



## Health and Safety Policy

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### Our Mission Statement

At St Anne's RC Primary School, we work together, learn together, play and care together in God's love to enable each unique person to achieve their full potential.

We aim to meet the needs of every child through a challenging, enriched curriculum, where everyone feels valued and respected. Providing a safe, secure and stimulating learning environment through an inclusive partnership between children, parents, our school, our church and the wider community.

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## 1. Aims

Our school commits to:

- Providing a safe and healthy working and learning environment.
- Preventing accidents and work-related ill-health.
- Meeting our legal responsibilities under health and safety legislation as a minimum.
- Assessing all risks to anyone who could be affected by our curriculum and non-curriculum activities and putting in place measures to control these risks.
- Ensuring safe working methods and providing safe work equipment.
- Providing adequate information, instruction, training and supervision.
- Consulting with employees and their representatives on health and safety matters.
- Monitoring and reviewing our safety arrangements and prevention measures to ensure they are effective.
- Setting targets and objectives to develop a culture of continuous improvement.
- Ensuring adequate welfare facilities exist throughout the school.
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

## 2. Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation:

[The Health and Safety at Work etc. Act 1974](#), which sets out the general duties' employers have towards employees and duties relating to lettings

[The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees

[The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training

[The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health

[The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept

[The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test

[The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register

[The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure

the safety of their staff

[The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

The school follows [national guidance published by Public Health England](#) when responding to infection control issues.

Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#).

### **3. Roles and responsibilities**

#### **The Governing Body:**

The Governing Body is responsible for ensuring that:

- a) The health and safety policy statement is clear, and it promotes a positive attitude towards safety and health for staff and students.
- b) The Headteacher is aware of their health and safety responsibilities and has sufficient experience, knowledge and training to perform the tasks required.
- c) Clear procedures to assess significant risks are fully implemented and ensure that safe working practices are adopted.
- d) Sufficient funds are set aside with which to operate safe working practices.
- e) Health and safety performance is monitored, failures in health and safety policy or implementation recognised, and policy and procedure revised as necessary.

#### **Headteacher:**

To be accountable to the Governing Body for the effective implementation of this policy.

Ensure the policy's objectives are fully met by

- a) Plan as necessary to make human, financial and other resources available to secure a high standard of health and safety management, taking competent advice on matters of health and safety where relevant.
- b) Providing final authority on matters concerning health and safety at work.
- c) Making decisions on health and safety issues based on a proper assessment of any risks to health and safety and will ensure the control of those risks appropriately.
- d) Delegating specific responsibility for the implementation and monitoring of the Health and Safety Policy to The Health and Safety Manager.

#### **Manager Responsible for Health and Safety**

The Health and Safety Manager is Claire Stott. She will advise St Anne's on health and safety policy. She has the responsibility for implementing and monitoring the policy, principally through Phase Leaders.

This is achieved by ensuring that:

- a) This policy is communicated and made available to all relevant persons.
- b) Appropriate information on significant risks is given to visitors and contractors.

- c) Appropriate consultation arrangements are in place for staff and their safety representatives.
- d) All staff are provided with adequate information, instruction and training on health and safety issues.
- e) Additional responsibilities for health, safety and welfare are allocated to specific individuals, and they are informed of their duties and responsibilities and have sufficient experience, knowledge and training to undertake them.
- f) Risk assessments of the premises and working practices are undertaken.
- g) Safe systems of work are in place as identified from risk assessments.
- h) Emergency procedures are in place.
- i) Machinery and equipment are inspected and tested to ensure it remains in a safe condition.
- j) Records are kept of all relevant health and safety activities, e.g. assessments, inspections, accidents, etc.
- k) Arrangements are in place to inspect the premises and monitor performance.
- l) Accidents are investigated, and any remedial actions required are taken or requested.
- m) The activities of contractors are adequately monitored and controlled.
- n) A report to the Governing Body on the health and safety performance of the school is completed and reviewed termly.

### **Staff Holding Posts/Positions of Special Responsibility**

This includes the Senior Leadership Team, Middle Leaders, School Business Manager, Health and Safety Team and Site Manager. They must:

- a) Apply the school's Health and Safety Policy to their department or area of responsibility and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements in their areas of responsibility.
- b) Develop policies and procedures which identify the key risks in their areas of responsibility and the organisation and arrangements for managing those risks.
- c) Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Headteacher and the Health and Safety Lead.
- d) Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.
- e) Resolve health, safety and welfare problems that members of staff refer to them, and refer to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- f) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- g) Ensure the provision of sufficient information, instruction, training and supervision to enable employees and students to manage risks, avoid hazards and contribute positively to their health and safety.
- h) Ensure all accidents, incidents and near misses are recorded and investigated appropriately.
- i) Include Health and Safety performance in the annual report for Headteacher.

### **All Teaching Staff**

Class teachers are responsible for:

- a) Exercising adequate supervision of their students and knowing the procedures in respect of fire, first aid and

other emergencies, and carrying them out.

- b) Follow the health and safety procedures applicable to their area of work.
- c) Give clear oral and written health and safety instructions and warnings to students as often as necessary.
- d) Ensure the use of personal protective equipment and guards where necessary.
- e) Make recommendations to their Headteacher or Curriculum Leader on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- f) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on Health and Safety in line with National Curriculum requirements for safety education
- g) Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the premises without prior authorisation.
- h) Regularly check their classrooms for potential hazards and report any observed to the Site Manager or Health and Safety Manager.
- i) Report all accidents, defects and dangerous occurrences to the Headteacher or Premises Manager.

## All 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
- Cooperate with the school on health and safety matters
- Work in accordance with training and instructions
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe and hygienic practice for pupils
- Understand emergency evacuation procedures and feel confident in implementing them

All employees must:

- a) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- b) Observe all instructions on health and safety issued by the Governing Body, or any other person delegated to be responsible for a relevant aspect of health and safety.
- c) Follow the guidance given in Health and Safety training received.
- d) Report all accidents and near misses as per the reporting procedure.
- e) Know and apply emergency procedures in respect of fire, first aid and other emergencies.
- f) Cooperate with other persons to enable them to carry out their health and safety responsibilities.
- g) Inform their Line Manager of all potential hazards to health and safety, in particular those who are at serious or imminent danger.
- h) Inform their Line Manager of any shortcomings they identify with regards to health and safety arrangements.
- i) Exercise good standards of housekeeping and cleanliness.
- j) Co-operate with any appointed/elected Safety Representative(s) and the Enforcement Officers of the Health and Safety Executive.
- k) When authorising work to be undertaken or authorising the purchase of equipment, ensure that the health and safety implications of such work or purchases are considered.

## Kitchen/Catering Manager

The Kitchen/Catering Manager is responsible for the safe operation of the catering facilities and must:

- a) Be familiar with the school Health and Safety Policy and other associated policies.
- b) Prepare risk assessments for all catering activities.
- c) Ensure that all kitchen staff are instructed and informed to work following policies, risk assessments, and procedures in place.
- d) Inform the Site Manager, Health and Safety Manager or the Headteacher of any potential hazards or defects.
- e) Be familiar with the current Food Safety legislation and the implications so far as the school is concerned
- f) Ensure that non-catering staff do not use the catering facilities and equipment without the prior agreement of the Headteacher.

## Health and Safety Team

The school's Health and Safety team provides a forum for joint employer/employee discussions of Health and Safety matters and opportunities to monitor health and safety aspects of school and carry out risk assessments as needed.

This team will meet once per week for an hour. All employees are encouraged to bring health and safety concerns to this team either directly or through their safety representative.

The team will review all health, safety, fire safety and security matters, including a review of policy at least annually.

The team will advise Headteacher of any current issues. The Health and Safety Team comprises of a School Business Manager, Site Manager and The Senior Finance Officer. All are trained to Level 3 in Health and Safety.

Any Safety Representatives, whether appointed by a recognised trade union or elected by the workforce, will automatically become members of this Committee.

## Contractors and visitors

All visitors (including contractors) must report to reception and sign in on arrival. A badge will be issued which must be worn at all times whilst on the premises.

Visitors will be made aware of the emergency procedures and other safety information relevant to them. Visitors will be made aware of the emergency procedures and other safety information as is applicable.

Visitors and contractors must report any injuries to their host as soon as possible.

When the premises are used for purposes not under the direction of Headteacher, e.g. the provision of school meals, then, **subject to the explicit agreement of the Governing Body**, the principal person in charge of the activities will have responsibility for safe practices in the areas under their control.

All contractors who work on the premises are required to identify and control any risk arising from their activities and inform Headteacher of any risks that may affect the premises, staff, students and visitors.

All contractors must be aware of this health and safety policy, other relevant policies and emergency procedures and



comply with these at all times.

Contractors undertaking maintenance work will be informed of the emergency procedures and any risks in their work area, e.g., asbestos, fragile roofs. The Asbestos Report will be shown to all contractors prior to any maintenance work.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Headteacher or their representative will take such actions as are necessary to protect the safety of staff, students and visitors.

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

The Headteacher is responsible for the selection and management of contractors in accordance with the school's Managing Contractors' Policy.

Students

- a) Students, in accordance with their age and aptitude, are expected to:
- b) Exercise personal responsibility for the health and safety of themselves and others.
- c) Observe standards of dress consistent with safety and/or hygiene.
- d) Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- e) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

## **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.

## **4. Site security**

The Site Manager is responsible for the security of the school site in and out of school hours and will undertake regular checks of the boundary walls /fences, entrance points, outbuildings and external lighting.

The Site Manager is also responsible for the security of the site after normal school hours use and lettings. Staff must query any visitor on the premises who is not wearing a visitor badge and escort them back to reception. If an intruder becomes aggressive, staff should seek assistance.

Meetings with parents known to be verbally abusive or threatening in their behaviour should only be held virtually or by phone, if this is not possible, then these should take place in the reception area where assistance is available. The Headteacher should be notified in advance of these meetings where possible.

Incidents of verbal abuse or threatening behaviour by parents, visitors or students must be reported immediately to the Headteacher, and the requirements set on section 3.30 should be followed.

Paul McAreavey, Claire Stott and Laura Wordsworth are key holders and will respond to an emergency.

## **Site Maintenance**

The Site Manager is responsible for ensuring the safe maintenance of the school premises and grounds and for ensuring cleaning standards are maintained. He will undertake routine inspections of the site and report any hazards that cannot be dealt with immediately to the Headteacher. All staff are responsible for reporting any damage or unsafe condition to the Premises Manager immediately using the Slack Health and Safety channel. When the matter is urgent, this should be communicated in person to the Headteacher.

## **5. Fire**

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices.

Fire risk assessment of the premises will be reviewed regularly.

Emergency evacuations are practised at least once a term.

The fire alarm is a loud intermittent siren which will continue until turned off at the control panel.

Fire alarm testing will take place on a rolling basis each week triggered from a different call point.

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

### **In the event of a fire:**

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

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

Designated Fire Marshalls will check their designated area, close all windows and fire doors, prior to evacuating.

Staff and pupils will congregate at the assembly point. This is the top playground area furthest away from the school.

Class teachers will take a register of pupils, using the fire register located on the inside of a cupboard close to the fire exit. This fire register is completed every morning, alongside the class register.

Staff and pupils will remain outside the building until the emergency services or Chief Fire Marshall say it is safe to re-enter

The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

A fire safety checklist can be found in appendix 1.

## 6. COSHH

Schools are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by Claire Stott (SBM), the Health and Safety 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.

Chemicals should all be stored in the Caretaker's Room in the designated cabinet area. Chemicals should not be kept in any classrooms. Staff should not bring into school chemicals of their own without permission and agreement from the Health and Safety leader.

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.

Substances used in D&T, Art, and science should be assessed as per COSHH requirements and used in accordance with the generic assessments and guidance provided by CLEAPSS.

### 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

The Headteacher will ensure that competent persons are engaged to manage the water system and control the spread of legionella bacteria.

The school will ensure a suitable and sufficient assessment as detailed in the COSHH Regulations and Approved Code of Practice L8 is carried out to identify and assess the risk of exposure to Legionella bacteria from work activities and the water systems on the premises and any necessary precautionary measures.

Where the risk assessment shows that there is reasonable foreseeability of risk, and this cannot be eliminated, a written scheme for controlling the risk from exposure will be written by a competent person. This scheme will specify measures to be taken to ensure that it remains effective;

The school will ensure that a suitable and sufficient monitoring regime is in place and that records are kept.

A water risk assessment has been completed. ClearTech Water Services Limited are 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 2 years and when significant changes have occurred to the water system and/or building footprint.

The risks from legionella are mitigated by the following: SLA is in place with ClearTech Water Services Limited to carry out inspections on a monthly basis and to give updates on any required maintenance work or concerns.

### **6.3 Asbestos**

Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it.

Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work.

Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe.

A record is kept of the location of asbestos that has been found on the school site in the SBM's office and this information is shared with staff.

Office staff are responsible for ensuring that the school Asbestos Log is read and signed by all contractors before starting any work on the premises.

Staff must not affix anything to walls, ceilings etc. without first obtaining approval from the Headteacher/Site Manager.

Staff must report any damage to asbestos materials immediately to the Headteacher.

Where damage to asbestos material has occurred, the area must be evacuated and secured. **Headteacher** will immediately notify the Salford Diocese / LA / Governors by telephone.

### **7. Equipment**

All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place.

When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards.

All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

## **7.1 Electrical equipment**

The Headteacher is responsible for ensuring that the hard wiring system is inspected every five years by a competent person, and any identified remedial work is undertaken without delay.

The Headteacher will also ensure that all portable electrical equipment is tested in accordance with the timescales recommended by the Health and Safety Executive.

All staff must be familiar with school procedures and report any problems to the Premises Manager. Staff must not bring electrical equipment into school without the permission of the Headteacher.

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 through the reporting system on Slack immediately, if there is no response with 24 hours staff are to alert the Health and Safety Lead.

Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed.

Only trained staff members can check plugs.

Where necessary a portable appliance test (PAT) will be carried out annually by a competent person.

All isolator switches are clearly marked to identify their machine.

Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions.

Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.

## **7.2 PE equipment**

The PE coordinator is responsible for ensuring that all PE equipment is suitable and safe for the activities planned and the age and abilities of the students.

The Headteacher is responsible for ensuring playground equipment is inspected at least annually by a competent person and regularly by the Premises team.

Risk assessments have been completed for all playground and PE activities, and all staff must be familiar with these.

All PE equipment must be visually checked before lessons and returned to the designated storage area after use. Students must not use the PE or playground equipment unless supervised.

Any faulty equipment must be taken out of use and reported to the Headteacher.

Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely.

Any concerns about the condition of the gym floor or other apparatus will be reported to the Site Manager through the Slack computer system via the H&S channel.

The PE equipment will be serviced and inspected by an external company at least once per twelve months and a written report will be received. Any faults will be immediately rectified.

### **7.3 Display screen equipment**

All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time.

Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use).

### **7.4 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**

Please also see Lone Working Policy

Lone workers can be defined as anyone who works by themselves without close or direct supervision.

Premises and cleaning staff may be regular lone workers, but teachers and other staff may also work in isolated classrooms/offices after regular hours or during holiday times.

Any member of staff working after hours must notify Headteacher and Premises Manager of their location and intended time of departure.

Lone workers should not undertake any activities which present a significant risk of injury.

Lone working may include:

- Late working
- Home or site visits (please see Lone Working Policy)
- 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**

The Site Manager is responsible for the purchase and maintenance of all ladders on the premises.

All ladders conform to BS/EN 131 standard.

The Health and Safety Manager is responsible for completing risk assessments for all working at height tasks on the premises.

Staff are reminded that 'working at height' applies to all activities which cannot be undertaken whilst standing on the floor or activities carried out where a fall from height can take place.

When decorations or displays need to be put at height, a step stool or small step ladder must be used. Standing on desks, chairs or other furniture is **not** permitted.

Do not work at height when you are alone. If you are planning to use a step ladder, ask the Site Manager to help you erect it properly and have an assistant hold the ladder steady and pass you the materials you need.

Your knees should be no higher than the top platform of the ladder.

Never overreach. Try always to keep one hand free on the ladder to steady yourself.

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:

All staff must complete the online working at heights training prior to undertaking any work at height.

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.

Individual RA are completed where required for staff.

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**

### **Educational Visits and Journeys**

The Headteacher is responsible for appointing an Educational Visits Coordinator (EVC) and providing them with suitable training and the necessary resources for them to complete their duties.

The Headteacher and the EVC are responsible for ensuring that all school outings are managed in accordance with the school policy for Educational Visits

Staff involved in Educational Visits should be familiar with the Educational Visits Policy.

When taking pupils off the school premises, we will ensure that:

- Risk assessments are completed.
- All off-site visits are appropriately staffed.
- Staff 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.
- For other trips, there will always be at least one first aider on school trips and visits.



## **12. Lettings**

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

The Headteacher is responsible for ensuring that any use of the premises outside normal hours is managed in accordance with this policy, the Fire Safety Policy and the lettings policy.

The Headteacher is responsible for managing the arrangements for lettings, e.g., staffing requirements, first aid provision, fire and emergency arrangements, and any restriction on the use of facilities and equipment.

## **13. Harassment, Violence and Aggression**

Violence, threatening behaviour or abuse to staff will not be tolerated so all members of the school community, and all visitors can be confident that they are operating within a safe environment;

Policies, procedures and risk assessments will consider the hazard of workplace harassment, assault and violence from students and others to staff;

Government guidance from the Department for Education, the Health and Safety executive and Unions are taken into account when risk assessments are completed;

Controls are implemented to reduce as low as reasonably practicable the risk of harassment, aggression, violence and stress from working in fear of violence or assault;

Individual student risk assessments or Care Plans will be completed when necessary;

Regular reviews to monitor the effectiveness of the control measures are completed;

The design of the school premises will take into consideration the risks of violence, aggression and harassment;

Staff are provided with information, instruction and training to deal with difficult situations that they may encounter during their normal work activities;

Incidents of harassment, aggression or violence are reported, recorded and investigated in accordance with the Accident Reporting and Investigation procedure;

If a member of staff is subject to workplace harassment, aggression or violence, the school will provide support to the affected employee, and appropriate action will be taken to prevent reoccurrence.

To enhance the learning environment and achieve a safe and secure community, the school will participate and liaise with external organisations to develop protocols to reduce harassment, violence and aggression.

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.

Please see separate policy 'Work Related Violence and Assaults on Staff.'

## **14. Smoking**

Smoking is not permitted anywhere on the school premises or grounds, including the use of electronic cigarettes.

## **15. Infection prevention and control**

The Headteacher is responsible for ensuring that risk assessments are undertaken, and appropriate controls are in place to manage infection risks in line with the requirements set on the Control of Infections Policy.

Staff are responsible for complying with the Control of Infections Policy.

We follow national guidance published by Public Health England (PHE) 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 using the air blowers.

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 (PPE)**

Where the need for PPE has been identified in risk assessments, it is Headteacher responsibility to ensure adequate supplies of suitable PPE.

Where a need for PPE is identified by risk assessment, staff and students should wear PPE as per instructed on the risk assessment.

Any staff member or student who refuses to use the PPE will be subject to disciplinary action.

PPE must be kept clean and stored in designated areas. Staff must report any lost or damaged PPE to their line manager in the first instance, if issues arise, they should be brought to the attention of the Headteacher.

Disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons must be worn where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing, administering First Aid).

Goggles must be worn if there is a risk of splashing to the face.

The correct personal protective equipment must be worn 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.

#### **15.6 Laundry**

Wash laundry in a separate dedicated facility.

Wash soiled linen separately and at the hottest wash the fabric will tolerate.

Wear personal protective clothing when handling soiled linen.

Bag children's soiled clothing to be sent home, never rinse by hand.

#### **15.7 Clinical waste**

Always segregate domestic and clinical waste, in accordance with local policy.

Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins.

Remove clinical waste with a registered waste contractor.

Remove all clinical waste bags when they are two-thirds full and store them 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. Advise these children to have additional immunisations, for example for pneumococcal and influenza.

### **15.10 Exclusion periods for infectious diseases**

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

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

## **16. First Aid**

The names of the qualified First Aiders are displayed on posters around the school.

First Aid supplies are kept in the office and it is the responsibility of Louise Peers to ensure that stocks of supplies are kept up to date.

All staff must be familiar with the arrangements for First Aid provision and the First Aid and Administration of Medicines Policy.

## **17. Managing Medicines and Drugs**

No student is allowed to take medication on the school site without a letter of consent from his/her parent/carer.

Staff must notify the Headteacher if they believe a student to be carrying any unauthorised medicines/drugs.

The First Aid and Administration of Medicines provides detailed guidance, and all staff should be familiar with this policy and follow its requirements.

## **18. New and expectant mothers**

Staff that is a new or expectant mother should notify their line manager as soon as practicable.

The Headteacher is responsible for ensuring that risk assessments are undertaken, and appropriate controls are in place to manage infection risks in line with the requirements set on the Control of Infections Policy.

The relevant manager should review the relevant risk assessments with the relevant staff to ascertain if further controls are required. If necessary, a specific risk assessment should be carried out for the new/expectant mother.

The school should consider these risks when completing the risk assessment:

- a) Working with hazardous substances
- b) Stressful environments
- c) Movement around the site (including stairs and distances between classrooms etc.)
- d) Doing duties that involve physical effort which might be too arduous;
- e) Standing for long periods
- f) Inherent risks in certain departments, e.g. PE, Science
- g) Manual Handling
- h) Working in a confined working space
- i) Using an unsuitable workstation
- j) Infectious diseases
- k) The provision of appropriate sanitary and rest facilities.

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 their 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.

## **19. Occupational stress and wellbeing**

The governors and the Headteacher are responsible for taking steps to reduce the risk of stress in the school by taking measures to ensure colleagues are supported through:

- a) An environment in which there is good communication, support, trust and mutual respect.
- b) The provision of training to enable them to carry out their jobs competently.
- c) Control to plan their work and seek advice as required.
- d) Involvement in any significant changes.
- e) Clearly defined roles and responsibilities.
- f) Consideration of domestic or personal difficulties.
- g) Individual support, mentoring and referral to outside agencies where appropriate.

All employees must ensure that they read and understand the Mental Health and well-being Policy

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.

## **20. Inclusion**

The school complies with the Local Authority policy for Inclusion, and all teaching and support staff should be familiar with this policy and supporting guidance.

The Headteacher is responsible for ensuring that there are adequate facilities and support staff to ensure the health, safety and welfare of any student with SEND.

All teaching and support staff must be given any information about a student's needs and receive such training as is necessary for them to be able to support the student's learning, social and personal needs.

The SENDCo and curriculum leaders must ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety and health of any student with SEND. No student should be excluded from an activity on the grounds of health and safety unless this is unavoidable due to the risk level identified by a risk assessment process.

Where it is considered essential to exclude a student from all or part of activity this exclusion must be authorised by the Headteacher.

## **21. Risk Assessments**

It is the Headteacher's **overall** responsibility to ensure that potential hazards are identified, and risk assessments are completed for all significant risks arising from the school undertakings.

The Headteacher is responsible for ensuring the responsibility for completing risk assessments is delegated to the person responsible for that area.

Curriculum coordinators will undertake risk assessments for their specialist areas.

The Health and Safety Manager will undertake risk assessments for maintenance and cleaning.

The EVC will ensure that risk assessments are completed by all staff who organise and lead Educational Visits.

The Senior Finance Officer will ensure that statutory RA are completed, up-to-date and the logged raising any concerns/queries with the SBM.

## **22. Accident reporting**

All staff are required to ensure that all accidents are reported to the Headteacher (or designated responsible person) who will ensure that the accident is investigated and reported to the Governing Body, Local Authority and the Health and Safety Executive as appropriate.

All incidents or near misses – i.e., something which has the potential to cause harm although it doesn't do so on this occasion – must also be reported so they can be investigated and appropriate steps are taken to prevent a more serious reoccurrence.

### **22.1 Accident record book**

A report will be completed on Medical Tracker for any First Aid that has been given to a child. This will send a notification to the parent/guardian and is also stored securely in the cloud for the school's records.

As much detail as possible will be supplied when reporting an accident.

Information about injuries will also be kept in the pupil's educational record.

Records held and retained for first aid and accidents are recorded on Medical Tracker by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979.

Accidents and investigations will also be reported to the Health and Safety department of Manchester City Council where this is classed as a serious accident.

### **22.2 Reporting to the Health and Safety Executive**

The Headteacher will keep a record of any accident which results in a reportable injury, disease, or dangerous

occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Headteacher will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death

Specified injuries. These are:

- Fractures, other than to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding)
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where an accident leads to someone being taken to hospital
- Where something happens that does not result in an injury, but could have done
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
  - The collapse or failure of load-bearing parts of lifts and lifting equipment
  - The accidental release of a biological agent likely to cause severe human illness
  - The accidental release or escape of any substance that may cause a serious injury or damage to health
  - An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)

<http://www.hse.gov.uk/riddor/report.htm>

### 22.3 Notifying parents

The member of staff giving treatment 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. This will primarily be via the Medical Tracker system.

Where a head injury has occurred parents/carers should be notified with a phone call **on the same day, as soon as reasonably practicable.**

### 22.4 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 MSCB (Manchester Safeguarding Children's Board) of any serious accident or injury to, or the death of, a pupil while in the school's care.

Brown Jacobson are the school's HR advisors and will be consulted for support in any of the above matters.

### **23. Training**

The Headteacher is responsible for ensuring that staff Health and Safety training needs are completed and provide any identified training.

All new staff will receive specific information and training as part of their induction process.

All staff will receive Health and Safety, Fire Safety awareness training on an annual basis.

Staff given specific health and safety responsibilities and duties will be provided with the necessary levels of information, instruction and training to enable them to carry out these duties.

Health and safety will be a regular agenda item for staff meetings and on the September INSET day in each new academic year.

Staff who work with pupils with special educational needs and/or disabilities (SEND), are given additional health and safety training.

### **24. Curriculum Safety**

All curriculum leaders are responsible for ensuring that risk assessments are in place for curriculum activities where there is a potential risk to staff and students.

The risk assessments must be made known to all teaching and support staff and reviewed regularly.

Guidance from CLEAPSS, AfPE and other lead bodies should be adopted as appropriate.

### **25. Swimming**

External venues used by the school are visited by the leader and individually risk assessed with advice from the operators. A plan of the pool area, emergency alarms and fire exits will be prepared and issued to relevant teachers with the facility Normal Operating Procedures.

Deep and shallow ends are clearly marked and ideally divided by a rope wherever possible. Lifesaving devices and at least one lifeguard are located around the poolside.

All teachers and students are made aware of facility Emergency Evacuation Procedures. This is refreshed following any change in teachers or students.

## **26. Supervision of students**

Staff will actively promote sensible, safe behaviour to students;

Dangerous or risky behaviour displayed by students will be addressed and dealt with in the school rules;  
Students will only be allowed into or stay in classrooms under adult supervision;

Appropriate supervision of cloakrooms and toilet access will be in place at busy times;

## **27. Monitoring**

This policy will be reviewed by the Headteacher/SBM annually.  
At every review, the policy will be approved by the Governing Body

## **28. Links with other policies**

This health and safety policy links to the following policies:

- First aid
- Risk assessment
- Supporting pupils with medical conditions Medical Policy
- Accessibility plan

## Appendix 1. Fire safety checklist

Issue to check	Yes/No
Are fire regulations prominently displayed?	
Is fire-fighting equipment, including fire blankets, in place?	
Does fire-fighting equipment give details for the type of fire it should be used for?	
Are fire exits clearly labelled?	
Are fire doors fitted with self-closing mechanisms?	
Are flammable materials stored away from open flames?	
Do all staff and pupils understand what to do in the event of a fire?	
Can you easily hear the fire alarm from all areas?	

## Appendix 2. Accident report



MANCHESTER  
CITY COUNCIL

# Accident Report Form

**Accident Reference Number:****About the Person Who Had the Accident**

<b>Name:</b>	
<b>Address:</b>	
<b>Postcode:</b>	
<b>Name of Service:</b>	
<b>Name of Directorate:</b>	
<b>SAP ID Number:</b>	
<b>Date of Birth:</b>	
<b>Age:</b>	
<b>Sex:</b>	
<b>Occupation / Trade:</b>	
<b>Usual Workplace:</b>	
<b>Telephone Number:</b>	
<b>Nature of Business with MCC:</b>	<input type="checkbox"/> <b>Employee</b> <input type="checkbox"/> <b>Trainee</b> <input type="checkbox"/> <b>Member of the Public</b> <input type="checkbox"/> <b>Work Experience</b> <input type="checkbox"/> <b>Contractor</b> <input type="checkbox"/> <b>Agency</b> <input type="checkbox"/> <b>Pupil / Student</b> <input type="checkbox"/> <b>Other, Please Specify:</b>

**About the Accident**

<b>Date of Accident:</b>	
<b>Time of Accident:</b>	
<b>Address of the Accident (including room / place):</b>	
<b>How the Accident Happened:</b>	

**Details of Injuries**

<b>Describe the nature of the injuries, indicating the part(s) of the body affected:</b>	
--	--

**Treatment of Injuries**

<b>Have any other injuries been subsequently notified?:</b>	<input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>Yes, Please Explain:</b>
<b>Please record any first-aid treatment given, and by whom:</b>	
<b>Was Hospital Treatment Required?:</b>	<input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>Yes:</b> <b>Name of Hospital:</b> <b>Was the hospital stay over 24 hours:</b> <b>Was resuscitation required:</b> <b>Did the person lose consciousness:</b>

<b>Absence &amp; Management</b>	
<b>Has the injured person ceased work?:</b>	<input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>Yes - Date they ceased work:</b>
<b>If the person has since returned to work, please state the date they returned:</b>	

<b>Manager Completing this Form</b>	
<b>Manager / Supervisor Name:</b>	
<b>Manager / Supervisor Tel:</b>	
<b>Name of Team &amp; Strategic Directorate:</b>	
<b>Work Location &amp; Address:</b>	
<b>Manager / Supervisor Signature:</b>	(only applicable if sending via internal mail. If sending via email, please leave blank)

<b>Please return to Health and Safety at:</b>	
<b>Email</b>	<a href="mailto:Health.and.safety@manchester.gov.uk">Health.and.safety@manchester.gov.uk</a>
<b>Address</b>	Internal Audit and Risk Management, Manchester City Council, Floor 5 (Mount Street Elevation), Town Hall Extension, Albert Square, Manchester, PO Box 532. M60 2LA



## Accident Investigation Report Form

<b>Accident Reference Number:</b>	
<b>Injured Persons Name:</b>	
<b>Date of Accident:</b>	

Accident Location & Conditions	
<b>Provide details of the conditions in the area at the time of the accident, e.g. Noise, temperature, lighting, dust, fumes, housekeeping etc:</b>	

What was Witnessed	
<b>Provide details of any work equipment or materials involved in the accident:</b>	
<b>List the names of all witnesses and where necessary take full statements:</b>	

Investigating Officers Findings	
<b>Detail your opinion on the causes of the accident:</b>	
<b>Do current safe systems of work need modifying to prevent a reoccurrence? If so, what is required?</b>	

Please return to Health and Safety at:	
<b>Email</b>	<a href="mailto:Health.and.safety@manchester.gov.uk">Health.and.safety@manchester.gov.uk</a>
<b>Addresses</b>	Internal Audit and Risk Management, Corporate Services, Manchester City Council, Floor 3 (Brazenous Street Entrance). Heron House. Manchester M2 5LE

### Appendix 3. Recommended absence period for preventing the spread of infection

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

Rashes and skin infections	Recommended period to be kept away from school, nursery or childminders	Comments
Athlete's foot	None	Athlete's foot is not a serious condition. Treatment is recommended
Chickenpox*	Until all vesicles have crusted over	See: Vulnerable children and female staff – pregnancy
Cold sores, (Herpes simplex)	None	Avoid kissing and contact with the sores. Cold sores are generally mild and self-limiting
German measles (rubella)*	Four days from onset of rash (as per "Green Book")	Preventable by immunisation (MMR x 2 doses). See: Female staff – pregnancy
Hand, foot and mouth	None	Contact the Duty Room if a large number of children are affected. Exclusion may be considered in some circumstances
Impetigo	Until lesions are crusted and healed, or 48 hours after commencing antibiotic treatment	Antibiotic treatment speeds healing and reduces the infectious period
Measles*	Four days from onset of rash	Preventable by vaccination (MMR x 2). See: Vulnerable children and female staff – pregnancy
Molluscum contagiosum	None	A self-limiting condition
Ringworm	Exclusion not usually required	Treatment is required
Roseola (infantum)	None	None
Scabies	Child can return after first treatment	Household and close contacts require treatment
Scarlet fever*	Child can return 24 hours after commencing appropriate antibiotic treatment	Antibiotic treatment recommended for the affected child. If more than one child has scarlet fever contact PHA Duty Room for further advice
Slapped cheek (fifth disease or parvovirus B19)	None once rash has developed	See: Vulnerable children and female staff – pregnancy
Shingles	Exclude only if rash is weeping and cannot be covered	Can cause chickenpox in those who are not immune i.e. have not had chickenpox. It is spread by very close contact and touch. If further information is required, contact the Duty Room. SEE: Vulnerable Children and Female Staff – Pregnancy
Warts and verrucae	None	Verrucae should be covered in swimming pools, gymnasiums and changing rooms

Diarrhoea and vomiting illness	Recommended period to be kept away from school, nursery or childminders	Comments
Diarrhoea and/or vomiting	48 hours from last episode of diarrhoea or vomiting	
<i>E. coli</i> O157 VTEC*	Should be excluded for 48 hours from the last episode of diarrhoea	Further exclusion is required for young children under five and those who have difficulty in adhering to hygiene practices
Typhoid* [and paratyphoid*] (enteric fever)	Further exclusion may be required for some children until they are no longer excreting	Children in these categories should be excluded until there is evidence of microbiological clearance. This guidance may also apply to some contacts of cases who may require microbiological clearance
Shigella* (dysentery)		Please consult the Duty Room for further advice
Cryptosporidiosis*	Exclude for 48 hours from the last episode of diarrhoea	Exclusion from swimming is advisable for two weeks after the diarrhoea has settled

Other infections	Recommended period to be kept away from school, nursery or childminders	Comments
Conjunctivitis	None	If an outbreak/cluster occurs, consult the Duty Room
Diphtheria *	Exclusion is essential. Always consult with the Duty Room	Family contacts must be excluded until cleared to return by the Duty Room. Preventable by vaccination. The Duty Room will organise any contact tracing necessary
Glandular fever	None	
Head lice	None	Treatment is recommended only in cases where live lice have been seen
Hepatitis A *	Exclude until seven days after onset of jaundice (or seven days after symptom onset if no jaundice)	The duty room will advise on any vaccination or other control measure that are needed for close contacts of a single case of hepatitis A and for suspected outbreaks.
Hepatitis B*, C, HIV/AIDS	None	Hepatitis B and C and HIV are bloodborne viruses that are not infectious through casual contact. For cleaning of body fluid spills. SEE: Good Hygiene Practice
Meningococcal meningitis*/ septicaemia*	Until recovered	Some forms of meningococcal disease are preventable by vaccination (see immunisation schedule). There is no reason to exclude siblings or other close contacts of a case. In case of an outbreak, it may be necessary to provide antibiotics with or without meningococcal vaccination to close contacts. The Duty Room will advise on any action needed.
Meningitis* due to other bacteria	Until recovered	Hib and pneumococcal meningitis are preventable by vaccination. There is no reason to exclude siblings or other close contacts of a case. The Duty Room will give advice on any action needed
Meningitis viral*	None	Milder illness. There is no reason to exclude siblings and other close contacts of a case. Contact tracing is not required
MRSA	None	Good hygiene, in particular handwashing and environmental cleaning, are important to minimise any danger of spread. If further information is required, contact the Duty Room
Mumps*	Exclude child for five days after onset of swelling	Preventable by vaccination (MMR x 2 doses)
Threadworms	None	Treatment is recommended for the child and household contacts
Tonsillitis	None	There are many causes, but most cases are due to viruses and do not need an antibiotic

\* denotes a notifiable disease. It is a statutory requirement that doctors report a notifiable disease to the Director of Public Health via the Duty Room.

**Outbreaks:** if a school, nursery or childminder suspects an outbreak of infectious disease, they should inform the Duty Room.