

# Huntington


## Community Primary School

### Health and Safety Policy

2024

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Signed: 

Chair of Governors

Date: 04/12/24

Signed: 

Headteacher

Date: 04/12/24

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## Statement of intent

At Huntington Community Primary School, we are committed to the health and safety of our staff, pupils and visitors. Ensuring the safety of our community is of paramount importance and this policy reflects our dedication to creating a safe learning environment.

We are committed to:

- Providing a productive and safe learning environment.
- Preventing accidents and any work-related illnesses.
- Compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff and representatives in health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop the school's culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our school.
- Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable.

# 1 Legal framework

This policy has due regard to all relevant legislation including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Construction (Design and Management) Regulations 2015
- The Personal Protective Equipment at Work Regulations 1992
- The Education (School Premises) Regulations 1999
- The Ionising Radiation Regulations 2017 (IRR17)
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)

This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2022) 'Health and safety: responsibilities and duties for schools'
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- HSE (2024) 'Sensible health and safety management in schools'
- DfE (2022) 'First aid in schools, early years and colleges'
- UK Health Security Agency (2024) 'Health protection in children and young people settings, including education'

This policy operates in conjunction with the following school policies:

- Administration of Medication Policy
- Allergen and Anaphylaxis Policy
- Data Protection Policy
- Educational Visits Policy
- First Aid Policy
- Infection Control Policy
- Legionella Health and Safety Policy
- Lockdown and Evacuation Policy
- Lockdown Policy and Procedures
- Lone Worker Policy
- Manual Handling Risk Assessment
- Personal Emergency Evacuation Plan (PEEP)
- School Uniform Policy
- Supporting Pupils with Medical Conditions Policy
- Visitor Policy
- Working at Heights Policy

## 2 Roles and responsibilities

The governing board, in conjunction with the headteacher, will:

- Ensure it provides a safe place for all users of the site, including staff, pupils and visitors.
- Oversee that staff receive training and instruction so that they can perform their duties in a healthy and safe manner.
- Ensure whole-school familiarity with the requirements of the appropriate legislation and codes of practice.
- Create and monitor a management structure responsible for health and safety in the school.
- Ensure there is a detailed and enforceable policy for health and safety, and that the policy is implemented by all.
- Assess the effectiveness of the policy and ensure any necessary changes are made annually.
- Identify the risks relating to possible accidents and injuries and make reasonable adjustments to prevent them occurring.
- Ensure the school has secured safe means of entry and exit for all site users.
- Ensure the school can provide equipment, grounds and systems of work which are safe.
- Ensure safe arrangements are made for the handling, storage and transportation of any articles and substances.
- Ensure staff have safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- Where necessary, ensure the school can provide protective equipment and clothing, along with any necessary guidance and instruction for safe use.

The headteacher will:

- Have overall responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.
- Set the direction for effective health and safety management.
- Introduce management systems and practices that ensure risks are dealt with sensibly, responsibly and proportionately.
- Review this policy and its effectiveness annually.
- Take all reasonably practicable steps to ensure this policy is implemented by all members of staff.
- Designate a competent person who will be responsible for ensuring the school meets its health and safety duties – the competent person will be the health and safety officer.

The health and safety officer (if not the headteacher – currently the same) will:

- Assist with the creation and implementation of this policy.
- Be responsible for investigating accidents and incidents, to understand causes and amend risk assessments as required.
- Be the designated contact with the LA and the HSE where necessary.
- Support staff with any queries or concerns regarding health and safety.
- Identify hazards by conducting risk assessments.

All members of 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.
- Cooperate with their employers on health and safety matters.
- Carry out their work in accordance with training and instructions.

- Inform the designated health and safety officer (currently the headteacher) of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- Familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety.
- Avoid any conduct which puts themselves or others at risk.
- Be familiar with all requirements laid down by the governing board.
- Ensure that all staff, pupils and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place.
- Ensure all machinery and equipment is in good working order and safe to use, including adequate guards, and ensure such equipment is not used improperly.
- Use the correct equipment and tools for the job and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Report any defects in equipment or facilities to the designated health and safety officer (currently the headteacher).
- Take an interest in health and safety matters, and suggest any changes that they feel are appropriate.
- Make suggestions as to how the school can reduce the risk of injuries, illnesses and accidents.
- Exercise good standards of housekeeping and cleanliness.
- Adhere to their common law duty to act as a prudent parent would when in charge of pupils.

Pupils will:

- Exercise personal responsibility for the health and safety of themselves and others.
- Dress in a manner that is consistent with safety and hygiene standards.
- Respond to instructions given by staff in an emergency.
- Observe the health and safety rules of the school.
- Not misuse, neglect or interfere with items supplied for their, and other pupils', health and safety.

### **3 Training and first aid**

The school will ensure that staff are provided with the health and safety training they need for their job. This may not always mean attendance at training courses; it may simply involve providing staff with basic instructions and information about health and safety in the school.

Staff will be provided with regular training opportunities and have access to support where needed. Staff are expected to undertake appropriate CPD in order to further contribute to the running and success of the school. Staff will be trained on how to assess risks specific to their role.

The health and safety officer will ensure staff know how to meet their duties outlined in this policy. Where relevant to their role, staff will receive specific training in:

- Using industrial machinery.
- Having responsibility for the storage and accountability for potentially hazardous materials.

#### **First aid**

The school will act in accordance with the First Aid Policy at all times. The school will ensure that ample provision is made for both trained personnel and first-aid equipment on-site.

The headteacher will ensure that there is an appropriate number of first-aid trained staff members working in the school.

## **4 Contacting the emergency services**

The headteacher will certify that procedures for ensuring safety precautions are properly managed, are discussed, formulated and effectively disseminated to all staff.

Staff will contact the emergency services in an emergency. Staff will alert their colleagues to the incident, if it is safe and appropriate to do so, using mobile telephones.

When an ambulance is called for a pupil, office staff will contact the pupil's parent. Where necessary, all pupils will be evacuated from the building and taken to the designated emergency assembly point – currently, this is St Luke's church. Staff will be aware of any pupils who have specific evacuation needs – these will be outlined in their Personal Emergency Evacuation Plans (PEEPs). Staff will be responsible for the safety of pupils and responding to any questions from the emergency services, as best they can.

## **5 Accident reporting and investigation**

All accidents and incidents, including near-misses or dangerous occurrences, will be reported as soon as possible to the health and safety officer using the standard Accident Report Form.

The school will always record and report work-related injuries received by staff members or pupils.

More in-depth information concerning reporting accidents and near-misses can be found in the following sections of this policy.

### **Reporting significant accidents**

Significant accidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will be reported to the HSE at the earliest opportunity. The 'specified injuries' which must be reported are listed in [Appendix 1](#).

### **Reporting procedures**

Should an incident require reporting to the Incident Control Centre (ICC) (part of the HSE), the health and safety officer, or a person appointed on their behalf, will file a report as soon as is reasonably possible. The person will complete the relevant report on the HSE website: <http://www.hse.gov.uk/riddor/report.htm>. The HSE no longer accepts written accident reports, except in exceptional circumstances. The school will report all accidents and injuries online where possible using the above web address. Fatal and specified injuries, as outlined in [Appendix 1](#), may only be reported using the telephone service on 0845 300 9923, open Monday to Friday 8.30am to 5pm.

### **Reporting hazards**

Staff, pupils, contractors and visitors have a legal duty to report any condition or practice they deem to be a hazard. In most cases, reporting should be conducted verbally to the headteacher as soon as possible.

### **Accident investigation**

All accidents, however minor, will be investigated by the health and safety officer and the outcomes recorded. The length of time dedicated to each investigation will vary on the seriousness of the accident. After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid recurrence of the accident.

The health and safety officer will undertake termly evaluations of all reported incidents. They will then identify patterns and trends in order to take corrective action and minimise the reoccurrence of any incident or illness.

## 6 Active monitoring system

It is good practice to actively monitor systems prior to accidents, ill health or incidents taking place; this involves regularly checking compliance procedures and the achievement of objectives. The school's procedure for actively monitoring our system includes:

- Annual audits, including fire risk assessments and health and safety audits (in co-ordination with CWAC Health and Safety).
- Termly examination of documents to ensure compliance with standards.
- Annual inspection of premises, plants and equipment.
- Termly reports and updates to the headteacher.
- External measures, such as surveys by contractors and service providers, along with visits from Environmental Health and Ofsted.

## 7 Risk assessment

The headteacher has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas in the school. The health and safety officer (if not the headteacher) will be consulted when risk assessments are being carried out.

Annual risk assessments will be conducted for all areas of the school. Risk assessments will consider the needs of staff, pupils, visitors and contractors. Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.

Risk assessments will be reviewed if:

- There is any reason to suspect that they are no longer valid.
- There has been a significant change in related matters.
- The governing board will be informed of any significant issues arising from risk assessments, allowing issues to be prioritised and actions to be authorised, along with funds and resources.

The school will record any significant findings of any risk assessments, including the following:

- The identified hazards
- How people might be harmed by them
- What the school has implemented to control the risk

### Educational visits

The school will appoint an Educational Visits Coordinator and ensure they receive the training necessary to carry out the role. Where there is no Educational Visits Coordinator, the headteacher will perform this duty.

The Educational Visits Coordinator will ensure risk assessments are completed by staff leading day trips or residential stays.

Risk assessments should be completed for all educational visits by the staff member organising the visit, and given to the Educational Visits Co-ordinator (the headteacher) one week in advance of the visit (five weeks in advance in the case of residential visits).

### Curriculum Areas

Risk assessments for specific curriculum areas (e.g. Design and Technology) are updated regularly and available for staff to access on the school server (*Staff Share, Risk Assessments, Curriculum*).



## **Infection control (including Covid-19)**

Infection control (including Covid-19) risk assessment updates will be distributed to all staff as necessary.

## **8 Slips and trips**

In line with HSE guidance, control measures are in place to effectively control slip and trip risks. The school utilises the following procedure:

- Identify the hazards – risk factors considered include:
  - Environmental (floor, steps, slopes, etc.)
  - Contamination (water, food, litter, etc.)
  - Organisational (task, safety, culture, etc.)
  - Footwear (footwear worn for after-school events may not be in line with the School Uniform Policy)
  - Individual factors (rain, supervision, pedestrian behaviour, etc.)
- Decide who might be harmed and how
- Consider the risks and decide if existing precautions are sufficient (e.g. warning signs after spillages), or if further measures need to be introduced
- Record the findings
- Review the assessment regularly and revise if necessary

The school will remain especially vigilant to the following hazards:

- Members of staff or pupils running or carrying heavy or awkward items
- Wearing unsuitable footwear
- Poor lighting – particularly where there are uneven surfaces and level changes
- Contamination
- Obstructions, e.g. bags and trailing cables

## **9 Fire safety**

All staff fully understand and effectively implement the Fire Evacuation Plan ([Appendix 5](#)), which will be implemented in the event of a fire.

The headteacher is responsible for certifying that procedures for ensuring that safety precautions are properly managed will be discussed, formulated and effectively disseminated to all staff. Staff will receive fire safety training to ensure they understand the procedure for fire drills and the use of fire extinguishers.

The school will test evacuation procedures on a termly basis. Firefighting equipment will be checked on an annual basis by an approved contractor. Fire alarms will be tested weekly from different 'break glass' fire points around the school, and records will be maintained and held in the Site Maintenance Officer's (SMO's) office. Emergency lighting will be tested on a six-monthly basis, and records will be maintained and held in the SBM's office.

The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.

## 10 Sharps

For the purposes of this policy, “**sharps**” is defined as sharp objects such as needles, scalpels, razor blades and broken glass which pose a risk of an accidental penetrating injury or laceration or puncture to skin.

Sharps are not likely to be found commonly on school premises; however, staff will be vigilant towards the following circumstances in which sharps may be found:

- During school-based vaccination programmes
- Where an individual within the school requires injections to manage a health condition
- Where a pupil brings a sharp into the school
- Where glass is broken within the school, or broken glass is found on or around the school premises
- Where drug paraphernalia, e.g. heroin needles, is found on or around the school premises

In the context of this policy, offensive weapons are not considered sharps. Offensive weapons will be handled in line with the Behaviour Policy.

### Handling and disposing of a sharp

All staff members will receive health and safety training as part of their induction, which will be refreshed regularly. This training will include:

- The safe collection and disposal of sharps.
- The procedure to log incidents and who to inform.
- Immediate action in the event of sharps or needlestick injury.

Where an individual brings a sharp onto the school premises (e.g. a needle to manage a health condition) they will be responsible for its disposal. The use of needles for medication for an individual on the school premises will be managed in line with the Administration of Medicines Policy.

The headteacher will ensure that all pupils are informed that, where they see a sharp, they must alert the nearest staff member immediately and avoid touching the sharp.

Where a sharp is found, the nearest staff member will move all pupils away from the area in order to prevent accidental injuries, and will guard the sharp while alerting another staff member to bring the sharps retrieval kit. Sharps retrieval kits will contain:

- Protective gloves.
- A pair of long-stemmed tongs.
- A pincer tool, e.g. tweezers.
- Brush and pan.
- Sharps box for disposal.

Sharps boxes will be marked ‘Danger: Contaminated Sharps’ and ‘Destroy by Incineration’. They will be kept off the floor and out of the reach of pupils. Sharps boxes must not be filled above the designated fill line on the outside of the box. Once filled, boxes will be sealed immediately and removed by a clinical waste contractor or a specialist collection service.

The staff member will check the surrounding area carefully to ensure that no other sharps are in the vicinity. Where the sharp cannot be removed immediately (e.g. due to a delay in obtaining the sharps retrieval kit) the nearest staff member will place a cone or box on top of the sharp to prevent anyone from touching or finding it.

The following procedure will be followed in the event that sharps are found on the school premises:

- Staff will wear protective gloves, and will not handle sharps with bare hands.
- Staff will not handle sharps while barefoot or wearing open shoes, as injury may occur if the sharp is dropped on feet.
- Only one sharp will be handled at a time and, where there are multiple, sharps will be carefully separated using the pair of tongs.
- Sharps will be picked up using the relevant equipment (e.g. pair of tongs or brush and pan for broken glass) and placed into the sharps box, which will be brought to the sharp rather than the other way around.
- The appropriate staff, including the headteacher and SMO, will be informed.
- The incident will be recorded, with details of when, where and by whom the sharp was found.
- Sharps will be disposed of quickly and safely into the school's sharps bin.

### **Sharps injury**

First aid staff will be trained in handling sharps injuries, and will adhere to guidelines in case of injury from a contaminated sharp:

- Encourage the wound to bleed gently, ideally by holding it under running water
- Wash the wound using water and soap
- Avoid scrubbing the wound while washing
- Avoid sucking the wound
- Dry the wound and cover it with a waterproof dressing
- Seek medical advice

Injuries will be handled in line with the First Aid Policy.

## **11 Evacuation, lockdown and bomb threat procedure**

The school will follow the procedure outlined in the Lockdown and Evacuation Policy and any Personal Emergency Evacuation Plans in the event of a crisis.

In the event of an emergency, the procedures outlined in the Bomb Threat Procedure (see [Appendix 4](#)) and the Lockdown and Evacuation Policy will be followed.

## **12 Visitors and contractors**

The procedures outlined in the Visitor Policy will be implemented by relevant staff when receiving visitors to the school.

Anyone hiring the premises will be made aware of their health and safety obligations when making the booking.

Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, pupils or visitors to the school.

## **13 Construction and maintenance**

When undertaking construction or maintenance work, the school will do so in accordance with The Construction (Design and Management) (CDM) Regulations 2015. Further details are provided in [Appendix 2](#).

## **14 Personal Protective Equipment (PPE)**

The school will provide employees and pupils who are exposed to a hazard at the school, which cannot be controlled by other means, with PPE where appropriate. Visitors will also be supplied with PPE when appropriate.

Staff and pupils will use the PPE provided, and care for it according to the instructions and training given. Supervising staff will ensure PPE fits the wearer properly. Where more than one item of PPE must be worn, the items should be compatible and remain effective. PPE will not be worn if wearing it causes a hazard greater than the hazard it is intended to protect the wearer from.

Pupils will report any loss or defects to their class teacher, who will report it to the SBM for repair. Damaged PPE will not be used and will be disposed of in line with the manufacturer's instructions if it is not possible to repair.

PPE includes protective workshop equipment, such as protective clothing, safety footwear, face masks, and respiratory protective equipment. Clothing that is not specifically designed to preserve the health and safety of the wearer, e.g. school uniform, does not constitute PPE.

Thorough risk assessments are carried out by the health and safety officer to determine the suitable PPE to be used for each hazard and these are reviewed on an annual basis.

Staff and pupils will receive appropriate health and safety training in order to ensure they know how to properly use, maintain and store PPE, and how to detect and report faults. Equipment manuals are readily available and warning signs are clearly displayed on equipment where PPE is mandatory. When not in use, PPE will be properly stored, kept clean, and in good repair.

The school will always use PPE in line with UK Health Security Agency guidance.

See [Appendix 3](#) for information regarding costs related to PPE.

## **15 Employee clothing**

See [Appendix 3](#) for information regarding costs related to any Employee Clothing provided.

## **16 Work-related hazards**

### **Manual handling**

Manual handling can prove hazardous when it has the potential to cause a musculoskeletal disorder. This can be due to repetition of the action, the force and/or posture involved in the completion of a handling task, and/or a person's ability to hold or grasp the particular item in a safe and balanced manner.

The school will, as far as practicable, reduce the need for members of staff to carry out any manual handling tasks that involve a risk of injury. Employees should refer any lifting task about which they are unsure to the headteacher for risk assessment. Where manual handling tasks are necessary, the school's Manual Handling Risk Assessment will be implemented. The control measures will be monitored to ensure they are reducing the risk of injury and being implemented correctly.

The capability and circumstances (e.g. age) of staff will be taken into account where manual handling tasks are required. Where there is an unacceptable risk of injury or harm, no manual handling tasks will take place.

All members of staff will receive manual handling information and training as needed.

In order to manage these risks, appropriate policies and procedures have been adopted. The school will implement and follow its Manual Handling Policy.

The Physical Intervention & Safe Touch Policy outlines the circumstances under which staff are authorised to use reasonable force

### **Working at heights**

Policy and procedures concerning employees working at heights are addressed in the Working at Heights Policy. Staff members are required to sign statements confirming that they have received, read and understood the policy, prior to being allowed to work at heights.

### **Lone working**

Policy and procedures concerning employees' lone working are addressed in the Lone Worker Policy. Staff members are required to sign statements confirming that they have received, read and understood the relevant policies, prior to being allowed to undertake lone working.

### **Stress management**

Staff will be aware of the symptoms of stress, including sleeping problems, dietary problems, mood swings, feeling lethargic, fatigue, emotional problems, chest pains and elevated heart rate, lack of focus, inability to concentrate and increased sweating. Staff members who suffer from any of these symptoms are advised to consult their GP as soon as possible. Staff are invited to complete a stress risk assessment on an annual basis.

### **Display screen equipment**

Display screen assessments will be carried out for teaching staff and administrative staff who regularly use laptops or desktops computers.

## **17 Maintaining equipment**

The school will ensure that staff and pupils can expect that any equipment they use is suitable for its intended use and is properly maintained. Inspectors, or a trained health and safety technician, will inspect the following equipment for health and safety issues regularly:

- All electrical appliances
  - Class 1 (fridge, microwave, toaster etc) – annual visual test, PAT test every year.
  - Class 2 (computers, photocopiers) – annual visual test, PAT test every four years.
- All fixed gymnasium equipment – every year

It is the responsibility of the health and safety officer to ensure new equipment meets the appropriate standards and conforms to all health and safety requirements. A health and safety technician should be consulted as necessary.

## **18 Hazardous materials**

The school will act in accordance with COSHH guidance at all times.

The school will only purchase hazardous materials from a reputable source, making sure that the relevant material safety data sheet (MSDS) is provided by the retailer on delivery. The school will only order supplies of hazardous materials when existing stocks are no longer adequate, and in quantities that are no larger than necessary. No chemicals or other hazardous materials will be used without the permission of the headteacher.

The health and safety officer is responsible for ensuring all products that may be hazardous to health are risk assessed before being used, taking into account the advice on the relevant MSDS or Hazcard – the latter is provided from CLEAPPS, recognised by Ofsted and HSE as a definitive basis for undertaking practical work safely.

The SMO, in liaison with the health and safety officer, will ensure that the relevant control measures and appropriate guidelines are put in place to manage the risks identified in risk assessments. Control measures will be checked and reviewed by the SMO on an annual basis to ensure continued effectiveness, even when they are known to be reliable.

All equipment, materials and chemicals will be held in appropriate containers and areas conforming to health and safety regulations. Hazardous substances will be labelled with the correct hazard sign and contents label. All COSHH and ionising radiations regulations will be adhered to.

Low-toxic products, such as corrective fluid and aerosol paints, will be stored securely and only used under supervision in a well-ventilated area.

No staff member or pupil should ever be put at risk through exposure to any hazardous substance used in our practical curriculum. No potentially hazardous materials will be used in lessons.

The SMO will keep an up-to-date inventory of all the hazardous chemicals and materials held at the school. A termly audit of hazardous materials will be undertaken by the site manager with routine surveillance to ensure that they remain safe to store. Unwanted or surplus chemicals and materials, including those that have become unsafe, will be disposed of by a registered waste carrier, in accordance with school procedures.

## 19 Asbestos management

The building contains no asbestos, having been constructed in 2017-18.

## 20 Cleaning

Contract cleaners will be monitored by the SMO/SBM. The standard required will be clear in the service level agreement held with the contracted cleaners. Special consideration will be given to hygiene areas.

Waste collection services will be monitored by the SMO/SBM. Special consideration will be given to the disposal of medical waste.

The headteacher is responsible for ensuring that the school is at a safe temperature for staff and pupils to work in. The school will adhere to the provisions as outlined in The Education (School Premises) Regulations 1999, which state the following:

Areas	Temperature
Where there is a below-normal level of physical activity due to ill health or a physical disability, e.g. isolation rooms; however, this does not include sleeping accommodation	21°C
Where there is a normal level of physical activity associated with teaching, private study or examinations	18°C
Where there is a high level of physical activity, e.g. PE sports halls, washrooms, sleeping accommodation and circulation spaces	15°C

## **21 Infection control**

The school actively prevents the spread of infection through the following measures:

- Routine immunisation (e.g. pupils - flu vaccinations on site)
- Maintaining high standards of personal hygiene and practice
- Maintaining a clean environment

The school keeps up-to-date with national and local immunisation scheduling and advice. All pupils' immunisation status is checked at school entry and at the time of any vaccination. The school encourages parents to have their children immunised.

All staff are subject to a full occupational health check before starting employment at the school.

The school will ensure that arrangements are in place to minimise any health risks (e.g. flu) by ensuring hygiene standards are maintained, and pupils and staff are not permitted in school if they are unwell. Staff and pupils displaying signs of infection will be sent home and recommended to see a doctor.

Further information concerning our policies and procedures addressing infection control can be found in our Infection Control Policy.

## **22 Legionella control**

The school's Legionella Health and Safety Policy is implemented consistently to ensure the risks associated with legionella are minimised and statutory guidance followed.

## **23 Allergens and anaphylaxis**

The school's Allergen and Anaphylaxis Policy is implemented consistently to ensure the safety of those with allergies.

Parents are required to provide the school with up-to-date information relating to their children's allergies, as well as the necessary action to be taken in the event of an allergic reaction, such as any medication required. Staff are also required to provide the headteacher with a list of their allergies. Information regarding pupils' and staff members' allergies is collated and stored securely.

Under The Human Medicines (Amendment) Regulations 2017, the school is able to purchase adrenaline auto-injector (AAI) devices without a prescription, for emergency use on pupils who are at risk of anaphylaxis, but whose device is not available or is not working. The school will purchase spare AAIs from a pharmaceutical supplier, such as the local pharmacy.

The headteacher will work with any external catering providers (currently Edsential) to ensure all requirements are met. Information relating to how the school operates in line with allergen guidance and Natasha's Law can be found in the Allergen and Anaphylaxis Policy.

Staff will receive appropriate training and support relevant to their level of responsibility, in order to assist pupils with managing their allergies.

Further information relating to the school's policies and procedures addressing allergens and anaphylaxis can be found in the Allergen and Anaphylaxis Policy.

## **24 Medication**

The school's Supporting Pupils with Medical Conditions Policy will be read, understood and adhered to at all times. Relevant staff will receive annual training in supporting pupils with medical conditions.

The school will obtain notification from parents regarding any medication that pupils are required to take. Only trained staff will administer medication. The school's Administering Medication Policy will be followed at all times. A record will be kept of any medication that pupils take – this will be checked prior to administering any non-prescription medication.

## **25 Smoking**

The school is a no-smoking premises and no smoking will be permitted on the grounds – this includes the use of e-cigarettes (vaping). All staff, pupils, visitors and contractors will be made aware of this policy.

## **26 Security and theft**

A CCTV system will be used to monitor events and identify incidents taking place. CCTV recordings may be used as evidence when investigating reports of incidents. CCTV recordings may contain personal data, so will be handled in accordance with the school's Data Protection Policy and its CCTV and Surveillance Policy.

No money will be held on the school site – the school uses online payment systems for ease of use and to reduce the risk of theft. Vouchers to reward pupils for good behaviour will be held in a safe.

Staff and pupils are responsible for their personal belongings and the school accepts no responsibility for loss or damage. Thefts may be reported to the police and staff are expected to assist police with their investigation.

All school equipment is labelled with the name of the school, and equipment of high value (e.g. computers) is security marked using the *Smartwater* system. All staff are expected to take reasonable measures to ensure the security of school equipment being used. Missing or believed stolen equipment will be reported immediately to the headteacher.

The school has access control and security measures to ensure the safety of the school (e.g. electronic access system, intruder alarm). The school will ban individuals from the premises if they pose a risk to any member of the school community. The school will consider any risks that are posed by its local context, e.g. recent arson attacks.

## **27 Severe weather**

The headteacher, in liaison with the Chair of Governors, will make a decision on school closure due to severe weather on the grounds of health and safety. If a closure takes place, the governing board will be promptly informed.

## **28 Safe use of minibuses**

The school does not own or operate a minibus at present.

## **29 Educational visits**

Health and safety policy and procedures concerning educational visits are contained in the school's Educational Visits Policy.

## **30 Near misses**

A 'near miss' is an event not causing harm, but has the potential to cause injury or ill health.

If staff members, pupils, contractors or visitors see or are involved in a near miss, they will report it in order to allow consideration of how to prevent a possible accident happening in the future.



Reporting will be conducted verbally to the health and safety officer as soon as possible, who will then inform the headteacher (if different) as appropriate.

The school will report near misses that constitute dangerous occurrences to the HSE. A 'dangerous occurrence' includes any incident which results in requiring hospital treatment or further attention.

All accidents and near misses, however small, will be reported and investigated by the health and safety officer and the outcomes recorded. The length of time dedicated to each investigation will vary depending on the seriousness of the accident.

After the investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

### **31 Monitoring and review**

The effectiveness of this policy will be monitored continually by the headteacher and the governing board. Any necessary amendments may be made immediately. The policy will otherwise be reviewed by the Premises and Health & Safety Committee on an annual basis.

## APPENDIX 1

### Reporting significant accidents (see also [Here](#))

Significant accidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will be reported to the HSE at the earliest opportunity.

The 'specified injuries' which must be reported include the following:

- Accidents to employees causing either death or major injury
- Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days (this seven-day period does not include the day of the accident)
- Fractures, other than to fingers, thumbs and toes
- Amputation of an arm, hand, finger, thumb, leg, foot or toe
- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes
- Any crush injury to the head or torso, causing damage to the brain or internal organs
- Any burn injury (including scalding) which covers more than 10 percent of the whole body's 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 that requires resuscitation or admittance to hospital for more than 24 hours

Additional reportable occurrences include the following:

- The collapse, overturning or failure of any load-bearing part of any lifting equipment
- The explosion, collapse or bursting of any closed vessel or pipe work
- Electrical short circuit or overload resulting in a fire or explosion
- Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, or injury caused by an explosion
- Any accidental release of a biological agent likely to cause severe human illness
- Any collapse or partial collapse of scaffolding over five metres in height
- When a dangerous substance being conveyed by road is involved in a fire or is released
- The unintended collapse of any building or structure under construction, alteration or demolition, including walls or floors
- Any explosion or fire resulting in the suspension of normal work for over 24 hours
- Any sudden, uncontrolled release in a building of: 200kg or more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas, or 500kg or more of these substances if the release is in the open air
- Accidental release of any substances which may damage health
- Serious gas incidents
- Poisonings
- Skin diseases including, but not limited to: occupational dermatitis, skin cancer, chrome ulcer, or oil folliculitis/acne
- Lung diseases including, but not limited to: occupational asthma, farmer's lung, asbestosis, or mesothelioma
- Infections including, but not limited to: leptospirosis, hepatitis, anthrax, legionellosis, or tetanus
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome

The school will also report occupational diseases upon receipt of a written diagnosis from a doctor that a staff member has a reportable disease linked to occupational exposure. These include the following:

- Carpel tunnel syndrome
- Severe cramp of the hand or forearm
- Occupational dermatitis, e.g. from work involving strong acids or alkalis
- Hand-arm vibration syndrome
- Occupational asthma, e.g. from wood dust and soldering using rosin flux
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to an occupational exposure to a biological agent

Work-related stress and stress-related illnesses will not be reported due to the fact that they are not usually just one distinct event. RIDDOR stipulates that to be reportable, an injury must have resulted from an accident arising out of or in connection with work.

The school will only report accidents that are:

- Discrete.
- Identifiable.
- Unintended incidents which cause physical injury.

## APPENDIX 2

### Construction and maintenance

When undertaking construction or maintenance work, the school will do so in accordance with The Construction (Design and Management) (CDM) Regulations 2015. Construction work means the carrying out of any building, civil engineering or engineering construction work, including:

- The construction, alteration, conversion, fitting out, commission, renovation, repair, upkeep, redecoration, or other maintenance, decommissioning, demolition or dismantling of a structure;
- The preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion;
- The installation, commission, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure;
- The assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure;
- The removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure.

The headteacher will ensure that all construction and maintenance projects have a formally appointed principal designer and principal contractor. The headteacher will liaise with the principal contractor to identify if the scope of the project means that it should be notified to the HSE. The headteacher will also ensure that:

- The principal designer and principal contractor are provided with a 'client brief/CDM pre-construction information' at the earliest opportunity, to contain relevant information which should, as a minimum, include the following:
  - What the school wants built or maintained
  - The site and existing structures
  - Information about hazards
  - Timescales and budget for the build
  - How the school expects the project to be managed
  - CDM appointments of the principal contractor and/or principal designer
  - Welfare arrangements
  - Details of the nearest A&E department
- The principal contractor draws up a Construction Phase Plan that explains how health and safety risks will be managed – permission will not be given for construction or maintenance work to begin until this is in place.
- The principal designer prepares a health and safety file containing information that will help the school manage risks associated with any future maintenance, repair, construction or demolition work.
- The roles, functions and responsibilities of the project team are clearly defined in writing, e.g. in the project plan.
- Sufficient time and resources are allocated, and effective mechanisms are in place to ensure good communication, cooperation and coordination between all members of the project team.
- The principal contractor has made arrangements for adequate welfare facilities for their workers before the construction or maintenance work starts.
- Following completion of the project, the health and safety file is handed over to the headteacher, kept up-to-date by the health and safety officer, and is made available to anyone who needs to alter or maintain the building.

The headteacher will hold weekly progress meetings with the project team to ensure that all members are carrying out their roles as required. Where the project is for a new workplace or alterations to an existing workplace, it must also meet the standards set out in The Workplace (Health, Safety and Welfare) Regulations 1992.

## APPENDIX 3

### Costs of PPE and Employee Clothing (see also [Here](#))

#### PPE

The school will cover the costs of purchase, cleaning and repair for all clothing that is:

- Protective clothing that staff require to fulfil their roles.
- A uniform that employees only wear to work.

The SBM will keep a record of all expenses related to PPE and uniform for HR and finance purposes. In accordance with HM Revenue and Customs (HMRC), the school will pay any tax and national insurance on uniforms and PPE that are not exempt. Using a P11D form, the school will report the cost of the following to HMRC, unless they are exempt:

- Buying the clothes for employees
- Lending clothes to employees
- Cleaning or repairing clothing

The school will not report the above to HMRC if it is provided as part of a salary sacrifice arrangement. If the school follows either of the below procedures, we will not report uniform costs as detailed in section 17 to HMRC:

- Paying a flat rate to employees as part of their earnings – either a benchmark rate or a special (bespoke) rate approved by HMRC
- Paying back the employee's actual costs

#### Employee clothing

If the school purchases clothing for employees, or lends it to them, we will:

- Report the costs on P11D form.
- Pay Class 1A National Insurance on the value of the benefit.
- If employees purchase clothing that is necessary to complete their role and the school reimburses them, the school will:
  - Add the value of the benefit to employees' earnings.
  - Deduct and pay PAYE tax and Class 1 National Insurance through payroll.

If employees purchase non-durable clothing, e.g. rubber gloves, and the school reimburses them, the school will:

- Add the value of the benefit to the employees' other earnings.
- Deduct and pay PAYE tax (not Class 1 National Insurance) through payroll.

If employees pay to have clothing cleaned or repaired, the school will:

- Add the value of the benefit to employees' earnings.
- Deduct and pay PAYE tax and Class 1 National Insurance through payroll.

The value of clothing for tax and reporting will depend on whether the school has given or lent clothing to employees. If clothing is given to employees, the school will use the higher of the following to work out the value of clothing for tax and reporting purposes:

- The second-hand value of the clothing when it is given to employees
- The initial cost of the clothing

If clothing is lent to employees, the school will use the higher of the following to work out the value of clothing for tax and reporting purposes:

- 20 percent of the clothing's market value when first provided to employees
- Any annual rental or hire charges the school pays for it

## APPENDIX 4



Department  
for Education

# Bomb Alert / Threat

There are important differences between the fire (or other whole building) evacuation and bomb instructions. Most notably, in a bomb threat situation it is unusual to evacuate the entire building. To do so can be more hazardous than moving people within the building to areas away from the suspect package or incident.

### Signals

<b>Signal for bomb threat</b> (This must be different to the fire alarm, or general evacuation alarm/signal.)	3 short rings of the school bell (Partial Lockdown signal – followed by additional messages)
<b>Signal for stand down / all-clear</b>	2 short rings of the school bell

### Incident Control Officers & Response Team

Role	Name	Emergency Contact Number
Incident Control Officer	Duncan Rose	01244 506450 (or mobile)
Deputies	Lisa Nicholson	01244 506450 (or mobile)
Communications Officer	Rachel Fisher	01244 506450 (or mobile)

### Other useful contacts:

Name	Emergency Contact Number

It is important to remember that it is very much **the exception** to evacuate a building in the event of a bomb threat or incident. Unless the location of the bomb is known, a "blind" evacuation may be putting people in more danger (e.g. from a device at one of the entrances/exits) than if they had remained within the building.

### Assembly points

1. Remain where they are (unless specific threat made to a particular place)

### Secondary (alternative) assembly point / place of safety

(for example, partner school / college / leisure centre) **must be pre-arranged**

Name of venue	St Luke's Church
Type of venue	Church
Contact name	Reverend Andy Stinson
Contact telephone number	01244 460058
Include useful info such as distance from school, directions, capacity, opening hours: School has key and alarm information	

# Suspicious Items, Packages or Envelopes

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It is important that you do not move a suspicious item, package or envelope. Do not cover or encase it in any way. Be alert to secondary devices, there may be more than one.

**If you think it's suspicious DIAL 999 – Ask for the Police.**

## Indicators of a Suspicious Item

- Is the item typical of what you would expect to find in this location?
- Has the item been deliberately concealed or is it obviously hidden from view?
- Does it have wires, circuit boards, batteries, tape, liquids or putty-like substances visible?
- Do you think the item poses an immediate threat to life?

## What to do if you see a Suspicious Item

- Do not touch it
- Try and identify an owner in the immediate area
- Check whether the item has suspicious characteristics

### **If you still think it's suspicious (or in any doubt)**

- Clear the immediate area and adjacent areas (look for possible secondary devices)
- Dial 999 ask for the police
- Follow police advice and provide as much information about the item as possible (see indicators above)
- Prevent others from entering these areas
- If safe to do so check CCTV

## Indicators of a Suspicious Package or Envelope

General indicators that a delivered item may be of concern include:

- unexpected item, especially if hand delivered
- additional inner envelope or other contents that may be difficult to remove
- labelling or excessive sealing that encourages opening at a particular end or in a particular way
- oddly shaped or lopsided
- unexpected or unusual origin (postmark and/or return address)
- poorly or inaccurately addressed address printed unevenly or unusually
- unfamiliar writing or unusual style
- unusual postmark or no postmark
- more stamps than needed for size or weight of package
- greasy or oily stains emanating from the package
- odours, liquid or powder emanating from the package

## What to do if you identify a Suspicious Package or Mail Item

- Do not touch
- If holding it, place it down carefully making sure it remains sealed
- Clear the immediate area and adjacent areas
- Dial 999, ask for the police
- Follow their advice and provide as much information about the package as possible (see indicators above)
- Prevent others from entering the area and adjacent areas



# Bomb Threat

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No matter how ridiculous or implausible the threat may seem, all such communications are a crime and should be reported to the police by dialling 999.

## What to do if you receive a Bomb Threat on the telephone

- Stay calm and listen carefully
- Try to attract the attention of a colleague who should immediately dial 999
- Hold the caller on the line for as long as possible. Get as much information as you can and provide this to Security as this will assist the Incident Control Team in providing information to the police.

For example -

- When is the bomb set to go off?
- Where has it been planted?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Was the caller a man or a woman?
- Was a code word given?
- What was the exact wording of the threat?
- Did the message sound as though it was being read from a prepared text or was it a taped message?
- Did the caller sound intoxicated?
- Was there any indication of the callers' mental state - did he/she sound excited, disturbed, incoherent etc.?
- Was there any accent, was he/she well-spoken etc?
- Was there any indication of the type of telephone being used – for example a public call box?
- Was there any significant background noise - e.g. house noises, street noises, music?
- If displayed on your phone, note the number of the caller, otherwise, dial 1471 to obtain the number once the call has ended

## What to do if you receive a Bomb Threat electronically (email, social media etc)

- Alert the police immediately
  - The police may be able to identify where the threat has come from
- Do not forward or reply to the message unless advised to do so by the police
- Do not delete the message
- Take a screenshot of the message, if possible
- Note any contact details in case the message is deleted (sender's email address or username/user ID for social media applications)
- Preserve all web log files for your organisation to help the police investigation

# FIRE EVACUATION PLAN

Reviewed Nov 2024

## Teachers to check and take with them

- All children they are supervising (lunch/breaktime – meet the children outside)
- Fire Evacuation Folder hung near door. (containing register sheet, pen & any PEEP\*)  
\*PEEP = Personal Emergency Evacuation Plan

## Areas to check individually/by who

- Headteacher Mr Rose: Hall/Studio
- EYFS teaching assistants: EYFS toilets/cloaks
- KS1 teaching assistants: KS1 toilets/cloaks
- KS2 TA Mrs Arnott: KS2 toilets

## Admin staff roles

- Mrs Ashton to print two copies of the Visitor & Pupil Movement Fire Register (VPMFR), and take one copy, a copy of the EYFS, Y3 & Y5/6 register sheets, and a mobile phone to the Junior Playground mustering point; liaise with the teaching staff regarding the VPMFR, accounting for all on that side; contact Mrs Fisher via mobile phone when registers completed.
- Mrs Fisher to take a copy of the KS1 & Y4 register sheets, a mobile phone and a copy of the VPMFR to the Infant Playground mustering point; liaise with the teaching staff regarding the VPMFR, accounting for all on that side; contact Mrs Ashton via mobile phone when registers completed, ensuring all are accounted for.
- Lunch/breaktime evacuation: Mrs Ashton and Mrs Fisher to take the duplicate classroom Fire Evacuation Folders held in the office out to the relevant playgrounds.

## Procedure for classes

- Teaching staff to assist children to leave the building using the designated exits,
- All classes line up on the school playgrounds as per the mustering plan below.
  - Junior Playground: YR, YN, Y3, Y5, Y6
  - Infant Playground: KS1 x3, Y4
- Visitors to school congregate on the Junior Playground side.
- Admin staff make contact with each other via mobile phone once children all registered (or if any child missing).
- Evacuate site via the playground gates if necessary, using evacuation site (St Luke's Church) as required.

