



Blewbury Endowed C of E Primary School

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Health & Safety Policy

Approved by Headteacher	Signature	Date
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Approved by Chair of Governors	Signature	Date
Ann Parham		
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Our school is a place for all to belong. Through **love**, we nurture all to grow in their own unique way. We create an environment for all to flourish; to **forgive**, be **resilient** and **courageous**, making a difference to our community and the world beyond.

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1. Aims and Objectives

This policy is to establish and maintain a safe and healthy working environment to comply with the Health and Safety at Work etc. Act 1974 and subsequent regulations under the Management of Health and Safety 1999.

The aim of this policy is to:

- Prevent accidents and cases of work-related ill health;
- Provide and maintain a safe and healthy learning/work environment;
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site;
- Have robust procedures in place in case of emergencies;
- Ensure that the premises and equipment are maintained safely, and are regularly inspected.
- Manage Health and Safety risks in the workplace.
- Ensure that all staff, pupils and visitors are consulted and have the correct information/supervision in order to be healthy and safe.
- Review and revise this policy regularly.

The objectives are:

- All employees and contractors have a legal obligation to work and act with due regard to the Health and Safety of themselves and others, to cooperate in complying with statutory duties, and not to intentionally or recklessly misuse anything provided by the school in the interests of health, safety and welfare.
- To take all reasonable precautions to protect people by reducing risks both on and off site.
- To take prompt and appropriate action in the event of a hazardous situation developing, and of an accident and / or emergency occurring on or off site.

2. Legislation

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

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

At Blewbury School, we follow the [national guidance published by Public Health England](#) when responding to infection control issues.

3. Roles and Responsibilities

3.1 The local authority

Oxfordshire County Council has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's Interim Executive Board.

The Interim Executive Board delegates operational matters and day-to-day tasks to the headteacher and staff members.

3.2 The Local Governing Body (LGB)

The LGB has been delegated the responsibility for health and safety matters in the school, and in turn pass on the day-to-day responsibility to the Head teacher (Jo Reeder) and Health and Safety Lead (Heather Watts, Office Manager).

The LGB has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The LGB, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks;
- Inform employees about risks and the measures in place to manage them;
- Ensure that adequate health and safety training is provided.
- To regularly visit the premises and be aware of the school action plan.

3.3 Governors

- To monitor the allocation of funds based on suitable and sufficient risk assessments.
- Prioritise health and safety matters within the School Improvement Plan.
- Purchase and maintain equipment to British and European Standards.
- Have health and safety as a standing item on the agenda of all meetings.
- Carry out regular inspections as outlined in the Governors' Handbook.
- Cooperate with ODST and Oxfordshire County Council (OCC) on matters of health and safety and ALL related H&S Policy documentation.
- The Governor who oversees health and safety is Mr Matt Stone.

3.4 Headteacher

As the '**responsible person**', the Headteacher is responsible for implementing the health and safety policy and ensuring the health, safety and welfare of all the employees, pupils, visitors and contractors in their school. The responsible person may delegate such responsibility to nominated and **competent** person(s), but in delegating such responsibility and duty, the responsible person maintains overall leadership and management responsibility for ensuring, maintaining and evidencing compliance with the requirements of the Health and Safety policy.

- Line managing the Leadership Team.
- Allocating sufficient resources to meet health and safety priorities.
- Ensuring attendance on appropriate health and safety training courses (See the Learning Zone on Schools' Insite and/or contact the Health and Safety team for information on the training available.
- Liaising with the employer (OCC) over health and safety issues
- Regularly checking the Health and Safety toolkit/A-Z:
- Ensuring good communications by including health and safety issues in staff briefings, bulletins, and meetings (recorded agenda/minutes).
- Organising and implementing termly inspections in consultation with Trade Union Safety Representatives and Governors
- Overseeing the completion of the arrangements and risk assessments for all on/off site activities.

- Ensuring that health & safety is a criteria for performance management/ appraisal scheme
- Formulate and implement a policy for the management of critical incidents (Please visit the Health and Safety A-Z for Emergency Plans - CIEMP)
- Provide equipment and articles for the school that are adequate for their intended use, are correctly serviced and properly maintained in accordance with OCC and ODSST guidance
- 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 cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

In the absence of the Headteacher, the Health and Safety Lead assumes the above day-to-day health and safety responsibilities.

3.5 Health & Safety Lead (H&S Lead)

The H&S Lead is delegated the job of ensuring that Health and Safety procedures are carried out according to the policy

The H&S Lead is required to ensure that:

- All office risk assessments are completed and reviewed (Model risk assessment can be found on the A-Z, Risk Assessment).
- Visitors are registered wear a badge and are briefed on the emergency procedures.
- Hazard reporting and maintenance documentation is actioned
- Timely Accident and Physical and Verbal Abuse report is completed on the online reporting system. (Links to the Accident Reporting System are on the Health and Safety Pages on the Schools Insite)
- All appropriate risk assessments guidance and hiring documentation is completed for community use of the site
- All community users are registered and made aware of emergency procedures.
- All staff receive statutory fire awareness training annually and all other H&S training is regularly reviewed/refreshed as required.
- Adequately trained first aid cover is available for on /off site activities and periodic checks are made of the first aid arrangements and containers. (Please visit the A-Z for the First Aid at Work Policy)
- Organise the planned programmed maintenance of plant and equipment.
- Arrange for the annual electrical testing programme. (Please visit A-Z for policy on Portable Appliance Testing)
- Maintaining accurate records of all equipment and resources.
- Purchase and maintain all equipment and resources to County Council prescribed standard

3.6 Headteacher / H&S Lead

- Include health and safety in all new employees' induction.
- Undertake an annual health and safety training needs analysis of all employees (via Smartlog and/or contact the schools H&S team). Training matrix document available on the H&S A-Z.
- Monitor departmental documentation, risk assessments, practices, and procedures.
- Encourage and support employees in completing risk assessments for pupils giving cause for concern. (Model risk assessment can be found on the A-Z, Risk Assessment).
- Support employees with personal safety issues including stress. (Please visit A-Z for Stress at Work Policy)
- Ensure off site visits are approved and appropriately staffed. (procedures – EVC, guidance on A-Z)

- Review departmental coordinators risk assessments annually.
- Ensure all hazardous equipment and materials are appropriately marked, assessed, maintained, stored, and used by a competent person.
- Advise colleagues on the completion of risk assessments and ensure they are carried out, reviewed periodically and recorded.
- Annually undertake training needs analysis for their teams.
- Ensure health and safety is a standing item on all agendas.
- Check that pupils are aware of health and safety issues and that these are being continually reinforced.

3.7 Caretaker / H&S Lead

Ensure that the school follows the ODST/OCC procedures:

- when selecting a contractor (if applicable to job role)
- (Please visit A-Z for Contractor Management guidance)
- when completing a Self-Financed Improvement Project (SFN Form)
- (See guidance under 'S' on the schools Insite page)
- when liaising with contractors over health and safety matter (if applicable to job role).
- when monitoring health and safety issues on-site regarding either County or school appointed contactors.
- Carry out daily checks of the site and take appropriate remedial action.
- Prioritise and process the maintenance forms.
- Review progress with the Headteacher, SLT, or SBM on a regular basis (frequency to be determined locally).
- Ensure all employees and contractors are fully briefed on health and safety site issues.
- Complete all relevant risk assessments.
- Staff within their control are adequately trained and/or instructed to perform their duties safely.
- Carry out recorded termly fire drills, recorded weekly fire alarm tests, monthly checks of fire extinguishers/emergency lighting and maintain the Fire Safety Folder. (Please visit A-Z for Fire Safety Folder).
- Carry out monthly water temperature and maintain the water hygiene documentation. Ensure the WHRA is current and identified actions are addressed to comply with L8 regulations.
- Alert the Headteacher immediately of any issues relating to any identified hazards on site; site security, lone working, manual handling, working at height, slips, trips and falls etc., and anything related to COSHH management, Asbestos, Fire Safety, electrical issues.

3.8 All Employees

All employees to be familiar with, understand and to implement the school Health & Safety policy and other associated policies relative to the site.

All employees be familiar with, understand and feel confident to implement the emergency action plans for fire, first aid, CIEMP and off-site issues.

Employees should:

- ensure that they work in a safe manner and without risking injury to themselves, pupils, other staff, or visitors
- co-operate with their employer by adhering to the Health & Safety policy and related policies, advice, instructions, protocols, and procedures
- reporting any unsafe practices including defects, accidents, near misses and hazardous situations
- contributing to achievement, adherence to and improvement of Health & Safety standards
- complete and refresh as necessary (and applicable to job role) all elements of H&S training; manual handling, working at height, slips, trips and falls, lone working, DSE, COSHH etc., as determined by the Headteacher (Using Smartlog or other providers)
- adhere to ALL the schools associated Health & Safety policies
- use, but not misuse, items provided for your health, safety, and welfare

- do not undertake unsafe acts
- raise, without delay, health, safety, and environmental issues with pupils.

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

3.9 Teachers

- Teachers are responsible for the creation and completion of risk assessments for class based high risk activities and for educational visits (EVC, Kerry White, oversees this).
- Produce health and safety risk assessment guidance and documentation as appropriate especially in Art, Design & Technology, ICT, Science, PE, and off-site activities (please visit A-Z for Risk Assessment guidance in different classroom settings).
- 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
- Model safe and hygienic practice for pupils
- Teaching staff are aware of children in their class with a PEP(Personal evacuation Plan)

3.10 Visitors, Contractors and Parents

- Parents are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.
- All visitors to the school will sign in at Reception/school office and will be provided by a visitor badge to be worn for the duration of the visit and handed back to reception/school office on departure (badges may be colour coded as to whether or not said visitor has DBS clearance).
- Visitors will be collected from reception/school office by the member of staff concerned or escorted to the appropriate area of the school
- All visitors to be made aware of site-specific health and safety/emergency procedures on arrival at the school.
- Contractors will be informed of hazards peculiar to this site, e.g., asbestos.
- Follow evacuation procedures in the event of an emergency.
- COVID risk assessment will apply

3.11 Pupils

- Behave in a way that does not put their health and safety at risk or that of others.
- Observe standards of dress consistent with good health, safety and hygiene practices as set out in the schools' uniform policy/school specific H&S Policy
- Follow ALL safety rules including the instructions from staff given in an emergency situation
- Use, but not misuse, things provided for health, safety and welfare.

3.12 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. School will also refer to the using contractors form to ensure that they are compliant.

4. Site security

The Headteacher and H&S Lead 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.

All members of staff have access to the outside key safe and enter/exit the building using security codes. Chubb maintain the security alarm system. The Headteacher monitors the security system externally via a phone app. Securipol are the first point of call by Chubb. A staff emergency contact list is in place and logged with Chubb and OCC. A security and key holder procedure is in place.

5. Emergency Procedures

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises is reviewed regularly.

Emergency evacuations are practised at least once a term.

The fire alarm is a loud continuous bell.

Fire alarm testing will take place once a week.

New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks. All visitors and contractors are made aware of the fire evacuation procedure.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
- Staff and pupils will congregate at the assembly points. These are at the back of the playground or at the village Hall (located next door to the school)
- Class teachers will initially count the children then, if necessary, take a register of pupils, which will then be checked against the attendance register of that day.
- The Headteacher or office staff will take a register of all staff
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter

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

Some children in school have a Personal Evacuation Plan – Class teachers need to be aware of these plans and have reviewed them.

6. Hazardous Substances

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

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

Cleaning products that require Control of Substances Hazardous to Health (COSHH) risk assessments are completed by the H&S Lead and available to all employees who work with hazardous substances. Staff will also be provided with PPE, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information, in a marked locked cupboard (key kept in the office key safe).

Some cleaning products require decanting into usable containers or diluting for use. Cleaning staff will ensure that containers/spray bottles are labelled and that dilution follows the recommended guidelines on the original products.

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 that they have adequate ventilation

6.2 Legionella

- The water risk assessment has been carried out by Rochester Midland Corporation (RMC). RMC are responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book (monthly).
- This risk assessment will be reviewed every term and when significant changes have occurred to the water system and/or building footprint.
- The risks from legionella are mitigated by the following: a management plan/contract with RMC.

6.3 Asbestos

A register of asbestos is kept in the school. The school has some asbestos and its location is known;

- Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work
- Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe

7. Equipment

- All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place
- When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards
- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents

7.1 Electrical equipment

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely.
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them.
- Any potential hazards will be reported to the H&S Lead or the Headteacher immediately.
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed.
- Only trained staff members can check plugs.
- Yearly portable appliance test (PAT) will be carried out by a competent person.
- All isolators switches are clearly marked to identify their machine.
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions.
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.

7.2 PE equipment

- Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely. A yearly safety check is carried out by an external company.

- Any concerns about the condition of the gym floor or other apparatus will be reported on the Health and Safety list in the office.

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

7.4 Specialist equipment

Currently the school has no need for specialist equipment. However should the need arise, staff will be trained accordingly and storage provided if necessary.

8. Lone working

Lone working (by prior arrangement with the Headteacher) may include:

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

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure that they are medically fit to work alone.

A Lone Working risk assessment is in place.

9. Working at height

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

In addition:

- The caretaker 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.
- Ladder safety monitoring is carried out (6 monthly checks) and recorded.
- Access to high levels, such as roofs, is only permitted by trained persons.
- Staff are required to carry out on-line Ladder Safety training (via Smartlog).

10. Manual handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

Manual handling training will be provided as well as proper mechanical aids and lifting equipment if necessary.

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
- Staff are required to carry out on-line Manual Handling training (via Smartlog).

11. Off-site visits

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

- Risk assessments will be completed where off-site visits and activities require them
- All off-site visits are appropriately staffed
- Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details
- There will always be at least one first aider on school trips and visits
- There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

12. Lettings

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

13. 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 to themselves to their line manager/headteacher(s) immediately. This applies to violence from pupils, visitors or other staff.

14. Smoking

Smoking is **not** permitted **anywhere** on the school premises.

15. Infection prevention and control

We follow national guidance published by Public Health England when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable. This includes additional hygiene measures and risk assessments associated with COVID.

15.1 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 (available in office and all classroom areas)

15.2 Coughing and sneezing

- Cover mouth and nose with a tissue
- Wash hands after using or disposing (safely) of tissues

15.3 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 (for example, nappy or pad changing)
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals
- PPE is stored in a marked cupboard in the hallway area. Further equipment supplies are located in the office.

15.4 Cleaning of the environment

Clean the environment, including toys and equipment, frequently and thoroughly. Cleaning materials and PPE are available for use.

15.5 Cleaning of blood and body fluid spillages

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

15.6 Laundry

- Wear personal protective clothing when handling soiled linen
- Bag children's soiled clothing to be sent home, never rinse by hand

15.7 Clinical waste

- Always segregate domestic and clinical waste, in accordance with local policy
- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins
- Remove clinical waste with a registered waste contractor
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection
- Contract in place for the disposal of washroom sanitary waste.

15.8 Animals (in the event of visiting animals) – no animals kept on-site

- Wash hands before and after handling any animals
- Keep animals' living quarters clean and away from food areas
- Dispose of animal waste regularly, and keep litter boxes away from pupils
- Supervise pupils when playing with animals
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet
- Risk assessment in place prior to event

15.9 Pupils vulnerable to infection

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the

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

15.10 Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by Public Health England, summarised in Appendix 1.

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

See separate risk assessment regarding COVID-19.

16. 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 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

17. 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. Refer to the Stress at Work policy.

18. Accident reporting / Investigations

18.1 Accident record book

- An accident form will be completed 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

18.2 Reporting to the Health and Safety Executive

Records will be kept of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

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

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These are:

- Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
 - Where an accident leads to someone being taken to hospital
 - Where something happens that does not result in an injury, but could have done

Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:

- The collapse or failure of load-bearing parts of lifts and lifting equipment
- The accidental release of a biological agent likely to cause severe human illness
- The accidental release or escape of any substance that may cause a serious injury or damage to health
- An electrical short circuit or overload causing a fire or explosion

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

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

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

18.3 Notifying parents

The class teacher/ responsible adult will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

Letters are also sent out to parents/carers to notify them if their child has had a head injury. Parents will be informed of any pupil bumps to the head by phone.

18.4 Reporting to Ofsted and child protection agencies

The Headteacher(s) will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The DSL will also notify the LADO of any serious accident or injury to, or the death of, a pupil while in the school's care. Details of the LADO and school Designated Safeguarding Leads are located on the reception and staff room noticeboards.

19. Risk Assessments

The Headteacher and Health and Safety Lead are responsible for ensuring that all risk assessments are completed prior to an activity.

Risk assessments need to be in place before:

- School trips
- School residentials
- Activities in science or Design and Technology where equipment is used that could lead to a health and safety issue such as mixing materials, use of scalpels or Stanley knives and hot works using a glue gun (this is not an exhaustive list).
- Use of the wildlife area.

- Use of the Village Hall
- Use of contractors

Risk assessments must be signed by the Headteacher / Health and Safety Lead. All risk assessments must be shared with staff and children who are attending the activity.

Copies of risk assessments can be found in the school office.

20. Training

Our staff are provided with health and safety training as part of their induction process (Smartlog and external providers). INSET training also takes place.

Staff who work with pupils with special educational needs (SEN), are given additional health and safety training where appropriate.

21. Monitoring

This policy will be reviewed by the Health and Safety Lead annually.

At every review, the policy will be approved by the Headteacher and the Governing body.

22. Consultation

Staff will be consulted on matters affecting their health and safety via the Health and Safety noticeboard, emails and at staff meetings. The staff Health and Safety representative is Heather Watts.

23. Links with other policies

This health and safety policy links to the following policies:

- First aid
- Critical incident Plan
- Supporting pupils with medical conditions
- Accessibility plan

1 Appendix 1. Recommended absence period for preventing the spread of infection

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

Infection or complaint	Recommended period to be kept away from school or nursery
Athlete's foot	None.
Campylobacter	Until 48 hours after symptoms have stopped.
Chicken pox (shingles)	<p>Cases of chickenpox are generally infectious from 2 days before the rash appears to 5 days after the onset of rash. Although the usual exclusion period is 5 days, all lesions should be crusted over before children return to nursery or school.</p> <p>A person with shingles is infectious to those who have not had chickenpox and should be excluded from school if the rash is weeping and cannot be covered or until the rash is dry and crusted over.</p>
Coronavirus – Covid 19	See updated government guidelines.
Cold sores	None.
Rubella (German measles)	5 days from appearance of the rash.

Hand, foot and mouth	Children are safe to return to school or nursery as soon as they are feeling better, there is no need to stay off until the blisters have all healed.
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
Measles	Cases are infectious from 4 days before onset of rash to 4 days after so it is important to ensure cases are excluded from school during this period.
Ringworm	Exclusion not needed once treatment has started.
Scabies	The infected child or staff member should be excluded until after the first treatment has been carried out.
Scarlet fever	Children can return to school 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the school or nursery, the health protection team will assist with letters and factsheet to send to parents or carers and staff.
Slapped cheek syndrome, Parvovirus B19, Fifth's disease	None (not infectious by the time the rash has developed).
Bacillary Dysentery (Shigella)	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.

<p>Diarrhoea and/or vomiting (Gastroenteritis)</p>	<p>Children and adults with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course is completed.</p> <p>For some gastrointestinal infections, longer periods of exclusion from school are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, school health advisor or environmental health officer will advise.</p> <p>If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.</p>
<p>Cryptosporidiosis</p>	<p>Until 48 hours after symptoms have stopped.</p>
<p>E. coli (verocytotoxigenic or VTEC)</p>	<p>The standard exclusion period is until 48 hours after symptoms have resolved. However, some people pose a greater risk to others and may be excluded until they have a negative stool sample (for example, pre-school infants, food handlers, and care staff working with vulnerable people). The health protection team will advise in these instances.</p>
<p>Food poisoning</p>	<p>Until 48 hours from the last episode of vomiting and diarrhoea and they are well enough to return. Some infections may require longer periods (local health protection team will advise).</p>
<p>Salmonella</p>	<p>Until 48 hours after symptoms have stopped.</p>
<p>Typhoid and Paratyphoid fever</p>	<p>Seek advice from environmental health officers or the local health protection team.</p>
<p>Flu (influenza)</p>	<p>Until recovered.</p>

Tuberculosis (TB)	Pupils and staff with infectious TB can return to school after 2 weeks of treatment if well enough to do so and as long as they have responded to anti-TB therapy. Pupils and staff with non-pulmonary TB do not require exclusion and can return to school as soon as they are well enough.
Whooping cough (pertussis)	A child or staff member should not return to school until they have had 48 hours of appropriate treatment with antibiotics and they feel well enough to do so or 21 days from onset of illness if no antibiotic treatment.
Conjunctivitis	None.
Giardia	Until 48 hours after symptoms have stopped.
Glandular fever	None (can return once they feel well).
Head lice	None.
Hepatitis A	Exclude cases from school while unwell or until 7 days after the onset of jaundice (or onset of symptoms if no jaundice, or if under 5, or where hygiene is poor. There is no need to exclude well, older children with good hygiene who will have been much more infectious prior to diagnosis.
Hepatitis B	Acute cases of hepatitis B will be too ill to attend school and their doctors will advise when they can return. Do not exclude chronic cases of hepatitis B or restrict their activities. Similarly, do not exclude staff with chronic hepatitis B infection. Contact your local health protection team for more advice if required.
Hepatitis C	None.

Meningococcal meningitis/ septicaemia	If the child has been treated and has recovered, they can return to school.
Meningitis	Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed.
Meningitis viral	None.
MRSA (meticillin resistant Staphylococcus aureus)	None.
Mumps	5 days after onset of swelling (if well).
Threadworm	None.
Rotavirus	Until 48 hours after symptoms have subsided.