



*Winterbourne Nursery and Infant School*

*Inspire – Learn -Be Proud*

# WINTERBOURNE NURSERY AND INFANT SCHOOL

## Health and Safety Policy

**Approved by:** Full Governing Body **Date:** September 2021

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## 1. Aims and Statement of Intent

The Governors and Head Teacher of Winterbourne Nursery and Infant School recognise and accept their responsibility for ensuring, so far as is reasonably practicable, the health, safety and welfare at work of all employees, pupils and other persons who may be affected by any of the school's activities.

The Governors' and Head Teacher's prime objective is to achieve and maintain a high standard of health, safety and welfare throughout the school and its activities. They will ensure that the school complies with the requirements of the Health and Safety at Work etc Act 1974 and associated legislation.

In particular, the Governors and Head Teacher aim:

- To operate within the structure and framework laid down by Croydon Council.
- To ensure senior staff develop and maintain a culture within the school supportive of health, safety and welfare.
- To establish an effective safety management structure and arrangements to implement requirements.
- To ensure a systematic approach to the assessment and control of risks.
- To ensure that employees are competent in the work that they are doing.
- To ensure that employees actively participate in identifying hazards.
- To minimise hazards entering the school.
- To ensure the competence and management of contractors on school premises.
- To monitor work practices and regularly review safety management systems.

The Governors and Head Teacher will commit suitable resources (human, time and financial) to the achievement of these aims. They will seek competent advice from the Corporate Health and Safety Consultants as required.

Every employee is responsible for his/her own health and safety, as well as that of colleagues, pupils and others. Employees should co-operate with the school's management to achieve these aims.

The important contribution that employees and their representatives can make in improving health and safety is recognised and encouraged. The Governors and Head Teacher will establish and maintain a school safety committee for this purpose. This policy will be brought to the attention of, and/or issued to, all members of staff.

This statement and the accompanying organisation and arrangements will be reviewed on an annual basis.

## 2. 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](#)

## 3. Roles and responsibilities

### 3.1 The local authority and governing board

London Borough of Croydon has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board.

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

- To ensure there is an adequate, signed and up-to-date Health and Safety Policy for the school detailing responsibilities for ensuring health and safety within the school
- To commit resources to fulfil the Health and Safety Policy
- To ensure that there is a Health and Safety Plan for each year
- To prioritise actions where resources are required
- To ensure actions are undertaken
- To monitor achievement of plans and extent of compliance with standards
- To monitor trends in accidents and incidents
- To receive, and where appropriate, action inspection reports
- To include health and safety on governors' meeting agenda
- To receive and where appropriate action the minutes of the school's Health and Safety Committee
- To produce an annual report on health and safety
- To periodically review the adequacy of health and safety arrangements

### **3.2 Headteacher**

The headteacher is responsible for health and safety on a day-to-day basis. (The Headteacher delegates some of this to the School Business Manager at his/her discretion.) This involves:

- › Implementing the health and safety policy
- › Ensuring there is enough staff to safely supervise pupils
- › Ensuring that the school building and premises are safe and regularly inspected
- › Providing adequate training for school staff
- › Reporting to the governing board on health and safety matters
- › Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- › Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- › Ensuring all risk assessments are completed and reviewed
- › Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

In the headteacher's absence, the Deputy Head Teacher assumes the above day-to-day health and safety responsibilities.

### **3.3 Health and safety lead**

The nominated health and safety lead is the School Business Manager.

### **3.4 Staff**

School staff have a duty to take care of pupils in the same way that a prudent parent would do so.

Staff will:

- › Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- › Co-operate with the school on health and safety matters
- › Work in accordance with training and instructions
- › Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- › Model safe and hygienic practice for pupils
- › Understand emergency evacuation procedures and feel confident in implementing them

### **3.5 Pupils and parents**

Pupils and parents are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

### **3.6 Contractors**

Contractors will agree health and safety practices with the headteacher before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

## **4. Site security**

The Head Caretaker 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.

The Head Caretaker, School Business Manager and Head Teacher are key holders and will respond to an emergency.

## 5. Fire

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.

Emergency evacuations are practised at least once a term.

The fire alarm is a loud, continuous sounder.

Fire alarm testing will take place every Monday at 07:45 – there is no need to evacuate during testing.

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

In the event of a fire:

- › The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- › Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
- › Staff and pupils will congregate at the assembly points. These are in the playgrounds, as per the display notices in every classroom and around the school
- › Form tutors/class teachers will take a register of pupils, which will then be checked against the attendance register of that day
- › The Office Administrator will take a register of all staff
- › Staff and pupils will remain outside the building until the emergency services or the Head Teacher say it is safe to re-enter

The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities. Pupils/staff with disabilities, will have a Personal Emergency Evacuation Plan (PEEP).

A fire safety checklist can be found in appendix 1.

## 6. COSHH

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 Head Caretaker, assisted by the School Business 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. Due to the age of our pupils, hazardous products must never be left unattended in an area where pupils have access.

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.

## 6.1 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

## 6.2 Legionella

- › A water risk assessment has been completed by an external organization, First Environment. The Head Caretaker is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book
- › This risk assessment will be reviewed every year and when significant changes have occurred to the water system and/or building footprint
- › The risks from legionella are mitigated by regular control visits and checks by First Environment.

## 6.3 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 which 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

## 7. Equipment

- › All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place
- › When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards
- › All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents

### 7.1 Electrical equipment

- › All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely
- › Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- › Any potential hazards will be reported to the Head Caretaker immediately
- › Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- › Only trained staff members can check plugs
- › Where necessary a portable appliance test (PAT) will be carried out by a competent person
- › All isolators switches are clearly marked to identify their machine
- › Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- › Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

## 7.2 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 before.
- › Any concerns about the condition of the gym floor or other apparatus will be reported to the Head Caretaker.

## 7.3 Display screen equipment

- › All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time
- › Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)

## 8. 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.

## 9. Working at height

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- › The Head Caretaker retains ladders for working at height
- › Pupils are prohibited from using ladders
- › Staff will wear appropriate footwear and clothing when using ladders
- › Contractors are expected to provide their own ladders for working at height
- › Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- › Access to high levels, such as roofs, is only permitted by trained persons

## 10. 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

## **11. 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 school trips and visits

## **12. Lettings**

This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy, and will have responsibility for complying with it.

## **13. 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/headteacher immediately. This applies to violence from pupils, visitors or other staff.

## **14. Smoking**

Smoking is not permitted anywhere on the school premises.

## **15. 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.

### **15.1 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

## **15.2 Coughing and sneezing**

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

## **15.3 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

## **15.4 Cleaning of the environment**

- › Clean the environment frequently and thoroughly
- › Clean the environment, including toys and equipment, frequently and thoroughly

## **15.5 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

## **15.6 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

## **15.7 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

## **15.8 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

## 15.9 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.

## 15.10 Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by Public Health England, summarised in appendix 4.

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

## 16. 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

## 17. 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.

The school subscribes to Occupational Health support for staff and an independent welfare and health helpline through our insurers.

## 18. Accident reporting

### 18.1 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 2
- 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.

## 18.2 Reporting to the Health and Safety Executive

The School Business Manager 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 School Business Manager 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>

## 18.3 Notifying parents

The Assistant or Deputy Head Teacher 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.

## 18.4 Reporting child protection agencies

The Designated Safeguarding Lead will notify the LADO and Croydon Safeguarding Team, as per the Safeguarding Policy, 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.

## 18.5 Reporting to Ofsted

The Head Teacher 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.

## **19. 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.

## **20. Monitoring**

This policy will be reviewed by the School Business Manager every year.

At every review, the policy will be approved by the school governors.

## **21. Links with other policies**

This health and safety policy links to the following policies:

- First aid
- Risk assessment
- Supporting pupils with medical conditions
- Emergency evacuation plan
- Fire safety
- Accessibility plan
- Safeguarding
- Lone working
- Manual handling
- Working at height
- Educational visits
- Traffic management
- Stress at work
- Legionella

## APPENDIX 1 FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The Headteacher is responsible for ensuring the fire risk assessment is undertaken and implemented. The fire risk assessment is located in *the log book* and reviewed on an annual basis.

### Fire Instructions

These documents are made available to all staff and included in the establishment's induction process. An outline of evacuation procedures are made available to all contractors / visitors and are posted throughout the site.

Emergency exits, fire alarm call points, assembly points etc are clearly identified by safety signs and notices.

### EMERGENCY PROCEDURES

#### Fire and Evacuation

Fire and emergency evacuation procedures summary are posted in each classroom. These procedures will be reviewed at least annually.

Emergency contact and key holder details are maintained by the Head Caretaker.

#### Fire Drills

- Fire drills will be undertaken termly, and a record kept in the Fire log book held in the Head Caretaker's office.

#### Fire Fighting

- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires using portable firefighting equipment only **if it is safe to do so without putting themselves or others at risk.**
- Ensure the alarm is raised BEFORE attempting to tackle a fire.
- **Details of service isolation points** (i.e. gas, water, electricity)
- **Material Safety Data Sheets for Chemicals and flammable substances.** These will be kept by Head Caretaker for consultation.

## APPENDIX 2 INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

### TESTING OF THE FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation by the Head Caretaker and a record kept in the Fire log book. Regular testing of fire alarms will occur every Friday at 5.00pm.

Any defects on the system will be reported immediately to A.D.T. Tel 0844 8001999

A fire alarm maintenance contract is in place with A.D.T. Tel 0844 8001999 and the system tested annually by them.

Smoke and heat detectors are tested on a quarterly basis by A.D.T. Tel 0844 8001999

### INSPECTION OF FIRE FIGHTING EQUIPMENT

TYCO Fire & Integrated Solutions Tel 0161 4554400 undertakes an annual maintenance service of all firefighting equipment

The Head Caretaker carries out weekly checks that all firefighting equipment is available for use and operational and for any evidence of tampering.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to A.D.T. Tel 0844 8001999

### *EMERGENCY LIGHTING SYSTEMS*

These systems will be checked monthly by the Head Caretaker and annually by A.D.T. Tel 0844 8001999

Test records are located in the site's fire log book.

### MEANS OF ESCAPE

The Head Caretaker carries out daily checks for any obstructions on exit routes and ensures all final exit doors are operational.

## **APPENDIX 3 FIRST AID AND MEDICATION**

### *FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:*

Main office, dining halls, playground.

The Office Administrator is responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check should be made at least termly.

### *TRAINED TO FIRST AID AT WORK LEVEL*

*A list of names is available in the school office and displayed on the wall.*

### *TRAINED TO EMERGENCY AID LEVEL*

*A list of names is available in the school office and displayed on the wall.*

### *TRAINED TO EYFS PAEDIATRIC FIRST AID LEVEL*

*A list of names is available in the school office and displayed on the wall.*

The Office Administrator will ensure that First Aiders have a current certificate and that new persons are trained should first aiders leave.

### *TRANSPORT TO HOSPITAL*

If the First Aider or Headteacher considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted.

The school will follow the procedure for completion of incident/accident records in accordance with Council guidance.

***In the event of an injury, CALL 999***

### **Records**

All first aid treatments are recorded and kept in the first aid record book and in CPOMS, if appropriate.

### **Administration of medicines**

All medication will be administered to pupils in accordance with the DfE and local guidance.

## **APPENDIX 4 LONE WORKING**

Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the proposed lone working activity is necessary.

Work involving potentially significant risks (for example work at height) **should not** be undertaken whilst working alone.

Where lone working cannot be avoided staff should:

- Obtain the Headteacher's/senior member of staff's permission and notify him/her on each occasion when lone working will occur
- Ensure they do not put themselves or others at risk
- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc.
- A buddy system should be in place for lone workers
- When working off site, (e.g. when visiting homes), notify a colleague of their whereabouts and the estimated time of return. (It is good practice to obtain background information about the child/family being visited and if the premises are unfamiliar take a colleague.)
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague or the police. They should not enter the premises unless they are sure it is safe to do so.
- Report any incidents or situations where they may have felt "uncomfortable". Good communication between colleagues, in terms of personal safety is essential

## **APPENDIX 5 HEALTH AND SAFETY INFORMATION & TRAINING**

### **Consultation**

The Finance & Resources Committee meets termly and Health and Safety issues are reported to the committee members. Action points from meetings are brought forward for review by school management and/or a member of the Governing Body.

### **Communication of Information**

Detailed information on how to comply with the Council's health and safety policy is given in the council's Health and Safety Manual.

The Health and Safety Law poster is displayed in at main entrance points.

The Corporate Health and Safety Consultancy provide competent health and safety advice for community, special and VC schools.

### *HEALTH AND SAFETY TRAINING*

Health and safety induction training will be provided and documented for all new employees by the School Business Manager and/or the Headteacher.

The Headteacher is responsible for ensuring that all staff are provided with adequate information, instruction and training and identifying the health and safety training needs of staff.

Employees will be provided with:

- induction training in the requirements of this policy
- update training in response to any significant change
- training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.)
- refresher training where required

Training records are held on the personnel files. The Headteacher is responsible for co-ordinating health and safety training needs and for including details in the training and development plan.

This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits.

Each member of staff is also responsible for drawing the Headteacher's /line manager's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

## **APPENDIX 7 WORK EQUIPMENT**

All staff are required to report to any problems found with plant/equipment, damaged electrical apparatus or wiring - including portable equipment and permanent wiring.

Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair/disposal.

### **Electrical Safety**

All staff should monitor the condition of plugs, cables and electrical equipment prior to use. All **portable** items of electrical equipment will be subject to PAT (portable appliance testing) and carried out annually.

Personal items of equipment (electrical or mechanical) must not be brought into the school without prior authorisation and subjected to the same tests as school equipment.

Major fixed wiring circuits will be checked at least once every five years.

### **External play equipment**

The external play equipment will only be used when supervised.

### **Curriculum**

All work equipment should be included in an equipment register and ensure that risk assessments are carried out, identifying any relevant servicing/routine maintenance/inspection regimes, training or instruction needs, personal protective equipment requirements and authorised users.

Any local exhaust ventilation (LEV) provided shall be inspected at least every 14 months.

See the Schools Property Handbook for inspection and service frequency of school equipment.

## **APPENDIX 8 FLAMMABLE AND HAZARDOUS SUBSTANCES**

In all areas the establishment's nominated person(s) responsible for substances hazardous to health is the Head Caretaker.

They shall ensure:

- an inventory of all hazardous substances used on site is compiled and regularly reviewed
- material safety data sheets are obtained from the relevant supplier for all such materials
- risk assessments are conducted for the use of hazardous substances
- all chemicals are appropriately and securely stored out of the reach of children
- all chemicals are kept in their original packaging and labelled (no decanting into unmarked containers)
- suitable personal protective equipment (PPE) has been identified and available for use

PPE is to be provided free of charge where the need is identified as part of the risk assessment.

## **APPENDIX 9 MOVING AND HANDLING**

### **MANUAL HANDLING OF LOADS**

All manual handling activities which present a significant risk to the health and safety of staff, whether they involve the manual handling of people or objects, will be reported to / identified by the Head Caretaker.

Where it is not reasonably practicable to eliminate these activities a risk assessment should be made and the risk reduced as far as is reasonably practicable. The written risk assessment and training will be provided to employees who must follow the instruction given when carrying out the task.

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

## **APPENDIX 10 HEALTH AND SAFETY MONITORING AND INSPECTION**

A general workplace inspection of the site will be conducted termly and be undertaken/co-ordinated by the site manager. Monitoring inspections of individual departments will be carried out by Heads of Department or nominated staff.

- The person(s) undertaking the inspection will complete a report in writing and submit this to the head teacher.
- Responsibility for following up items detailed in the safety inspection report will rest with Head Caretaker and School Business Manager.

A named governor will be involved/undertake inspections on an annual basis and report back to the premises sub-committee and full governing body meetings

## **APPENDIX 11 ASBESTOS**

The Council Asbestos Policy, available in the health and safety manual will be followed.

The asbestos register is held in on the main reception front desk and will be made available to all staff and visiting contractors prior to **any** work commencing on the fabric of the building or fixed equipment. Contractors must sign the register after reading it.

Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air. **Under no circumstances must staff drill or affix anything to walls without first obtaining approval from the Headteacher.**

Any damage to materials known or suspected to contain asbestos should be reported to the Head Caretaker who will contact the Councils Asbestos Manager. Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building should be reported to Sharon Williams at the Local Authority.

## **APPENDIX 12 RISK ASSESSMENTS**

### **General Risk Assessments**

The school risk assessments will be co-ordinated by the Headteacher, School Business Manager and the Head Caretaker following appropriate professional guidance.

Generic risk assessments have been received from the Council and these will be adapted to our specific circumstances. Other websites, such as the HSE or The Key are also useful.

All workplace activities involving risk, teaching and non-teaching (e.g. caretaking), premises and one-off activities must be assessed and approved by the Headteacher. These risk assessments are available for all staff to view and are held on the Teacher Drive, under Risk Assessments.

Specific risk assessments relating to individual persons, e.g. staff member or young person/pupil are held on that person's file.

Risk assessments will be reviewed every two years or when the work activity changes, whichever is the soonest and staff are made aware of any changes to risk assessments relating to their work.

### **Pregnancy Risk Assessment**

Assessments on new and expectant mothers will be undertaken by the individual's line manager using the generic risk assessment provided by the Council or an appropriate body. It is the responsibility of staff to inform their line manager as soon as they know they are (or are no longer) pregnant.

The risk assessment will be reviewed on a regular basis as the pregnancy progresses.

### **Curriculum Activities**

Risk Assessments for curriculum activities will be carried out by relevant Heads of Department and subject teachers using relevant Health and Safety Codes of Practice.

## **APPENDIX 13 OFFSITE VISITS**

Offsite visits will be organised following guidance contained in the Council's Offsite Visits Manual found on London Grid For Learning.

The school's Educational Visits Co-ordinator (EVC) is the Headteacher.

All Offsite Visit activities must be risk assessed using relevant forms, these assessments are monitored and reviewed by the Headteacher and the School Business Manager.

The following visits must also be approved by the council:

- Visit countries abroad – including exchange visits
- Visit UK destinations for more than 24 hours
- Take part in a visit involving a special risk regardless of duration or destination

## **APPENDIX 14 WORKING AT HEIGHT**

Work at height activities from where a person could fall a distance liable to cause personal injury present a significant risk, all such activities should be avoided where it is reasonably practicable to do so.

Where this is not possible a risk assessment must be conducted and the risk reduced as far as is reasonably practicable. A copy of this assessment will be provided to employees authorised to work at height.

The Headteacher shall ensure:

- all work at height is properly planned and organised
- the use of access equipment is restricted to authorised users
- all those involved in work at height are trained and competent to do so
- the risks from working at height are assessed and appropriate equipment selected
- a register of access equipment is maintained and that ladders are checked termly
- all access equipment is inspected and maintained
- the risks from fragile surfaces is properly controlled

## **APPENDIX 15 DISPLAY SCREEN EQUIPMENT (DSE)**

All staff who use habitually use computers as a significant part of their normal work, shall have a DSE assessment carried out.

Those staff identified as DSE users shall be entitled to an eyesight test for DSE use, every 2 years by a qualified optician (and corrective glasses provided if required specifically for DSE use).

See the health and safety manual for the DSE policy.

## **APPENDIX 16 VEHICLES ON SITE**

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents/guardians when bringing children to school or collecting them. Gates are kept shut between 8.45am to 3.45pm. Staff are not allowed to drive on site between 8.45am and 9.15am, and also between 3.15pm and 3.45pm.

The children's and parent's access shall be kept clear of vehicles. The access from the road shall be kept clear for emergency vehicles.

The vehicle access gate must not normally be used for pedestrian access. If an event is being held outside of normal school activities for which this is the sole access, then all due care must be taken to ensure the safety of those passing through this entrance.

## **APPENDIX 17 LETTINGS/SHARED USE OF PREMISES**

Lettings are managed by the School Business Manager, with oversight from the Headteacher and Governing Body following council guidance

## **APPENDIX 18 CONTRACTORS**

All contractors must report to reception area where they will be asked to sign the visitors' book and wear an identification badge. Contractors will be issued with guidance on fire procedures, the asbestos register, local management arrangements and vehicle movement restrictions.

The Head Caretaker is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work.

A management policy for contractors is in place.

## **APPENDIX 19 STRESS**

The school and governing body are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and the Council's management standards. Performance Management, mentoring and staff are able to speak to Headteacher or senior management if they have any issues or concerns.

## **APPENDIX 20 LEGIONELLA**

The school complies with advice on the potential risks from legionella as identified in the Council policy and health and safety manual.

The Head Caretaker will be responsible for identifying and flushing rarely used outlets on a weekly basis and after school holiday periods. Where necessary water temperature checks will be undertaken on a monthly basis.

A contract is held with First Environment Ltd Tel 0870 2402945 to monitor water hygiene and complete legionella risk assessments.

## **APPENDIX 21 VIOLENCE TO STAFF**

The school follows Croydon Council's guidelines "Permissible Forms of Positive Handling Strategies with Children" which can be found on LGfL. Training shall be arranged by the school on this subject by the Inclusion Manager. Individual pupil risk assessments will be completed and shared with staff where necessary.

Violent incidents will be reported using CPOMS.

## APPENDIX 22 LIST OF INFECTIOUS DECEASES

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

Infection or complaint	Recommended period to be kept away from school or nursery
<b>Athlete's foot</b>	None.
<b>Campylobacter</b>	Until 48 hours after symptoms have stopped.
<b>Covid19</b>	See separate guidance.
<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>	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 advisor 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.
<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.