



Sitwell Infant School

Health & Safety Policy

Statement of intent

At Sitwell Infant School, we are committed to the health and safety of our staff, children 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.

Legal Framework

This policy has due regard to statutory 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 (2021) 'Sensible health and safety management in schools'
- DfE (2022) 'First Aid in schools, early years and colleges'
- UK Health Security Agency (2022) 'Health protection in children and young people settings, including education'

This policy operated in conjunction with the following policies:

- Emergency Planning Document for Schools
- Personal Emergency Evacuation Plan
- Visitor Policy
- Manual Handling Policy
- Staff Wellbeing Policy
- Food in School Policy
- Nut Free School Policy
- Supporting Children with Medical Conditions Policy
- Smoke Free Policy
- School Security Policy
- Data Protection Policy
- Educational Visits Policy

Duties of the governing board

The governing board, in consultation with the Headteacher, will:

- Ensure 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.
- Periodically assess the effectiveness of the policy and ensure any necessary changes are made.
- Identify risks relating to possible accidents and injuries, and make reasonable adjustments to prevent them occurring.

The governing board endeavours to provide:

- A safe place for all users of the site including staff, children and visitors.
- Safe means of entry and exit for all site users.
- Equipment, grounds and systems of work which are safe.
- Safe arrangements for the handling, storage and transportation of any articles and substances.
- Safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- Supervision, training and instruction so that all staff can perform their duties in a healthy and safe manner.
- Where necessary, protective equipment and clothing, along with any necessary guidance and instruction.

Duties of the Headteacher

The Headteacher has the overall responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, children and visitors. The

Headteacher will take all reasonably practicable steps to ensure the Health and Safety Policy is implemented by all members of staff.

The Headteacher will designate a health and safety officer to be responsible for the day-to-day implementation of the Health and Safety Policy.

The health and safety officer will:

- 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 queries or concerns regarding Health & Safety. Identify hazards by conducting risk assessments.

Duties of supervisory staff

Supervisory staff will be familiar with the requirements of health and safety legislation. In addition to general duties, supervisory staff will be responsible for the implementation and operation of the school's Health and Safety Policy, and for areas of responsibility delegated by the Headteacher.

Supervisory staff are responsible for adhering to the aspects of health and safety that are outlined in their job descriptions. Supervisory staff will take a keen interest in the Health and Safety Policy and assist in ensuring all staff, children and visitors comply with its requirements.

Duties of all members of staff

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 employer 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, children 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. They will also not allow improper use of such equipment.
- 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.
- 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 children.

Construction/maintenance of the premises

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 and includes:

- 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 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, such as asbestos
 - Timescales and budget for the build
 - How the school expects the project to be managed
 - CDM appointments of principal contractor/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.

Children

Children 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 the instruction of staff given in an emergency.
- Observe the health and safety rules of the school.
- Not misuse, neglect or interfere with items supplied for their and other children's health and safety.

Training

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

The Headteacher will ensure that there are an appropriate number of first-aid trained staff members working within in each classroom. Staff members will be provided with regular training opportunities and have access to support where needed. Staff members are expected to undertake appropriate CPD in order to further contribute to the running and success of Sitwell Infant School.

First-aid

The school will ensure ample provision is made for both trained personnel and first-aid equipment on-site.

The following staff members are trained first-aiders:

Name	Qualification	Location	Expiry date
Debra Darkin	First Aid at work	Office	May 2022
Jill Rodgers	First Aid at work	Whole school	June 2024
Karen Winstanley Carey Wasilewski Nicola Hopkins	Paediatric First Aid	Foundation Classes	December 2025 October 2025 October 2025
All other staff	Basic 1 day	Whole school	February 2027

First-aid boxes are located as follows, and the named staff members are responsible for their secure storage and use:

Location	Responsible staff member
Office	Debra Darkin/Jo Sawyer
Corridor	All staff
Foundation Stage	Laura Hainsworth

Emergency procedure in the event of an accident, illness or injury

If an accident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate course of action, which may involve calling for an ambulance immediately or calling for a first aider.

If called, a first aider will assess the situation and take charge of first aid administration. In the event that the first aider does not consider that he/she can adequately deal with the presenting condition by the administration of first aid, then he/she should arrange for the injured person to access appropriate medical treatment without delay. Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, one or more of the following actions will be taken:

- Administer emergency help and first aid to all injured persons. The purpose of this is to keep the accident victim(s) alive and, if possible, comfortable, before professional medical help can be called. Also, in some situations, action now can prevent the accident from getting more serious, or from involving more victims.
- Call an ambulance or a doctor, if this is appropriate – after receiving a parent's clear instruction, take the accident victim(s) to a doctor or to a hospital. Moving the victim(s)

to medical help is only advisable if the person doing the moving has sufficient knowledge and skill to make the move without making the injury worse.

- Make sure that no further injury can result from the accident, either by making the scene of the accident safe, or (if they are fit to be moved) by removing injured persons from the scene.
- See to any children who may have witnessed the accident or its aftermath and who may be worried, or traumatised, in spite of not being directly involved. They will need to be taken away from the accident scene and comforted. Younger or more vulnerable children may need parental support to be called immediately.
- When the above action has been taken, the incident must be reported to:
 - The Headteacher
 - The parents/carer of the victim(s)

Reporting to parents

In the event of incident or injury to a child, at least one of the child's parents must be informed as soon as practicable. Parents must be informed in writing of any injury to the head, minor or major, and be given guidance on action to take if symptoms develop. In the event of serious injury or an incident requiring emergency medical treatment, a member of staff in reception will telephone the child's parents as soon as possible.

A list of emergency contact details is kept at reception.

Visits and events off-site

Before undertaking any off-site events, the teacher organising the visit or event will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the event and persons involved. This will be reviewed by the Headteacher before the event is organised.

Please see the separate Educational Visits Policy for more information about the school's educational visit requirements.

Illness

When a child becomes ill during the day, the parents/carer will be contacted and asked to pick their child up from school as soon as possible. A quiet area will be set aside for withdrawal and for children to rest while they wait for their parents/carer to arrive to pick them up. Children will be monitored during this time.

Consent

Parents will be asked to complete and sign a medical consent form when their child is admitted to the school, which includes emergency numbers, details of allergies and chronic conditions, and consent for the administration of emergency first aid – these forms will be updated periodically.

Staff do not act 'in loco parentis' in making medical decision as this has no basis in law – staff always aim to act and respond to accidents and illness based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the child in mind – guidelines are issued to staff in this regard.

Contacting the emergency services

Following an accident/injury, the first-aider will contact the emergency services as necessary, or direct a staff member to do so while they tend to the victim. If there is no first-aider immediately available, a common sense judgement will be made by those attending the injured party regarding whether to contact the emergency services.

Fire safety

All staff members fully understand and effectively implement fire procedures. 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. The procedure for fire drills and the use of fire extinguishers will be clear and understood by all staff.

The school will test evacuation procedures on a termly basis, including:

- Blocking of an exit
- Removal of a child to check effectiveness of register checks
- Lunchtime drills.

Responsibilities during fire evacuation	
Headteacher/ Deputy Headteacher	Supervision of evacuation Evaluation of procedures Training and guidance
Administration assistant/ member of office staff	Calling the fire brigade
Teachers (teaching assistant/lunchtime leaders)	Roll call
Office staff	Registers Checking visitors
Teaching assistants	Check toilets, cloakrooms, hall, upstairs and staffroom

The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for. 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 school office. Emergency lighting will be tested on a monthly basis, and records will be maintained and held in the school office.

Near misses

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

If staff members, children, 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 as appropriate. The school will report near misses that constitute as 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.

Accident reporting

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

The health and safety officer will be responsible for informing the Headteacher if the accident is fatal or a "major injury" as outlined by the HSE.

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 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 degree of 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.

Reporting procedures

All serious accidents that occur on the site should be recorded on an accident form and the details forwarded immediately or as soon as is possible to RMBC Health & Safety. All minor accidents should be reported in the minor accident book. Where necessary, parents/ guardians or other persons should be notified of the accident. If the accident is serious, senior management should be informed immediately and action taken to ensure the location of the accident is still safe to use.

Should an accident require reporting to the Incident Control Centre (ICC) (part of 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 for in exceptional circumstances. The school will report all accidents and injuries online where possible using the above address. Fatal and specified injuries, as outlined in Section 9 may only be reported using the telephone service on 0845 300 9923, open Monday to Friday 8.30am – 5pm.

Reporting hazards

Staff, children, contractors and visitors have a legal duty to report any condition or practice they deem to be a hazard. In the main, reporting should be conducted verbally to the site manager as soon as possible, who will then inform the Headteacher as appropriate.

Serious hazards will be reported using the appropriate form available in the school office.

Accident investigation

All accidents, however small, will be investigated by an appointed party, 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 reoccurrence of the accident. The health and safety officer will undertake regular 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/illness.

Our 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. Our procedure for actively monitoring our system includes:

- Regularly inspecting premises, plants and equipment.
- Annual audits, including fire risk assessments and health and safety audits.
- Regular reports and updates to the Headteacher.
- External measures, such as surveys by contractors and service providers, along with visits from Environmental Health and Ofsted.
- Regular examination of records to ensure compliance with standards.

Bomb threat procedure

All staff members fully understand and effectively implement the school's procedures outlined in the Emergency Planning document.

All office staff are trained in handling bomb threats and have easy access to instructions of the procedure. Upon receipt of a bomb threat or a suspicious package, staff members will ask the following types of questions, regardless of the call's source (including if the call is from the police):

- Where is it?
- In which building is it and on what floor?
- What time will the bomb go off?
- What does the bomb look like and what colour is it?
- What type of bomb is it and what type of explosive?
- Who are you?
- Why are you doing this?
- Do you have a code word?

The appropriate evacuation procedure will be followed whether staff members believe the threat to be a hoax or not,

Where possible, caller ID or dialling the 1471 service will be used to identify where the call has come from. Staff should note the time of the call and write down exactly what was said by the person calling as this may be useful for the police. Where possible, recording devices will be used whilst receiving a bomb threat.

The staff member receiving the call will contact the Headteacher immediately, who will then alert the police and the LA. The Headteacher or senior members of staff will decide whether or not to evacuate the building.

Evacuation

Sitwell Infant School will follow the procedure outlined in the Emergency Planning document in the event of a crisis. In the event of a fire, the Fire Evacuation procedures will be implemented.

If an evacuation is deemed necessary, the following procedure will take place:

- All senior staff will be informed of the situation in person. The evacuation will then take place as per fire drill procedures, except staff will be instructed to:
 - Leave all doors and windows open (excluding the area in which the bomb or suspicious package is positioned; this room should be sealed with all windows and doors closed).
 - Take all personal items with them, to avoid unnecessary searching.
- Staff and children will be asked to make their way to the normal fire assembly area (the area should be moved if close to the area of the bomb or suspicious package).
- Staff will be positioned at all gates leading into the school and nobody will be allowed in or out except for emergency personnel.
- Once the police have arrived, staff will await further instruction from the emergency services.

Visitors to the school

All visitors will sign in to reception. Once signed in, visitors will be collected from reception by the member of staff they are visiting, or escorted to the area of the school concerned. No contractor will carry out work on the school site without the express permission of the Headteacher, other than in an emergency or to make the site safe following theft or vandalism.

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, children or visitors to the school. Anyone hiring the premises will be made aware of their health and safety obligations when making the booking.

Visitors and contractors will wear a visitor's badge at all times while on school grounds. Cleaning contractors will wear an easily identifiable uniform or badge at all times. Temporary teaching staff and assistants will inform reception of their presence by reporting to reception on arrival and signing in using the electronic system.

Staff members who encounter an unidentifiable visitor will enquire if they require assistance and direct them to reception or off site. Staff members who encounter uncooperative visitors threatening violence, refusing to leave the site, or carrying out physical or verbal abuse will seek immediate help via a 999 phone call.

Personal protective equipment (PPE)

Sitwell Infant School provides employees and children who are exposed to a hazard at the school, which cannot be controlled by other means, with PPE. PPE means all equipment worn, or held by, staff or children which is designed to protect them from specified hazards.

Staff and children can expect that any equipment they use is suitable for its intended use and is properly maintained.

Maintaining equipment

When not in use; PPE will be properly stored, kept clean, and in good repair. Inspectors, or a trained health and safety officer, will inspect the following equipment for health and safety issues annually:

- All electrical appliances
- All fixed gymnasium equipment

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.

Timetable of checks

Daily	On arrival Exits and routes to remain unobstructed Exit doors unlocked Main fire panel working On leaving Electrical equipment disconnected or switched off
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	Exit and windows adequately secured All fire doors closed
Weekly	Test fire alarm systems and record in caretaker's log Test one alarm each week on a rota
Monthly	Check extinguishers are in the correct place Check door closers all in order
Termly (Headteacher)	Fire drill – on occasions to include the blocking of an exit, removal of a child and lunchtime evacuation
Monthly	Check emergency lighting and record in log
Annually	Test fire alarm system Annual inspection of fire extinguishers

Hazardous materials

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. Storage life will be considered by the site manager. All control of substances hazardous to health (COSHH) and ionising radiations regulations will be adhered to. Sitwell Infant School will act in accordance to the school's COSHH Risk Assessment at all times. The site manager is responsible for ensuring all products that may be hazardous to health are risk assessed before being used.

No hazardous substances will be used without the permission of the Headteacher. Low toxic products, such as corrective fluid and aerosol paints, will be stored securely and only used under supervision in a well-ventilated area. Dust and fumes will be safely controlled by local exhaust ventilation regulations. No staff member or child should ever be put at risk through exposure to any hazardous substance used in our practical curriculum. Where a substance has a workplace exposure limit, control measures will ensure that exposure is below the limit.

Asbestos management

In accordance with HSE guidance, an asbestos management survey was undertaken on August 2018 by RMBC. As a result of the asbestos management survey, risks were identified and dealt with on a priority basis. This survey will be undertaken again following any changes of use to a location or prior to any significant building work. All contractors are asked to sign the asbestos register prior to work beginning.

Medicine and drugs

The school's Supporting Children with Medical Conditions Policy will be read, understood and adhered to by all staff. Staff will receive training in supporting children with medical conditions as and when required.

The school will obtain notification from parents regarding any medication that children are required to take. Only trained staff will administer medication. A record will be kept of any medication that children take; this will be checked prior to administering any non-prescription medication.

Smoking

The school is a non-smoking premises and no smoking will be permitted on the grounds. The school's Smoke Free Policy will be read, understood and adhered to by all staff.

Housekeeping and cleanliness

Contract cleaners will be monitored by the site manager. 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 site manager. Special consideration will be given to the disposal of clinical waste.

The Headteacher is responsible for ensuring that the school is at a safe temperature for staff and children to work in. Rooms will be kept at a minimum of 16° with a constant supply of fresh air.

Infection control

Sitwell Infant School actively prevents the spread of infection through the following measures:

- Routine immunisation.
- Maintaining high standards of personal hygiene and practice.
- Maintaining a clean environment.

Sitwell Infant School employs good hygiene practice in the following ways:

- Displaying posters throughout the school, encouraging all children, staff members and visitors to wash their hands after using the toilet, before eating or handling food, after touching animals, and following any other actions that increase the risk of the spread of infection, such as coughing or sneezing
- Ensuring there is sufficient liquid soap, warm water and paper towels available for everyone to wash their hands throughout the school
- Employing cleaners to carry out thorough and frequent cleaning that follows national guidance
- Providing PPE where necessary.
- Immediately cleaning any spillages of bodily fluids with a combination of detergent and disinfectant, and always wearing PPE. Mops should not be used to clean up body fluid spillages; instead paper towels should be used and discarded properly, following the procedures for clinical waste
- Hygienically bagging any child's soiled clothing to go home, and never rinsing it by hand.
- Storing all clinical waste in clinical waste bags and in a secure, dedicated area, before it is removed by a registered waste contractor
- Providing a secure sharps bin, out of reach of children, for the disposal of sharps
- Discouraging children, staff members and visitors from touching any stray animals that may come onto the school premises
- Staff and children displaying signs of infection, such as rashes, vomiting, diarrhoea, etc., will be sent home and recommended to see a doctor.
- Sitwell Infant School keeps up-to-date with national and local immunisation scheduling and advice. All children' immunisation status is checked at school entry and at the time of any vaccination.
- Sitwell Infant School encourages parents/carers to have their children immunised. All cuts and abrasions should be covered with waterproof dressings.
- Wall-mounted soap dispensers are available in all toilets.

Risk assessment

The Headteacher has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas of risk in the school. Annual risk assessments are carried out wherever there is a possibility that a hazard or danger might be encountered as part of a school activity. All expectant mothers will be risk assessed. 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 a reason to suspect they are no longer valid.
- There has been a significant change in related matters. The governing board will be informed of 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

The curriculum leader for each key stage will ensure risk assessments are completed before all educational visits.

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.)
 - Individual factors (rain, supervision, pedestrian behaviour, etc.)
- Decide who might be harmed and how.
- Consider the risks and decide if existing precautions are sufficient, or if further measures need to be introduced.
- Record the findings.
- Review the assessment regularly and revise if necessary

Security and theft

Procedures to reduce security risks are addressed in the School Security Policy. Money will be held in a safe and banked on a regular basis to ensure large amounts are not held on-site. Money will be counted in an appropriate location, such as the school office, and staff should not be placed at risk of robbery.

Staff and children 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 members are expected to assist police with their investigation. All members of 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 a senior staff member.

Severe weather

The Headteacher, in liaison with the governing board, makes a decision on school closure on the grounds of health and safety. If a closure takes place, the governing board will be promptly informed.

School educational visits

Health and safety policy and procedures concerning school educational visits are contained in the school's Educational Visits Policy. The curriculum leader for each key stage will ensure risk assessments are completed for all educational visits. Pre-site visits are always recommended in order to assess potential risks.

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/grasp the particular item in a safe and balanced manner. In order to manage these risks, we have adopted policies and procedures.

Working at heights

Staff are reminded that they should only use appropriate equipment e.g. step-ladders to put up displays and access high level shelving. Consideration should be given to the appropriate clothing and footwear necessary.

Lone working

Procedures concerning employees' lone working are addressed in the Lone Working Risk Assessment.

Workplace health and safety: 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.

Workplace health and safety: display equipment

Display screen assessments will be carried out by the **health and safety officer** for teaching staff and administrative staff who regularly use laptops or desktops computers.

*This policy will be reviewed bi-annually during the Autumn term.
Autumn 2023*