



Health and Safety Policy

Updated by Jade Lines
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Introduction.

Members of staff must read and comply with all Health and Safety Instructions. Health and Safety Instructions will be read at the beginning of each school year. A reminder will be given by the Headteacher or Business Manager. All new members of staff will be issued with Health and Safety Instructions during their induction.

A register will be maintained to ensure that each person is recorded as having read these Health and Safety Instructions

Aims

Our school aims to:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely, and are regularly inspected

Legislation

This policy is based on advice from the Department for Education (DfE) on health and safety in schools, guidance from the Health and Safety Executive (HSE) on incident reporting 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 visitors on your premises
- 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 (HSE) 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 require employers to protect their staff from falls from height

The school will follow current UK Health Security Agency (UKHSA), Department for Education (DfE) and other relevant government guidance when responding to infection control and public health issues.

This policy complies with our funding agreement and articles of association.

Responsibility.

Partnership Learning Trust, as the employer has the overall legal responsibility over Health and Safety.

Within Thames View Junior School, Jade Lines, the School Business Manager is the Health and Safety Lead and competent person responsible for Health and Safety. Barking and Dagenham H&S Service provide advice.

To ensure health and safety standards are maintained/improved, the following people have responsibilities in the following areas:

Name	Role	Responsibility
J.Fielder	Health and Safety School Governor.	• Take reasonable steps to make sure that the school is following the employer's policy and procedures through regular discussion at governor meetings. • Promote a sensible approach to Health and Safety, making use of competent health and safety advice when required. • Work in close partnership with the Headteacher and the senior management team to support sensible health and safety management and to challenge as appropriate • Ensure adequate resources for health and safety are available.
J.Smith/S Sanghera	Executive Headteacher/Headteacher	• To Inform employees about the real and significant risks in the school and the precautions they need to take to manage them, this can be done through staff briefings. • Ensure staff receive adequate training to

		enable them to carry out their responsibilities. • Ensure adequate resources for health and safety are available.
		• Promote a positive, open health and safety culture in school. • Report to Governors on key health and safety issues. • Ensure that all staff co-operate with the policy. • Develop and implement safety procedures. • Ensure that risk assessments are reviewed on an annual basis. • Key Holder responsible for site security
J.Lines	Business Manager (Health and Safety Lead)	• Manage and monitor purchasing and contracting procedures to ensure risks are effectively managed. • Ensure any contractors on site are competent in health and safety matters. • Advise contractors/Visitors of site-specific risks and oversee their activities on site. • Ensure all contractors are shown the relevant risk assessments, asbestos records and are made aware of any fragile roofs or other hazards in the areas where they will be working. • Ensure staff and visitors are aware of the onsite procedures and the precautions to follow. • Ensure that accidents/incidents are reported correctly and if necessary, carry out investigations into accidents. • Ensure risk assessments are accurate, suitable and reviewed annually or before if there is a change. • Deal with any hazardous practices, equipment or building issues and report to the Headteacher if they remain unresolved. • Provide a good example, guidance and support to staff on Health and Safety issues. • Carry out a Health and Safety induction for all staff and keep records of that induction.

		• Promote a positive, open health and safety culture in school. • Report to Governors on key health and safety issues. • Ensure that all staff co-operate with the policy. • Develop and implement safety procedures. • Ensure that risk assessments are reviewed on an annual basis. • Key Holder responsible for site security
		• Keep up to date with new developments in Health and Safety issues for schools. • To make sure contractors who work onsite during school hours have a DBS on file. • Key Holder responsible for site security
J.Brown/L Kennedy	Caretaker.	• Ensure that any work that has Health and Safety implications is prioritised • Report any concerns regarding unresolved hazards in school to the Senior Management Team immediately. • Ensure that all work under their control is undertaken in a safe manner following
		guidelines from any risk assessments carried out. • Carry out a daily check of the grounds and building to spot any disrepair or other hazards such as broken glass etc. • Carry out a weekly test of the fire alarm and other fire safety checks as required. • To monitor contractors on site, making sure they are competent in Health and Safety matters. • Ensure all contractors are shown the relevant risk assessments, asbestos records and are made aware of any fragile roofs or other hazards in the areas where they will be working.

M.Auden	Partnership Learning Trust.	• To make sure schools have robust approaches to Health and Safety, with clear policies that focus on the real risks, and encourage sensible risk management. • To make sure schools implement arrangements that manage the risks to staff, pupils and visitors who may be affected by the school's activities. • To monitor schools are providing employees with the relevant information and training to manage risks on a day to day basis, including access to competent Health and Safety advice. • To check that the control measures have been implemented and remain appropriate and effective.
Contractors	All Contractors	• Explain their work method, with special regard for safety, to the Headteacher or representative for permission to carry out the work required of them. • Apply current safety legislation, codes of practice and professional guidance to ensure the protection of children, parents, visitors and school employees for all their operations. • Apply reasonable safety standards for the protection of their employees. • Ensure that equipment and substances provided for use at the school are safe and maintained. • To provide a DBS if required by the school.
Employees	All employees	• To read the Health and Safety Policy. • Comply with the School's Health and Safety arrangements. • Cooperate with managers and coordinators

		on Health and Safety matters. • Take reasonable care of their own and other people's Health and Safety. • Leave the classroom/playground/office in a safe condition. • Follow safety instructions when using equipment i.e. Computers. • Supervise pupils and advise them on how to use equipment safely and also be good role models in using the equipment safely. • Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate member of staff; The Business Manager. • Follow the accident/incident reporting procedure. • Contribute to and highlight any gaps in the school's risk assessments. • Key Holder responsible for site security
Pupils	All pupils	• Follow safety and hygiene rules intended to protect the Health and Safety of themselves and others. • Follow safety instructions of teaching and support staff, especially in an emergency.
B & D H & S service.	Health and Safety Advice	• Provide advice and guidance to help schools fulfil their Health and Safety responsibilities. • To carry out Health and safety audit visit's when necessary to give advice on all aspects of new and existing Health and Safety policies and procedures.

Where a named postholder leaves the school or changes role, their health and safety responsibilities will transfer to an appropriately authorised and competent member of staff until this policy is formally updated.

Monitoring, Review and Evaluation

The Headteacher and Business Manager will monitor the school's health and safety arrangements to ensure that risk assessments and control measures remain suitable and effective.

Health and safety will be monitored through regular inspections, accident, incident and near-miss reporting, risk assessments, audits and staff reporting of hazards or concerns. Any significant findings will be reviewed and appropriate action taken.

This policy will be reviewed annually, or sooner following a significant accident or

incident, changes to legislation, premises, activities or staffing, or where monitoring identifies that existing arrangements are no longer effective.

School Security and Site Access

The school will take appropriate measures to manage access to the site and help ensure the safety of pupils, staff and visitors.

All staff, visitors and contractors entering or leaving the school site must sign in and out using the school's Inentry system, where applicable.

Visitors and contractors will be issued with the appropriate lanyard and identification badge according to the nature of their visit and the checks and documentation that have been completed. Visitors who have not provided all required documentation or completed the necessary checks will be supervised by an appropriate member of staff for the duration of their visit.

Gates and entrances will be supervised and monitored by members of the Senior Leadership Team (SLT), Site Team and other authorised staff, as appropriate. Staff responsible for site access will take reasonable steps to ensure that entrances and gates are secure outside designated access times.

All visitors and contractors must report to the school office on arrival and follow the school's visitor and safeguarding procedures. Any unauthorised person or security concern must be reported immediately to a member of the Senior Leadership Team, the Site Team or the Headteacher.

The school will maintain appropriate arrangements for opening and securing gates and entrances, including supervision during designated arrival and departure times.

Evacuation of Premises.

In the event of a fire please follow the instructions listed below:

1. Activate the nearest fire alarm and see that the doors immediately surrounding the fire are closed.
2. Line your class up in a single file line.
 - Children working outside of their classrooms will be directed by supervising staff.
 - Appointed staff members will assist with the evacuation of children/staff with disabilities. It may be necessary to wait until the majority of children have passed so that any undue congestion is avoided.
3. Escort your class through the nearest fire exit. **The location of the fire may restrict the use of an exit and then an alternative exit must be used.**
4. Escort your class to safety carefully watching the whole class as you go.
Everybody should walk.

5. On reaching the assembly point, quickly establish that all your children are accounted for by calling out your class register which will be handed to you by the Social Inclusion Officer.
6. Alert the Headteacher, a member of the Senior Leadership Team or a fire warden of any children that are missing. **Do not re-enter the building.**

The Fire Brigade will be called by the School Receptionist who will then go outside the front of the school to ensure that no visitors enter the building during this time. The Site Manager will meet the fire brigade at the front of the school with a fire warden and inform them of the location of the fire. The Business Manager will take the signing in/out book as well as the visitor's book to the assembly point and account for all staff. Support staff working outside of the classroom, will take their group of children outside and ensure that they reunite with their class. The fire wardens will check that the school premises have been fully evacuated.

Evacuation of Hall (at dinner time).

In the event of a fire please follow the instructions listed below:

1. As space is confined, quickly direct children from a row of tables one at a time to leave the hall.
2. One Midday Assistant should remain and check that all the children have been evacuated. Assemble children in the Playground.
3. On reaching the assembly point, Teachers will meet their class at their assembly point and take their class registers which will be given to them by the Social Inclusion Officer. Alert the Headteacher, a member of the Senior Leadership Team or a fire warden of any children that are missing.

The Fire Brigade will be called by the School Receptionist who will then go outside the front of the school to ensure that no visitors enter the building during this time. The Site Manager will meet the fire brigade at the front of the school with a fire warden and inform them of the location of the fire. The Business Manager will take the signing in/out book as well as the visitor's book to the assembly point and account for all staff. The fire wardens will check that the school premises have been fully evacuated.

These are the list of current Fire wardens within the school;

- Sandy Sanghera
- James Smith
- James Hall
- Chloe Woodington
- Jade Lines
- Karen Hastilow
- Halima Khanum

- Jack Brown
- Lewis Kennedy

Fire Safety and Emergency Evacuation.

The Fire Alarm will be checked each week, by the Caretaker. The check will be recorded and any defects reported to the Business Manager and Headteacher. These checks are stored in site folders that are audited by the Director of Assets at Partnership Learning- M. Auden. Practice will take place at least once a term. It is the responsibility of the Business Manager to keep a record of drills, with details of the time taken to vacate the premises and any difficulties experienced. These reports are presented to the Director of Assets at Partnership Learning and they are presented to the School Governors.

Fire extinguishers are available in readily accessible places throughout the premises. Staff should ensure that they know how to use them. **Staff should not put themselves or children at risk in attempting to fight a fire.** Staff should only use a fire extinguisher if a fire exit is blocked by a fire. These fire extinguishers are maintained by Firemark; a registered company.

Fire Precautions:

- Fire exits must always be kept clear.
- Classroom doorways must be kept free of equipment or objects that might fall and prevent the door from opening.
- Keep all areas free of rubbish and waste; flammable materials must be stored away from heat sources.
- The boiler room must be kept clear of flammable and waste material.
- Children must be taught to hang up coats, bags etc.
- No laminators or cookers should be left switched on and unattended.
- All electrical equipment with the exception of computers must be switched off at the end of the day.

Accident and Incident reporting.

All accidents which occur on the school premises either by staff or students must be reported via the accident/incident form, the form should then be sent to the Business Manager.

All accidents or incidents that have occurred must be reported within the first 24 hours. After the form is sent to the Business Manager it is then reported to the Director of HR and Director of Estates who reports any major accidents/incidents to the Health and Safety Executive (HSE) as defined in ***Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013***. Please see Appendix 1 for a list of accidents/incidents that would be reported to the HSE.

The Trust (Partnership Learning) will ensure that where RIDDOR applies, it is the schools responsibility to pass on this information to the Trust. Please follow

the links below for information on RIDDOR reporting requirements:

- [RIDDOR – Reporting of Injuries, Diseases and Dangerous Occurrences Regulations - HSE](#)
- [Incident reporting in schools \(accidents, diseases and dangerous occurrences\) EDIS1](#)

Accidents to Children:

The majority of accidents which occur will be of a minor nature, caused by falling, or playground rough and tumble. These will usually result in minor injury, such as a grazed knee, or bruising. If after treatment and comforting, the child recovers; the accident should be carefully recorded on the medical tracker, with the relevant details by a qualified first aider. (medicaltracker.co.uk)

All staff must report accidents, incidents, dangerous occurrences and near misses promptly. Near misses will be reviewed to identify whether further action or changes to risk controls are required to prevent recurrence.

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 continuous ring.

Fire alarm testing will take place once a week and fire drills will be carried out once a term.

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

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
- Staff and pupils will congregate at the assembly points. These are numbered in the playground.
- Class teachers will take a register of pupils, which will then be checked against the attendance register of that day
- The administrative team will take a register of all staff
- Staff and pupils will remain outside the building until the emergency services 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.

First Aid and Reporting of Accidents

During lunch breaks the qualified first aider from within the Lunchtime Team will treat and record accidents to children, these are recorded on Medical Tracker including as much detail as possible

This information will be kept with the Child's record and retained for a minimum for 25 years from the child's birth date.

- Children will be issued with a note to inform their parents of the accident.
- Major Accidents should be reported immediately to the Senior Leadership Team, Medical lead and the Business Manager. These include:
 - ***Any head injury***
 - ***Suspected fractures***
 - ***Cuts needing medical attention***
Excessive bleeding
 - ***Injuries to eyes***
Drowsiness
Convulsions
 - ***Illness needing medical treatment***
Child needing to go home

Accidents to Contractors:

Accidents to contractors or visitors on the premises should be recorded via the same process as for staff. All contractors/visitors must report to the school office before beginning any work or attending any meetings on school site.

Staff who are aware that an accident involving a visitor/contractor has occurred should report this to the school Business Manager, who will ensure that a record is made of the incident.

Accident Investigation:

Investigations will be carried out following major incidents to try to establish the cause and so that consideration can be given to helpful measures. The investigation will be carried out by the Headteacher and the Staff Safety Representative - Business Manager. The following provides a prompt sheet to ensure that all relevant information is collected.

1. Where did the accident happen?
2. When did the accident happen?
3. Who was injured?

4. Who else was involved?
5. Who witnessed the accident?
6. What was the injured person doing at the time of the accident? Was the person's action habitual/occasional/rare? If not usual, why was the person doing it?
7. Was the person working under pressure or to a deadline?
8. Were there any relevant environmental factors?
9. Were protective measures available and appropriate? Were they used? If not, why not?
10. Was the person adequately trained to do the activity that resulted in injury?
11. Was there supervision in force? If not, should there have been? Was it adequate?
12. Was a defect or design fault in the premises involved? If so, are similar situations to be found elsewhere in the building?

All the points above will not be relevant in every case.

Manual Handling.

Some muscular strains are caused through attempting to lift objects that are far too heavy, but considerably more are the result of incorrect lifting and handling of objects within the capacity of the individual.

The main injuries which can result through incorrect lifting and handling of objects are:

- Dropping on feet.
- Cutting hands on rough sharp objects.
- Trapping fingers when stacking
- Backache, torn muscle, torn tendon and rupture.

The injuries listed above are often brought about by work involving use of certain muscles in a strained unnatural position. To avoid these injuries from happening only staff members with Manual handling can lift heavy objects. Staff must only lift equipment and furniture within their own individual capability.

Risk assessments and safe systems of work are in place

Lone Working

Lone working may include:

- Late working
- Home or site visits

- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office
- Remote working, self-isolation and/or remote learning

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.

Employees undertaking lone working must notify a designated member of the Senior Leadership Team of their arrival and departure times and follow the school's lone working procedures, including emergency contact arrangements.

Violence at work

We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed at themselves to their line manager/headteacher immediately. This applies to violence from pupils, visitors or other staff.

Smoking

Smoking is not permitted anywhere on the school premises.

Working at Height.

Working at height can be very dangerous which is why a working at height risk assessment is carried out by the school, these are recorded appropriately and kept on file which can be found in the School Business Manager's Office.

If a member of staff is to work at height, then they will need to attend appropriate training courses.

Teaching and other staff who assist in putting up displays in school will be given appropriate in-house training and advised that they must:

- Use appropriate access equipment - step ladders, kick stools etc.
- Wear flat shoes whilst putting up displays.
- Not climb on furniture to put up displays.

First Aid.

The school has carried out a first aid risk assessment to determine the required number of first aiders and the location/number of first aid kits. A first aider and first aid kits are taken on educational visits.

Note: The following links supported the school in making their assessment:

- Table 2 [First aid at work - your questions answered](#)
- [First aid in schools, early years and further education - GOV.UK](#)

Administration of Medicines:

- Medication is only administered to pupils when the parental consent form has been completed.
- The medicine will be administered by a first aider and appropriate records kept.
- Medicines are kept in a locked fridge in the school's first aid room.
- The only exceptions to this are asthma medication and 'epipens' (following discussion with parents) which may be kept in appropriate locations, out of the reach of other pupils, as appropriate.

Continence.

Schools and all other settings registered to provide education will already have Hygiene or Infection Control policies as part of their Health and Safety policy.

This is a necessary statement of the procedures the school will follow in case a child accidentally gets or soils him/herself or is sick while on the premises.

- Only school staff may change soiled children. In the first instance, the most immediately available Teaching Assistant would normally be expected to initially support a soiled child. Teachers may help with this process, as circumstances dictate.
- Students should not be involved in this process.
- Staff are to gather other clothing which will be issued to them by the medical/DDSL lead.

Personal care should be undertaken in accordance with the school's Intimate Care Policy, ensuring dignity, privacy and safeguarding requirements are maintained.

Staff should wear disposable gloves while dealing with the incident

Parents will be informed of the incident and the soiled clothing returned to the parents, they will also be reminded to clean and return the spare clothes provided.

If the child is unduly distressed by the experience or if the staff member notices marks or injuries, then the Headteacher (or the Deputy Headteacher / DDSL) should be summoned. In the instance of noticing marks or injuries, then staff should refer to the school's safeguarding policy

Educational Visits.

All off-site trips will be subject to risk assessments carried out by a member of staff and the advice of the council's outdoor education adviser in line with the Schools Trip Policy and current DFE Guidance.

The Outdoor Education Advisers' Panel offers more specific advice and the website, Outdoor Education Advisers' Panel - advice, support and monitoring of visits and outdoor learning' provides the school with details of local authority outdoor education advisers.

Electrical Testing.

Electricity can **KILL**; it is therefore essential that we teach our children, in a sensible manner, of the dangers and correct precautions to avoid a fatal accident. The lessons should prepare them for their home and school life.

All members of staff must set a good example and comply with this policy.

All Electrical equipment has a hard wiring test by a competent contractor, all electrical appliances are PAT tested every year and tagged to show when tested. If it has not been tagged, then please remove it from site and inform the Business Manager. **Staff should not bring in their own electrical appliances.** Electrical equipment is

visually checked on a regular basis to ensure that plugs, leads and covers are not damaged. Children's small fingers can pry into small cracks. Any damaged equipment must be removed and not used until repaired or replaced.

Please follow these guidelines:

- Children must not be allowed to plug or unplug mains electrical equipment.
- Children must be taught and prevented from sticking metallic objects into mains electricity points.
- Children must be prevented from cutting into batteries.
- Electric leads must not trail across potential walking or playing areas.

Display Screen Equipment.

For employees with 'desk based jobs' the procedure for carrying out workstation self- assessments on an annual basis will be followed.

Please click the link to see the HSE guidelines:

<https://www.hse.gov.uk/msd/dse/>

Food Technology.

- Cooking equipment including ovens and hobs will only be used if fire precautions and appropriate risk assessments are in place.
- Staff must be satisfied that the tasks undertaken are appropriate for the pupils concerned.
- Close supervision will be appropriate for riskier parts of the cooking process,
i.e. taking food in or out of hot ovens.
- There must always be at least two members of staff when cooking with pupils.

Playground Equipment and Supervision.

Playground equipment and its use is supervised by staff members during all breaks during the school day. If the equipment is used during lesson time supervision is again maintained.

A decision is made by the Headteacher with the support of SLT, recorded and enforced if extreme weather (damp/icy) means that equipment becomes unsafe to use on a particular day. Appropriate levels of supervision will be maintained in playgrounds as described in the playground risk assessment.

Staff members should not be on their phone when supervising children at play times. They must always remain vigilant.

Slips, Trips and Falls.

The potential for slips, trips, and falls in school has been risk assessed and appropriate controls have been put in place. This includes working procedures for mopping floors, absorbent floor mats near entrances and regular hazard spotting inspections.

Snow and Ice.

A plan has been produced outlining the main pedestrian routes that the site staff will strive to keep open during snowy and icy conditions

If it becomes impossible to keep these routes clear the Headteacher should be informed immediately, and this information contributes to any decision to be made in whether the school should be closed.

Stress at Work.

The school has a duty of care to the well-being of all staff. To ensure that staff are not overly stressed these steps are followed:

- Proactive – Stress Risk Assessments are used to identify how levels of stress (caused by work) amongst employees can be reduced.
- Reactive – individuals who are identified to be suffering from excessive levels of stress (caused by work or personal issues) are supported in accordance with the school's health and wellbeing procedures and, if necessary, by accessing the Occupational Health.

The school offers counselling service via Education Support to any staff member who they feel may need this extra support.

Lettings

Please see Lettings Policy.

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 complying with it.

Training.

- Health and Safety Training needs are assessed as part of individual's annual review.
- Training needs are also being identified as part of a risk assessment process.
- Staff receive a health and safety briefing annually to remind them of the importance of Health and Safety.

Infection Control

We follow national guidance published by the UK Health Security Agency when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

Handwashing

- Wash hands with liquid soap and warm water, and dry with paper towels
- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with waterproof dressings

Coughing and sneezing

- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues
- Spitting is discouraged

Personal protective equipment

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (e.g. nappy or pad changing)
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals
- Use personal protective equipment (PPE) to control the spread of infectious

diseases where required or recommended by government guidance and/or a risk assessment

Cleaning of the environment

- Clean the environment, including toys and equipment, frequently and thoroughly

Cleaning of blood and body fluid spillages

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately, and wear personal protective equipment
- When spillages occur, clean using a product that combines both a detergent and a disinfectant, and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses, and suitable for use on the affected surface
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below
- Make spillage kits available for blood spills

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

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 in a dedicated, secure area while awaiting collection

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 school pet

Infectious disease management

We will ensure adequate risk reduction measures are in place to manage the spread of acute respiratory diseases, including COVID-19, and carry out appropriate risk assessments, reviewing them regularly and monitoring whether any measures in place are working effectively.

We will follow local and national guidance on the use of control measures including:

Following good hygiene practices

- We will encourage all staff and pupils to regularly wash their hands with soap and water or hand sanitiser, and follow recommended practices for respiratory hygiene. Where required, we will provide appropriate personal protective equipment (PPE)

Implementing an appropriate cleaning regime

- We will regularly clean equipment and rooms, and ensure surfaces that are frequently touched are cleaned more regularly

Keeping rooms well ventilated

- We will use risk assessments to identify rooms or areas with poor ventilation and put measures in place to improve airflow, including opening external windows, opening internal doors and mechanical ventilation

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 any of these, the parent/carer will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by the UK Health Security Agency and other government guidance.

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

Risk Assessments.

- The school maintains a comprehensive set of risk assessments that cover curriculum-based activities in school; school visits and the running of the school building and grounds.
- They are all available on the school central server for staff to inspect and refer to as necessary and hard copies are available in a folder kept in the staff room.

- The management team will take steps to ensure that appropriate staff are aware of the risk assessments appropriate to their role and will monitor compliance with control measures specified in the risk assessments.
- All risk assessments are reviewed on an annual basis (except risk assessments for school trips which should be reviewed each time the trip takes place)
- Procedures for new and expecting members of staff will be followed, including carrying out a Risk Assessment if not already considered in existing risk assessments.

Control of Hazardous Substances- COSHH.

As a school the use of hazardous substances in school will be kept to a minimum, but if they are used then the school will follow **COSHH** Regulations which require the following principles to be applied in the workplace.

- An assessment of the risk to Health of any substances used; the Caretaker to support the senior managers in completing this.
- Introduction of measures to control the risk.
- Monitor to ensure the measures are effective.
- Health surveillance and maintenance of records.
- Education of employees.

Manufacturers must label their products to ensure that the risks, precautions, remedial activity associated with the substance are immediately available to persons using the substance. (Standard symbols are used to denote the hazardous nature of substances).

To ensure the **COSHH** regulations are applied within the school no one is allowed to introduce a new substance without the agreement of the Headteacher and the Caretaker will check the toxicity of the substance with the support of the Headteacher/SBM.

Protective clothing and equipment will be provided by the Headteacher, to ensure compliance with the regulations.

Hazardous substances used will be disposed of in accordance with the manufacturers' recommendations or in accordance with professional advice provided to the Headteacher.

Hazardous substances **must** be stored so that children **cannot** gain access to them.

Control of substances hazardous to health (COSHH) risk assessments are completed SBM/Caretaker and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment,

where necessary.

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.

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 they have adequate ventilation

Legionella

- A water risk assessment is carried out by Aquavent Ltd.
- This risk assessment will be reviewed yearly internally and by third party provider and when significant changes have occurred to the water system and/or building footprint
- The risks from legionella are mitigated by the following:
 - Temperature checks
 - Weekly flushing of water outlets
 - Descaling of shower heads

Asbestos

- Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action/emergency procedures 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 that they suspect could be asbestos, they will stop working immediately until the area is declared safe
- A record is kept of the location of asbestos that has been found on the school site and is available to all contractors
- Before any intrusive, maintenance, refurbishment or building works commence, the asbestos register and management plan are checked and appropriate controls are put in place. Where necessary, an asbestos survey or further assessment is undertaken before work begins. Contractors are

required to confirm that they have received and understood the relevant asbestos information and to follow the school's asbestos control procedures.

- The Schools Asbestos Management plan is reviewed annually
- The School manages asbestos in accordance with the Control of Asbestos Regulations 2012 and its duty to manage Asbestos