



Saint Edmund's Catholic Primary School
'Together we learn and grow through worship and celebration'

Health and Safety

Committee responsible for policy	Resources
Approved by Committee/ FGB	January 2021
Statutory/Non-statutory	STATUTORY
Frequency of Review	Free to determine - 2 YEARS
Date of last review	January 2021
Date of next review	January 2023
Purpose of policy	To fulfil the Governing Body's role with regard to assessing and controlling risk as part of the day-to-day management of school activity and to provide appropriate working conditions to enable various tasks to take place safely and efficiently
Consultation	Site Manager, Business Manager Designated Fire Wardens All staff, Welfare and First Aiders
Links to other policies	Accessibility & Disability Policy SEND Policy Supporting Children with Medical Conditions including Intimate Care Fire Safety Policy Fire Procedure Policy Managing Contractors on Site

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1. 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 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.

3. Roles and responsibilities

3.1 The governing board

The governing board has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the headteacher.

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

The Governing Board, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided

The governor who oversees health and safety is Deb Long.

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
- 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 headteacher assumes the above day-to-day health and safety responsibilities.

3.3 Health and safety lead

The nominated health and safety lead is the deputy headteacher.

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 and lock down 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 site manager 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 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.

Secom Plc, the site manager, headteacher, deputy headteacher and school business manager are key holders and will respond to an emergency.

5. Fire

The school has a Fire Safety Policy in place that addresses local responsibilities and arrangements.

The most recent full Fire Safety Risk Assessment was carried out in July 2019 and reviewed in December 2020 by Action HR, H & S Department, Kingston Council

The Headteacher ensures there is a procedure in place for reviewing the Fire Safety Risk Assessment and ensuring that recommendations are actioned.

Arrangements are in place to ensure that inspection & maintenance of all fire safety systems & equipment takes place; as well as appropriate record keeping.

All staff take part in regular emergency drills and where they have a specific fire safety role they attend appropriate training that is refreshed at least every three years.

The school will notify the Action HR Health & Safety Team of any work involving or storage of, flammable, oxidising or explosive substances.

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 site manager and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

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

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

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

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 in November 2020 by Thomson Environmental Services. The site manager 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 the following: no hot water tanks, temperature checks of water, shower run for two minutes before use.

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
- A record is kept of the location of asbestos that has been found on the school site
- Contractors are given the Asbestos Register to view and sign before starting any work on 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 Personal Protective Equipment

- Prior to commencing, all tasks must be assessed and suitable personal protective equipment must be used to provide adequate protection from the risks identified.

7.2 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 site manager or in his absence school business manager immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Where necessary a portable appliance test (PAT) will be carried out annually
- 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

7.3 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
- Staff should ensure that children are wearing the correct clothing/footwear for the lesson
- Any concerns about the condition of the gym floor or other apparatus will be reported to the site manager via the Every maintenance system.

7.4 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)

7.5 Specialist equipment

Parents are responsible for the maintenance and safety of their children's wheelchairs. In school, staff promote the responsible use of wheelchairs.

Oxygen cylinders are stored in a designated space, and staff are trained in the removal storage and replacement of oxygen cylinders.

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 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

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 mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details
- There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

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, 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 and external bin.
- 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.

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. 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.

18. Accident reporting

18.1 Accident record book

Accidents and Injuries to Staff Members

These should be recorded on an **Incident Form**. A copy of the details may be retained locally providing it can be stored securely. The Health and Safety Adviser should be informed ***immediately by telephone or e-mail*** of the following:

- A Death
- A Major Injury
- Injuries which result in any time off Work

Major Injuries

If there is an accident connected with work and a staff member suffers:

- A broken bone
- An amputation (including fingers and toes)
- A dislocation of the shoulder, hip, knee or spine
- The loss of sight (either temporary or permanent)
- A chemical or hot metal burn to the eye
- An electric shock
- Is asphyxiated (suffocated)
- Any injury which leads to unconsciousness or requires resuscitation
- Is admitted to hospital for more than 24 hours following an electric shock or asphyxia
- An acute illness requiring medical treatment (i.e. by a doctor) arising from the absorption of any substance by inhalation, ingestion, or through the skin *eg coughing and wheezing after inhaling chemical fumes*

Injuries which result in Time off Work

If a staff member has an injury at work which leaves them unable to continue with their duties **or** requires them to have more than one day off sick.

If the staff member takes more than three days off the Health and Safety Adviser will need to be informed and should the member of staff require more than 7 days off then the H&S Adviser will inform the Health and Safety Executive.

Minor Injuries

Minor injuries, such as those requiring attention from a First Aider should also be recorded and sent to the Health and Safety Adviser as soon as possible.

Contractors on school site

It is important to establish whether the contractor is self-employed or working for an organisation.

Self employed

The Headteacher should ensure that self-employed persons complete an **Incident Form**. If the person sustains a 'Major Injury' or is unable to continue with their work the **Incident Form** should be forwarded **immediately** to the Health and Safety Adviser. Accidents which cause minor injuries should also be recorded, but the details can be kept locally and followed up by the Headteacher.

Contractors employed by outside organisations

Persons employed by organisations undertaking work on the school site will have their own accident reporting systems. The Headteacher should be informed of any incidents involving contractors on their site and ensure that systems exist to allow good communication.

The Health and Safety Adviser should be informed of any Deaths, 'Major Injuries' or Dangerous Occurrences which occur on school premises.

Members of the Public

Injuries to members of the public and visitors on school premises should be recorded on the Incident Form and sent to the Health and Safety Adviser.

Pupils

All accidents to pupils should be recorded.

Minor injuries such as grazes and where there is 'no actual injury' can be recorded on a simple A4 sheet which contains the following information:

Name of Pupil	Date & Time	Location of Incident	Details of Incident	Detail of any first aid provided including name of First Aider
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This information is kept at the school and reviewed at appropriate times eg with the Headteacher. It is an important way of identifying trends and can form part of the school's health and safety monitoring system. Details of even minor injuries may be required at some later date for insurance purposes.

More serious injuries, including 'Major Injuries' and any situation where a pupil is taken to hospital following an injury (or suspected injury) should be recorded on the **Incident Form** and reported **immediately** to the RBK Health and Safety Adviser.

Injuries to pupils have to be reported to the Health and Safety Executive under the RIDDOR Regulations in the same way as injuries to members of staff.

Dangerous Occurrences

Some events are considered to be 'Dangerous Occurrences' and these have to be reported to the Health and Safety Executive under the RIDDOR Regulations by the Health and Safety Adviser if they occur.

Dangerous Occurrences are considered to be any of the following situations:

- An electric short circuit

eg a short circuit in a control panel which was extinguished by the Fire Brigade and put the control panel out of action

- Any fire or explosion, particularly if any damage is caused to the premises.

- Any collapse of scaffolding
- Fire or escape of dangerous substances whilst being transported by road
- Any building collapse *eg a classroom ceiling collapses overnight*
- Accidental release of a substance likely to cause ill health *eg a large bottle of a chlorinated solvent is dropped in a small store room*

Near Misses

A 'Near Miss' is a situation which resulted in an accident without causing an injury.

eg whilst working in the loft space, a contractor loses his footing and slips - damaging the ceiling but without actually hurting himself.

Violence

"Violence is an incident or series of events in which an employee is abused, threatened or assaulted physically or emotionally in circumstances arising out of the course of his/her employment, which produces damaging or hurtful effects".

Violent incidents which result in a '*Major Injury*' or cause a member of staff '*to remain off work for more than seven days*' are also reportable to the HSE under the RIDDOR Regulations. These should be sent to the Health and Safety Adviser **immediately** using the **Incident Form**.

What to do following a violent incident at work

1. Provide a quiet room and listen in detail to what has happened

The staff member directly involved in the incident may need immediate reassurance and from his/her line manager or colleagues and an opportunity to recount the incident in a quiet, private room. This is essential following any form of violence incident and has been shown to dramatically reduce the psychological effects on the victim.

2. Ask if further specific counselling is required

If the incident was serious, particularly disturbing, or occurred out of normal hours when line managers are not be able to be contacted, professional de-brief and counselling may be required.

3. Have they been physically harmed?

If a physical injury has occurred it may be necessary to contact the nearest first aider. Such injuries should also be recorded on the RBK Incident Form.

4. Complete a Violence Report Form and send it to the Health, Safety & Welfare Unit

As soon as the details of the incident are clear, a Violence Report Form should be completed. This can be done as part of the initial de-brief following the incident or, if the staff member is unable to complete the form, a line manager may do so on his/her behalf. Witness statements would normally be required in this instance.

5. Find alternative duties for the remainder of the day if necessary

Staff members would normally be encouraged to remain at work; however if the staff member is very distressed it may be necessary to find them alternative duties away from contact with the public for the remainder of the day. Further assessment of the impact of the incident will be done on an individual basis.

Consider adding the perpetrator to the Caution Before Contact Database The line manager should discuss the incident with the Directorate Caution Before Contact Gatekeeper and a decision will be made about including the perpetrator's name on the database.

18.3 Notifying parents

The Admin Assistant will inform parents 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.

18.4 Reporting to Ofsted and child protection agencies

The headteacher 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 headteacher will also notify the Diocese of Westminster and Richmond LA of any serious accident or injury to, or the death of, a pupil while in the school's care.

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 deputy headteacher every two years.

At every review, the policy will be approved by the full governing board.

21. Links with other policies

This health and safety policy links to the following policies:

- Risk assessment
- Supporting Pupils with Medical Conditions (including Intimate Care)
- Accessibility plan
- Lockdown Procedure
- Fire Policy
- Fire Safety Policy
- Managing Contractors Policy