**ST MARGARET’S CE VA PRIMARY SCHOOL**

Health and Safety Policy

“Encourage one another and build each other up”

1 Thessalonians 5:11



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**Aims**

Our school aims to:

• Provide and maintain a safe and healthy environment

• Establish and maintain safe working procedures amongst staff, pupils and all visitors to

the school site.

• Have robust procedures in place in case of emergencies

• Ensure that the premises and equipment are maintained safely, and are regularly

inspected.

**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 assess 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, to 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 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 • Governors**

The Governing Body have responsibility for Health and Safety matters in the school but delegates operational matters and day-to-day tasks to the headteacher and staff members.

• The governor who oversees health & safety is Mrs K Bragg.

**3.2 Headteacher**

The headteacher is responsible for health and safety day-to-day.

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

**3.3 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 actions can be taken

• Model safe and hygienic practice for pupils

• Understand emergency evacuation procedures and feel confident in implementing them

**3.4 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.

**3.5 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 and seek licences when appropriate.

**4. Site security**

• The site manager is 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.

•Cougar will respond to site security out of school hours. The headteacher, the deputy headteacher and the site manager 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 assessments of the premises will be reviewed regularly.

Emergency evacuations are practised at least once a term.

The fire alarm is a loud continuous bell.

Fire alarm testing will take place once a week.

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

In the event of a fire:

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

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

• Staff and pupils will congregate at the designated assembly points

• Office staff will take all registers out with them to the assembly point

• Class teachers will collect register from the office staff and take a roll call of pupils, checking against the attendance register of that day

• Office staff, will check register of visitors

• Staff and pupils will remain outside the building until the emergency services say it is safe to return

• School has specific PEEPS in place for children that require additional assistance during any evacuation.

**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 product suppliers and by the cleaning company 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.

All chemicals, cleaning material and hazardous substances are stored in the site manager’s office which is kept locked at all times.

Any hazardous products are disposed of in accordance with specific disposal procedures.

**6.1 Legionella**

The site manager is responsible for ensuring that the identified operational controls are conducted and recorded in the school’s Log Book.

The risks from legionella are mitigated by the following: whole school water temperature checks on a monthly basis; whole school system flush through each Monday and at end of any period of closure 2 weeks long or more.

**6. 2 Asbestos**

The school Asbestos Log and Survey is kept in the school office and any contractors working in school are requested to read the log and then sign and date the register. The Log is regularly checked.

**7 Equipment**

**7.1 Electrical equipment**

• All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely

• Any potential hazards will be reported to the school office and site manager immediately

• A yearly portable appliance test (PAT) will be carried out by a competent company.

• 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

• Any concerns about the condition of the apparatus will be reported to the site manager and PE Leader

• All PE and gym equipment is checked by an independent assessor annually

**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.

**8. Lone working**

Lone working may include:

• Late working

• Weekend working

• Site manager duties

• Site cleaning duties

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.

The lone worker will ensure that they are medically fit to work alone and that they have access to a mobile phone.

**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 site manager 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

• Working at Height risk assessments are carried out

**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. In the first instance staff should seek the assistance of the site manager for any manual handling task, if he is not available then staff 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**

All EVOLVE paperwork is completed prior to any visit and checked by Deputy /Head.

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 mobile phone, a portable first aid kit and familiarise themselves with information about the specific medical needs of pupils.

• Should there be any need to contact a child’s parent a staff member will phone the school office with all necessary details and the school office will phone the parent.

• For trips and visits, there will always be at least one first aider with a current paediatric first aid certificate.

**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. This includes Electronic Cigarettes (Vaping)

**15. Infection prevention and control**

We follow national guidance published by Public Health England (PHE) when responding to infection control issues. We will encourage staff and pupils to follow the good hygiene practice.

**15.1 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 and placed in the specified bins

**15.2 Exclusion periods for infectious diseases**

The school will follow recommended exclusion periods outlined by Public Health England. 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 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. Accident reporting**

**17.1 Accident record folder**

A first aid slip is completed every time first aid is given. One copy is retained in school and one copy sent home to the parent/carer. If a child is taken to hospital following an accident in school then an accident form will be completed as soon as possible after the accident occurs by the first aider who deals with it. The data is analysed over the term to identify any hot spots.

**17.2 Reporting to the Health and Safety Executive**

The Head 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).

These will be reported via the school’s Health & Safety Consultant who will make the report 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:

o Fractures, other than to fingers, thumbs and toes

o Amputations

o 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

o Serious burns (including scalding) o Any scalping requiring hospital treatment

o Any loss of consciousness caused by head injury or asphyxia

o 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

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

o Where an accident leads to someone being taken to hospital

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

o 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:

o The collapse or failure of load-bearing parts of lifts and lifting equipment

o The accidental release of a biological agent likely to cause severe human illness

o The accidental release or escape of any substance that may cause a serious injury or damage to health

o 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**, HSE <http://www.hse.gov.uk/riddor/report.htm>

**17.3 Notifying parents**

Parents will be notified, by a first aid slip sent home with the child, of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable. In the event of a head bump or injury the parent will be telephoned by the school office as soon as reasonably practicable on that day.

**17.4 Reporting to Ofsted and child protection agencies**

The Head, via the school’s Health & Safety consultant, will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school’s care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident. The Head will also notify the local authority designated officer of any serious accident or injury to, or the death of, a pupil while in the school’s care.

**18. Training**

Our staff are provided with health and safety training as part of their induction process and whole school training is refreshed regularly.

**19. Monitoring**

This policy will be reviewed by the Resources Committee every year.

**20 Links with other policies**

This health and safety policy links to the following policies & documents:

• First aid

• Risk assessment

• Medicines