

## Health and Safety Policy

Member(s) of staff responsible	School Business Manager
Governing Board Responsibility	All Governors
Frequency of policy review	Annual
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### Document Version Control

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2.6	Jan 2022	No amendments made
2.7	June 2023	Amendments made in-line with our new school building <ul style="list-style-type: none"> <li>- Location of First Aid Equipment</li> <li><b>'FIRST AID MEDICINES'</b></li> <li>- Appendix D added: Floor plan locating fire extinguishers and fire alarms</li> <li>- Fire Safety Arrangements Paragraph 5</li> <li><b>'MEANS OF ESCAPE AND EMERGENCY EXITS'</b></li> <li>- Disabled visitors, staff and children Paragraph 1</li> </ul> Change in procedures: added in lift arrangements; added in toileting arrangements <ul style="list-style-type: none"> <li>- Appendix A (Emergency Evacuation), B (General School Rules to ensure Safety, C (Critical Incident Management Plan) and D (Floor maps) amendments/updating</li> </ul>
2.8	September 2024	Update to front cover as change to governance meetings
2.9	September 2025	Amended – formatting, person responsible and added SBM to the monitoring and reviewing of policy.
3.0	March 2026	Policy rewritten from first principles

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## 1. Aims

It is the school's policy to ensure, so far as it is reasonably practicable, the health, safety and welfare at work of all its staff, pupils and visitors in accordance with the relevant statutory requirements.

Our school aims to:

- Provide and maintain a safe and healthy environment
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely, and are regularly inspected
- Provide and maintain plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health
- Make arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances
- Provide such information, instruction, training and supervision as is necessary to ensure, as far as is reasonably practicable, the health and safety at work of staff, pupils and visitors
- Provide and maintain a safe working environment for staff, pupils and all visitors to the school site that is, so far as is reasonably practicable, without risks to health and adequate as regards facilities and arrangements for their welfare at work
- Provide such protective clothing and equipment as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of its staff and pupils
- Require staff to set a high standard of safety by personal example in order that pupils leaving the school should take with them an attitude of mind which accepts good safety practice as normal

## 2. 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 follows [national guidance published by UK Health Security Agency \(formerly Public Health England\)](#) and government guidance on [living with COVID-19](#) 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

#### 3.1 Governing Body

The governing body and the head teacher have the overall responsibility for health and safety. For its part the governing body will:

- Ensure health and safety has a high profile
- Ensure adequate resources for health and safety are made available
- Consult with staff and ensure relevant training is carried out
- Monitor and review the health and safety arrangements.

It is the governing Board's responsibility to oversee the school's health and safety.

#### 3.2 Headteacher

The headteacher is responsible for health and safety day to day. This involves:

- Maintaining a safety culture throughout the school
- Implementing the health and safety policy
- Ensuring there is enough staff to safely supervise pupils
- Ensuring that the school building and premises are safe and regularly inspected
- Providing adequate training for school staff
- Reporting to the governing board on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed

- Monitoring the effectiveness of procedures
- Carrying out safety inspections at regular intervals alongside the Site Manager, and record outcomes. Items for action are dealt with as soon as possible.

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

### **3.3 Health and safety lead/competent persons**

The nominated health and safety lead is Georgina Flooks, Headteacher.

The nominated competent persons are: Ally Willett, School Business Manager and Fin Jamieson, Site Manager.

### **3.4 Staff**

School staff have a duty to take care of pupils in the same way that a prudent parent/carer would do so.

All 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
- Ensure, as far as is reasonably practicable, that classrooms or work areas are safe.
- Report any concerns, shortcomings or near accidents immediately to the health and safety lead or competent persons.
- Inform the health and safety lead or competent persons 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
- Ensure that access to fire doors is unhindered. This is monitored by the head teacher and Site Manager.

### **3.5 Site Manager**

In addition to the above, the Site Manager will:

- Take responsibility for the security of the premises
- Ensure the safe condition of the floors
- Store potentially dangerous cleaning materials safely (see COSHH regulations)
- Ensure play and external areas are safe and clean from debris
- Carrying out safety inspections at regular intervals alongside the Headteacher, and record outcomes. Items for action are dealt with as soon as possible.
- Ensure playgrounds and paths are cleared and/or salted in adverse weather conditions.
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### **3.6 Business Manager**

- Assist the Headteacher with the day-to-day health and safety compliance requirements
- Ensure cleaning staff are aware of safe working practices and the school health and safety policy
- Relevant safety information (including the asbestos register) for building contractors to consult are kept in files in the Business manager's office

### **3.7 Pupils and parents/carers**

Pupils and parents/carers are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

### **3.8 Contractors**

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. All contractors should report to the school office to sign 'in' and 'out' and wear a school visitor badge.

### **4. Site security**

The Headteacher and Site 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. In addition to the Headteacher and Site Manager, Glevum Security Ltd are contracted to respond to intruder alarms.

The Headteacher, Site Manager and Glevum Security Ltd are key holders and will respond to an emergency.

### **5. Fire Safety Arrangements**

#### **1. Introduction**

This emergency plan has been developed following completion of a risk assessment required under the fire Precautions (Workplace) Regulations '97. The plan specifies the action staff and other people need to take in the event of fire. It covers all operational phases of the school.

#### **2. Fire Risk Rating**

The fire risk rating of the school is low. The rating applies to all operational phases, i.e. term time, holiday periods and during the evening.

#### **3. Alarm System**

Type: Electric break-glass with bell sounders

Maintenance: Service contract arranged by the school

Routine testing: different call point tested weekly by Site Manager

#### **4. Fire Extinguishers**

Serviced annually by contractor.

Location of fire extinguishers, along with fire alarms are shown on a floor plan in Appendix D.

#### **5. Means of Escape and Emergency Exits**

When the school is in session the designated exits must be opened from the inside without the use of a key.

All rooms, on the ground floor, have an external door to them and teachers are to lead their children out of the school building silently and in single file. When on PPA, or in the staff room, staff will be responsible for assessing the level of risk and maintaining adequate means of escape. Common sense should prevail – all teachers should lead their children out of the nearest fire exit.

#### **Evacuation procedures**

- A fire drill must follow the procedure laid down for 'emergency evacuations' as listed in Appendix A. School evacuation (fire drill) should be carried out termly. The evacuation will take place at different times of the day. The time and length of the evacuation is recorded in the Fire Safety Manual, which is kept in the main school office.
- Fire assembly points must be known to all adults in the school.

- The Leadership team must report to each other when they enter or leave the building during the day so that clear lines of responsibility are established in the event of an emergency evacuation.

#### 6. People with Special Needs

Discussions will be held with people with special needs to see how their individual needs can be met.

#### 7. Fire Precautions

- Do not store inflammable materials near a source of heat.
- Ensure fire exits are always accessible, clearly marked and kept clear ready for emergency evacuation.
- Do not store spirits, paraffin, petrol or solvents (including “Tippex”) within reach of children and keep them away from direct heat.
- Keep matches in a locked drawer or a high shelf in a cupboard.
- Do not use naked flames as part of any free choice activity.
- Always closely supervise any activity, such as birthday celebrations, which use lighted candles.
- Keep material displayed/stored in corridors to a minimum.

#### 8. Staff Fire Training

As the school has a ‘flight, not fight’ policy, hands on training in the use of extinguishers will not be provided but staff will receive information about the location, type and purpose of extinguishers in the building. Please see Appendix D for plan locating extinguishers around the school.

#### 9. Records and Monitoring

Records are kept of routine fire safety checks, fire drills, maintenance of equipment and staff training. These are monitored by the head teacher once a term.

#### 10. Review

The plan will be monitored following termly fire drills and if changes to the layout or use of the building occur.

#### 11. Equipment Maintenance and Testing

The Site Manager will arrange for the fire equipment, as listed below, to be tested annually qualified contractors. The fire alarm system should be tested monthly by the Site Manager, using random emergency call points. All tests will be recorded in the Fire Safety Manual. See Appendix D for the location of the following:

##### a) fire exits

Fire exits are located at the front of the building and also at the back of the building. All Fire exits are clear and clearly marked with the correct signage. Fire exits at the front of the building will lead Learners and staff onto the fire assembly point at the front of the building where a register will be taken by a member of staff. Fire Exits at the back of the building will also lead learners and staff to the fire assembly point where also a register will be taken by a member off staff.

##### b) fire extinguishers and type and location:

Fire extinguishers Map located in main office for all personnel to see.

Fire Extinguishers are located at the following points:

Ground Floor:

- Main school entrance fire extinguishers X1 Water X1 C02

- Staff Room X1 C02
- Main Kitchen X1 Wet chemicals X1 C02 X1 Fire Blanket
- Main Corridor outside year 2 Classrooms.
- Main Corridor outside year one classrooms.
- Stairwell 1 next to year one located next to Fire Exit Doors X1 C02 X1 Water
- Stairwell 2 next to year two located next to fire exit doors X1 C02 X1 Water
- Practical Room X1 C02.

#### 1st Floor

- Main Corridor next to SLT Office. X1 Water X1 C02
- Main corridor next to Head teachers Office X1 C02 X1 Water
- Plant room X1 C02

#### c) fire blanket:

located In Practical room only

#### d) smoke detector alarms:

Installed in every classroom and office connected to the (BMS SYSTEM).

#### e) fire bells:

located on the ground Floor and also the 1st floor located in the main corridors.

## 6. COSHH

Schools are required to control hazardous substances, which can take many forms, including but not limited to:

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

Control of substances hazardous to health (COSHH) risk assessments are completed by the School Business Manager and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Data sheets, relating to the cleaning agents in use are kept electronically on the G drive, 2 SBM, H&S, COSHH Data Sheets. In addition to hard copies kept in the Hygiene Room. These are maintained by the School Business Manager.

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.

In term time, the cupboards containing cleaning materials should be kept locked during the school day.

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

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

### **6.1 Gas safety**

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer
- Gas pipework, appliances and flues are regularly maintained
- All rooms with gas appliances are checked to ensure they have adequate ventilation

### **6.2 Legionella**

- A water risk assessment has been completed on 24th March 2026 by Primary Water Solutions.
- The Site Manager is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book
- This risk assessment will be reviewed two years and when significant changes have occurred to the water system and/or building footprint
- The risks from legionella are mitigated by the following controls or checks carried out on a regular basis by the Site Manager:
  - temperature checks - weekly
  - disinfection of showers - termly

### **6.3 Asbestos**

- There is no Asbestos on site.

## **7. Equipment**

All equipment and machinery are 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 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**

- All staff are responsible for ensuring they use and handle electrical equipment sensibly and safely
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported to the health and safety lead/competent persons 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 certified PAT / fixed wire tester.
- Faulty or dangerous equipment should be reported to the Headteacher, School Business Manager or Site Manager immediately.

- The Site Manager is responsible for entering serial numbers of new equipment into the school inventory.

### **7.2 PE equipment**

- Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely
- Any concerns about the condition of the gym floor or other apparatus will be reported to the health and safety lead/competent persons
- Inspections of the school's goal posts, indoor and outdoor play equipment are undertaken on an annual basis arranged via Gloucestershire County Council.

### **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)

## **8. Lone working**

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office
- 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.

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 they are medically fit to work alone.

## **9. Working at height**

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

We will ensure that there is a suitable and sufficient working at height risk assessment in place and that any person working at height follows the control measures identified in the risk assessment to minimise the risk of harm from the work activity.

In addition:

- The Site Manager retains ladders for working at height
- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height

- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as a roof, is only permitted by trained and competent persons

## **10. Manual handling**

The procedures related to manual handling apply to activities where there is a foreseeable risk of injury.

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 must seek further assistance.

We will ensure that a risk assessment is undertaken to identify the nature of manual handling in the school, and that those who may be involved in manual handling activities are required to read it. We will make sure proper mechanical aids and lifting equipment are available in the 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. Curriculum Development and Health and Safety**

- All children will observe safety rules (See Appendix B) and procedures and follow instructions from staff.
- Children receive specific instructions within the Science, Design and Technology and PSHE curriculum but staff will also instruct them in general class safety rules, e.g. how to carry scissors safely, using electrical equipment with dry hands, tucking chairs underneath the tables.
- Children should be made aware of potential hazards if equipment they are handling is improperly used.

## **12. Supervision**

- The school day begins at 8.45 am but children enter the school grounds at 8:35am for a soft start. This is when school is responsible for the children. Staff must be present to supervise children as soon as they enter the building. School ends at 3.15 pm. Children being collected by After School Clubs should wait in their classrooms. Any child who is not collected at the end of the day should be supervised by a member of staff and the parents contacted by the teacher, head teacher, assistant head teacher or a member of the admin team.
- Except in an emergency, no teacher must leave a class unattended.
- For both KS1 and KS2 breaks, there will be a 2 teachers and 2 teaching assistants present. Staff should be vigilant at all times.
- At lunchtimes the Mid-Day Supervisors Assistants (MDSAs) will monitor the children in the playground and when they have their lunch.
- All staff must exercise as much care and responsibility towards the children as that which would be taken by a caring parent.

## **13. School Journeys and Educational Visits**

### **Preparations**

- The school follows the LEA code relating to “Educational Visits and Journeys - Guidance for Organisers.”
- Before any activity takes place, the approval of the Headteacher is required.
- Staff must visit places for off-site activities, prior to visiting them with the children, to carry out an assessment of potential risks or they are a known provider for educational activities.
- Parents must have detailed particulars of a visit before they are asked to give their consent.

### **Supervision**

- Ratio for supervision - please refer to section 3 of Educational Visits and School Journeys, Guidance for Organisers
- Parents must have their role explained and appropriate preparation and instruction given. Extra volunteers - please refer to Child Protection Policy.
- Only police, traffic wardens and officially designated school crossing patrols have the right under law to control traffic. Therefore, if a teacher needs to see children across a road, “s/he must do so as a responsible person and to the best of his/her ability”. (For further guidance, refer to LA Off-site activities: Regulations and Guidance notes - P7)

### **Record of Groups going Off-site**

Prior to departure teachers must ensure that: accompanying adults have group lists showing:

- their own group responsibility
- who is travelling in which vehicle
- name and telephone number of the person at school who may be contacted in an emergency

The admin team should be given a list detailing:

- the names of all adults and which children are in the groups they are supervising
- the distribution, if travelling in separate coaches
- contact numbers for all adults travelling with the group

### **Travel by Coach**

Coaches and minibuses should only be hired from reputable companies identified from the LEA approved list.

Seat or lap belts must be worn and it is the responsibility of the leaders to ensure that they are used. During the swimming season very occasionally a service bus is used and may not have seat belts. If there are no seat belts parents’ permission to travel on such a coach must have been previously obtained.

Children should not occupy the front seats of a coach or the centre back seat. To ensure adequate supervision, it is essential that supervising adults are spread throughout the coach and are not sitting together.

### **Emergency Action**

In the event of an accident the senior member of staff in charge of the off-site activity should contact the school immediately so that parents can be informed. A mobile phone should be carried on each coach for this purpose.

It is the responsibility of the head teacher to inform the LA officers if a serious accident occurs.

### **Availability of Medical and Special Needs Information**

Before going off-site staff must have, in advance, current information on children with specific medical or special needs problems. Prior to departure, teachers should ensure that inhalers, or any other medicines required for specific medical conditions, are given to the supervising adult.

The statement "In the event of illness or accident, I consent to any necessary medical treatment which might include the use of anaesthetics" should be included on the parental permission slip. For more details, please refer to the school policy on Educational Visits and School Journeys.

#### **14. 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.

#### **15. 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.

#### **16. Smoking**

Smoking is not permitted anywhere on the school premises.

#### **17. Infection prevention and 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.

##### **17.1 Handwashing**

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

##### **17.2 Coughing and sneezing**

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

##### **17.3 Personal protective equipment**

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (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

##### **17.4 Cleaning of the environment**

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

### **17.5 Cleaning of blood and body fluid spillages**

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

### **17.6 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

### **17.7 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

### **17.8 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 daily.

#### **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

### **17.9 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 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.

#### **17.10 Exclusion periods for infectious diseases**

The school will follow recommended exclusion periods outlined by the UK Health Security Agency and other government guidance, including advice from UKHSA South West Health Protection Team (SWHPT).

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

In addition to general cleaning guidance:

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

Risk assessments will be carried out whenever any employee or pupil 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 an 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
- Some pregnant women will be at greater risk of severe illness from COVID-19

#### **19. 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.

Staff at Warden Hill have access to the Employee Assistance Programme (EAP), which provides a range of information and support, including:

- a) 24-hour confidential telephone counselling and support
- b) Access to information and advice specialists
- c) Online health information
- d) Webinars
- e) Also available to partners and children aged 16-24 years (as long as they are members of your household).

## **20. Hazard Reporting Procedures**

- Staff should be alert to hazards at all times and report any concerns immediately to the head teacher or deputy head teacher and/or Site Manager.
- Slips, trips and falls account for a high percentage of injuries in many schools. It would be unrealistic to expect children not to fall, particularly at playtime. However, staff should be alert to, and report, any condition considered hazardous. Such conditions can include uneven surfaces, holes, wet or slippery surfaces, worn carpets and trailing cables.

## **21. Accident reporting**

Accidents, other than minor injuries, must be reported to the head teacher and, in the case of a child, the class teacher and parents.

Telephone numbers for the local surgeries and the hospital are kept in the school office. Before phoning a surgery, check the child's details in the information files in the school office.

If a child needs to go to the surgery or the hospital parents should be informed immediately. If a parent is unavailable, a member of staff should accompany the child acting 'in loco parentis'. In an emergency an ambulance should be called.

Injuries to children or adults requiring hospital treatment, must be reported to the LA Health and Safety Officer. Full details must be reported to the head teacher, or in their absence, to the Assistant Head Teacher, so that a report can be completed.

### **21.1 Accident record book**

- An accident slip will be completed within the accident book as soon as possible after the accident occurs by the member of staff or 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 pupil'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.
- If a child receives a bump on the head, they will be given a "I bumped my head today" sticker in KS2 and sent home with a bumped head letter in the KS1. It is the responsibility of the person dealing with the accident to ensure that this happens. (These are kept with first aid equipment). The class teacher must be made aware of the incident so that the child can be monitored on returning to the classroom. Parents should be informed.
- The head teacher should monitor the accident book on a termly basis to assess any need for preventative action.

### **21.2 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 HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

#### **School staff: reportable injuries, diseases or dangerous occurrences**

These include:

- Death
- Specified injuries, which 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) which:
    - Covers more than 10% of the whole body's total surface area; or
    - Causes significant damage to the eyes, respiratory system or other vital organs
- 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
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the [job title of relevant member of staff] will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include, but are not limited to:
  - Carpal tunnel syndrome
  - Severe cramp of the hand or forearm
  - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
  - Hand-arm vibration syndrome
  - Occupational asthma, e.g from wood dust
  - Tendonitis or tenosynovitis of the hand or forearm
  - Any occupational cancer
  - Any disease attributed to an occupational exposure to a biological agent

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

### **21.3 Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences**

These include:

- Death of a person that arose from, or was in connection with, a work activity
- An injury that arose from, or was in connection with, a work activity and the person is taken directly from the scene of the accident to hospital for treatment
- An accident “arises out of” or is “connected with a work activity” if it was caused by:
- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

Information on how to make a RIDDOR report is available here: [How to make a RIDDOR report, HSE](#)

#### **18.3 Notifying parents/carers**

The Class Teacher will inform parents/carers of any accident or injury sustained by a pupil in the Early Years Foundation Stage, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

#### **21.4 Reporting to child protection agencies**

The Headteacher, as the registered provider (or the Designated Safeguarding Lead acting on their behalf), will notify Gloucestershire MASH/Gloucestershire Encompass of any serious accident, injury, or the death of a pupil in the Early Years Foundation Stage while in the school’s care. This will be done as soon as reasonably practicable and in line with EYFS statutory requirements.

#### **21.5 Reporting to Ofsted**

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil in the Early Years Foundation Stage while in the school’s care, and any incident of food poisoning affecting 2 or more pupils while in the school’s care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

### **22. Staff Training and Induction**

1. Employees, supply workers and volunteers must have a valid Enhanced Disclosure Certificate issued by the Disclosure and Barring Service (DBS), or the Criminal Records Bureau (CRB).
2. Staff training is carried out at the beginning of the academic year. It is the responsibility of the head teacher to ensure that this takes place and to record the date it occurs. In addition, LEA training programmes are used when appropriate.
3. New staff, both full and part-time, receive induction training on appointment. This is the responsibility of the head teacher.
4. Work experience students and supply staff are given a school leaflet, which outlines procedures relating to health and safety.
5. It is the responsibility of the class teachers to ensure that no work experience student is given a task, which is deemed to be hazardous. Safety routines in the classroom should be outlined before the start of the work experience.

### **23. Insurance and Legal Obligations**

1. The governing body is responsible for the following insurance:
  - (a) Public Liability Insurance
  - (b) Insurance cover for community use of schools which details:-
    - Professional indemnity and liability cover for school governors
    - Employer's liability
    - Personal accident insurance
    - Third party claims
    - Hiring of County premises
    - Buildings
  - (c) School journey insurance scheme from LA is in place
  
2. It should be noted that the following are not covered by insurance:
  - (a) Equipment hired on loan
  - (b) Equipment owned by staff/pupils/community users
  
3. School and unofficial funds are covered by the authority, within the limits imposed for keeping money on school premises overnight in the safe.

### **24. Disabled Visitor, staff and pupils**

Access is available to all ground floor areas of the school. There is a lift to access the first-floor classrooms. Lift key is kept in the main office.

1. The toilets for use by disabled persons are situated:
  - shower room located opposite our main school office on the ground floor
  - the toilet in the main foyer, on the ground floor as soon as you enter the building
  - on the first floor located next to the lift

### **25. Monitoring**

This policy will be reviewed annually by the School Business Manager.

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

### **26. Links with other policies and documents**

This health and safety policy links to the following policies:

- First Aid and Medicine Policy
- Supporting pupils with medical conditions at school Policy
- Fire Risk Assessment
- Accessibility Policy
- Emergency Plan
- Premises Policy

Appendix A - Emergency Evacuation

Appendix B - General School Rules to Ensure Safety

Appendix C - Critical Incident Management Plan of Health and Safety Policy and Procedures

Appendix D – Location of Fire Extinguishers, Fire Alarm Testers and Emergency Door Release

## APPENDIX A

### EMERGENCY EVACUATION

The school has a 'flight, not fight' policy. Immediate evacuation of the building is paramount and staff are not required to attack fires with extinguishers. In the event of a fire the following procedure should be adopted:

#### ALL STAFF

If you discover a fire, raise the alarm using nearest call point. Staff should make themselves familiar with the various alarm points situated around the school.

On hearing the alarm, leave the building immediately using the nearest exit. Do not stop to collect personal belongings. Close the door behind you.

Reception and Year 1	to proceed to the assembly point at the back of the field via their outside doors.
Year 2 and Year 3	leave their classroom, via their external door and assemble at the assembly point at the back of the field.
Year 4 and Year 5	to proceed down stairwell 1 and to leave the building through the fire exit at the bottom of the stairs and line up at the assembly point, at the back of the field.
Year 6	to proceed down stairwell 2 and leave the building through the fire exit at the bottom of the stairs and line up at the assembly point, at the back of the field.

If any class is in the hall, then lead the children out through the hall doors and proceed to the assembly point at the back of the field.

If any class is in the Yoga Studio or Practical Room, then lead the children out through the external doors and proceed to the assembly point on the field.

All office staff,	including peripatetic teachers, to exit out of the main school doors to the assembly point on the piazza. Peripatetic teachers should supervise the child that they are with.
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All staff in the staff room,	to exit out of the external staff room door, then proceed to the assembly point at the back of the field
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Caterlink staff to exit out of external kitchen door, then proceed to the assembly point at the back of the field

Common sense should prevail – all teachers should lead their children out of the nearest fire exit.

Once children and staff are at the assembly point, teachers to take the roll call.

Do not re-enter the building until told it is safe to do so by the fire officer or Headteacher.

If it is safe to do so, staff discovering a fire should phone the fire brigade directly or inform a senior member of staff as soon as possible so that they can do so. The important point is that the emergency service is called as soon as possible – it does not matter if they are called two or three times by different members of staff.

#### TEACHERS

Ensure children evacuate calmly and in silence to the class designated assembly point on the field or on the playground. Call register and report outcome to either the Head or member of the SLT. If it has not been possible to take register then teachers should do a number count.

#### HEAD TEACHER (or in their absence a member of the SLT)

Proceed to the field assembly point. Business Manager to proceed to the piazza assembly point and to communicate via mobile phones that everyone is accounted for. Account for all children, staff and other persons. Liaise with fire brigade. At lunchtimes, check toilets and sick bay and take occupants to assembly point at the front of the school on the piazza.

#### SUPPORT STAFF

Check toilets and take occupants to assembly point at the back of the field or on the playground. If working with a group in another part of the school, take them calmly to their class assembly point and ensure this is done in silence.

#### Students/Helpers/Visitors/Contractors

Leave building by nearest exit following instructions given to you. Proceed to assembly point either at the back of the field, on the playground or at the front of the school on the piazza.

#### MIDDAY SUPERVISORS and an alarm call at lunchtime

It may well be that a fire could occur at lunchtime. Many children will be outside on the playground/field or green and it will be the responsibility of the MDSAs to blow a whistle and organise children into class groups at the back of the field. Children and staff in the buildings should exit the building near the closest exit, in an orderly way and proceed to either the assembly point at the back of the field, on the playground or on the piazza at the front of the school. All MDSAs to exit onto the field.

#### BREAKFAST AND AFTER SCHOOL CLUB

Children in the Practical Studio/Yoga Studio should leave the building via the closest fire exit and assemble at the assembly point on the back of the field. Call the register as soon as possible and notify the head (or in the head's absence an assistant head) immediately if any children are not present.

## APPENDIX B

### General School Rules To Ensure Safety

1. Jewellery should not be worn by children, particularly earrings (studs can be worn), necklaces or bracelets.
2. Hair longer than shoulder length, should be tied back during the school day
3. Children must walk in school
4. Children are not allowed to:
  - play with doors and windows
  - climb on furniture
  - shout and/or indulge in rough play
  - move around the school with shoelaces undone
  - play with water and/or sand in such a way that this becomes a danger to others

### Guidelines for Safety in P.E. Lessons

If stud earrings are worn they are removed or micropore tape must be brought into school to enable them to be covered during P.E. lessons

Staff should wear suitable footwear when taking P.E. or games lessons.

Children with long hair should have it tied back.

Children should not use any P.E. apparatus unsupervised.

Goggles are permitted in swimming lessons.

### Guidelines for the use of the Playground and the Field

Children:

- should walk in single file around the school on the left-hand side
- should not climb on any of the trees, fences or apparatus before, during, or after school
- should walk on paths around the school and not on the "road" areas inside the school grounds.
- must walk to and from the playground

Staff:

- should take care to monitor children when playing near shrubs and trees so that they do not become hidden.
- must be vigilant and report to the head teacher with regard to dog faeces, broken glass or other dangerous objects.
- Should monitor the use of the adventure playground areas to ensure that they are being used correctly.

## APPENDIX C

**CRITICAL INCIDENT MANAGEMENT PLAN**  
**OF HEALTH AND SAFETY POLICY AND PROCEDURES**

1. Emergency Procedures on Site
2. Emergency Drill
3. Emergency Procedures of Educational Visits
4. Emergency Procedures at the Site of Incident

Staff may be called upon to deal with an emergency either on the school site or away from the site during an educational visit or on a residential visit.

Teachers in charge of pupils have a duty of care to make sure that pupils are safe and healthy. Children should be supervised at all times.

Teachers have a common law duty to act as a reasonable parent would in any situation. In an emergency, teachers should not hesitate to take appropriate action and to take life-saving action if necessary.

If an accident happens, the priorities are to:

- Assess the situation;
- Safeguard the uninjured members of the group;
- Attend to the casualty;
- Inform the emergency services and everyone who needs to know of the incident.

Designated teaching and support staff are given first aid training every three years.

The following guidelines summarise what to do in the event of an emergency.

They outline:

1. Emergency procedures on the school site.
2. Emergency procedures on educational visits
3. Emergency procedures at the site of the incident
4. Dealing with the media.

More detailed information and advice is given in:

- The LA Health and Safety Manual
- The School Health and Safety Statement
- The Health and Safety of Pupils on Educational Visits, DfEE 1999
- Educational Visits and School Journeys Glos, LEA 1999
- School Security – Dealing with Troublemakers DfEE 1999

These are available from the Head or School Secretary.

**1. Emergency Procedures on Site**

Where an emergency or an accident occurs on the school premises, the Head or the most senior member of staff will be responsible for assessment of the situation and will take charge of the incident. The senior member of staff will report serious injury to pupils to parents immediately. Health and Safety Accident forms must be completed. These are kept in the main school office by our admin team. In the event of fire, gas leak, risk of explosion or other hazard, the person finding the hazard should sound the alarm and the building should be evacuated following the School Emergency Procedure.

## 2. Emergency Drill

- On the FIRST DAY of every term the children should be reminded of the procedure to be followed in the event of an emergency. It is particularly important that they know how to respond if the alarm sounds when they are not under the direct supervision of a member of staff.
- Once every term, the alarm will be sounded at a pre-arranged time and a complete evacuation of the building is to be carried out.
- At least once a year, the alarm will be sounded without previous warning and emergency procedure should be carried out.
- **WHENEVER THE ALARM SOUNDS IT MUST BE ASSUMED THAT IT IS A GENUINE EMERGENCY AND THE APPROPRIATE ACTION TAKEN**
- Staff should follow the evacuation procedures set out in Appendix A.
- Teachers should ensure that AS FAR AS POSSIBLE all doors and windows in their immediate vicinity are closed.
- Unless instructions are issued, to the contrary the staff close to the incident should telephone the appropriate emergency service after which they should proceed to the assembly point via the closest outside door (either the back of the field or the piazza at the front of the school). If this is not possible they should ask a senior member of staff to do so as soon as it is safe to do so.
- As soon as children are assembled teachers should check numbers against the registers and report any missing persons to the head, assistant head or person in charge of operations who will issue instructions for the search to be carried out. If registers are not available every effort should be made to ascertain if all children are present and accounted for.
- No person is to re-enter the building and no fire-fighting operations are to be undertaken without reference to the person in charge.
- Teachers must be aware of children who, although marked as present on the register, are temporarily absent for any reason (e.g. visit to dentist) and children who go home at lunchtimes.

Safety Officers and other professionals may need to isolate services to the buildings.

Main isolation points are:

Water	Boiler Room. Main water shut off/on switch. Main Water shut of valve is clearly mark with correct signage
Gas	Main Gas safety on/off located in the boiler room. Gas Emergency Shut off value located behind lockable Door with correct signage.
Electricity	All Electricity shut off/on and main control boards located in boiler room behind lockable unit, with clear signage for all to see. Located in the boiler room behind the staff room outside of building.

The plant room is checked daily by site manager and is kept locked at all times.

## 3. Emergency Procedures for Educational Visits

- Whenever children leave the school premises, the party leader must have:
- A list of children taking part in the visit/residential journey.
- The LEA pack containing standard procedures to be followed in the event of an emergency (sample included).
- A mobile telephone.

There must be a named contact person at the school base who will be available throughout the duration of the visit. The school contact's main responsibility is to link the group with the school, the parents and the LEA

(where appropriate), and to provide assistance as necessary. The named person should have all the necessary information about the visit. See DfES - A Handbook for Group Leaders (DfES/0566/2002 - kept in the Head's office.)

Before leaving, the party leader will provide the named contact person and the school secretary with:

- a list of names and telephone number of each child and each adult in the party.
- anticipated dates and times of arrival and return.

The party leader will inform all those taking part in the visit of the name of the person who will take charge if an emergency occurs.

In the event of an accident or emergency the party leader should inform the school at the first opportunity.

The named contact person at the school should respond by:

- ensuring that the group leader is in control of the emergency and establishing if any assistance is required from the school base;
- contacting parents. Details of parents' contact numbers need to be available at all times while the group is on the visit. The school contact should act as a link between the group and parents. Parents should be kept as well informed as possible at all stages of the emergency;
- liaison with LEA and/or governing body. The school contact should act as a link between the group and LEA and/or chair of governors and arrange for the group to receive assistance, if necessary;
- the reporting of the incident using appropriate forms, if necessary. Some incidents are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

#### **4. Emergency Procedures at the Site of the Incident**

In the event of an emergency:

1. Ascertain the nature and extent of the emergency.
2. Render first aid and attend to the casualty(ies).
3. Make sure all other group members are accounted for, are safe from danger and are well looked after.
4. Ensure emergency services are called. The police will take statements. An adult in the party should accompany any casualties to hospital.
5. Collect the remainder of the group and arrange for their return to base.
6. Arrange for one adult to remain at the accident site to assist or liaise with the search/rescue/emergency services.
7. Contact the centre where you are staying and inform them.
8. Contact the Headteacher and designated contact persons. Give them the following information:
  - Your name
  - Nature, date and time of the incident
  - Location of the accident
  - Details of the injuries
  - Names of all involved
  - Actions taken so far
  - Telephone numbers for future communication - for serious incident, try to identify alternative phone numbers as lines could become jammed.
9. If the press is involved before you have time to contact base, make no comment and refer them to the Headteacher or named contact person or to the local police.
10. The Headteacher/designated contact person should rapidly appraise the situation. Where the accident is clearly serious, he/she should immediately contact the Director of Education. Phone numbers of senior LEA staff are in the file - 'Educational Visits and School Journeys' - in the Head's office.
11. The Headteacher will arrange to contact parents as soon as possible and establish all necessary links locally.

12. Record names and addresses of witnesses and names of emergency service officers.
13. Restrict telephone calls to the essential and keep emergency lines as clear as possible.
14. Legal liability should not be discussed or admitted.