A nurturing inclusive learning community that enables everyone to be their best

CALTON PRIMARY SCHOOL

CALTON PLAYGROUP

CALTON PRIMARY SCHOOL AND PLAYGROUP

HEALTH AND SAFETY POLICY

Approved by Leadership, Management and Premises LMP Committee on 31/01/2022

Next renewal date: LMP Term 3 22/23

This policy links to:
Medical, Health and Well-being Policy
Accessibility Plan
Fire Evacuation Plan

Aims

Our school aims to:

- Provide and maintain a safe and healthy environment
- Prevent accidents and cases of work-related ill health (physical and mental) by managing the health and safety risks in the workplace
- Provide clear instructions & information, and adequate training to ensure employees are competent to do their work
- Establish and maintain safe working procedures for staff, children and visitors within school
- Have robust procedures in place in case of emergencies
- Ensure premises are maintained and equipment is regularly inspected and serviced.
- Ensure the safe storage and use of chemicals and substances

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.

Roles and responsibilities

The local authority and governing board

Gloucestershire County Council has ultimate responsibility for health and safety matters in the school, it delegates responsibility for the strategic management of such matters to the school's governing board.

The governing board delegates operational matters and day-to-day tasks to the Headteacher and staff members.

Headteacher
The Headteacher is responsible for health and safety day-to-day. This involves:
• Implementing the health and safety policy
• Ensuring there is enough staff to safely supervise Children
• Ensuring that the school building and premises are safe and regularly inspected
• Providing adequate training for school staff
• Reporting to the governing board on health and safety matters
• Ensuring appropriate evacuation procedures are in place and regular fire drills are held
• Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
• Ensuring all risk assessments are completed and reviewed
• Ensuring adequate provision for the cleaning and sanitation of the premises, furniture & fittings.
• Ensuring PPE (personal protective equipment)is provided where necessary

In the Headteacher's absence, the School Business Manager assumes the above day-to-day health and safety responsibilities.

Health and Safety lead
The nominated health and safety lead is the School Business Manager.
Staff
School staff have a duty to take care of children in the same way that a prudent parent would.
Staff will:
• Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
• Co-operate with the school on health and safety matters
• Work in accordance with training and instructions
• Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
• Model safe and hygienic practice for children
• Understand emergency evacuation procedures and feel confident in implementing them
Children and parents
Children 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.
Contractors
Contractors will agree health and safety practices with the school 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 school will only use contractors from the County Council's approved framework scheme.

Site security
The Head Teacher and School Business Manager are responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.
The school's intruder and fire alarm system is monitored by an external monitoring centre who will alert our security contractor Glevum security if the alarms are activated. The security contractor will be the first to attend site and act accordingly.

A report will be sent to the School Business Manager in the event of a call out, with contact made by telephone in the event of a true emergency.

Fire

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. A Fire risk assessment last took place in **October 2019** for the premises and is reviewed regularly. Emergency evacuation drills are practised at least once a term and a fire drill report is completed by the School Business Manager and reviewed by Governors. The fire alarm is an electronic continuous signal. Fire alarm testing takes place once a week and is logged appropriately.
All staff have completed online 'Fire Safety in Education' training through an accredited provider and training has been implemented into the new starter induction process.

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 should only be used by staff, and only if they can confidently use them without putting themselves or others at risk
• Staff and Children will congregate at the assembly points. These are located in the KS2 playground.
• Class teachers will take a register of Children, which will then be checked against the attendance register for that day
• The Register Coordinators will take a register of all staff and visitors on site.
• Staff and Children will remain outside the building until the Fire Warden or emergency services say it is safe to re-enter.
The school will have personal emergency evacuation plans (PEEPs) in place for all individuals with mobility and sensory needs who require assistance to evacuate and fire risk assessments will also pay particular attention to those with disabilities.

The Fire Emergency Evacuation Plan provides a comprehensive overview of what to do in the event of a fire and must be read in conjunction with this policy. A copy is available here: T:\5. Staff Handbook\Fire Evacuation Plan

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
An audit of Control of Substances Hazardous to Health (COSHH) is completed annually or more frequently if changes occur.
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. COSHH folders containing material safety data

sheets are located around the premises which staff are aware of. Staff will also be provided with protective equipment where necessary.
Any hazardous products are disposed of in accordance with specific disposal procedures.
COSHH guidance is displayed where hazardous products are stored and in areas where they are routinely used.

Gas safety

- Installation, maintenance and repair of gas appliances and equipment is always carried out by an approved Gas Safe registered engineer
- All rooms with gas appliances are checked to ensure there is adequate ventilation
- Gas appliances, heating equipment and controls are inspected annually.
- Carbon Monoxide alarms are situated in both of the boiler rooms.

Legionella

- A water risk assessment was last completed in **February 2018** by Primary Water Solutions for Gloucestershire County Council. The School Business Manager is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book.
- This risk assessment will be reviewed every two years or when significant changes have occurred to the water system and/or building footprint.
- Appropriate staff have undergone up to date Legionella training.

Asbestos

- Necessary 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 under: G:\Facilities\Health & Safety\Asbestos

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

Electrical equipment

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely
- Any children who handle electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported to the School Business Manager immediately

- 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 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

PE equipment

- Staff should conduct a visual inspection of equipment before use and make sure equipment is set up safely
- Any concerns about the condition of equipment will be reported to the School Business Manager and PE coordinator.
- Gloucestershire County Council arrange for all fixed play equipment to be checked annually and for a detailed report to be made including any actions required to make the equipment safe and fit for purpose.

Display screen equipment

- Staff who work at a fixed workstation will have a display screen equipment (DSE) assessment carried out.
- 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).
- Staff working on laptops with no fixed workstation and/or using their laptop from home are provided with guidance around safe working practices.

Lone working

Lone working may include:

- Late working
- Home or site visits
- Weekend/Holiday working
- Site Manager/Caretaking/Groundsman duties
- 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.

During school holidays, the electronic system will still be used. Staff must observe the published opening times during the school holidays.

Systems for key personnel who lone work regularly are being considered and this policy will be updated to reflect any future changes.

Working at height

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.
In addition:

- The Site team have various ladders for working at height
- Only site staff trained in 'Working at Height' use ladders and will wear appropriate PPE when using ladders
- All staff **not** trained in 'Working at Height' are not permitted to work at height – this includes any time where they are above ground/floor level.
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, trained staff are expected to conduct a visual inspection to ensure its safety and formal inspections are completed and documented monthly.
- Step ladders of seven steps or more require two people when using, however a risk assessment will be done before every instance to access other factors which may require two people.

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.
Staff are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy ask for assistance from another person or inform the Site team who can provide mechanical equipment or carry out the task themselves.
- Take a route that is; more direct, clear from obstruction or 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

The following has been put in place to safeguard those whose roles incorporate manual handling more often:

- All site staff including cleaners have completed online manual handling training.
- 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.
- Basic guidance on manual handling is available to all staff, displayed in the staff room and on the shared network drive.

Key staff are trained in Team Teach including positive handling techniques.

Off-site visits

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

- Risk assessments will be completed where off-site visits and activities require them
- All off-site visits are appropriately staffed
- Staff will take a portable first aid kit and information about the specific medical needs of children, and will make sure they are able to contact school staff if necessary.
- 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.

Please refer to our Educational Visits Policy for specific information.

Lettings

This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be issued with a copy of the school's health and safety policy which they will be asked to sign to say they have read and will comply with it.

Violence at work

We believe that staff should not be in any danger at work, and we will not tolerate violent or threatening behaviour towards our staff.
All staff will report incidents of aggression, violence and near misses toward themselves, or others, to the Headteacher immediately. This applies to violence from children, visitors or other staff.

Smoking

Smoking and vaping is not permitted anywhere on the school premises including the car park and field.

Infection prevention and control

We follow national guidance published by Public Health England (PHE) when responding to infection control issues. We will encourage staff and Children to follow this good hygiene practice, outlined below, where applicable.

Handwashing

• Wash hands with liquid soap for a minimum of 20 seconds and warm water, and dry with paper towels or under a hand dryer
• Always wash hands after using the toilet, after using tissues, before eating and handling food, and after handling animals
• Cover all cuts and abrasions with waterproof dressings

Coughing and sneezing

• Cover mouth and nose with a tissue
• Dispose of tissues by flushing or depositing into a bin
• 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 (for example, nappy or pad changing)
• Wear goggles if there is a risk of splashing to the face
• Use the correct personal protective equipment when handling cleaning chemicals

Cleaning of the environment

• Clean the environment frequently and thoroughly

Cleaning of blood and body fluid spillages

• Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges
• Spillage kits available from the School Business Manager

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

Children vulnerable to infection

Some medical conditions make Children 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.

Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by Public Health England. In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

New and expectant mothers

Risk assessments will be carried out whenever any staff or volunteer notifies the school that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

• Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles

• If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation

• Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly

Occupational stress

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

Accident reporting

In addition to the below, maintained schools should check whether they have any obligations to report accident and first aid records to their local authority.

Accident record book

• An accident form will be completed as soon as possible after the accident occurs by the first aider who deals with it.

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

• Information about injuries will also be kept in the child's educational record

• Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

Reporting to the Health and Safety Executive

The School Business Manager 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 School Business Manager 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. This will be done via Gloucestershire County Council using the SHE online reporting tool.

19. Training

Our staff will be provided with basic health and safety training as part of their induction and are expected to read this policy annually.

20. Monitoring

This policy will be reviewed by the School Business Manager annually.
At every review, the policy will be approved by the Leadership Management and Premises Committee.