



Coleridge Primary School

Health and Safety Policy

April 2024

Review date: April 2025

Introduction

All employees should be familiar with the school health and safety policy and ensure that they work in ways that are safe and without risk to themselves, the pupils, other staff or visitors;

Staff should co-operate with those who have a duty to ensure health and safety by adhering to advice, instructions and procedures for health and safety; by reporting any unsafe practices which come to their notice; and by participating with the school to improve the standard of health and safety.

Safety policy statement

The Head Teacher of Coleridge Primary school fully accepts his responsibilities under the <http://www.hse.gov.uk/legislation/hswa.htm> "Health and Safety at Work Act 1974" to provide the resources to ensure the health, safety and welfare of both staff and pupils.

The school is committed to identifying, then eliminating or controlling, any hazards encountered in the school or on the site.

The Head Teacher will monitor this safety policy and revise it as necessary.

The school is committed to the safety of others, not employed by the school, who may be affected by the activities of the school, i.e. pupils, parents, volunteers, visitors, contractors.

This statement, together with the safety policy, will be communicated to all members of staff via the school's regular training sessions and through induction training for new staff. A copy of the policy is included on the school's website.

Roles and responsibilities

Governor

Whilst Governors do not have to actually implement the health and safety policy of the school, they do have a role in ensuring that the school has a suitable health and safety policy in place and that it is acted upon.

By ensuring that the health and safety policy is developed and implemented, the Governors will be discharging their legal requirement of ensuring the health, safety and welfare of the school's employees and the health and safety of those not in their employment i.e. pupils, parents, visitors and contractors.

The Governors must also ensure that the senior school management operates safe school premises with safe equipment, materials and substances.

The Governors should also ensure that the policies and standards laid down by the LA are adhered to.

To ensure that the above are in place, an Environmental, Health & Safety Committee (EHSC) has been set up by the Governing Body to meet every half term to discuss site management issues.

At least one governor will lead on Health & Safety to periodically inspect the school and ask specific questions of senior school management to ensure compliance.

Head Teacher

The Head Teacher retains overall responsibility for ensuring the health, safety and welfare of all the employees and the health and safety of pupils, visitors and contractors. The following duties normally relate to the Head Teacher but any of them may be delegated to suitable staff. Note that even if duties are delegated, overall responsibility rests with the Head Teacher to ensure they are carried out.

Head Teacher duties include activities organised on behalf of the school but being undertaken away from the school site.

The Head Teacher will:

- take day to day responsibility for all health and safety matters affecting the school;
- ensure compliance with health and safety law;
- together with school staff, assess and control the risks to persons from hazards within the school, and any of its activities, wherever they are undertaken;
- provide equipment and articles for the school that are adequate for their intended use, are correctly serviced and properly maintained;
- may delegate certain day to day duties to the School Operations Manager and Site Managers;
 - maintain first aid and accident reporting systems that are suitable for the school;
 - evaluate the need for health and safety training for school staff and arrange for its delivery;

- bring to the attention of the Governing body or the LA, any matter of health and safety that can not be resolved or is of substantial or imminent danger to any person;
- liaise with contractors, or their representative undertaking work on the school site, to ensure the safety of any persons exposed;
- ensure arrangements for fire prevention within the school are adequate and that suitable arrangements are in place for testing the fire alarm systems, fire fighting equipment, emergency lighting etc. and that records are maintained;
- ensure adequate fire drills are carried out and their results recorded;
- keep the school's health and safety policy under review and bring any amendments to the notice of all staff;
- ensure that adequate emergency procedures exist in relation to fire, gas leak, intruder etc.;
- ensure that the school has access to competent health and safety advice.

Deputy Head Teachers

The Deputy Head Teachers (DHTs) or Assistant Headteachers (AHTs) may be delegated any of the duties of the Head Teacher so long as they are aware that they have been delegated and are competent to carry them out.

The DHTs or AHTs will also assume the duties of the HT when deputising for the HT. It is therefore important that the DHTs and AHTs are fully familiar with all aspects of the school safety policy.

All Employees

All employees are to be familiar with the school safety policy and:

- ensure that they work in ways that are safe and without risk to themselves, the pupils other staff or visitors;
- co-operate with those who have a duty to ensure health and safety by adhering to advice, instructions and procedures for health and safety;
- report any unsafe practices which come to their notice;
- participate with the school to improve the standard of health and safety.

Site Managers (SMs)

The Site Managers have very specific and important roles to play in the implementation of the health and safety policy for the school.

The Site Managers will ensure:

- staff within their control are adequately trained or instructed to perform the duties for which they are employed;

- the COSHH assessments have been carried out, up to date, and the assessment sheets available to staff who need them;
- ensure hazardous substances, i.e. cleaning substances, are properly used, stored and disposed of;
- all staff using chemicals have been informed of the dangers from the chemicals they use and the control measures that are in place to prevent them from being harmed;
- all staff using chemicals are informed of the first aid treatment required in the event of them coming into contact with the chemicals;
- risk assessments have been carried out on all hazardous activities undertaken by the department i.e. using ladders, entering boiler rooms etc.;
- will liaise with SOM to ensure that any day to day issues regarding Health & Safety are immediately dealt with;
- the premises are maintained with regard to Health and Safety;
- will remove, isolate / contain any hazard;
- will make weekly inspections of the school site, paying particular attention to building and services conditions that could extend to being Health & Safety hazards;
- will ensure all entrances to school are cleared of ice & snow and grit is laid when necessary;
- will ensure the emergency exits are clear and that rubbish is not allowed to accumulate in unguarded areas in or around the school;
- will ensure that the fire alarm system is tested weekly and recorded on Smartlog;
- will ensure that fire, lighting and other premises checks are recorded and updated on Smartlog regularly;
- will liaise with cleaning supervisor to ensure all cleaning staff on site are compliant with Health & Safety regulations and fire evacuation procedures;
- will ensure all outside contractors are compliant with the school's Health & Safety regulations and fire evacuation procedures and will ensure they sign in and out at school office;
- will ensure the site is secure and safe as is reasonably possible – ensuring intruder and fire alarm systems are regularly maintained and working;
- to carry out checks as stipulated in the Legionella Management Policy.

School Operations Manager (SOM)/ Health & Safety Officer

- will liaise with the Site Managers to ensure that day to day issues regarding Health & Safety are immediately dealt with and report findings to HT/DHT and Governors and LA if necessary;
- will ensure Fire awareness and Fire Warden training is done by all staff and updated on Smartlog;
- will liaise with safety representatives;
- will manage all safety checks of equipment and appliances;
- will ensure, as far as practically possible, that security and safety arrangements are adhered to with regard to all visitors and contractors on site;
- will ensure staff First Aid Certificates are updated and training arranged as appropriate.

Teaching Staff and Teaching Assistants

- will ensure they are conversant with the Fire Evacuation Policy. Will regularly discuss fire evacuation procedures with the children and ensure all exits are kept clear. Be aware of alternative fire exit routes in school;
- will ensure they are properly conversant with Health & Safety, Critical Incident and Educational Visits policies and any other safety guidance provided to them by the school;
- will check classrooms regularly for any potential hazard or risk (*inc: loose plug sockets, broken furniture, extension leads or cables trailing on floor, uneven or wet floors and sharp tools or equipment left out*) isolate hazard and notify SBM or SM immediately.
- will ensure the safe use of PE equipment, including guidance on lifting and handling;
- will ensure the safe use of all materials and equipment used within the classroom and safe handling of specialised materials eg: hot batik wax, glue, scissors etc.;
- will ensure that materials and equipment used for classes are restored to their proper storage place when they are no longer needed. Common items requiring safe storage include PE equipment, electrical and mechanical items, cleaning materials and waste materials;
- will ensure cooking activities are supervised by responsible adults, ensure adult to child ratio is appropriate;
- will ensure all minor injuries or accidents regarding the children are reported back to parents or carers at the end of the day and are entered into the Accident Report Book;
- will ensure bumped head letters are sent home with children who have bumped their head in school, more serious bumps HT/DHT to be notified and parent notified immediately;
- notify the school office immediately if an accident has occurred or before a child is sent home unwell;
- will not lift heavy equipment or climb ladders when working alone;
- will monitor all children to ensure they are brought into the classroom and collected at the end of the day by a responsible adult – all concerns must be reported to the HT/DHT immediately.

Cleaners

- must ensure they are conversant with the school's Fire Evacuation Procedures;
- must report potential risks / hazards to Site Managers;
- must ensure all cleaning materials are kept in a safe, locked, controlled environment according to COSHH guidelines.

Outside Contractors

- must sign in and out at the school office – office will inform SM or SOM contractors are on site;
- if working during holiday time – must report to SM when arriving on site;
- must be responsible for their own safe working procedures and provide school with their own risk assessments.

Parent Helpers/Volunteers

- will work under close supervision and instruction of the class teacher;
- will always sign in and out at the school office and wear visible visitors lanyards.

Children

All children should be encouraged to: -

- comply with the school's Behaviour Policy and in all matters which affect their own and others personal Health & safety;
- express concerns to a member of staff relating to their Health & Safety in school and during school activities outside it;
- discuss or report their fears, concerns or problems to a member of staff eg: stranger alert, bullying issues or general day to day issues like flooding toilets;
- use toilets with consideration for others and wash their hands.

Arrangements or procedures for ensuring the policy is met.

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1. Accident Reporting

All accidents must be recorded in the school accident books located outside the West office and in classrooms on East. It is important that 'near misses' are recorded as well as actual accidents. Where possible, these books are checked for trends each term and a report given to the Health & Safety Committee.

The accident book should contain the following information:

- name of injured person;
- time, date and place of the injury,
- what happened to cause the injury,
- the injury sustained,
- treatment given,
- name of any witnesses.

A **major accident** is any incident howsoever caused in which any person on any part of the school premises at any time sustains injury resulting in:

- the fracture or suspected fracture of any bone
- an injury which results in the calling an ambulance and/or admission to hospital or
- the calling of any emergency service such as the police or fire brigade
- any loss or suspected loss of consciousness however temporary.

More serious accidents to pupils and any accidents to staff, visitors, or contractors should be notified to the LA. Notifiable injuries, as shown by the LA, should also be declared to the Health and Safety Executive local office.

If you need to call 999 from a mobile phone to request an ambulance (ie, if it is a very serious emergency where time cannot be lost asking someone to go to the office or a child/person cannot be moved), please use the following procedure:

- Let the emergency services know the exact location they need to come to (East/West and name the closest road; Haselmere, Crescent, Waverley or Crouch End Hill)
- Remain with injured/ill person as it is likely that the emergency services will want to talk to you about their condition
 - After calling 999 ask a colleague to let the office know you have done this
 - The colleague will give the office the name, class and location of injured/ill person
 - Office staff will give the colleague a copy of the child's personal/medical details from Integris which must be given to the emergency services when they arrive
 - Office staff will ring the parents of the child in question

- Office staff will alert other office staff as well as SLT, and let them know the location of injured/ill person
- An accident report must be completed as the emergency services will take this with them

If injured/ill person requires an ambulance but is able to walk or be carried to the office, allow office staff to request ambulance. You will need to remain with injured/ill person until ambulance arrives

- the first member of staff to whose attention the accident is drawn will go to and/or remain with the person who has had the accident ('the patient')
- that member of staff will send for the assistance of one of the persons listed as qualified to administer first aid (the 'first aider')
- Arrangements will be made to notify the Head Teacher or alternatively the Deputy Head Teacher and to call an ambulance through the School office
- If the patient is a pupil the Head Teacher or some other person nominated by the Head Teacher will notify a parent or guardian as soon as reasonably practicable
- If, on the arrival of the ambulance the patient (being a pupil) is to be transferred to hospital a person will be nominated by the Head Teacher to travel and stay with the patient until relieved by a parent or guardian

More serious accidents should be investigated to try to prevent it happening again. This investigation should be documented.

In the event of a **minor accident** the following procedure will be followed insofar as it is reasonably practicable:

- the first member of staff to whose attention the accident is drawn will call for the assistance of a first aider;
- the first aider will administer such care and/or treatment as they shall feel appropriate in all the circumstances;

Where a child has suffered a **head bump**, a letter is always sent home to advise the parent.

RIDDOR requires employers and others in control of premises to report certain accidents, diseases and dangerous occurrences arising out of or in connection with work. The school's H&S coordinator will report work-related accidents, including those caused by physical violence, if an employee is injured, wherever they are working: Detailed guidance about RIDDOR reporting and online reporting procedures is available at <https://www.hse.gov.uk/riddor/report.htm>.

2. Administration of medication

It is recognised that teachers do not have any obligation under their contract to administer medication to pupils and that such administration is on a voluntary basis. There is a requirement however under the DfE to assist pupils with medical needs:

- Only in exceptional circumstances, with a form from a doctor, will the school administer medication

- The medication will only be accepted with written authorisation from the parent or guardian.
- The written authorisation must contain clear instructions about the dosage and time of the administration.
- A standard form must be filled in by the family doctor.
- Medication, other than asthma inhalers, will be administered in the presence of another member of staff.
- The medication will be stored in a secure place; either in the office or the staff room fridge, if it is necessary to keep it cold.
- Child Health Care Plans are drawn up for pupils who require administration of medicine or medical procedures on a long term regular basis.
- On school trips, the trip leader will accept responsibility for the administration of medication.

3. Allergies

Some children suffer from food allergies and intolerances; some can cause anaphylaxis. Catering staff are aware of any allergies. The kitchens are given lists and photos of children with allergies. Children bringing packed lunches/snacks into school or food for an educational visit, are asked not to bring nuts or food containing nuts. Coleridge staff have training on how to support a child who may have an anaphylactic shock. A list of children with medical conditions is available in the staffroom, school offices and classrooms.

The school uses non-allergenic plasters and cotton wool.

Epi Pens: These are stored centrally and in the classroom. A list of persons trained in administering Epi Pens can be found in the H&S file in the West office.

4. Asbestos

It is the policy of the Governing Body that no work of any kind shall be undertaken by any staff employed at the school on any material which either contains or may contain asbestos.

The Control of Asbestos Regulations 2006 state requires that all material containing or having the potential to contain asbestos will be identified and their location marked. The survey to comply with these requirements has been carried out by the local authority building services department. A copy of the results of that survey is kept by the responsible person i.e. the Site Manager.

There is very little known asbestos in the school and any that the school is aware of is regularly checked to ensure it remains undisturbed. All contractors must check available information in the Asbestos Register before commencing work on site. An Asbestos Register, detailing the location of all asbestos in the school, is kept updated and is available in the school office for consultation by the site manager and all contractors working on site.

5. Asthma

Some children in the school are likely to have an asthmatic condition.

Details of all of the children in the school who have an asthmatic condition are contained in the school medical register to which all staff have access. A list of children with medical conditions is available in the staffroom, school offices and classrooms.

All teachers must be aware of the location of each child's inhaler and where spare ones are stored.

Inhalers are to be stored in the office and are clearly labelled. A record must be kept (a tally by the child) as to the number of times an inhaler is being taken. Any child who needs an inhaler regularly will keep it in the classroom.

In the case of a severe asthma attack: Dial 999 and ask for an ambulance. CALL PARENTS IMMEDIATELY.

6. Blood, avoiding contamination

All staff should be familiar with this procedure before having to handle blood.

- Wash hands first.
- Put on disposable gloves.
- Clean any wound as necessary or ask first aider to treat.
- Dress any wound if necessary.
- Dispose of the gloves and wipe or contaminated material in a plastic bag, seal if possible, and dispose of in the main bin. If there is a yellow bag system in place, use the yellow bag.
- Wash hands thoroughly again.
- Record incident in the accident book.

7. Chemical Safety

The most hazardous chemicals used in the school are the cleaning chemicals used by the cleaners or caretaker. These should be kept locked at all times when they are not being used. Teachers should not keep their own small stock, or spray, for their own cleaning jobs.

Chemicals and cleaning chemicals should always be stored in their own container with the original label and warnings showing clearly on the container.

Food or drink containers must never be used to store chemicals.

Only small quantities of the chemicals should be kept.

Any spillages should be cleaned up at once.

Children should be taught to recognise the orange warning symbols, which they may come across on household containers, such as bleach, disinfectants, lavatory cleaners, oven cleaners, paint stripper's etc., and warn of the dangers.

Protective clothing should be available when using chemicals.

COSHH assessments must have been carried out before using chemicals and the user informed of the dangers and control measures to be in place for that chemical. There should also be suitable first aid arrangements available for treating chemical splashes.

Reference: <https://www.hse.gov.uk/nanotechnology/coshh.htm>

8. Contractors on Site

Contractors on site will be supervised by the Site Managers. They must sign the in/out book kept for the purpose at each reception office.

Before any major work commences, a meeting will be held on site with the contractor to agree how the work is to be carried out.

Contractors will sign a contractor's responsibilities form before commencing work.

The school will only use contractors who are capable of carrying out the work in a competent manner, either by qualification or experience;

- are able to supply the resources to satisfactorily complete the job, without up front payment;
- are able to supply several satisfactory references, which should be checked;
- are members of the relevant trade association;
- have sufficient, and up to date Public Liability Insurance, ask for a copy of the certificate and keep it on file, diary date the expiry to check for renewal;
- have an up to date and meaningful safety policy;
- have documented risk assessments;
- agree to abide by the school safety policy and rules, in writing;
- clearly state what work will be done, at what cost, and by when, in writing, before the work commences so that understanding and agreement can be reached.

9. Electrical Safety

All portable electrical appliances should be tested as necessary. The frequency of the tests varies according to the equipment and where/how it is used.

Staff should visually check each item of electrical equipment before it is used. Look for signs of burning, damaged cables, loose covers etc.

Any faults must be reported to the SOM immediately and the equipment taken out of use until it is suitably repaired.

No one is allowed to work on any electrical circuitry or equipment unless competent to do so.

All staff need to be aware of the dangers of trailing cables and do not have trailing cables across walkways.

Four-way extension blocks should be secured to the wall or computer trolley to prevent them being tangled in feet. This prevents tripping hazards and damage to equipment.

The fixed electrical installation should be tested at five yearly intervals.

10. Infection

In the event of any spillage of body fluids or substances the first member of staff to whose attention such spillage is drawn will where circumstances permit remain in the vicinity of the spillage and send for the Site Manager whose responsibility it is to ensure that the spillage is cleaned.

All staff will endeavour to ensure that any pupil who has been in the vicinity of any such spillage and who might reasonably be supposed to have been in contact with such a spillage is referred to an appropriate adult for the purposes of making sure that such a pupil is clean and free from observable contamination from such a spillage.

All staff will be alert to other potential sources of infection such as animal droppings, dead or injured animals, birds and insects, discarded needles and condoms, bottles and other forms of waste not in any designated waste storage area.

In the event that a member of staff becomes aware that a potential source of infection exists, the source will be brought to the attention of the Site Manager as soon as is reasonably practicable, or in the absence of the Site Manager, the Head Teacher.

Such potential sources of infection should not be removed by staff unless they are protected by disposable gloves and in any event unless the member of staff is satisfied that they are able to remove the source to a designated waste disposal area easily without dropping the same and without the risk of coming into contact with pupils in the course of removal.

In the event of any pupil appearing to have contracted any potentially infectious disease any member of staff who has reasonable cause to believe from observation that such a disease may have been contracted will forthwith inform the Head Teacher.

Any member of staff who is diagnosed as having contracted an infectious or contagious disease will as soon as is reasonably practicable after the diagnosis inform the Head Teacher.

For the avoidance of doubt, infectious or contagious disease is intended to exclude the common cold, but includes influenza and Swine Flu.

Staff, pupils and parents will be informed of the circulation of an infectious or contagious disease (including food poisoning) by means of a Notice displayed at the School and/or by letter/Group Call or otherwise as the Head Teacher shall think fit.

Any outbreak affecting the School of a statutorily notifiable disease such as dysentery, mumps, measles, whooping cough and food poisoning (or any other outbreak regarded by the Head Teacher as unusual) will be brought to the attention of the Governing Body by the Head Teacher so soon as the Head Teacher thinks it appropriate and in any event no later than the next full meeting of the Governing Body. *(For the avoidance of doubt it is not the duty of the School to undertake the statutory notification process).*

Where practical, pupils will be discouraged from sharing or exchanging food or drinks. In the event that food is to be shared (e.g. fruit and drinks) every member of staff present shall use their best endeavours that all plates, knives, cups and other utensils are washed and clean before use.

11. Fire Safety

All staff, including supply teachers, are made aware of the fire safety arrangements and fire Assembly points. Fire Safety notices are displayed in every Classroom and Office.

Fire drills are carried out at least once per term. The time taken to evacuate the school is recorded. If it takes longer than the recognised time the drill will be carried out again (the time should normally be less than two minutes). Staff are made aware by email of any issues arising from a fire drill.

During the fire drill the Site Manager may block off one of the escape routes to more closely simulate a fire situation.

- All staff must ensure they are aware of the fire procedures.
- All pupils should be made aware of the procedure.
- Any faults on the systems must be reported immediately to Site Managers.
- Site Managers are responsible for ensuring that all fire extinguishers and other equipment are in their proper positions and a check to this effect will be made at least once every week. Glass fire alarms points will be tested at least once every week from a different point each time.
- All records of the alarm system tests and fire drills are to be kept by Site Managers.
- Fire signs are adequate and are updated when needed to comply with any changes to regulations or procedures.
- Fire extinguishers are to be serviced annually.
- Fire exits must not be blocked. All staff are responsible for ensuring that during the course of the school day all designated means of escape are free from obstruction or substances likely to cause a person to slip or fall. Any such obstruction or substance should be removed immediately where possible, or reported immediately to the Site Manager.
- Site Managers are responsible for checking at least once every school day that all designated escape routes are free from obstruction and that all fire doors can be opened without undue force.
- A Fire Risk Assessment Inspection is carried out annually.
- Only properly trained staff who are confident, are to tackle a fire if it is deemed safe and feasible to do so.

12. First Aid

The school will endeavour to have at least two three day qualified first aiders. All Teaching Assistants (TAs) will receive the basic one day first aid training.

First aid kits are available in the school and their contents checked and replenished as necessary by a First Aider. There are First Aid Stations in each middle area

Only first aid items may be held in a first aid kit.

Portable first aid kits are available, suitably stocked and taken on all visits away from the school.

In the event of a more serious injury, such as:

- unconsciousness;
- severe bleeding;
- object stuck in throat;
- deep cut that may require stitching;
- suspected fracture;
- severe asthma attack;
- severe reaction to bites or stings;
- swallowing or suspected swallowing of toxic substance;

Dial 999 and ask for an ambulance,
CALL PARENTS IMMEDIATELY.

13. Flammables

It is unlikely that the school should have any quantities of flammables, particularly flammable liquids. Some cleaning items however are flammable and some highly flammable. Where these items are used, no large quantities will be stored. Deliveries and orders will be kept to a minimum. Where such items are required in the school, they will be stored in a suitable, locked metal cabinet, in the cleaner's or site manager's store.

14. Inspections of the School

The school is inspected regularly by the H&S Committee and the Site Managers for any defects that could lead to an accident or ill health of any occupant. These inspections are carried out normally once per term and the results recorded and reviewed for actions taken.

The Governors on the Environmental, H&S Committee report back to the Governing Body on a regular basis.

15. Ladders and Stepladders

Extending Ladders

Where extending ladders are used, normally by the Site Manager, then proper instruction or training should have been received. Roof work, even retrieving balls, should not be undertaken during windy or severe weather.

Step Ladders, Kick Stools

There are sufficient stepladders or kick stools provided around the school to prevent staff from using chairs for access to high shelving or putting up displays.

There should not be any chairs in storerooms.

16. Legionnaires Disease

Legionnaires disease is caused by ubiquitous bacteria which are present in water systems and when allowed to colonise and proliferate can cause serious outbreaks of disease. This is recognised and an Approved Code of Practice (L8) has been issued by the HSE.

<https://www.hse.gov.uk/healthservices/legionella.htm>

Whilst it has frequently been associated with cooling towers it is also common in showers, whirlpool baths, spray taps and virtually any water system capable of generating airborne droplets which can be inhaled.

The advice in the Code of Practice will be followed on site. Specific actions will include removal of all shower heads and sterilising them prior to the commencement of each school year. Hot and cold water systems will be flushed through to remove any stagnant water from the system and storage tanks will be checked for any growth of algae. This will be undertaken by a competent person and records maintained with the Site Manager.

17. Lettings

The school has a lettings policy which specifies all health and safety requirements and expectations. We expect letting groups to abide by the requirement to consider their own first aid needs. The school Emergency evacuation procedure will be given to them to ensure they familiarise themselves with evacuation routes. Lettings groups must keep in touch throughout their time at the school with the Site Manager.

18. Manual Handling

All staff are made aware of the risks associated with manual handling.

Staff are advised to avoid manual handling as much as possible. Manual handling includes lifting, pulling, pushing, moving and carrying. Where there are manual handling tasks to be carried out then a suitable risk assessment will be carried out to determine if the risk can be reduced.

Where a manual handling assessment for a pupil is needed, it is likely that specialist assistance will be required.

Where staff have to carry out manual handling operations then the appropriate level of training will be provided.

Seeking assistance with the task can often reduce the risks for simple handling tasks.

19. Office Safety

The office is checked to ensure that trailing cables from computers do not cause tripping hazards.

A Display Screen Assessment is carried out to ensure that the office staff are not exposed to risks from repetitive strain injury or work related upper limb disorder.

There is adequate storage provided for files etc.

Space under the desk and open floor areas are not used for storage.

20. Off Site Visits

An off site visit is any visit where the children are taken away from the school site. All parents are asked to sign a general Consent Form to give permission for their child/children to go on an offsite visit. Parents will be emailed at the beginning of each year to check that they are still happy to go along with their consent.

Risk assessments will be completed and documented for all off site visits. Where the visits are regular visits, such as to the church or swimming pool, a generic risk assessment will be completed then reviewed each year as necessary.

The designated visit leader must fill in the Evolve proforma at least two weeks before a visit takes place and ensure all aspects of the form have been completed and are followed.

All arrangements for off site visits must be checked by the Head Teacher and EVC before the visit commences.

Staff must brief all adults before departure to ensure they are familiar with the organisation of the day.

Hi-Vis Tabards are worn on all school trips.

Where activity providers are used then their competency is to be checked.

The risk assessment process determines the level of first aid cover on the visit.

First aid kits are always taken on the visit.

21. New and Expectant Mothers

An appropriate risk assessment needs to take place to take into account any risks to staff who are new or expectant mothers. These include women who are pregnant, those who have given birth in the last six months or who are breast feeding.

The Head teacher will consider whether working condition need be altered in order to avoid risks

22. Risk Assessments

Risk assessments will be carried out by the school to comply with legislative requirements. The risk assessments will be led by the EH&S committee, but will include as many staff as possible.

The risk assessments will look at the hazards encountered, who may be harmed by them, how they may be harmed, the control measures that are in place or need to be put in place.

The findings of the risk assessment will be brought to the attention of staff and the assessment reviewed and revised as necessary.

The review will take place at least annually but will also take place if there are changes that require it, such as building work being carried out at the school.

23. Safety Training

All staff should have H&S induction training and sign to say they understand procedures.

The safety training needs of the school will be considered by senior school managers and the appropriate training arranged for staff.

The Head Teacher will arrange refresher training as necessary.

24. Security

The school should be secure during the day. Doors should not be left open where this would allow access to people.

Visitors to the school are directed to the main reception by signs outside.

Visitors, even regular visitors, contractors etc, should sign the visitor's book at reception.

The school will give visitor lanyards to all visitors.

Visitors should sign out at the end of the visit.

Intruders

If staff encounter anybody in the school who is not known to them and not wearing a visitor's lanyard they must challenge them by asking, "Can I help you? Are you looking for reception?" Should the person be unable to account for being in the building they should be asked to leave and followed until they exit the building. The Headteacher should be informed immediately of such situations.

In the event that any person loitering without good reason in or around the School premises refuses to leave when asked by any member of staff, no member of staff should attempt to enforce their removal. The police should be called.

Should any conflict arise the office should be notified and the police called.

Valuable equipment

- An Asset Register of all valuable equipment (over £500) will be compiled and maintained by the School Operations Manager.

Personal property

- Staff are responsible for the security of their own personal items.
- Pupils are discouraged from bringing valuables into school
- Pupils can ask the class teacher or secretary to look after small quantities of money they may bring in to school.
- Parents are reminded to identify pupils' clothing by securing nametags to them.

Cash

- All cash is kept in the school safe or dedicated strong room. Cash is not stored on the premises for longer than necessary.

25. Safeguarding Children

All staff are aware of the school's policy on Child Protection (CP). The school SENDCo and Assistant Head, Corinna Phillips, is the Designated Safeguarding Lead (DSL). All other members of the Senior Leadership Team, Leon Choueke, Ben Strange, Louise Foulkes and Tim Ibbotson, and the Well-being Lead, Kirstie Henry, are deputy DSLs. These staff members make up the school's Safeguarding Team.

The school operates safe recruitment procedures, ensuring the appropriate checks are carried out on all staff and volunteers.

26. Stress & Well-Being

The school's policy on stress is:

- Staff are aware that stress is not a sign of weakness and that it should be discussed openly.

- Staff are encouraged to support one another.
- The HT and senior school managers are aware of the signs of stress and aim to provide support where necessary.
- Particular attention is paid to signs of stress during difficult periods
- Staff Well-Being Surveys are carried out annually
- There are staff social occasions throughout the year
- Staff yoga and exercise sessions are held in school
- Staff have access to the school counsellor and she can signpost about where to go for further support if necessary
- INSET training on emotional well-being for children and adults

27. Waste

The arrangements for removing waste from the school are reviewed annually to ensure they remain satisfactory.

Clinical waste must only be disposed of in yellow bags.

Waste bins are located in the Ladies Toilets and in the Year 6 female toilets for sanitary and medical waste and are emptied on a regular basis.

The Site Managers will ensure that all waste is removed from classrooms, offices and other general areas of the School at least once every day, and placed in designated waste collection areas.

The person responsible for the supervision of the kitchen will ensure that kitchen waste is similarly removed at least once every day and placed in designated waste collection areas.

The designated waste collection area is to be found by the service gates as well as the paper waste recycling area.

It is the responsibility of the Site Managers, subject to the management of the Head Teacher, to ensure that the designated waste collection areas are kept so far as is reasonably practicable given the nature of such areas, tidy and self-contained, and to ensure that no areas other than the designated waste collection areas are used for the collection or storage of any waste.

Waste from the designated collection areas will be collected by the disposal contractor at least once every week.

The Site Manager will report any infestation of rodents or insects, or any suspected infestation to the Head Teacher so soon as he becomes aware of the same.

In the event of any infestation or suspected infestation appropriate contractors and/or the LA will be engaged to eradicate it so soon after the discovery of the infestation as is reasonably possible.

All staff will use their best endeavours to ensure that materials and equipment are disposed of by the appropriate means.

28. Lone Working

Any members of staff who are working alone should observe the following:

- Any jobs which are likely to cause harm are NOT undertaken when there are no other members of staff on the premises.
- People at home informed of expected return time where possible.
- Jobs which require lifting are avoided at times when working alone
- Working at height not undertaken if working alone
- No toxic or harmful products used when working alone.
- Mobile phone carried at all times if working alone.
- Appointments avoided outside normal working hours.
- All areas have adequate lighting – reducing the risk of attack.
- Staff told not to attempt to resist or restrain anyone – give up any items demanded.

29. Playground and Gym Equipment

All Playground and Indoor Gym equipment will be inspected regularly.

Staff should carry out pre-use visual checks of equipment to identify obvious defects; this includes a visual sweep of playing areas prior to use to ensure any hazardous objects are removed.

It is an integral part of physical education to involve pupils in apparatus handling, particularly in gymnastics. However, this must be carried out in such a way as to reduce risk to pupils as far as is reasonably practicable. Pupils need to learn how to handle equipment safely according to their age and strength.

Procedures are put in place for the following:

- equipment stored with safe access for staff and young people
- staff monitor the condition of the equipment
- children know how to use equipment correctly
- the correct use of mats
- the disposal of condemned equipment
- young people involved in the safe handling of equipment
- annual inspections of fixed and large portable equipment and apparatus and fixed outdoor play equipment

30. Swimming Lessons

Teachers have a duty of care that operates for any activity in which children are involved; teachers cannot transfer that duty of care to anyone else.

In relation to swimming this means that:

- children are appropriately supervised when changing
- pupils are under control at all times
- a headcount is taken before, during and after sessions
- normal and emergency procedures are enforced
- teachers have an overview of the teaching of their children and the conduct of the class.

31. Emergency Situations

In the event of an emergency or major incident, the School Emergency Management Plan (SEMP) ensures that the school is prepared to provide appropriate emergency response to minimise the impact of the emergency and to ensure the safety and wellbeing of children and staff.

The school has pre-identified a selection of senior staff from within the school as the School Emergency Management Team to have responsibility for activating and implementing actions within the SEMP to coordinate the ongoing response to an emergency.

All staff have been informed of emergency procedures and practice sessions have been planned.

32. Snow and Ice

In the event of snow or ice the Site Manager, before the beginning of the school day, will give priority to the clearance of footpaths allowing such access to and egress from the school buildings as is reasonably practicable in all the circumstances.

If the School grounds cannot be rendered reasonably safe for use whether by reason of snow and ice or otherwise, the Head Teacher will be informed.

33. Site Inspections

Site inspections will be scheduled each half term by the SM and a governor on the EHSC. Staff will be asked for any issues during the walk around and any actions required reported to all staff and the Head Teacher, Leon Choueke for follow up action.

34. Pandemic

The school will follow Government guidance in the event of a pandemic. The school will try to remain operational as much as possible. A Risk Assessment will be drawn up setting out detailed control measures. If the school has to close, places will be available for vulnerable and key worker children on site, remote learning will be in place for all other children.

35. Supporting Policies and Procedures

- Accessibility Plan

- Asbestos Management Plan
- Contractors in School Policy
- COSHH Risk Assessment
- Educational Visits Policy
- Fire Safety Management Policy and Plan
- Legionella Risk Management Policy
- Legionella Management Written Scheme
- Lettings Policy
- Online Safety Policy
- Safety from Violence and Aggression Policy
- School Emergency Management Plan
- Supporting Pupils with Medical Needs Policy