

fire



# Health & Safety Policy

Prepared by: Mei-Ling Kan

Agreed by governing body: Autumn 2024

Review date: Autumn 2026

Signed

Chair of Governors:

Headteacher:

Handwritten signature of Mei-Ling Kan in black ink.

Handwritten signature of the Headteacher in black ink.

**CHASE BRIDGE PRIMARY SCHOOL**

## INTRODUCTION

This document is a statement of the aims, principles and strategies for ensuring Health and Safety at Chase Bridge Primary School.

This Health & Safety Policy, specific to our school, was drawn up in consultation with all staff, and approved by the Governing Body in Summer 2023.

## PURPOSE OF THE POLICY

The school operates within the framework and policy for Health and Safety issued by the Local Authority, and follows all instructions, guidance and advice issued by the Education Department.

This document provides a framework for the creation of a safe environment in which to work and learn. It is written for the benefit of all members of the school community, to allow each to understand the policy of the school and their own responsibilities within this.

## AIMS

Our aims for Health and Safety are to:

- Provide a safe and healthy environment for children, teaching and non-teaching staff and all other people who come onto the premises of our school.
- Ensure that all members of the school community understand their own responsibilities in maintaining a healthy and safe environment.

## LEGISLATION

This policy is based on advice from the Department for Education on [health and safety in schools](#), guidance from the Health and Safety Executive (HSE) on [incident reporting 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 UK Health Security Agency \(formerly Public Health England\)](#) and government guidance on [living with COVID-19](#) when responding to infection control issues.
- Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#).

## PRINCIPLES

The establishment of a healthy and safe environment is an essential prerequisite for the work of the school. It is also a statutory requirement. It depends upon sound management, vigilant supervision and the cooperation of all personnel (children and adults).

### **Please also refer to the following policies and documents**

Lockdown Policy

Lone Working Policy

Letting Policy

Supporting Pupils with Medical Conditions

Emergency and Critical Incident Plan

Asbestos Risk Register and Management Plan

## Contents:

<b>INTRODUCTION</b>	<b>1</b>
<b>PURPOSE OF THE POLICY</b>	<b>1</b>
<b>AIMS</b>	<b>1</b>
<b>LEGISLATION</b>	<b>1</b>
<b>PRINCIPLES</b>	<b>2</b>
<b>I. SCHOOL COMMUNITY RESPONSIBILITIES</b>	<b>5</b>
Role of the Local Authority:	5
Role of the Governing Body:	5
Role of the Headteacher:	5
Role of the Site Manager:	6
Role of the School Business Manager:	6
Role of School Personnel:	7
Role of the Nominated Governor:	7
Pupils:	7
Early Years:	7
Visitors and People Working on the School grounds:	8
<b>2. MANAGEMENT OF HEALTH AND SAFETY</b>	<b>9</b>
The School Business Manager and link governor:	9
Risk Assessments	9
Risk Benefits:	10
Security	10
Fire procedures/bomb scares	11
Emergency Evacuation Plan	11
Lockdown Drill	13
Waste disposal	13
Children's Safety	13
The use and controls of substances hazardous to health (COSHH)	14
Electrical Safety	14
PE equipment	15
Legionella	15
Asbestos	15
Nut-free	15
Hot drinks	16
Infection prevention and control	16
New and expectant mothers	18
Occupational stress	18
Accident reporting	18
Training	20

<b>Appendices</b>	<b>22</b>
Appendix A – Important Contacts	22
Appendix B – Whistleblowing code	23
Appendix C - Recommended absence period for preventing the spread of infection	26
Appendix D - Accident report form template	29
	30

## **I. SCHOOL COMMUNITY RESPONSIBILITIES**

### **Role of the Local Authority:**

The Local Authority is responsible for:

- Recognising and accepting its responsibilities for the health, safety and welfare of its employees, pupils and visitors to premises.
- Providing advice and help to ensure schools comply with health and safety obligations and to achieve the required health and safety standards.
- Undertaking periodic inspections in order to evaluate the health and safety performance of schools and to identify areas for improvement.

### **Role of the Governing Body:**

The Governors:

- Ensure there is a governor responsible for overseeing the health and safety within the school
- Ensure the organisation and arrangements of the school operate effectively.
- Ensure effective monitoring is carried out to evaluate the health and safety performance of the school by involvement and evaluation of inspection reports from the Local Authority, Headteacher and Safety Representatives.

### **In general the Governing Body has:**

- Appointed a member of staff to be responsible for Health and Safety.
- Delegated the day to day management of Health and Safety to the Headteacher.
- Delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy.
- Responsibility for ensuring that the school complies with all equalities legislation.
- Responsibility for ensuring funding is in place to support this policy.
- Responsibility for ensuring this policy and all policies are maintained and updated regularly (annually for this policy).
- Responsibility for ensuring all policies are made available to parents.
- Nominated a link governor to visit the school regularly, to liaise with the Head Teacher, the School Business Manager and the Site Manager and to report back to the Governing Body.
- Responsibility for the effective implementation, monitoring and evaluation of this policy.

### **Role of the Headteacher:**

The Headteacher will:

- Be responsible for the implementation of the school safety policy and to develop a culture of safety throughout the school.

- Keep up to date with all health and safety legislation.
- Ensure that all school personnel fulfil their duties to cooperate with the policy.
- Work closely with the link governor, the School Business Manager and Site Manager in relation to health and safety matters.
- Undertake risk assessments annually with the School Business Manager and Site Manager.
- Report any accidents or dangerous occurrences.
- Investigate the causes of any accident, dangerous occurrence or near miss.
- Put into place a safe system to prevent any accident, dangerous occurrence or near miss happening again.
- Have in place an emergency plan to cover any major incident
- Have in place an emergency evacuation plan in the event of fire.
- Have in place procedures for first aid provision.
- Ensure that new school personnel will undertake appropriate induction training.
- Ensure that established school personnel receive training when required.
- Undertake an annual health and safety audit.
- All staff to meet periodically to discuss safety policies, procedures and safe working practices.
- The appropriate personnel undertake training when required.

### **Role of the Site Manager:**

The Site Manager will:

- Comply with the school's Health and Safety Policy, safety procedures and risk assessments.
- Carry out regular inspections of premises and school activities.
- Conduct regular health and safety surveys with the School Business Manager.
- Assist in carrying out risk assessments.
- Ensure that all cleaning staff are aware of the Health and Safety Policy and its implications such as storage arrangements for materials, use of equipment, substances etc.
- Report immediately any defects or hazards to School Business Manager and/or Head Teacher
- Ensure that all new equipment is supplied with the appropriate documentation.
- Test the fire alarm system each week.
- Maintain a record of hazardous substances used for cleaning and similar purposes.

### **Role of the School Business Manager:**

The School Business Manager will:

- Conduct regular health and safety surveys with the Site Manager.
- Work with the Headteacher to implement the policy.
- Work with the link governor to ensure that the policy is up to date and relevant.
- Support the Site Manager to ensure that the policy is effective.

### **Role of School Personnel:**

School personnel will:

- Carry out their duties in accordance with the Health & Safety Policy.
- Take reasonable care of themselves and others whilst at work.
- Cooperate with the Headteacher and others in school to comply with legislation.
- Attend appropriate training.
- Report accidents, incidents, defects, damage to equipment and safety hazards to the Premises Team using the online premises maintenance log.
- Report and deal with all incidents of discrimination.
- Report any concerns they have on any aspect of the school community.

### **Role of the Nominated Governor:**

The Nominated Governor will:

- Work closely with the Headteacher, School Business Manager and Site Manager.
- Ensure this policy and other linked policies are up to date.
- Ensure that everyone connected with the school is aware of this policy.

### **Pupils:**

Pupils are expected to:

- Follow the safety rules of the school and in particular the instructions of staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their safety.
- Exercise personal responsibility for the safety of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene.
- Treat others, their work and equipment with respect.
- Support the school Code of Conduct and guidance necessary to ensure the smooth running of the school.
- Liaise with the school council.

### **Early Years:**

In addition, children in the Early Years are supported with the following:

- Higher ratio of supervision in the classroom and outside areas.
- Careful consideration of the layout of the classroom areas to allow sufficient circulation space.
- Raising awareness of risks within the setting without encouraging the children to be risk averse.
- Teaching children how to ask for help.
- Reinforcing a high standard of personal hygiene.
- Regular attention to emergency evacuation procedures.



**Teachers work towards the school's aim's by:**

- Promoting a spirit of safety consciousness amongst children, ensuring that they understand the need for codes of practice and are conscious of their responsibilities in taking reasonable care for their own safety and that of others.
- Ensuring that the health and safety requirements of the subject for which they hold responsibility are adhered to by all staff, and advising colleagues on safe working practices.
- Being good role models – vigilant and careful.
- Taking quick, firm action to ensure that children are not allowed to jeopardise their own safety or that of others.
- Providing opportunities for children to discuss appropriate health and safety issues.

**Pupils work towards the school's aims by:**

- Developing a growing understanding of health and safety issues.
- Contributing to the development of codes of practice.
- Conducting themselves in an orderly manner in line with these codes.
- Taking growing responsibility for maintaining a safe and healthy environment and for their own safe conduct within it.

**Parents work towards the school's aims by:**

- Ensuring that children attend school in good health.
- Providing prompt explanations for all absence.
- Providing support for the discipline within the school and for the teacher's role.
- Ensuring early contact with school to discuss matters concerning the health and safety of their children, including drawing up a Health Care Plan in consultation with school staff where applicable.
- Allowing children to take increasing personal and social responsibility as they progress throughout the school.
- Accepting responsibility for the conduct of their children at all times.
- Ensuring that the school has up-to-date contact addresses and telephone numbers so that parents may be swiftly contacted in emergencies.
- Following the school's procedures for entering and leaving the premises.
- Parking their cars in a safe and considerate way.
- Treating the staff of the school, other parents and pupils with courtesy at all times.
- Not bringing dogs on to school premises with the exception of service dogs.
- Not riding bikes, trikes or scooters on school premises.
- Not smoking on school premises.

**Visitors and People Working on the School grounds:**

Visitors are expected to:

- Take reasonable care of themselves and others while on the school premises.

- Cooperate with the safety rules and procedures of the school.
- Ensure compliance with risk management when working on the premises.
- Report defects or damage to equipment.
- Report all accidents and incidents.

**Contractors are expected to:**

- Agree health and safety practices as agreed with the Site Manager and as outlined in the school's Contractor Handbook.
- Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

**Raising awareness of the Health & Safety Policy is achieved via:**

- The school website
- The school handbook
- INSET training conducted by Premises staff
- Communications with home such as newsletters and letters
- Headteacher reports to the Governing Body

## **2. MANAGEMENT OF HEALTH AND SAFETY**

**The School Business Manager and link governor:**

- Meets regularly to discuss a range of issues, including health and safety.
- Monitors the implementation of the joint Health and Safety policy.
- Reviews and revises the joint Health and Safety policy as necessary.
- Organises and attends appropriate training.
- Keeps up to date with developments in Health and Safety legislation.
- Ensures that risk assessments are carried out by a competent person.
- Monitors the Health and Safety Policy, and revises it as necessary.
- Monitors the safety and condition of the premises.
- Nominates a representative to scrutinise and approve all proposals and risk assessments for the Off-Site Activities.
- Report back to the full Governing Body.

### **Risk Assessments**

The purpose of a risk assessment is to identify the potential hazards in situations and activities, to assess how much of a risk the hazard poses, and to identify ways of reducing the risk to an acceptable level. If this can be done, the activity can go ahead. If the risk remains unacceptably high, it would not be safe to allow the activity to take place, and to do so would be negligent.

To allow activities to take place without conducting a risk assessment is also negligent.

Risk assessments must, therefore, be carried out for all aspects of school life. These including:

- Detailed written risk assessments carried out by competent persons including:
  - Fire risk assessments
  - Gas safety assessments
  - Off-site activity risk assessments
  - Building and site risk assessments
- Informal risk assessments carried out daily by all members of staff in deciding which activities to use, where to locate them, which tools, equipment and materials to use, which pupils to choose, the level of adult supervision necessary, and the measures to put in place to reduce the risks to children e.g. explanation, demonstration, extra supervision etc.
- Subject co-ordinators have a role to play in risk assessments, and should consider the probable activities carried out under their curriculum area, and conduct risk assessments to cover these. Having done so, they must make all members of staff aware of their findings, and say which activities are relatively safe, which activities can go ahead provided certain precautions are observed, and which activities present too great a risk to go ahead at all.

### **Risk Benefits:**

- Risk benefits and School Safety Precautions are undertaken by staff prior to activity that takes the children off the school grounds.
- The Friends of Chase Bridge carry out risk benefits prior to their fundraising events.
- Risk benefits are carried out on play equipment and play areas and are reviewed regularly.
- Staff understand the need to carry out 'dynamic' risk assessments, using a common sense and proportionate approach.
- Risk management is a tool to allow children to undertake activities safely, not to prevent them.

### **Security**

Our school is a secure place. Measures to maintain security include:

- All school gates are closed after 9.05am. When school is in session, the playground gates are locked. The only way onto the site is through the main gate and intercom system.
- CCTV cameras cover all entrances and areas of the school.
- There is a fire alarm serving all areas of the building.
- All visitors to the building are required to sign in and out using our digital visitor system, and to wear a badge. As an additional safeguarding measure, visitors are also required to wear either a green lanyard indicating that the school has seen their enhanced DBS certificate or a red lanyard which indicates no DBS certificate has been provided. Staff are also trained to safely and politely challenge any visitors they see on site who are not wearing a lanyard.

## Fire procedures/bomb scares

1. All staff and children are aware and trained in actions to be taken in case of fire. Personal Emergency Evacuation Plans must be followed by relevant staff members and/or fire marshals.
2. A fire drill will be held each term.
3. Fire fighting equipment should be accessible at all times. Although staff are trained on how to tackle small fires this must only take place where the person feels they can do so safely and at no risk to themselves following these 5 principles;
  - If everyone has left or is leaving the building
  - If the fire is small and contained
  - If you know how to use the extinguisher and understand the different types and its uses
  - If you have been trained in fire safety
  - If the environment is safe
4. Fire doors must be accessible and kept clear at all times (**all staff are responsible for this**)
5. If you discover a fire on school premises:
  - a. DO NOT PANIC
  - b. Locate the nearest fire alarm button and sound the alarm.
  - c. Follow the school emergency evacuation plan
6. A telephone warning of the location of a suspicious article or package should be reported immediately to the Headteacher. Quickly isolate any suspicious article or package by evacuating all persons from the building. **Do not, on any account, touch or tamper with any suspicious articles or packages.**

## Emergency Evacuation Plan

All staff are required to make themselves familiar with fire procedures, the signed exits and with the location of alarm bells / firefighting equipment. All staff should be aware of their nearest exit not only in their classrooms but other areas of the school. Fire Evacuation notices and plans are in place in all areas of the school. All staff should take time to familiarise themselves with these plans.

On hearing the fire alarm the following staff procedures/duties will take place:

### Teaching and Support Staff:

- Line the children up IMMEDIATELY.
- Follow the PEEP guidance for any children in your class/group.
- Leave the school by the selected exit, closing all external doors.
  - EYFS classrooms - the quickest route to the assembly point is through their internal doors followed by entering through the staff room or year 3 classrooms. It will be required of these staff members to make “on the spot” decisions as to whether this method of egress is safe to do so and if they need to change their evacuation route to exit from their external classroom doors to the assembly point.
- No one must stop to collect personal belongings.

- Assemble in the playground (assembly points marked).
- Call each child by name from the class register and raise arm when all correct/ accounted for.
- Report any missing child to the Head Teacher or Deputy.
- Remain in the playground until official permission is given to return to the building.
- Ensure that all fire doors are closed.

### **Contractors, Catering Staff and Visitors:**

- Leave the school by the selected exit, closing all external doors and head to the playground (assembly point).
- Immediately make yourself known to a fire marshal in order to be accounted for.
- Remain in the playground until official permission is given to return to the building.
- Catering staff to exit the building following the evacuation plan.
- All visitors are informed of our emergency evacuation procedures when they sign in using our digital visitor sign in system and by way of the emergency key info card on their lanyard.

**Extra-Curricular Club Leaders:** Club leaders are to follow the instructions set out for Teaching and Support Staff.

### **Fire Marshals:**

- Unless otherwise informed that a fire drill is to take place, the Headteacher or Deputy will on hearing the alarm immediately contact the Fire Brigade on the emergency number 999. Our alarm system is also linked to a 24/7 monitoring station who will immediately initiate a Fire Brigade response.
- Front desk administrators will take the fire registers and the Inventory evacuation app to the assembly point to immediately account for staff, pupils and visitors.
- Site Managers will instruct the available fire marshals to visually check different areas of the school buildings to ensure the whole school is clear.
- Fire marshals must take their mobiles to ensure there is a clear mode of communication between the group members.  
Current fire marshal team consists of the admin and premises team, headteacher, deputy headteacher, and the Welfare Team.

### **Key Escape Routes**

- All areas have direct escape routes to the assembly point
- Fire exit signs are posted on all exits.
- All exits are kept unlocked and clear of obstructions.
- There is emergency lighting on key routes throughout the building.

### **Lockdown Drill**

Lockdown procedures should be a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school. Lockdown

procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident/civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school).
- An intruder on the school site (with the potential to pose a risk to staff and pupils).
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc.) or chemical, biological or radiological contaminants.
- A major fire in the vicinity of the school.

Lockdown drills are conducted on a termly basis. Staff are required to be fully aware of the procedures set out in the school's Lockdown Policy.

### **Waste disposal**

- Sharp objects or broken glass etc. should be "pack wrapped" before disposal and also reported to the Site Manager. The Site Manager is responsible for ensuring that the playgrounds, fields' etc. are free from hazardous objects before and after school sessions but it is each adult's responsibility to ensure a safe working environment.
- General classroom waste should be disposed of in the waste bin available in each teaching area.

### **Children's Safety**

- Children should not carry any dangerous substances, machinery or equipment.
- Children should not come into proximity of cups of hot beverage or containers with hot or dangerous substances.
- Children, even accompanied by an adult, must not enter the car park during school hours.
- All cars must be reversed into spaces so full sight is available when leaving.
- During school hours, children may not leave the school even with a responsible adult without the permission of the Head Teacher or Deputy.
- No jewellery other than stud earrings are permitted in school.
- All children should be made aware of the location of the First Aid areas.
- Umbrellas should not be brought into the school building by children. Any children's umbrellas must be returned to the parent to take home.
- Children being taken to the hospital by school staff should be accompanied by a second adult, not driving the car.
- For children being transported by responsible adults or parents, the driver's motor insurance must be adequate and include child passenger liability. The number of children carried must conform with the driver's insurance policy. No member of staff is permitted to transport children in their own

vehicles and this will only take place in exceptional circumstances in consultation with the Headteacher.

## **The use and controls of substances hazardous to health (COSHH)**

Control of substances hazardous to health (COSHH) risk assessments are completed by the Site Manager and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

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

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.

The Site Manager and cleaners need access to substances hazardous to health. To ensure safety:

- Such substances must be clearly labelled, and must not be put in any containers other than their original containers.
- Such substances must be stored in locked cupboards which are not accessible to children.
- Such substances must be 'checked in' after use, to ensure they are not mistakenly left behind in areas used by children.
- Appropriate protective clothing must be worn when using these substances e.g. rubber gloves, overalls, masks.

## **Electrical Safety**

Ensure safety when using electrical items:

- All electrical equipment must be sited to avoid trailing leads or other hazards.
- All portable electrical items are subject to an annual safety inspection.
- All electrical items must be properly earthed, and have fuses of the correct size.
- No adaptors will be used to allow multiple use of a socket.
- All electrical equipment will be used according to the instructions for use in the handbook.
- No member of staff will attempt to mend faulty electrical equipment.
- Where an extension cable is used (e.g. when the Site Manager uses an item of electrical equipment outside) it will conform to safety standards.
- Staff are not permitted to bring in personal electrical equipment to work and to be charged.
- Electric bikes or scooters are also not permitted inside the school building and cannot be charged on site.

To ensure children's safety:

- Children must NOT use mains electricity.
- Children should be warned of the dangers of mains electricity.
- Check that electrical appliances are turned off after lessons.
- Never use electrical equipment with a frayed lead or damaged plug.
- Never cut a battery open. Discard old batteries in an appropriate way as they may leak.
- All faults in equipment should be reported to the school office and to the designated safety personnel. DO NOT USE FAULTY EQUIPMENT.
- Do not allow wires/leads to trail across the floor as they may become a trip hazard.
- Do not hide wires/leads under carpets – any damage will not be seen and could lead to a fire.
- Extension leads should not be used where they can be avoided.
- All equipment is to be tested regularly by a qualified electrician.

## **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 site manager using the online recording document.

## **Legionella**

A water risk assessment is conducted by a water hygiene specialist. This risk assessment will be reviewed every two years and when significant changes have occurred to the water system and/or building footprint. Our Site Manager is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book.

The risks from legionella are mitigated by the following:

1. Weekly flushing of lesser used outlets
2. Monthly testing of all sentinels
3. Schedule of temperature checking of all outlets over the year
4. Unused outlets flushed and cleaned during holiday periods

## **Asbestos**

Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it. Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work. Contractors will be advised that if they discover material that they suspect could be asbestos, they will stop work immediately until the area is declared safe. A record is kept of the location of asbestos that has been found on the school site within our asbestos register and asbestos management plan.

## **Nut-free**

Although we recognise that this cannot be guaranteed, we aim to be a Nut-Free school. To reduce the risk to those children and adults who may suffer from an anaphylactic reaction, we do not allow any nuts or nut



based products onto the school site. Staff, children and visitors must ensure they do not bring in or consume nut products in school.

### **Hot drinks**

Hot drinks carried from the staff room must be in a cup with a secure lid to avoid potential burns and scalds. Lidded cups will also be required in the classrooms, teaching spaces and office spaces. In addition, kettles or coffee machines are not permitted in the classrooms – staff should prepare all hot drinks in the staff room or in the portacabin kitchen. The school will provide some lidded cups for visitors. Staff must ensure their visitors are aware of our policy on carrying hot drinks.

### **Infection prevention and control**

We follow national guidance published by the UK Health Security Agency 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 chemicals
- Use personal protective equipment (PPE) to control the spread of infectious diseases where required or recommended by government guidance and/or a risk assessment

#### **Cleaning of the environment**

- Clean the environment frequently and thoroughly
- 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

## **Infectious disease management**

We will ensure adequate risk reduction measures are in place to manage the spread of acute respiratory diseases, including COVID-19, and carry out appropriate risk assessments, reviewing them regularly and monitoring whether any measures in place are working effectively.

We will follow local and national guidance on the use of control measures including:

### *Following good hygiene practices*

We will encourage all staff and pupils to regularly wash their hands with soap and water or hand sanitiser, and follow recommended practices for respiratory hygiene. Where required, we will provide appropriate personal protective equipment (PPE)

### *Implementing an appropriate cleaning regime*

- We will regularly clean equipment and rooms, and ensure surfaces that are frequently touched are cleaned
- Keeping rooms well ventilated
- We will use risk assessments to identify rooms or areas with poor ventilation and put measures in place to improve airflow, including opening external windows, opening internal doors and mechanical ventilation

## **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 any 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 the UK Health Security Agency and other government guidance, summarised in appendix C. In the event of an epidemic/pandemic, we will follow advice from the UK Health Security Agency about the appropriate course of action.

## **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 an 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. Some pregnant women will be at greater risk of severe illness from COVID-19.

## **Occupational stress**

We are committed to promoting high levels of health and wellbeing, and recognise the importance of identifying and reducing workplace stressors through risk assessment. Systems are in place within the school for responding to individual concerns and monitoring staff workloads. We subscribe to Occupational Health and also workplace options support for all staff and staff will be advised of this regularly and when needed on an individual basis.

## **Accident reporting**

In addition to the below, maintained schools should check whether they have any obligations to report accident and first aid records to their local authority.

## **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 D.

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 Welfare and Attendance Officer 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 Welfare and Attendance Officer will report these incidents via the Ross Incident Reporting System to the Local Authority as soon as is reasonably practicable and in any event within 10 days of the incident –

except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

School staff: reportable injuries, diseases or dangerous occurrences

These include:

- Death
- Specified injuries, which 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) which:
- Covers more than 10% of the whole body's total surface area; or
- Causes significant damage to the eyes, respiratory system or other vital organs
- 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
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the [job title of relevant member of staff] will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident

Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:

- Carpal tunnel syndrome
- Severe cramp of the hand or forearm
- Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
- Hand-arm vibration syndrome
- Occupational asthma, e.g. from wood dust
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to an occupational exposure to a biological agent

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

Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences.

These include:

- Death of a person that arose from, or was in connection with, a work activity\*
- An injury that arose from, or was in connection with, a work activity\* and the person is taken directly from the scene of the accident to hospital for treatment. An accident “arises out of” or is “connected with a work activity” if it was caused by:
  - A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
  - The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
  - The condition of the premises (e.g. poorly maintained or slippery floors)

Notifying parents/carers - The Welfare Officer will inform parents/carers 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 to child protection agencies**

The Designated Safeguarding Lead will notify Achieving for Children 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 Designated Safeguarding Lead 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.

### **Training**

Our staff are provided with health and safety training as part of their induction process. Staff who work in high risk environments or work with pupils with special educational needs (SEN), may be given additional health and safety training.

# Appendices

## Appendix A – Important Contacts

### Contact the Health & Safety Team:

The Corporate Health & Safety Unit act as a professional advisory service for schools within the London Borough of Richmond upon Thames. Our service is available to all school staff members, including governing bodies.

**Health, Safety and Resilience Advisor:** Lydia Stanley

**General email:** [healthandsafety@richmond.gov.uk](mailto:healthandsafety@richmond.gov.uk)

### Health & Safety Executive – contact details:

<http://www.hse.gov.uk/contact/contact.htm>

### Further reading:

#### **Department for Education – Health and safety: advice on legal duties and powers:**

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/335111/DfE\\_Health\\_and\\_Safety\\_Advice\\_06\\_02\\_14.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/335111/DfE_Health_and_Safety_Advice_06_02_14.pdf)

#### **Health & Safety Executive – school trips and outdoor learning: tackling the health and safety myths:**

<http://www.hse.gov.uk/services/education/school-trips.pdf>

## Appendix B – Whistleblowing code

The school adheres to the local authority whistle blowing policy and procedure that enable staff to raise concerns relating to:

- Crime
- A miscarriage of justice
- Illegality
- **Health and safety**
- Environmental or property damage
- Unauthorised use of public funds
- Concealing or attempting to cover up any of the above

### When to use the code

The whistle blowing procedures and this code may be used by staff (defined in Appendix A).

In appropriate conduct includes, but is not confined to:

- Bullying and humiliation
- Contravening health and safety guidelines
- Serious breaches of the school's code of ethical practice
- Professional practice that falls short of normally accepted standards
- Compromising pupils' welfare but in a way that does not meet the threshold for child protection intervention

### Reasons for blowing the whistle

Staff will naturally be reticent to report a concern about the conduct of a colleague. However, each individual must take responsibility for ensuring that children are safe. Your action not only protects children, but also deters any suggestion that you have colluded with poor practice that you knew was occurring but chose to ignore.

Whistleblowing can also support the member of staff who is subject of the concern. Their conduct may result from inexperience or lack of training that can be addressed by the school, or they may be under stress and be relieved when their conduct is questioned.

You may worry that you have insufficient evidence to raise a concern, that you will set in train an unstoppable chain of events, that there will be adverse repercussions for your career, that you may suffer harassment or victimisation, or that your suspicion or concern might be totally misplaced.

The Public Interest Disclosure Act 1998 protects employees from reprisals for public interest whistle blowing. Your union, a solicitor or the local authority legal services can provide you with information about your legal position.

## **Confidentiality and anonymity**

All concerns are treated in confidence and, as far as possible, your identity will not be revealed if that is your wish. However, absolute confidentiality cannot be guaranteed if, as a result of an investigation, you are required to provide a witness statement or attend a court hearing. You can, if you prefer, raise your concern anonymously. The school would need to decide whether the severity and credibility of the concern warrants investigation if the source of the concern, and the key evidence, are not readily available. The school will fully support you and do all it can to protect you from any harassment or adverse repercussions that may arise from whistle blowing.

Allegations that prove to be deliberately fabricated and malicious will be dealt with through staff disciplinary procedures. However, no action will be taken against any member of staff who raises a genuine concern that proves to be unfounded.

## **Reporting procedure**

- You may raise your concern verbally or in writing. You should report your concern directly to the head teacher
- If the head teacher is the subject of your concern, speak to the chair of the governors
- A friend, colleague or union representative may accompany you to the meeting if you wish
- Ensure the head or chair informs you of their proposed action and sets a date for a second meeting
- Timescales will depend on the complexity of the initial enquiry but the case should not be allowed to stall and you should receive initial feedback within ten working days. The timescale for subsequent feedback should then be agreed
- Ask for clarification about confidentiality and ensure you have your wishes regarding the protection of your identity recorded
- The whistleblower will be kept informed of the progress of the inquiry

## **Process and Outcome**

The Headteacher or Chair will make enquiries to establish the facts of the matter and whether poor practice or inappropriate conduct has occurred. Members of the school community, including governors, may be asked to provide information or advice. It may also be sought from external sources e.g. children's social care. A written record of the conduct, established facts and outcome of the inquiry will be kept.

The outcome of the inquiry will be one of the following:

- No poor practice or wrongdoing is established and the case is closed
- The concern has some substance and the subject of the concern will receive advice and support from the head teacher to improve practice
- Poor practice or wrongdoing is established and disciplinary proceedings are initiated



- The concern is more serious and an investigation is initiated. This investigation may involve the local authority's legal team, children's social care or the police

Staff can refer to the school's [Whistleblowing Policy](#) for further information and guidance.

### **Further action**

If you raise a concern and you are dissatisfied with the way it is managed, or the outcome, you may contact the governing body or local authority for advice. Alternatively, you can seek advice from your union or professional association, a solicitor, the police, children's social care or Public Concern at Work (PCaW), a registered charity that offers free and confidential legal advice on workplace malpractice.

Public Concern at Work

Suite 301, 16 Baldwins Gardens, London, EC1N 7RJ

020 7404 6609

[whistle@pcaw.co.uk](mailto:whistle@pcaw.co.uk)

## Appendix C - 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 the UK Health Security Agency. For each of these infections or complaints, there [is further information in the guidance on the symptoms, how it spreads and some 'dos and don'ts' to follow that you can check.](#)

Infection or complaint	Recommended period to be kept away from school or nursery
Athlete's foot	None.
Campylobacter	Until 48 hours after symptoms have stopped.
Chicken pox (shingles)	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.
Cold sores	None.
Respiratory infections including coronavirus (COVID-19)	Children and young people should not attend if they have a high temperature and are unwell. Anyone with a positive test result for COVID-19 should not attend the setting for 3 days after the day of the test.
Rubella (German measles)	5 days from appearance of the rash.
Hand, foot and mouth	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.
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
Measles	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.
Ringworm	Exclusion not needed once treatment has started.
Scabies	The infected child or staff member should be excluded until after the first treatment has been carried out.
Scarlet fever	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 a factsheet to send to parents or carers and staff.

Slapped cheek syndrome, Parvovirus B19, Fifth's disease	None (not infectious by the time the rash has developed).
Bacillary Dysentery (Shigella)	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.
Diarrhoea and/or vomiting (Gastroenteritis)	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. 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 adviser or environmental health officer will advise. If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.
Cryptosporidiosis	Until 48 hours after symptoms have stopped.
E. coli (verocytotoxigenic or VTEC)	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.
Food poisoning	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).
Salmonella	Until 48 hours after symptoms have stopped.
Typhoid and Paratyphoid fever	Seek advice from environmental health officers or the local health protection team.
Flu (influenza)	Until recovered.
Tuberculosis (TB)	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.
Whooping cough (pertussis)	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.
Conjunctivitis	None.
Giardia	Until 48 hours after symptoms have stopped.
Glandular fever	None (can return once they feel well).
Head lice	None.

Hepatitis A	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.
Hepatitis 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.
Hepatitis C	None.
Meningococcal meningitis/ septicaemia	If the child has been treated and has recovered, they can return to school.
Meningitis	Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed.
Meningitis viral	None.
MRSA (meticillin resistant Staphylococcus aureus)	None.
Mumps	5 days after onset of swelling (if well).
Threadworm	None.
Rotavirus	Until 48 hours after symptoms have subsided.

## Appendix D - Accident report form template

### FIRST AID INJURY REPORT FORM

Date of Accident:	Time of Accident:	Class:
Name of person/s injured/ involved:		
Location:		

Cause of the accident:
------------------------

Name of person/s witness to the accident:
---

Nature of the Injuries:
-------------------------

Subsequent action and treatment involved:
---

**Parent Advised:**      **Yes / No**                                      **Method of Advice (e.g. advice from A Gray/Katie Pyke)**

**Signed by:**

**Date:**

**Job Title:**

## Appendix E - Accidents, injuries and first aid

Everyone has a responsibility for the children's safety and well-being.

### Protocol following an injury

If there is an injury you need to decide whether it can be treated immediately or whether you need further assistance. For example there is an expectation that minor grazes or superficial scratches can be treated on location in the classroom or the playground.

If it is helpful to have further support, perhaps because the child is particularly upset even though the injury is minor, then the child may be taken to the Welfare Room to recover.

If you consider that the injury requires closer attention then either take the child to a listed first-aider or send for help. Further attention might be required if you suspect the injury is serious. By 'serious' we mean that you think more specialist help from a first aider in the school is needed or there is a medical emergency needing paramedics or hospital treatment. For example, fractures, head injuries, loss of consciousness, or anything that causes you serious concern for the child's well-being.

### First Aid equipment

First aid equipment is located inside each classroom; the Welfare Room and with each on duty playground supervisor. Staff responsible for each location are also responsible for maintaining supplies.

When administering first aid, plastic gloves are provided for any first aid treatment and can be found with the first aid bags and in each classroom.

### Staffing for first aid cover

- **The Welfare and Attendance Officer** manages the Welfare Room.
- **Currently qualified first aiders** are: Amy Gray, Andy Parkes, Bertie West, Mei-Ling Kan, Jim Murray, Karen Jackson, Lisa Crawley, Marion Macdougall, Sevel Rees, Ozma Yousef, Sally Moore, Sam Mustafa, Sarah Newsom, Tania Ferrari, Nida Raheel, Gona Meta, Mandy Forde, Sue Au, Rukshana Amin, Jan Astbury, Lynda Brown, Caroline Chadwick, Claire Dight, Yousra Elsenawy, Ruby Eari, Iwona Grynczel, Amanda Garside, Jackie Grew, Lorraine Ives, Maria Moloney, Rachel Nolan, Katie Pyke, Vic Page, Julie Roberts, Leah Rush, Tom Burce, Joe Hagon-Smith, and Claire O'Connor.

### Recording and reporting accidents

Class teachers must be made aware of accidents and if necessary inform parents at the end of the day or by telephone. Accidents of this nature are logged by the Welfare and Attendance Officer. Any more serious accidents, must be reported to the Welfare and Attendance Officer or a senior member of staff whose responsibility it is to contact the parents as soon as possible and together decide any further treatment. Incidents are reported on a termly basis through the Head Teacher's Report to the governing body.

If a serious injury to a child occurs and immediate medical attention is required, call an ambulance and inform the Head teacher/ teacher in charge immediately.

If necessary a senior member of staff must accompany the child in the ambulance and take the contact sheet with the child's name and address, telephone numbers and name of GP with them.