



**Alder Grove**  
Church of England Primary School



# Health & Safety Policy

Date	September 2020
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**ALDER GROVE CHURCH of ENGLAND PRIMARY SCHOOL**

**HEALTH AND SAFETY POLICY**

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## Aim

Alder Grove Church of England Primary School is committed to identifying, then eliminating or controlling, any hazards encountered in the school or on the site. The School is also committed to the safety of others, not employed by the School, who may be affected by the activities of the School.

This Statement, together with the following Health and Safety Policy, outlines measures in place to ensure the safety of those in our school.

## 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.

## General Guidelines

It is the policy of the Head of School, Executive Head Teacher and Local Governing Body, so far as is reasonably practicable, to:

1. establish and maintain a safe and healthy environment throughout the school;
2. establish and maintain safe working procedures among staff and pupils;
3. make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
4. ensure the provision of sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided;
5. maintain all areas under the control of the Governors and the Head of School, in a condition that is safe and without risk to health and to provide and maintain means of access to and from that place of work that are safe and without risk;
6. formulate effective procedures for use in case of fire and for evacuating the School buildings, locking down the school site or evacuating the school site.
7. lay down procedures to be followed in case of accident;
8. teach safety as part of pupils' duties, where appropriate;
9. provide and maintain adequate welfare facilities and seek advice from Wokingham Borough Council, as appropriate.

## Responsibility of the Governors and Head of School

The local governing body has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the Head of School.

The local governing body has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

1. monitor the effectiveness of the Health and Safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis;
2. prepare an emergency evacuation procedure for the School and arrange for periodic practice evacuation drills (normally at least once a term) to take place and for the results of these to be recorded;
3. make arrangements to draw the attention of all staff employed at the School to the School's safety policies and procedures and of any relevant safety guidelines and information issued by the Authority;
4. make arrangements for the implementation of the School's accident reporting procedure and draw this to the attention of all staff at the School as necessary;
5. make arrangements for informing staff and pupils, of relevant safety procedures. Other users of the school will be appropriately informed;

6. ensure that regular safety inspections are undertaken. (Premises Manager, Chair of Finance and Premises Committee, Head of School and Operations Manager will inspect all school premises and property at least once a term);
7. arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe during this Health and Safety inspection
8. report to Wokingham Borough Council and or Oxford Diocese, any defect in the state of repair of the buildings or their surrounds which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed;
9. monitor, within the limits of their expertise, the activities of contractors, hirers and other organisations present on site, as far as is reasonably practicable;
10. identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist the Governors and Head of School in the management of health and safety at the School. Such delegated responsibility must be defined as appropriate.

#### **Duties of the Person Delegated to Assist in the Management of Health and Safety**

The delegated person, Operations Manager shall:

1. assist the Head of School and Executive Headteacher in the implementation, monitoring and development of the health and safety policy within the school;
2. monitor general advice on safety matters given by the Local Authority, Diocese and other relevant bodies and, with the assistance of the Site Controller, advise on its application to the School and its Grounds;
3. co-ordinate arrangements for the design and implementation of safe working practices within the School and its Grounds;
4. with the Site Controller, investigate any specific health and safety problem identified within the School and its Grounds and take or recommend (as appropriate) remedial action;
5. to ensure methods of working are provided when appropriate and to cease activity on a temporary basis for further consideration by the Governors and Head of School should methods be thought to be provided;
6. assist in carrying out regular health and safety inspections of the school and its activities and make recommendations on methods of resolving any problems identified;
7. ensure that staff with control of resources (both financial and other) give due regard to health and safety;
8. co-ordinate arrangements for the dissemination of information and for the instruction of employees, students, pupils and visitors on safety matters and to make recommendations on the extent to which staff are trained.

#### **Responsibilities of Staff**

All staff are responsible for the health and safety arrangements in relation to staff, pupils and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

1. exercise effective supervision over all those for whom they are responsible, including pupils;

2. be aware of and implement safe working practices and to set a good example personally.
3. identify actual and potential hazards and introduce procedures to minimise the possibility of mishap;
4. ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards;
5. provide written job instructions, warning notices and signs as appropriate;
6. provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required;
7. minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process;
8. evaluate promptly and, where appropriate, report health and safety concerns through appropriate channels
9. provide the opportunity for discussion of health and safety arrangements;
10. investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action;
11. where private vehicles are used to transport children to and from school functions, staff should ensure that child restraints and seats appropriate to the age of the children concerned are used and business insurance is in place.
12. take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work;
13. co-operate with the Governors and Head of School and others in meeting statutory requirements. Not interfere with or misuse anything provided in the interests of health, safety and welfare;
14. make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; where in doubt they must seek immediate clarification from the Head of School;
15. ensure that tools and equipment are in good condition and report any defects to the Head of School;
16. use protective clothing and safety equipment provided and ensure that these are kept in good condition;
17. ensure that offices, general accommodation and vehicles are kept tidy;
18. ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the Head of School.

N.B. When any member of staff considers that corrective action is necessary, but that action lies outside the scope of their authority, they should report the problem to the Head of School.

***WHENEVER AN EMPLOYEE IS AWARE OF ANY POSSIBLE DEFICIENCIES IN HEALTH AND SAFETY ARRANGEMENTS, SHE/HE MUST DRAW THESE TO THE ATTENTION OF THE HEAD OF SCHOOL.***

Please also note the following:

1. It must be realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage.
2. Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards.
3. All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of staff.

#### Parents and pupils - awareness of health and safety

All pupils are expected, within their expertise and ability, to:

1. exercise personal responsibility for the safety of themselves and their fellow pupils;
2. children are to adhere to the school uniform policy; ensuring clothing is in appropriate condition e.g. footwear is in suitable condition to avoid slipping
3. observe all the safety rules of the School and in particular the instructions of the teaching staff in the event of an emergency;
4. use and not wilfully misuse, neglect or interfere with things provided safety purposes.

N.B. The Local Governing Body and Head of School will make pupils (and where appropriate the parents) aware of these responsibilities through direct instruction, notices and the School's handbook.

#### Accident reporting

##### Accident record book

An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. An accident form template can be found in appendix 4.

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

Information about injuries will also be kept in the pupil's educational record.

Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

##### Reporting to the Health and Safety Executive

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

The Head of School will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.



Reportable injuries, diseases or dangerous occurrences include:

➤ Death

➤ Specified injuries. These are:

- Fractures, other than to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding)
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours

➤ Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days

➤ Where an accident leads to someone being taken to hospital

➤ Where something happens that does not result in an injury, but could have done

➤ Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:

- The collapse or failure of load-bearing parts of lifts and lifting equipment
- The accidental release of a biological agent likely to cause severe human illness
- The accidental release or escape of any substance that may cause a serious injury or damage to health
- An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

How to make a RIDDOR report – <http://www.hse.gov.uk/riddor/report.htm>

#### Notifying parents

The Head of School will inform parents of any accident or injury sustained by a pupil in the Early Years Foundation Stage, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

#### Reporting child protection agencies

The Head of School will notify Berkshire West Safeguarding Children Partnership (BWSCP) of any serious accident or injury to, or the death of, a pupil in the Early Years Foundation Stage while in the school's care.

### Reporting to Ofsted

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

### Administration of Medicines

Details of how the school administers medicines can be sourced in the school's First Aid Policy.

### Control of Hazardous Substances

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 the Premises Manager (see Appendix 2) 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 will be stored in a locked cupboard.

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.

### Display Screen Equipment

- For members of staff with 'desk based jobs' the carrying out of workstation self-assessments will be conducted when required
- For members of staff provided with portable devices (e.g. laptops, tablets) staff will be encouraged to adhere to current council guidance on their use

## **Educational Visits**

All off site trips will be subject to risk assessment and the advice of Wokingham Borough Council's Educational Visits Adviser will be closely followed and recorded via Evolve.

## **Electrical Testing**

All items of portable electrical equipment in school are inspected and checked annually.

## **Employee Health and Wellbeing**

The school will utilise a variety of occupational health support the school and staff are referred as outlined in the Council's Sickness Absence Policy.

## **Fire Prevention Equipment**

The condition of all Fire prevention equipment is regularly monitored by an appropriate agent. This includes the regular inspection and testing of the fire sprinkler system and any fire alarm systems. Where appropriate, this would be undertaken by the school.

## **Fire and Emergency Evacuation Procedures**

1. The School's procedures for fire and emergency evacuation are appended in Appendix 1. They are also posted throughout the school site.
2. These procedures will be updated as appropriate.

The log book for the recording and evaluation of practice and evacuation drills is available.

## **Fire Safety & Evacuation of the Building**

Fire exits have appropriate signage

Plans showing exit routes are displayed by the door of each classroom

A fire drill is practised and documented once a term by trained fire wardens / Head of School

Evacuation times and any issues which arise are reported to the Governors

Fire extinguishers are checked annually by service provider

Independent fire audits/assessments are completed annually by service provider.

The Fire Safety checklist is shown in Appendix 3.

## **First Aid and Accident Reporting Procedures**

First aid is available in the School and first aid boxes are available in the main office.

The names of the first aiders/appointed person/s for Alder Grove CofE Primary School are appended.

1. Each Teacher is responsible for following the accident reporting procedure. They should notify the Head of School, of serious accidents causing death or major injury and dangerous occurrences. The Head of School will then file a report with/contact the HSE, (Health & Safety Executive). The accident book and report forms and the arrangements to be followed if the person injured is unable to complete an accident report form or who is not an employee of the Authority are to be found in the school office.
2. The arrangements for first aid for sports, outdoor pursuits and field trips are the responsibility of the supervising staff.

N.B. Any employee rendering first aid to the best of their ability is indemnified by the Specialist Education Trust.

The accident record form is shown in Appendix 4.

### **First Aid Provision**

The school has carried out a first aid risk assessment to ascertain the required number of first aiders and the location / number of first aid kits.

Portable first aid kits are taken on educational visits.

If the risk assessment dictates that it is necessary, a qualified first aider will be present on the trip.

### **Food Technology**

Cooking equipment including ovens and hobs will only be used if fire precautions and appropriate risk assessments are in place.

Staff must be satisfied that the tasks undertaken are appropriate for the pupils concerned.

Close supervision will be appropriate for riskier parts of the cooking process, i.e. taking food in or out of hot ovens.

### **Gas safety**

Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer.

Gas pipework, appliances and flues are regularly maintained.

All rooms with gas appliances are checked to ensure that they have adequate ventilation.

### **Infection prevention and control**

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

#### Handwashing

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

#### Coughing and sneezing

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

#### Personal protective equipment

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemical
- Cleaning of the environment
- Clean the environment, including toys and equipment, frequently and thoroughly

#### Cleaning of blood and body fluid spillages

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

#### Laundry

- Wash laundry in a separate dedicated facility
- Wash soiled linen separately and at the hottest wash the fabric will tolerate
- Wear personal protective clothing when handling soiled linen
- Bag children's soiled clothing to be sent home, never rinse by hand

#### Clinical waste

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

### Animals

- Wash hands before and after handling any animals
- Keep animals' living quarters clean and away from food areas
- Dispose of animal waste regularly, and keep litter boxes away from pupils
- Supervise pupils when playing with animals
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet

### Pupils vulnerable to infection

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carer will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

### Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by Public Health England, summarised in appendix 5.

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

### Legionella

Wokingham borough council provides advice and has assisted with the preparation of the school's Legionella risk assessments and also sample water as per the risk assessment.

### Lettings

The Local Governing Body and Head of School must ensure that:

- the means of access and exits are safe for the use of hirers, and that all plant and equipment made available to and used by the hirers is safe. If the Head of School knows of any hazard associated with the above, she/he should take action to make hirers aware of it;

- fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness;
- hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms and fire fighting equipment. Notices regarding emergency procedures should be prominently displayed;
- hirers using any equipment or facility provided by the School are familiar with its safe use and, if necessary, briefed accordingly;
- arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer or his staff.

## Lone working

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.

## Manual Handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

Staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear

- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

### **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

### **Off-site visits**

When taking pupils off the school premises, we will ensure that:

- Risk assessments will be completed where off-site visits and activities require them
- All off-site visits are appropriately staffed
- Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details
- For trips and visits with pupils in the Early Years Foundation Stage, there will always be at least one first aider with a current paediatric first aid certificate
- For other trips, there will always be at least one first aider on schools trips and visits

### **Playground Equipment**

Playground equipment and its use is supervised during all breaks during the school day. A decision is made, recorded and enforced if inclement weather (damp / icy) means that equipment becomes unsafe to use on a particular day.

Equipment is assessed daily as part of routine inspection by the site controller  
Any permanent playground equipment will be risk assessed.



## **PE equipment**

Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely.

Any concerns about the condition of the gym floor or other apparatus will be reported to the Premises Manager

## **Playground Supervision**

Appropriate levels of supervision will be maintained in playgrounds.

## **Risk Assessments**

- The school maintains a comprehensive set of risk assessments that cover curriculum based activities in school; school visits and the running of the school building and grounds
- They are all available on the school's Office 365 Risk Assessment Teams page for staff to inspect and refer to as necessary
- The management team will take steps to ensure that appropriate staff are aware of the risk assessments appropriate to their role and will monitor compliance with control measures specified in the risk assessments
- All risk assessments are reviewed on an annual basis (except risk assessments for school trips which should be reviewed each time the trip takes place)

## **Site security**

The Premises Manager/School Admin Staff are responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

An external key holder company is the key holder and will respond to an emergency.

## **Slips Trips and Falls on the Level**

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

This includes working procedures for mopping floors, absorbent floor mats near entrances and regular hazard spotting inspections.

## **Smoking**

Smoking is not permitted anywhere on the school premises.

## **Snow and Ice**

The school has a separate policy outlining school actions during snowy and icy conditions. Wherever possible the school will endeavour to stay open.

## Stress at Work

- Proactive - the school works with staff with the intention to reduce stress and anxiety levels where possible
- Reactive – individuals who are identified to be suffering from excessive levels of stress (caused by work or personal issues) are supported in accordance with the school's welfare policies and, if necessary, by accessing the Employee Health and Wellbeing Service.

## Supervision of Pupils

- Sensible, safe behaviour will be promoted to pupils by all members of staff
- Dangerous or risky behaviour displayed by pupils will be addressed and dealt within the school rules
- Pupils will only be allowed into or stay in classrooms under adult supervision
- Appropriate supervision of cloakrooms and toilet access will be in place at busy times

## Training

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

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

## Violence at work

We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/Head of School immediately. This applies to violence from pupils, visitors or other staff.

## Visitors

All visitors and other users of the premises (e.g. contractors and delivery men) are expected, as far as reasonably possible, to observe the safety rules of the School.

## Working at Height

- Working at heights risk assessments have been completed for the school
- Appropriate record keeping and safe systems of work are kept in the working at heights file.
- All site/caretaking staff who undertake working at heights have been on a half day training course.

- Teaching and other staff who assist in putting up displays in school have been given appropriate in-house training and advised that they must:
  - Use appropriate access equipment - step ladders, kick stools etc.
  - Wear flat shoes whilst putting up displays
  - Not climb on furniture to put up displays

### **Monitoring**

This policy will be reviewed by the Head of School every three years.

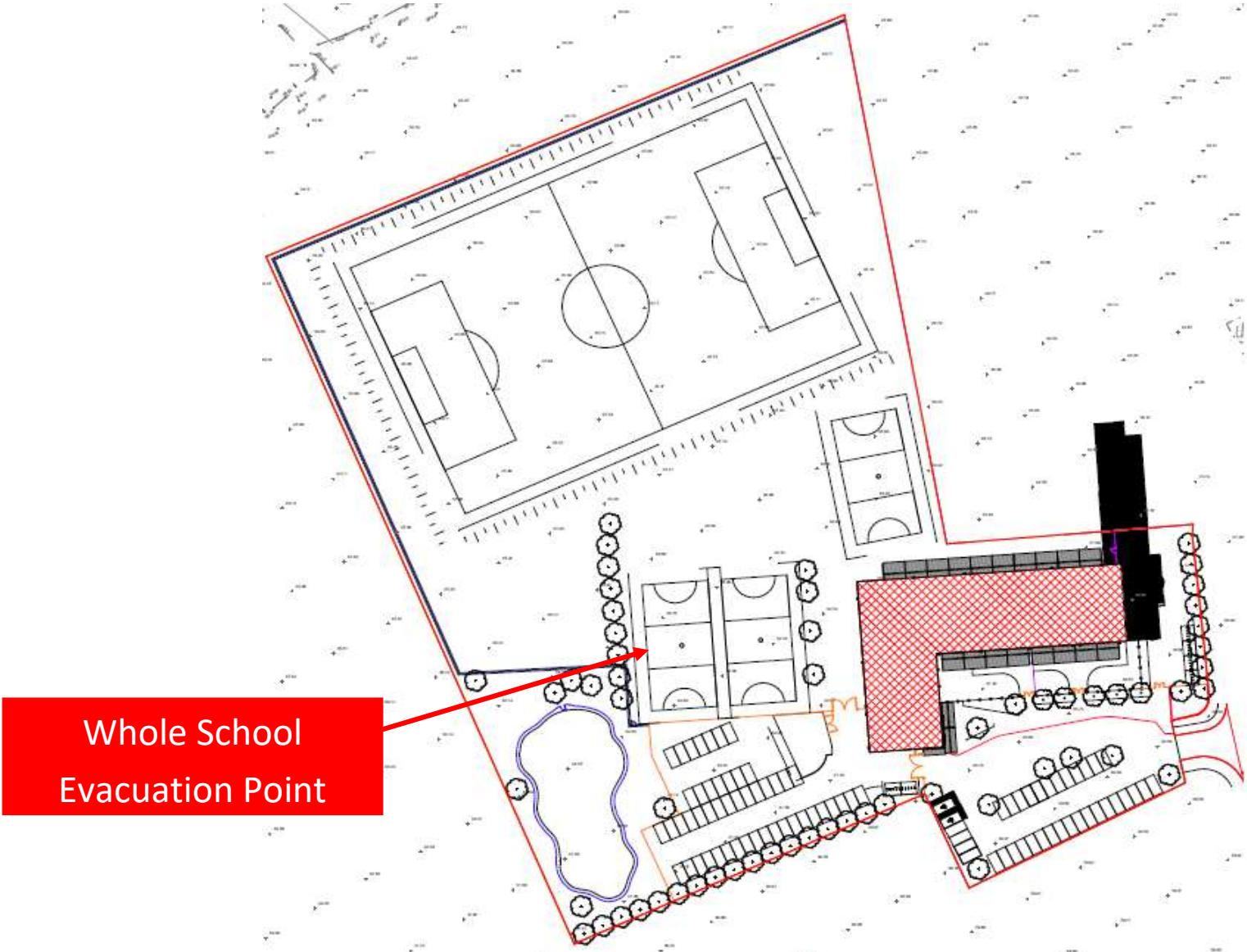
At every review, the policy will be approved by Local Governing Board.

### **Links with other policies**

This health and safety policy links to the following policies:

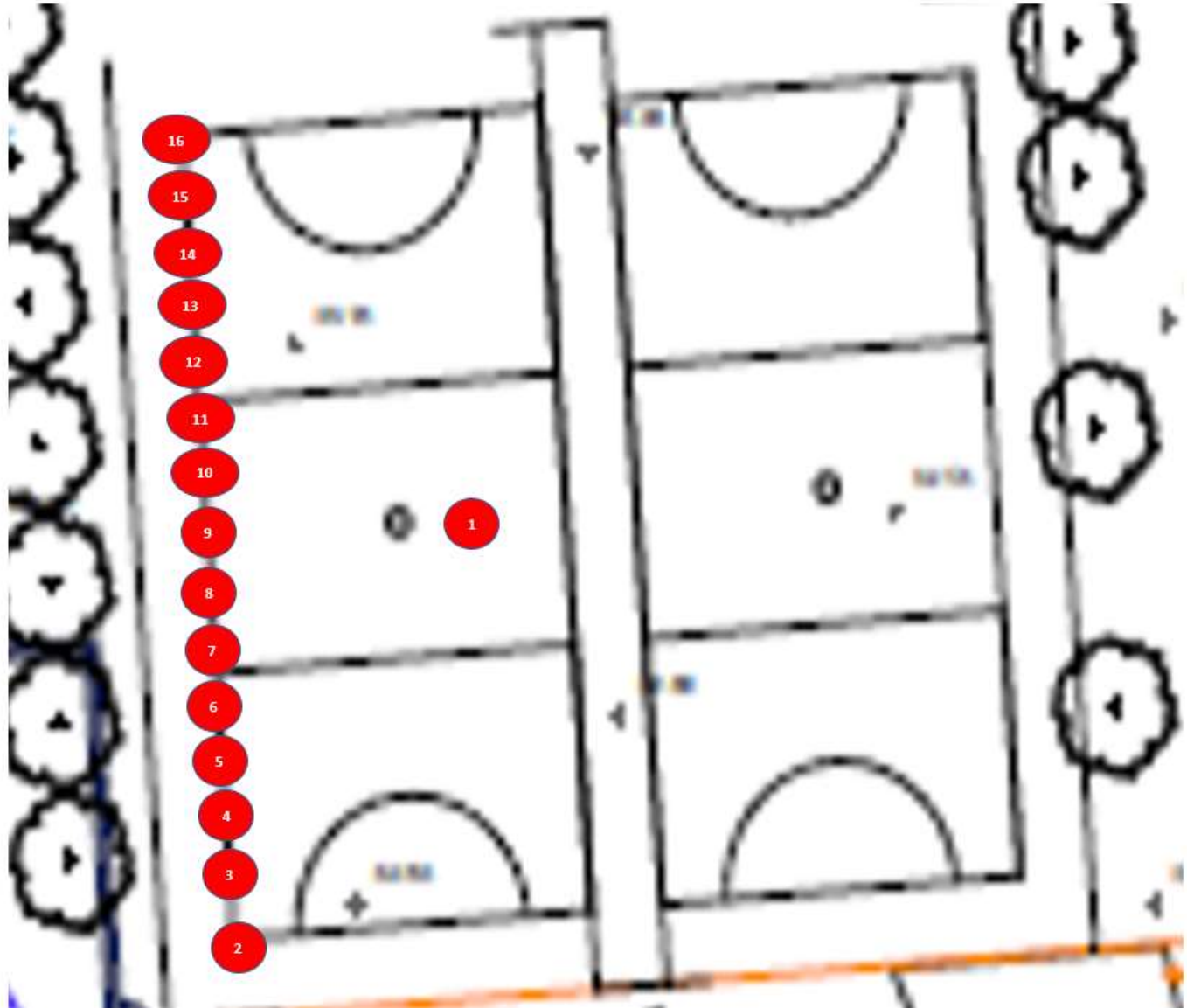
- First aid
- Risk assessment
- Supporting pupils with medical conditions

Appendix 1 – Fire Evacuation

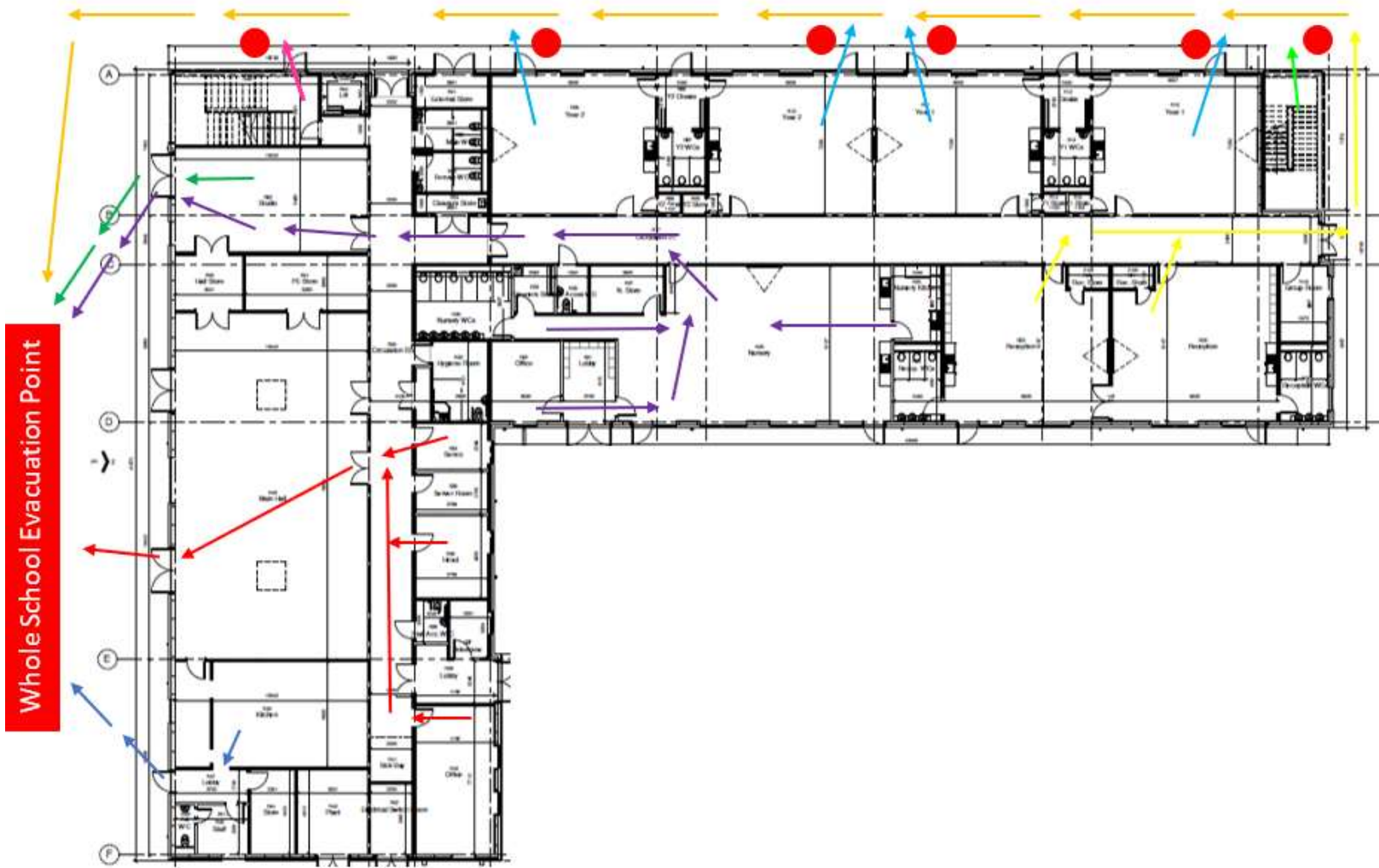


**Evacuation Points**

Assembly Point Number	Classes
1	Any visitors and non-class-based staff
2	Nursery
3	Reception Class 1
4	Reception Class 2
5	Year 1 Class 1
6	Year 1 Class 2
7	Year 2 Class 1
8	Year 2 Class 2
9	Year 3 Class 1
10	Year 3 Class 2
11	Year 4 Class 1
12	Year 4 Class 2
13	Year 5 Class 1
14	Year 5 Class 2
15	Year 6 Class 1
16	Year 6 Class 2



**Ground Floor Evacuation Route**

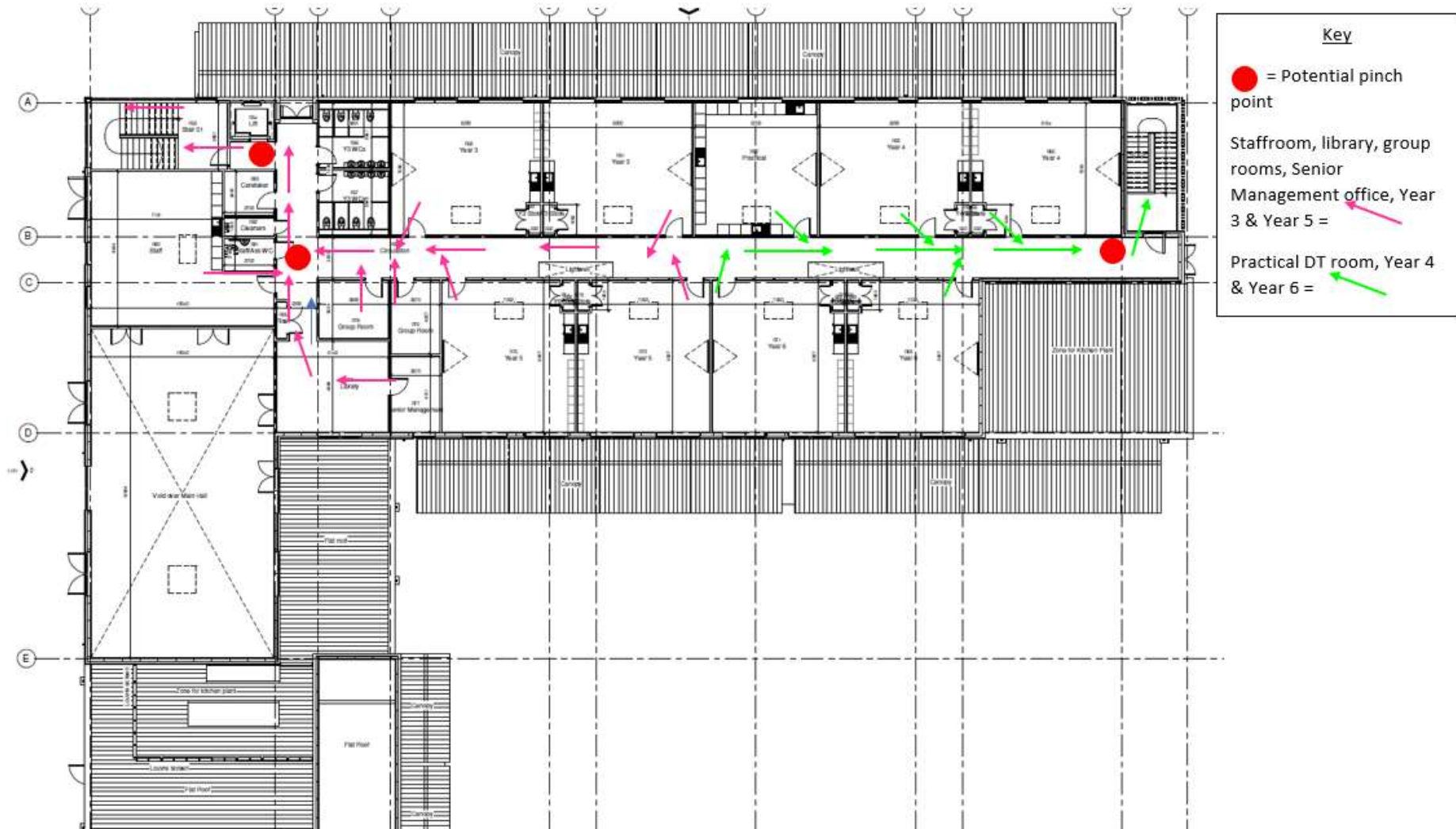


Key

- = Potential pinch point
- Catering staff = ←
- Admin & Management staff & Hall users = ←
- Studio users = ←
- Nursery & Office = ←
- Reception Class = ←
- Year 1 & 2 = ←
- Multi-class evacuation route = ←
- 1<sup>st</sup> floor evacuation route (Staffroom, library, group rooms, Senior Management office, Year 3 & Year 5) = ←
- 1<sup>st</sup> floor evacuation route (Practical DT room, Year 4 & Year 6) = ←



**First Floor Evacuation Route**



Appendix 2 – COSHH Assessment

**COSHH ASSESSMENT**

<b>SCHOOL:</b>		<b>DEPARTMENT:</b>	
<b>PRODUCT NAME:</b>		<b>PRODUCT CODE:</b>	
<b>SUPPLIER:</b>		<b>TEL. NO:</b>	
<b>MANUFACTURER:</b>		<b>TEL. NO:</b>	
<b>ACTIVITY/USE:</b>			

<b>HAZARD CLASSIFICATION:</b>  put ✓ in relevant box	HARMFUL <input type="checkbox"/>	IRRITANT <input type="checkbox"/>
	TOXIC <input type="checkbox"/>	VERY TOXIC <input type="checkbox"/>
	CORROSIVE <input type="checkbox"/>	NON HAZARDOUS <input type="checkbox"/>
<b>FORM e.g. liquid:</b>		
<b>QUANTITY USED:</b>		
<b>PERSONS AT RISK:</b>		
<b>NUMBER/GROUP EXPOSED:</b>		
<b>TYPICAL EXPOSURE TIME:</b>		
<b>RECORD HAZARDOUS CONSTITUENTS</b>	<b>WEL</b> (workplace exposure limit)	



	Long term exposure limit:	Short term exposure limit:
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**HEALTH HAZARDS:**

**LIKELY ROUTE INTO BODY:**

**PRECAUTIONS/CONTROL MEASURES e.g. ventilation, protective clothing**

**MAINTENANCE:**

**STORAGE REQUIREMENTS**

**FIRST AID**

**INHALATION:**

**INGESTION:**

**EYE CONTACT:**

**SKIN CONTACT:**

**SPILLAGE**

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<b>DISPOSAL</b>
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<b>ASSESSMENT OF RISK = HIGH <input type="checkbox"/> MEDIUM <input type="checkbox"/> LOW <input type="checkbox"/> (✓ relevant box)</b>
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<b>COMMENTS</b>
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<b>Assessor:</b>	<b>Date:</b>	<b>Review date:</b>
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<b>Reviewed by</b>	<b>Review date</b>	<b>Results of review/further action taken</b>

### Appendix 3 Fire safety checklist

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

### Appendix 4 Accident Report

<b>INJURED PERSON</b>	First name(s)	Surname	Title (Miss, Mrs, Ms, Mr)				
	Home address	Employer's name and address if other than WBC	Male	Female			
			<input type="checkbox"/>	<input type="checkbox"/>			
			Date of birth				
Telephone	Occupation						
<b>TICK BOX</b>							
Employee		Student	Pupil	Contractor	Agency worker	Trainee/Work Experience	Member of public
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>LOCATION</b>	Name, address and telephone number of School			Incident site			
	Date of Incident	Time of Incident AM / PM	Normal working hours From: To:	Time stopped work AM / PM			
<b>THE ACCIDENT / INCIDENT / DANGEROUS OCCURRENCE / WORK RELATED</b>	Description of injury, work related illness or disease. State injury type e.g. cut indicating the part of body affected and left or right as appropriate. If serious, phone the HR Enquiries Helpdesk on (0118) 974 6116 as quickly as possible.						

	Describe the incident and how it happened including details of the activity at the time. Continue on separate sheet if required.							
<b>MEDICAL ATTENTION / ACTION</b>	<b>TICK BOX(ES)</b>							
	None required  <input type="checkbox"/>	First aid  <input type="checkbox"/>	Returned to work  <input type="checkbox"/>	Sent/taken home  <input type="checkbox"/>	Sent/taken to Doctor  <input type="checkbox"/>	Sent/taken to hospital  <input type="checkbox"/>	Detained in hospital for over 24 hours  <input type="checkbox"/>	Next of Kin Informed  <input type="checkbox"/>
<b>LOST TIME &amp; RISK ASSESSMENT</b>	Did this incident result in absence from work?				YES <input type="checkbox"/>		NO <input type="checkbox"/>	
	If so, specify the duration:				Start date		End date or ongoing	
	Is there an existing risk assessment in place?				YES <input type="checkbox"/>		NO <input type="checkbox"/>	
	Has the assessment been reviewed following the incident?				YES <input type="checkbox"/>		NO <input type="checkbox"/>	
<b>INVESTIGATION FINDINGS</b>	Key observations by person investigating the incident. Provide details of first aid treatment. Provide photos where helpful and appropriate. Continue on separate sheet if required.							

<b>ACTION TAKEN TO PREVENT A RECURRANCE</b>	For example, risk assessment reviewed, equipment taken out of service for repair etc. Continue on separate sheet if required.		
<b>OTHER DETAILS</b>	Who was the incident first reported to and on what date?		
	Witnesses names (give address and telephone numbers if not WBC employees)		
	<b>Print name and title</b>	<b>Signature</b>	<b>Date</b>
Report completed by			
Approved by Headteacher / Line Manager or School Safety Co-ordinator			

School to retain the original form in a confidential and secure manner

Send a scanned copy to The Keys Academy Trust by email to: [clerk@keysacademytrust.org](mailto:clerk@keysacademytrust.org)

## Appendix 5 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.](#)

<b>Infection or complaint</b>	<b>Recommended period to be kept away from school or nursery</b>
<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.