The policy will ensure that all reasonably practicable steps are taken to secure the Safety, Health and Welfare of all persons using the premises by:

- establishing and maintaining a safe and healthy environment throughout the school;
- establishing and maintaining safe working procedures for staff and pupils;

- making arrangements to ensure the safety and absence of risk to health in connection with the use, handling, storage and transport of articles and substances;
- ensuring the provision of sufficient information, instruction and supervision to enable all people working on site to avoid hazards and contribute positively to their own safety and health during work activities;
- providing health and safety training of staff as needs are identified;
- maintaining a safe and healthy place of work and safe access and egress from it;
- formulating effective procedures for use in case of fire and other emergencies and for evacuating the school premises;
- formulating procedures to be followed in case of accidents and incidents;
- the provision and maintenance of adequate welfare facilities;
- identifying through assessment the special needs of disabled staff and pupils and any provisions with regard to young workers and expectant or nursing mothers during normal working routines and emergency situations.

### **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](#).

## **ORGANISATION AND RESPONSIBILITIES**

The Governing Body, as the employer in a Church Voluntary Aided School, has overall responsibility for health and safety, as well as a monitoring role on health & safety issues.

The **Head teacher** has the overall responsibility for the application of the school safety policy. However, staff within the school are responsible for implementing and maintaining compliance with the school safety policy in areas for which they are responsible.

### **Responsibilities of Governors**

Governors play a vital role in the management of their school. This includes managing the school's health and safety standards. St Andrew's is a Voluntary Aided Schools and so the governing body is the employer, therefore, the combined responsibilities for the LA and governors will apply.

In summary, the governing body will:

- formulate a health & safety statement setting out in writing the responsibilities and arrangements for ensuring safety in the school;
  - regularly review health & safety arrangements within the school by formal inspections, through the undertaking of risk assessments, through regular H&S Working Party meetings and through the provisions set out in this policy;
  - implement new arrangements as necessary;
  - provide appropriate resources from within the school's delegated budgets to implement the arrangements set out in this policy and, in particular, ensure that health & safety implications are taken into consideration when setting priorities;
  - receive from the Head teacher, or other appropriate members of staff, reports on health & safety matters including accident trends, and report to the LEA, or other external body as appropriate, any hazards which are their responsibility, or which the governing body is unable to rectify from its own resources;
  - consult with Representatives of Employee Safety on all relevant health & safety issues;
  - seek appropriate specialist advice from the LA and/or others on health & safety matters where the governing body is not fully competent or where additional advice could usefully be sought;
  - ensure that items purchased from budgets which they control meet current health & safety requirements and that appropriate regular maintenance of such equipment is carried out;
  - ensure that health & safety is a standing agenda item at each full meeting and each Finance Committee meeting of the governing body;
  - promote high standards of health & safety in the school and ensure all employees are adequately informed, instructed and trained;
  - ensure that a system exists for informing Safety Representatives of health & safety issues.
- Governors will take those steps which are within their delegated powers to ensure that the school

premises and any plant and substances provided for work use, are safe and without risk to health. If an offence is committed due to the act or default of the governing body, the governors may be charged with and convicted of an offence.

In practice, governors should have no difficulty in complying with their legal duties if they act in accordance with the guidance contained in this policy.

### **Responsibilities of the Head teacher**

The Head teacher has responsibility for the day to day maintenance and development of safe working practices and conditions for teaching and non-teaching staff, pupils, visitors and all other persons using the premises. This includes persons engaged in activities sponsored by the school, in which case the Head teacher will take all reasonably practicable steps to establish & maintain safe working practices and conditions through the delegation of duties to departmental heads, teachers and others as deemed appropriate and clearly communicated to every employee.

In particular the Head Teacher will:

- ensure that safe working practices throughout the school are **understood and implemented** by all site users so that each task is carried out to the required standard and all foreseeable risks are controlled;
- **consult** with members of staff, including safety representatives and the governing body, on health and safety issues and ensure that health & safety is a standard agenda item at staff meetings;
- ensure co-operation and co-ordination of health & safety issues, including relevant risk assessments and safe working practices with all other site users;
- arrange a system for carrying out **Risk Assessments** to allow the prompt identification of potential hazards;
- carry out periodic reviews and **safety audits** on the findings of the risk assessments;
- within the financial resources available, ensure that all members of staff who have identified training needs receive **adequate and appropriate training** and instruction in health and safety matters;
- encourage staff, pupils, visitors and others to promote health & safety and where identified, provide adequate supervision;
- ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe without delay;
- ensure appropriate information to staff is disseminated through Staff Briefings, Briefing Notes and in an annual Safeguarding pack to staff.
- report any unsafe practices of contractors to the LA Building Maintenance Surveyor/Diocese;
- report to the LA's Education Health & Safety Team hazards which cannot be rectified immediately or from within the school's resources;
- ensure that instructions from the LA/Diocese on health & safety matters are reported to the governing body and/or implemented as appropriate;

- **collate accident and incident information** and when necessary carry out an investigation;
- monitor the standard of health and safety throughout the school and **implement disciplinary measures** against those who consistently fail to consider their own well-being or the health and safety of others;
- **monitor and review**, with the governors, the effectiveness of the **health & safety management system**.
- seek to ensure that hirers, of school premises conduct themselves in such a manner that **statutory safety requirements** are met.
- take such actions as are necessary to protect persons in his/her care from risk of injury should a contractor create hazardous conditions presenting serious and immediate danger.

The Headteacher may delegate the undertaking of the above duties to a member of the Senior Leadership Team but will retain responsibility for securing a safe and healthy working environment and practices.

### **Employees' Responsibilities**

All employees have a duty to:

- take reasonable care of their own health and safety;
- take reasonable care of the health and safety of other persons who may be affected by their acts or omissions while at work;
- co-operate with their employer to enable any duty or requirement placed on their employer to be complied with;
- familiarise themselves with the health and safety aspects of their work and avoid conduct which may create risk;
- not to intentionally or recklessly interfere with or misuse anything provided in the interests of safety, health or welfare, or do anything likely to endanger themselves or others.

*In particular all members of staff will:*

- familiarise themselves with this Safety Policy and all safety regulations as laid down by the LA and governing body;
- ensure that health and safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils;
- to use the correct tools, equipment and materials appropriate for the task to be undertaken;
- ensure that all plant, machinery and equipment is in safe working order and correctly guarded;
- not allow unauthorised or improper use of plant, machinery or equipment;
- observe standards of dress consistent with safety and/or hygiene;
- ensure that any protective equipment, guards or safety devices supplied are used as intended;
- ensure that all toxic, hazardous and flammable substances are correctly used, stored and labelled;



- report any work situation giving rise to serious and immediate danger or any shortcoming in protection arrangements;
- take an active interest in promoting health and safety and suggest ways of reducing risk.

#### *General Responsibilities of Staff*

- No class of primary age children should be left for any reason except in an extreme emergency and even then, a colleague or the Head teacher should be made aware of the situation and asked to keep an eye on the class
- A particularly high level of supervision must be exercised when children are assisting in the movement of equipment
- Pupils will only be allowed off site during the school day in accordance with the governing body's policy.
- At no time during the prescribed session hours should children be left unsupervised whether in the playground, dining hall or anywhere else in the school. Shared supervision is acceptable for example at wet break times or at 8.30 when doors first open for example. Staff – including Support Staff – may keep an eye on more than one class for a short period.
- The mid-session breaks are legally deemed as directed time. At St Andrew's the flexible approach to playtimes according to pupils' learning diversity and needs means that the responsibility for supervising children on the playground is that of the class teacher or year group staff to organise. Queries should be directed to the Head teacher.
- Safety of pupils is the responsibility of class teachers.
- Class teachers are expected to exercise effective supervision of the pupils and to know the school's emergency procedures and carry them out
- Staff should be in school no later than 8:20am and must remain in school until 3:45pm. Parents are requested to ensure that children arrive at school as near to 8.45am as possible and leave the premises at the end of the day as soon after 3.30 pm as possible. To ease congestion doors open from 8.30am but this is optional for parents to choose and work alongside their pupils until school starts. At the end of the day, again to ease congestion doors at Younger End may open from 3.20 pm but the official end of the day is 3.30 pm with all pupils on the playground by 3.40 pm.
- Teachers must remain in the classroom area until the last child under their supervision has left and remain in the vicinity of the classroom or playground until 3.45 pm in case a child returns to the room or is not collected.

The Head teacher or a Senior Leader will be on duty until 4.00 pm to deal with any emergency.

- Special care must be taken to ensure that no child leaves the school until 11.50 or 3.30 pm (Foundation Stage 11.30 am and 3.30 pm)
- No child is to leave the premises unless accompanied by a parent/adult known in advance to be collecting the child. Children leaving the premises with a parent/adult must be signed out at the School Office.
- 8.30 – Doors Open for parents wishing for their child to enter our school premises. Official class teacher supervision does not commence until 8.30. Official start of School Day is 8.40.

## **Other Responsibilities.**

### **School Safety Co-ordinator.**

Mr G Huckstep (Head teacher), assisted by the Senior Leadership Team.

Phase Leaders.

Each Phase Leader is responsible for co-ordinating health and safety arrangements within their Phase. This includes drawing up, monitoring and reviewing procedures for making risk assessments about procedures, display, children's tasks and educational visits. Incident logs are kept by the Head teacher.

### **Responsibilities - Outside Bodies.**

When the premises are used for purposes not under the direction and control of the Headteacher then the principal person in charge of the activities will be responsible for implementing all safe practices as required by this document.

The Head teacher must seek to ensure that hirers, contractors and others who are working on or hiring the school premises conduct themselves in such a manner that all statutory and advisory safety requirements are met at all times.

When the school premises or facilities are being used out of school hours for a school sponsored activity then, for the purpose of this policy, the organiser of the activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.

All hirers, contractors and others using the school premises or facilities must familiarise themselves with the relevant parts of this policy, comply with all safety directives of the governing body and ensure that they will not without the prior knowledge of the Head teacher:

- (a) introduce equipment for use on the school premises;
- (b) alter fixed installations;
- (c) remove fire and safety notices or equipment;
- (d) take any action that may create hazards for persons using the premises at that time, or staff or pupils of the school at a later time.
- (e) COSHH - Control of Substances Hazardous to Health Regulations - The school follow legislative guidelines - See separate policy.

### **Asbestos Management**

Asbestos is a generic term for a number of silicates of iron, magnesium, calcium, sodium and aluminium that appear naturally in fibrous form. In the 2012 Regulations, asbestos is defined as any of the following minerals, "crocidolite, amosite, chrysotile, anthophyllite, actinolite, tremolite or any mixture containing any of the said materials".

St Andrew's CE Primary School has an explicit duty to assess and manage the risks from asbestos in premises in compliance with **Regulation 4 of The Control of Asbestos Regulations**. Each premises assessment will be used to produce a Local Asbestos Management Plan (LAMP) which details and records the actions to be undertaken to manage and reduce the risks from asbestos and have a

requirement to pass on information about the location and condition of Asbestos Containing Materials to anyone likely to disturb them. All staff receive a copy of our Asbestos Management Plan.

The Head Teacher will seek confirmation of the existence or otherwise of asbestos on site. Should asbestos be known to exist and it cannot be safely left in situ to be monitored, they will consult with, and where appropriate employ, specialised asbestos contractors to arrange its safe sealing or removal.

The enforcing authority will be notified of any work involving licensable asbestos at least 14 days prior to the commencement of work, (a lesser time may be agreed by mutual consent).

All staff will be informed that asbestos exists on site and where to refer to the LAMP and ancillary documentation for detailed information should they require it.

Site services staff will be given training, advice and guidance on the likely form that asbestos containing materials may take and how to recognise suspect material.

Any removal of asbestos (whether licensable or not) will be carried out by a specialist contractor strictly following safe systems of work.

**No member of staff is permitted to work with or disturb asbestos containing materials;** should this be required the school will engage specialist contractors.

#### **Body Fluids and Infection Control - Cleaning up Body Fluids i.e. Urine, Faeces, Vomit and Blood and dealing with infectious (communicable) diseases**

The Head Teacher will ensure the following arrangements for body fluids are followed:

All hazardous products in use for cleaning up body fluids will have a COSHH risk assessment completed.

Manufacturer's instructions will be followed when using these products. Should contact with the skin or mucous membranes occur, the area will be immediately irrigated with plenty of water and medical assistance sought as appropriate.

All body fluids will be cleaned up as quickly as possible after spillage.

Appropriate disposable gloves will be provided and worn.

In the event of an infectious disease outbreak or pandemic such as norovirus etc. the school will follow Hull City Council, Department for Education and Public Health England policies, procedures and guidance. Any specific requirements will be notified to parents in a timely manner through normal school communication channels.

#### **Contractors**

All contractors who work on the school premises are required to ensure safe working practices by their own employees and compliance with statutory regulations. They must pay due regard to the safety of all persons using the premises, in particular contractors must pay regard to CDM 2015 Regulations.

All contractors who work on the school premises are required to ensure safe working practices are being adhered to by their own employees.

#### **Control of Substances Hazardous to Health Regulations**

Should a contractor's work create hazardous conditions and the contractor cannot/will not eliminate them or take action to make them safe, the Head teacher will take such actions as are necessary to protect persons in his/her care from risk of injury.

Any problems between the contractor and the school should be passed to the LEA Building Maintenance Engineer/Surveyor once any immediate safety actions to protect site users have been carried out by the Head teacher.

The governing body draws to the attention of all users of the school premises (including hirers and contractors) sec. 8 of the Health and Safety at Work, etc Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

### **School Catering Arrangements**

Whilst the Head teacher has day to day responsibility for the school and its staff, the catering contractor is responsible for health & safety matters affecting the production of meals in school kitchens.

The food production side of the servery is the responsibility of the Cook in Charge. Arrangements for the pupils and the taking of the meal are the responsibility of the Head teacher and/or other staff on duty. It is the duty of the Catering Contractor to undertake assessments of risk for their work activities.

There will be close co-operation between the Head teacher and representatives of the Catering Contractor, particularly the Cook in Charge, to ensure that high standards of health & safety exist in accordance with the school's arrangements.

### **Health and Safety Support**

The governors recognise that there will be occasions when the school will require specialist advice on health and safety matters. First contact will be through the LA Health & Safety Team from where advice will be provided or actions implemented to rectify the situation.

### **Employee Consultation**

It is a legal requirement to have in place a system of consultation between Employer and Employee to enhance and encourage health and safety.

The City Council and Education Services consultative arrangements for health & safety are detailed in the Departmental Safety Policy.

The school recognises the importance of consultation with all staff and will include health and safety matters as an integral part of any meeting agenda.

The school Health and Safety Representatives are G Huckstep, Rev C Van Straaten, R Colton, K Elliott, H Johnson, A Bowness, C Ball and P Way.

### **Safety Inspections**

The practice of self-monitoring is a vital feature of health & safety. It is the responsibility of all staff to be vigilant on health & safety matters at all times.

Health & Safety inspections of premises will take place at least once every term. They will be initiated by the Headteacher and carried out by the Caretaker/Facilities Manager and a representative of the Governing Body's Health and Safety Committee. Inspection reports will be a standard agenda item at whole Governing Body meetings and also the Finance Committee meetings.

### **Identification and Control of Hazards and Risks**

Risk Assessments form the basis of work procedures and the control of such risks will determine the schools safety rules & procedures and identify training needed as part of the preventative and protective measures, thereby developing and maintaining safe working procedures throughout the school.

The governing body is responsible for ensuring such assessments are completed, recorded and monitored. Copies of risk assessments are available to all relevant employees and other site users. All employees and governors should report hazards of which they become aware by means of a verbal report to the School Office or one of the H&S Representatives.

The Head teacher is responsible for initiating a risk assessment and any remedial action decided. If the risk cannot be reduced to an acceptable level, steps may be taken to isolate the risk and employees & other site users will be advised accordingly.

Specific risk assessments will be completed for young persons, pregnant workers and in accordance with the Disability Discrimination Act (DDA) 1995.

Parents are asked to make sure that children do not bring items to school, which could be deemed hazardous or dangerous e.g. lotions/sprays/sharp implements. If such items are found by any member of staff they will be confiscated and the parents asked to come into school to collect them.

### **Mental Health**

Mental health is a state of well-being in which every individual realises his or her own potential, can cope with the normal stresses of life, can work productively and fruitfully, and is able to make a contribution to his or her community (World Health Organisation). At St Andrew's we aim to promote positive mental health for every member of our staff and all pupils. We pursue this aim using both universal, whole school approaches and specialised, targeted approaches aimed at vulnerable children. To assist in this, each pupil is assigned a well-being mentor.

### **Arrangements for Pupils with Special Needs**

Identification and management of special educational needs, including emotional and behavioural difficulties, is the duty of all teachers and the Special Educational Needs Co-ordinator.

Where it is identified that a pupil/pupils are in requirement of special needs, it is a duty that the following requirements are considered:

- teacher training, including manual handling of persons;
- specialist equipment;
- means of access/egress etc.

Advice should be obtained from the appropriate external agencies if necessary.

### **Working at Height**

In order to avoid falls, danger to self or others, staff must follow the guideline below:

- Do not store heavy objects at height, best stored between shoulder and knee height
- Refer 'Working at Height: a brief Guide' – HSE 01/14
- Inform others of tasks being undertaken
- Aim to carry out tasks at quiet times eg when pupils are not in class
- Access equipment should be safely/securely stored - so as not to present further hazards eg tripping/falling
- All equipment should be inspected before use
- Folding step ladders must not be used as straight ladders
- Folding step ladders must rest evenly on their legs and should be extended to the full width of the brace/tie cord
- Ladders should have rubber feet in place
- Request Assistance wherever possible for higher access or if lifting/stacking loads etc
- Avoid working at heights alone on site
- Avoid overreaching/rushing
- Position ladders safely i.e. not on mats, other moveable objects or highly polished surfaces
- Do not position ladders/steps near/behind doors, exits etc
- Do not work at heights beyond which you are comfortable/confident
- Do not stand on desks, chair or any surface that is not designed as access equipment.

### **Lifting of Goods, People and Animals**

Suitable and sufficient manual handling assessments must be undertaken prior to any lifting activity and appropriate controls will be put in place.

### **Training of Employees**

The opportunity is provided for all employees to have access to the information, instruction, supervision and training as is required to enable them to work in a safe environment.

All employees whether permanent or temporary will undergo appropriate **Induction training** in safety matters especially in regards to the safeguarding of pupils/adults.

Further training needs will be considered when employees transfer or take on new responsibilities or when there is a change in the work equipment or systems of work in use.

The School Training Co-ordinator will identify health & safety training needs in consultation with the employees concerned. Health & safety training needs of support and ancillary employees will also be identified in this way.

Employees who feel that they have a need for health & safety training of any kind should notify a member of the Senior leadership Team in writing.

## **Emergency Procedures**

In an emergency, the Class Teacher is to clear the area of all people, take appropriate action, e.g. close doors, isolate services, call emergency services and summon the Head teacher or other member of the Senior Leadership Team to arrange follow-up action. All necessary precautions will be taken to ensure the safe evacuation of disabled people.

**FIRST PRIORITY** in all hazardous situations is the safety of people, their removal from danger, care and the application of first aid.

**SECOND PRIORITY** is to call the emergency services where necessary – by the School Office.

**THIRD PRIORITY** is to safeguard premise and equipment, if possible.

## **Fire**

A fire risk assessment is required - this will be undertaken by The Governing Body Health and Safety Working Group.

The procedure will be tested with a full evacuation of the school once per term. A log of all drills and points for improvements is kept by the Caretaker.

All fire doors must be kept closed at all times unless held open by electronic devices directly linked to the fire alarm. Fire exit doors must be unlocked and easily accessible and able to be opened from within the building without the necessity for a key.

The fire alarm will be tested on a regular basis using two different call points each time out of school hours. The Caretaker will keep a log of such tests.

The head teacher and the Caretaker are responsible for conducting an annual inspection of firefighting equipment as part of the health & safety inspection.

Fire extinguishers are tested on an annual basis, with the date of each test indicated on the appliance. The Head teacher is responsible for organising such examinations by a competent person, via a contracted service – the Fire Brigade.

Different alarm actuation points will be used at each drill and from time to time certain escape routes will be deemed impassable. Staff will be practised in the normal escape route from their place of work and alternative routes to the muster area.

## **Bomb Threat**

The school procedure for dealing with a bomb threat will closely follow the guidelines set out in the City Council/LA policy.

The recipient of a verbal threat should never assume that the threat is a hoax.

When a threatening call is received, time is of the essence - try to stay calm, do not interrupt the caller, get the full details exactly as stated and keep the telephone line open even after the caller has hung up. Armed with as much information as possible, inform the Headteacher or a Senior Leader, who will take charge of the situation.

When in any doubt as to the validity of the threat, the Headteacher or Senior Leader will err on the side of safety and evacuate the buildings as detailed in the school's policy. In all cases, the police must be informed.

For such critical incidents the safe meeting place is in the grounds surrounding our local church.

### **First Aid Provisions**

The Governors through the Head teacher will assess the first aid needs of the school taking into account actual levels of risk and for determining the required number of first-aid personnel taking into account the number of employees & other site users (i.e. pupils).

All employees will be aware of the First Aid provisions.

A list of those employees who have been trained to first aid at work level (Designated first aiders) is posted in classrooms and other prominent places.

On expiry of certificates or when an employee who has been trained as a first aider leaves the school, The Head Teacher will make arrangements for replacement cover to be provided.

First aid boxes are kept at the following locations, and will be maintained by a First Aider: at the bottom of the spiral staircase in the main entrance hall; in the large hall near the door to the library; at the top of the spiral staircase; downstairs back toilet area and in the small hall at the Lunchtime Supervisors' station. The travelling first aid boxes and bags are kept in the Raywell equipment cupboard and in the stationery cupboard near the school office.

Parents and carers are informed immediately of administered first aid, however because of our creative play and emphasis on outdoor activities, parents and carers are warned that accidents will happen.

The contact numbers for the nearest hospital Accident and Emergency Department and other medical services are Hull Royal Infirmary, Tel: 01482 328541. Also the Minor Injuries Unit at Bransholme Health Centre, Tel: 01482 826788 (main switchboard).

Guidelines dealing with specific risks e.g. Blood Borne Viral Infections, Hepatitis B and HIV - Hygiene Guidelines for Schools; Policy on Head Lice etc. are issued individually and form a section of the Education Services Health and Safety Handbook. In all cases, disposable gloves should be used.

All sharps, including hypodermic needles & syringes must be handled with great care in accordance with LEA guidelines and disposed of in a suitable sharps container conforming to BS7320. The sharps box is located in the Caretaker's Office.

### **Supporting Pupils with Medical Needs - Administration of Medicines**

The governing body has approved a school-based policy on managing medication and implemented management systems to support individual pupils with medical needs. Medications are not to be administered by staff. This information is also in the 'Information for Parents' booklet given to families of all children who join the school.

The Head teacher or a Senior Leader will be responsible for deciding whether to agree to requests for the administration of medicines to pupils in accordance with the Governing Body's policy.

### **Drugs Policy**

The governing body has approved a policy for drugs education & drug prevention.

The named person for drug information and co-ordination of policy is the school's PHSME Coordinator, who is based at St Andrew's as Teachers and can be contacted on telephone number



01482 825659. Guidance, advice and support to colleagues on drug related matters within the setting are available from this contact.

### **Accident and Dangerous Occurrence Reporting**

All accidents and incidents to employees will be recorded on the appropriate forms which are kept in the School Office.

Accidents/incidents involving pupils and other non-employees must be recorded on the appropriate form.

Copies of all accident reports for employees will be retained on site for a minimum of three years following the incident.

Accident reports should be drawn to the attention of and counter-signed by the Head teacher. Where accidents are found to be caused by faulty plant, equipment, premises or unsafe systems of work, he/she will act to remove or isolate the hazard until the necessary modifications or repairs can be made.

### **Violence at Work**

All acts of violence to members of staff, whether physical or verbal, will be reported in the first instance to the Headteacher or Senior Leader and if appropriate to the LA.

Where injury results from a violent act, the injury should be reported in the normal way as an accident but with the violence at work report attached.

Violence and Challenging Behaviour Report forms are available from the LA and will be monitored by the governing body in order that appropriate control measures can be implemented to reduce or eliminate a reoccurrence of the incident.

Support is available to employees following incidents through the Occupational Health Unit.

### **Workplace Stress**

Ill health resulting from stress caused at work is treated in the same way as ill health due to physical causes in the workplace. During the undertaking of risk assessments, the symptoms of work-related stress are actively sought and steps taken to deal with the organisational causes.

Individual concerns are to be discussed with the Headteacher or Senior Leader. Support and advice is also available from the City Council's Occupational Health Unit, telephone (01482) 613333.

### **Display Screen Equipment**

Employees who are assessed as Display Screen Equipment 'Users' are entitled to sight tests and corrective appliances in line with LEA policy and guidelines.

Work stations and working arrangements will be assessed regularly. The head teacher is responsible for initiating action as a result of the assessments.

Please see correct 'set up' procedures below - Appendix 2.

### **Maintenance of Premises**

The Governing Body is responsible for ordering building, site or plant work related to maintenance and for ensuring that it is done to a satisfactory standard and in a safe manner. However, during such work the Head teacher must exercise common sense in noting dangers to staff, pupils and other visitors to the site.

All arrangements for dealing with asbestos (where present) will be co-ordinated by the Diocesan/LA Building Maintenance Surveyor.

The Head teacher is responsible for ordering repairs which are the school's responsibility.

Safety Officers within the City Council have the authority to stop any activities on council owned property if in their opinion the activities give rise to imminent danger.

Co-ordination and co-operation between all parties will make stopping work a last resort.

### **Waste Management and Cleaning Arrangements**

The cleaners collect waste daily and the Caretaker will arrange for its safe storage in appropriately sited secure containers. All employees are responsible for reporting accumulation of waste, or large items of waste that require special attention to the Caretaker, who will arrange for its disposal.

All School Employees are responsible for arranging to clear up spillages, which occur whilst they are in charge of the area concerned. Other spillages or leaks should be reported to the Caretaker who will arrange for them to be dealt with.

The cleaning arrangements for the school are set out by the Head Teacher and the Caretaker. Hazardous materials or substances require special procedures for disposal.

All 'sharps' finds should be reported to the head teacher who will arrange for the Caretaker to collect the sharp for storage in the sharps container stored in the Caretaker's Office. Full containers are disposed of by the Caretaker.

### **Entering and Leaving the Premises**

The Caretaker (or the Head teacher or second key holder from time to time) are responsible for opening and securing the building.

During periods of severe weather, arrangements for maintaining safe access to, from and within the premises are determined by the Head Teacher.

### **School Security**

All concerns/issues should be referred to the Head Teacher.

Parents are invited to comment on any concerns. School gates are closed from 8.50. All visitors must enter from the main door and sign in the visitors' book.

### **Vehicle Movement in the School Grounds**

For site traffic, routes need to be properly organised to allow for pedestrians and vehicles to circulate safely.

Suitable measures have been developed to ensure safety near and in car parks.

### **Use of Premises Outside School Hours**

The Head Teacher is responsible for co-ordinating lettings of the premises in accordance with the LA's 'Directed Community Use of School Premises' guidelines.

The Caretaker, in consultation with The Head Teacher, is responsible for informing other users of the building of the presence of any hazards which have not been rectified.

Where use is sought of specialist equipment or fittings a suitable qualified person must be available to supervise such use and no equipment or fittings will be removed or adjusted without previous approval from the governors.

The Caretaker is responsible for checking that the premises are left in reasonable order by others before locking up.

### **Housekeeping**

All corridors, passageways and gangways must be kept clear of rubbish and obstructions. The Caretaker will make a daily check. All employees and other site users are required to co-operate with decisions taken as a result of this check.

An employee encountering any damage or wear and tear of the premises, which may constitute a hazard, should report to the head Teacher by means of a written note indicating the problem for inspection.

Defective furniture should be reported to the School Office or a Senior Leader and should be removed from use in order to maintain safety for staff and pupils.

### **Smoking**

Smoking is **NOT** permitted in the school or its premises at any time.

### **Infection Prevention and Control**

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

#### **Handwashing**

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

#### **Coughing and sneezing**

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

### **Personal Protective Equipment**

- Employers have duties concerning the provision and use of personal protective equipment (PPE) at work. PPE is equipment that will protect the user against health or safety risks at work. It can include items such as safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses. It also includes respiratory protective equipment (RPE).
- Making the workplace safe includes providing instructions, procedures, training and supervision to encourage people to work safely and responsibly.
- Even where engineering controls and safe systems of work have been applied, some hazards might remain.

These include injuries to:

- • the lungs, e.g. from breathing in contaminated air
- • the head and feet, e.g. from falling materials
- • the eyes, e.g. from flying particles or splashes of corrosive liquids
- • the skin, e.g. from contact with corrosive materials
- • the body, e.g. from extremes of heat or cold

PPE is needed in these cases to reduce the risk.

If PPE is still needed after implementing other controls (and there will be circumstances when it is, e.g. head protection on most construction sites), it must be provided for employees free of charge. The equipment must be chosen carefully and employees must be trained to use it properly, and know how to detect and report any faults.

Exemptions from wearing PPE for those jobs that 'only take a few minutes' **must not be made.**

### **Exclusion Periods for Infectious Diseases**

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

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

### **Hazardous Substances**

The governing body will ensure that the use of all hazardous substances is assessed and that adequate controls are in place to protect the health & welfare of all employees and other site users. No new substance may be brought into school without carrying out a full COSHH assessment. This is a legal requirement.

The Caretaker, who will ensure their safe use in accordance with LEA guidelines, maintains inventories of hazardous substances used in the school. Stocks will be checked on a regular basis, at least annually and a list maintained of all substances which are no longer required and are for disposal. This will be co-ordinated by the Caretaker via the head teacher.

### **Work Equipment**

All work equipment purchased by the school should bear the relevant CE or BSEN Safety standard applicable to its safe design and manufacture.

The governing body will keep an inventory of all equipment, which will include details of maintenance arrangements. The Head teacher will monitor this.

## **PE Equipment**

Pupils are taught how to carry out and set up PE equipment safely and efficiently.

Staff check that equipment is set up safely

Any concerns about the condition of the hall floor or other apparatus will be reported to the Caretaker and the PE team.

## **Electricity at Work**

Employees will visually examine all portable electrical equipment before use. Portable electrical equipment will be examined and tested every 12 months by a competent person.

Faulty equipment is to be taken out of use.

Testing of fixed electrical equipment (mains circuit to outlet socket) is the responsibility of the Education Services who will employ competent electricians to carry out this work. Residual current devices will be tested on a weekly basis, the results of which will be recorded by the Caretaker and kept in the School Office.

## **Use of School Equipment by Contractors & Outside Bodies**

Due to insurance requirements and legal liabilities, the school will not lend tools or equipment to contractors or outside bodies.

Contractors should supply all equipment needed to complete their work.

## **Visitors**

All visitors and contractors must report on arrival on site to the School Office who will:

- identify a contact person;
- check identity badges if appropriate;
- provide them with relevant health & safety information;
- remind them of their duties to the school community, if applicable (e.g. Contractors)

Visitors will be required to sign the visitor's book located in the Main Entrance/Office.

An employee seeing an unidentified person on the school premises should act in accordance with the agreed procedure, and report suspicions to the School Office, who will immediately inform the Head teacher or a Senior Leader.

Parent helpers will be made aware of the health & safety arrangements applicable to them through the teacher to whom they are assigned.

If any member of the public refuses to leave the premises or is continuing a nuisance, dial the police (999) and request immediate assistance.

## **Educational Visits**

All visits are to be arranged in accordance with the LA guidelines.

No staff member will take pupils off school premises without specific insurance cover as governed by current LA requirements. Such visits are co-ordinated by the Head teacher.

A risk assessment must always be carried out before setting off on an educational visit.

When planning to use adventure activity facilities offered by a commercial company or by a local authority the group leader must check whether the provider is licensable under law and, if so that the provider actually holds a licence.

A travelling first aid kit will be taken on all outside visits and there will always be at least one first aider on the schools' trips and visits.

For trips and visits with pupils in the Early Years Foundation Stage, there will always be at least one first aider with a current paediatric first aid certificate.

### **Work Experience/Placement Arrangements**

The guidelines are concerned with all work experience placements arranged on behalf of pupils & students following courses offered in schools.

Assessment of the risks to young people, less than 18 years old, before they start work are to be completed by a Senior Leader in line with the Health & Safety (Young Persons) Regulations, 1997. Work Experience placements are co-ordinated by the Head teacher and Senior Leadership Team. Assessment of the risks to young people – less than 18 years old, before they start work is the responsibility of the secondary schools.

### **CONCLUSION**

#### **Monitoring Performance**

This document is not a finite statement of policy. It will require regular revision where necessary. It cannot include all items necessary to achieve safe working conditions at all times.

This policy is the commitment of the School's governing body and the Head teacher to comply with all statutory requirements with the aid of the Health and Safety Handbook, HSE publications and education guidance notes, to provide a safe and healthy place to work.

#### **Review**

The governing body is responsible for carrying out an annual review of the Health & Safety arrangements for the school;

At every review, the policy will be approved by Mr G Huckstep (Headteacher) and Miss L Russell (Chair of Governors).

Last review: Summer 2022

Next review: Summer 2023

### Appendix 1. Recommended absence period for preventing the spread of infection

This list of recommended absence periods for preventing the spread of infection is taken from non-statutory guidance for schools and other childcare settings from Public Health England. For each of these infections or complaints, there [is further information in the guidance on the symptoms, how it spreads and some 'do's and don'ts' to follow that you can check.](#)

Infection or complaint	Recommended period to be kept away from school or nursery
<b>Athlete's foot</b>	None.
<b>Campylobacter</b>	Until 48 hours after symptoms have stopped.
<b>Chicken pox (shingles)</b>	Cases of chickenpox are generally infectious from 2 days before the rash appears to 5 days after the onset of rash. Although the usual exclusion period is 5 days, all lesions should be crusted over before children return to nursery or school.  A person with shingles is infectious to those who have not had chickenpox and should be excluded from school if the rash is weeping and cannot be covered or until the rash is dry and crusted over.
<b>Cold sores</b>	None.
<b>Rubella (German measles)</b>	5 days from appearance of the rash.
<b>Hand, foot and mouth</b>	Children are safe to return to school or nursery as soon as they are feeling better, there is no need to stay off until the blisters have all healed.
<b>Impetigo</b>	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
<b>Measles</b>	Cases are infectious from 4 days before onset of rash to 4 days after so it is important to ensure cases are excluded from school during this period.

<b>Ringworm</b>	Exclusion not needed once treatment has started.
<b>Scabies</b>	The infected child or staff member should be excluded until after the first treatment has been carried out.
<b>Scarlet fever</b>	Children can return to school 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the school or nursery, the health protection team will assist with letters and factsheet to send to parents or carers and staff.
<b>Slapped cheek syndrome, Parvovirus B19, Fifth's disease</b>	None (not infectious by the time the rash has developed).
<b>Bacillary Dysentery (Shigella)</b>	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.
<b>Diarrhoea and/or vomiting (Gastroenteritis)</b>	<p>Children and adults with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course is completed.</p> <p>For some gastrointestinal infections, longer periods of exclusion from school are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, school health advisor or environmental health officer will advise.</p> <p>If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.</p>
<b>Cryptosporidiosis</b>	Until 48 hours after symptoms have stopped.
<b>E. coli (verocytotoxigenic or VTEC)</b>	The standard exclusion period is until 48 hours after symptoms have resolved. However, some people pose a greater risk to others and may be excluded until they have a negative stool sample (for example, pre-school infants, food handlers, and care staff working with vulnerable people). The health protection team will advise in these instances.
<b>Food poisoning</b>	Until 48 hours from the last episode of vomiting and diarrhoea and they are well enough to return. Some infections may require longer periods (local health protection team will advise).
<b>Salmonella</b>	Until 48 hours after symptoms have stopped.
<b>Typhoid and Paratyphoid fever</b>	Seek advice from environmental health officers or the local health protection team.
<b>Flu (influenza)</b>	Until recovered.



<b>Tuberculosis (TB)</b>	Pupils and staff with infectious TB can return to school after 2 weeks of treatment if well enough to do so and as long as they have responded to anti-TB therapy. Pupils and staff with non-pulmonary TB do not require exclusion and can return to school as soon as they are well enough.
<b>Whooping cough (pertussis)</b>	A child or staff member should not return to school until they have had 48 hours of appropriate treatment with antibiotics and they feel well enough to do so or 21 days from onset of illness if no antibiotic treatment.
<b>Conjunctivitis</b>	None.
<b>Giardia</b>	Until 48 hours after symptoms have stopped.
<b>Glandular fever</b>	None (can return once they feel well).
<b>Head lice</b>	None.
<b>Hepatitis A</b>	Exclude cases from school while unwell or until 7 days after the onset of jaundice (or onset of symptoms if no jaundice, or if under 5, or where hygiene is poor. There is no need to exclude well, older children with good hygiene who will have been much more infectious prior to diagnosis.
<b>Hepatitis B</b>	Acute cases of hepatitis B will be too ill to attend school and their doctors will advise when they can return. Do not exclude chronic cases of hepatitis B or restrict their activities. Similarly, do not exclude staff with chronic hepatitis B infection. Contact your local health protection team for more advice if required.
<b>Hepatitis C</b>	None.
<b>Meningococcal meningitis/ septicaemia</b>	If the child has been treated and has recovered, they can return to school.
<b>Meningitis</b>	Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed.
<b>Meningitis viral</b>	None.
<b>MRSA (meticillin resistant Staphylococcus aureus)</b>	None.
<b>Mumps</b>	5 days after onset of swelling (if well).
<b>Threadworm</b>	None.
<b>Rotavirus</b>	Until 48 hours after symptoms have subsided.