

Highfield CE Primary School Health and Safety Policy 2025 - 2026



Approved by:

The Governing Body

Date: April 2025

Last reviewed on:

April 2025

Next review due by:

April 2026

Statement of Intent

The Headteacher and Governing Body recognise and accept that they are responsible for complying with health and safety legislation and for ensuring the health, safety and welfare of their employees and others who may be affected by the school's activities. The headteacher seeks to provide and maintain, so far as is reasonably practicable by the implementation of this School policy: its Arrangements and Procedures, Risk Management through Information, Instruction and Training:

- A positive culture and management system to ensure health and safety at work.
- Plant and systems of work that are made safe and without risks to health, through the appropriate implementation of this Policy, Arrangements and Procedures to manage the associated risks.
- Arrangements for the safe use, handling, storage and transport of substances and articles.
- Information, instruction, training and supervision that is necessary to ensure adequate health and safety at work.
- A place of work that is safe and without risk to health, where everyone is aware of their accountabilities and responsibilities.
- Adequate resources for carrying out this policy.
- Systems for identifying and assessing all hazards and risks associated with the school's activities including putting in place adequate control measures.

Introduction

- This Health and Safety Policy sets out the organisation and responsibilities required to implement the Health and Safety Statement of Intent (see section 2 and 3 organigram).
- This Policy must be read in conjunction with the Council's Health and Safety Policy and Arrangements for 'Managing Health and Safety', 'Risk Assessment' and Safe Working Procedures.
- The School Health and Safety Arrangement - Managing Health and Safety sets out the school's systems for managing health and safety and is based on the Health and Safety Executive (HSE) guidance document HSG 65 'Successful Health and Safety Management', which Southampton City Council and the School have adopted.
- The Arrangement - Risk Assessment sets out the Council's and School's procedure for undertaking a risk assessment and is vital to ensuring the management of health and safety.
- Safe Working Procedures have been developed to support this policy, they reflect the requirements set out in various Health and Safety Regulations and other statutory provisions. Safe Working Procedures (SWPs) are key to the development of management systems and the controls required to manage the risks identified by risk assessment. Headteachers and staff must read and implement SWPs that are applicable to their role.
- This Policy, its Arrangements and Safe Working Procedures can be found on <https://www.southampton.gov.uk/schools-learning/guidance-for-schools/health-and-safety/> where other health and safety information can be found pertinent to the school in the School Safety Advice Manual.

Legislation

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

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health

- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

The school follows [national guidance published by Public Health England](#) when responding to infection control issues.

Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#).

Roles and Responsibilities

The Executive Director - Wellbeing (Children & Learning) is Responsible for:

- Providing leadership on health and safety matters for the Directorate.
- Ensuring that the operation of the health and safety management system provides effective planning, organisation, control, monitoring and review of health and safety within the Directorate.
- Appointing a senior person within their Directorate as the Health and Safety co-ordinator.
- Appointing the headteacher to become the 'Responsible Person' for each property in their portfolio.
- Ensuring headteachers follow their responsibilities detailed within the Council Health and Safety Policy, its arrangements and Safe Working Procedures, holding them to account if they do not.
- Ensuring headteachers are competent to perform their role as detailed within this policy.
- Holding Joint Consultative Group meetings quarterly.
- Providing competent health and safety advice to schools through the Corporate Health and Safety Service.

The Governors have overall responsibility for:

- Ensuring the decisions, they make take into account the council's and school's health and safety policies and any applicable statutory provisions.
- Appointing a governor to have responsibility for monitoring the operation of the council's and school's health and safety policies.
- Ensuring that adequate resources are made available for carrying out of this policy.
- Ensuring the headteacher and the school management team, follow their responsibilities detailed within the council's and school's health and safety policies, its arrangements and safe working procedures, holding them to account if they do not.

The Headteacher is responsible for:

- The day-to-day management of health and safety of school activities, both on and off the school premises.
- Providing leadership on health and safety matters for the school.
- Ensuring that the operation of the health and safety management system provides effective planning, organisation, control, monitoring and review of health and safety within the school premises and grounds including off site school activities.
- Preparing implementing and maintaining a school health and safety policy (including organisation and arrangements) aimed at complying with the requirements of the council's health and safety policy at school level.
- Managing property assets and services in compliance with health and safety legislation, the Equalities Act and corporate property standards and all statutory workplace inspections.

- Liaising with the appropriate service provider (i.e. Corporate Estate and Assets or their own provider) and building occupants to establish where the lines of responsibility lay for the management of property assets and services (note: there may be a cross over of duties between the Responsible Person and other managers so these two roles must liaise with each other).
- Ensuring that on-line records of statutory servicing, maintenance and testing for the school are accessed periodically to check accuracy.
- Reporting accidents/incidents and investigating any significant health and safety failures and actioning the outcome of any investigations into their causes through the council's and school's reporting procedures.
- Ensuring employees follow their responsibilities detailed within the council's and school's health and safety policies, their arrangements and safe working procedures, holding them to account if they do not.
- Ensuring staff are competent to perform their role as detailed within this policy.
- Holding School based Joint Consultative Group meetings termly.
- Ensuring their duties as the 'Responsible Person' for the school property are carried out by staff who are aware of their duties (including Corporate Property Standards) and have sufficient ability, resources and training to be able to carry them out properly (see SWP Property Management and Compliance). (In any school premises where there are employees of more than one employer, the relevant Senior Managers must liaise in making the appointment).
- Accessing competent health and safety advice.
- Accessing Occupational Health provision.

All employees with management or supervisory roles are responsible for:

- Ensuring that the operation of the health and safety management system provides effective planning, organisation, control, monitoring and review of health and safety within the school and its departments.
- Informing their line managers of any breaches of the council's and school's health and safety policies, their arrangements or safe working procedures.
- Ensuring staff are competent to perform their role within this policy.

All Employees – it is the duty of all employees while at work:

- To carry out their duties in line with the council's and school's health and safety policies, their arrangements and safe working procedures.
- To take reasonable care for their own health and safety and that of other persons who may be affected by their activities.
- To co-operate with the School to ensure that any relevant statutory provisions are complied with.
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.
- To report all accidents, incidents or near misses and violence/abuse to their immediate line manager and record them on the councils Health and Safety Management System (HSMS).
- To report any unsafe work situation or equipment defects to their immediate line manager and record on HSMS.
- To use any equipment or substance provided in accordance with any training or instruction given.

The Corporate Health and Safety Service is responsible for:

- Ensuring that schools are aware of their responsibilities and requirements to comply with relevant statutory provisions and codes of practice and to identify where the school is not compliant.
- Providing competent health and safety advice to schools in line with council policies and procedures.
- Creating and maintaining the schools' Health and Safety Policies, Arrangements, Safety Working Procedures and School Safety Advice Notes in conjunction with schools' staff.
- Advising and reporting on areas of health and safety management that are lacking, inconsistent or not in accordance with good practice to headteachers and council.

- Advising and supporting schools where necessary on the production of risk assessments and localised procedures.
- Supporting headteachers when carrying out accident investigations and when implementing and monitoring corrective actions.
- Assisting the school and council in liaising with enforcement authorities.
- Issuing periodic health and safety bulletins on changes to legislation, updates to the council's and schools' Health and Safety Policy, safe working procedures, schools' safety advice notes, training/briefing sessions, and results from accident investigations, audits and inspections.

The Occupational Health Service is responsible for: (*Smart Clinic*)

- The provision of an appropriate level of expertise, to assist the school to maintain a healthy workforce.
- Advising on candidates' fitness for work to undertake the duties concerned.
- Advising headteachers of the prognosis for the return to work or continuing absence of their employees.
- Providing pro-active health promotion services and expert advice to schools and employees to help the workforce to stay healthy.
- Providing health surveillance activities to enable the council and school to meet their statutory obligations.

Corporate Estate and Assets is responsible for: (*Winchester Diocese*)

- Carrying out their contractual Construction (Design and Management) duties as required. This will include reviewing contractors' health and safety competence against a recognised standard prior to allowing contractors onto any construction related framework which schools use.
- Carrying out contractor inspections to ensure compliance with Section 3 of HSWA 74 where they are contracted to do so and in accordance with SWP Control of Contractors and building maintenance.
- Ensuring that all work undertaken on behalf of the school, by contractors, is undertaken with the appropriate levels of health and safety built in where they are contracted to do so.
- Ensuring that all contract documentation adequately addresses health and safety performance and that suitable monitoring arrangements are established to ensure the required level of performance is met where they are contracted to do so.
- Ensuring that compliance testing and inspection regimes related to school property, which are within the remit of Corporate Estate and Assets, are delivered in accordance with the contract.
- Actioning any necessary works arising for such inspections and statutory inspections in discussion with the client.
- Maintaining accurate records of required tests, inspections and certificates for those areas falling within the providers' remit.

The Responsible Person (Headteacher)

Complies with the requirements set out in SWP Property Management and Compliance.

School Joint Consultative Groups (JCGs) – The school operates a system of JCGs which are forums for school based trade unions and school management to discuss issues which include health and safety. They meet each term and are made up of management and school based trade union safety representatives. The following rules are to ensure JCGs are meaningful and effective:

- Each level of JCG must feed into the next level of JCG, for example, school to Teachers' Liaison Panel (ILP) and then to C&F Directorate.
- JCGs must be held termly.
- For an issue to be raised at a JCG, the person raising the issue must first be able to demonstrate they have raised the issue with the relevant line manager.
- Escalate any issues of a corporate nature to the Health and Safety Steering group that cannot be dealt with at C&F Directorate level for their consideration.

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.

Site security

Martin Hodder, Site Manager, is 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.

Martin Hodder (Site Manager), Rosie Walford (Headteacher), Rachael Bond (Deputy Headteacher) Mike Dodson (KS2 lead) and Charlotte Ellis (KS1 lead) are key holders and will respond to an emergency.

Fire

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

Emergency evacuations are practiced at least once a term.

The fire alarm is a loud siren.

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.

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 the Junior playground and the Highfield Church, Church Yard clearly marked by the shed.
- Fire marshals will check their areas as per their plans
- A register of pupils, will be taken which will then be checked against the attendance count of that day
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter

The school has 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.

A fire safety checklist can be found in appendix 1.

COSHH

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

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

Control of substances hazardous to health (COSHH) risk assessments are completed by Martin Hodder, Site Manager and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, 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.

All hazardous products are stored in a locked cupboard at both premises.

Any hazardous products are disposed of in accordance with specific disposal procedures. Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

Gas Safety

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

Legionella

- Water risk assessments are conducted on a regular maintenance schedule via a term servicing agreement with the Local Authority. The Contractor appointed by the Local Authority under service level agreement is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book. Information is also recorded on the Local Authority's compliance site.
- This risk assessment will be reviewed as per instruction by the Local Authority and when significant changes have occurred to the water system and/or building footprint
- The risks from legionella are mitigated by the following: temperature checks, heating of water, disinfection of showers, etc.

Asbestos

A service level agreement exists between the school and the Southampton City Council Asbestos team and they keep record of the location of asbestos that has been found on the school site. It is reviewed annually. This is also available at the school.

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

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 Martin Hodder, Site Manager immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs
- Portable appliance test (PAT) is carried out annually by Local Authority Electricians under service level agreement.
- 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 the Local Authority Electricians under service level agreement.

- Staff are aware they should not bring in electrical goods which are not PAT tested

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 Martin Hodder, Site Manager.

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)

Specialist Equipment

Parents are responsible for the maintenance and safety of their children's wheelchairs. In school, staff promote the responsible use of wheelchairs.

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

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.

Working at Height

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

In addition:

- The Site 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 roofs, is only permitted by trained persons

Manual Handling

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

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 via the Evolve system
- All off-site visits are appropriately staffed
- Staff will take a mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details
- For trips and visits with pupils, there will always be at least one first aider with a current paediatric first aid certificate
- For other trips, there will always be at least one first aider on schools trips and visits

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. Anyone letting from the school is responsible to produce their own risk assessment for their Club/Group.

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 immediately. This applies to violence from pupils, visitors or other staff.

Smoking

Smoking is not permitted anywhere on the school premises.

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.

Handwashing

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

Coughing and Sneezing

Please refer to all the guidance issued on COVID safety included in the school risk assessment

- Cover mouth and nose with a tissue, dispose of tissues in the lidded bins provided
- Wash hands after using or disposing of tissues
- Spitting is discouraged

Personal Protective Equipment

PPE should be worn as per COVID risk assessment as needed

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

Cleaning of the Environment

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

Cleaning of blood and body fluid spillages

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

Laundry

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

Clinical Waste

- Always segregate domestic and clinical waste, in accordance with local policy
- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins
- Remove clinical waste with a registered waste contractor

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

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.

Exclusion Periods for Infectious Diseases

The school will follow recommended exclusion periods outlined by Public Health England, summarised in appendix 4.

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

New and Expectant Mothers

Risk assessments will be carried out whenever any 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
- Coronavirus after 28 weeks

Occupational Stress

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

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

Accident Reporting

Accident record book

- Details of minor accidents/injuries 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
- Records held in the first aid and accident book will be retained by the school for a minimum of 7 years, in accordance with Local Authority guidance
- Details of serious accidents or incidents to staff or pupils which might require absence from school should be recorded on the Local Authority Portal

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 Health and Safety Executive and Local Authority 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 – <http://www.hse.gov.uk/riddor/report.htm>

Notifying Parents

The Headteacher or nominated person will inform parents 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.

Reporting Child Protection Agencies

The Designated Safeguarding Lead/swill notify the Multi Agency Safeguarding Hub of any serious accident or injury to, or the death of, a pupil in the Early Years Foundation Stage while in the school's care.

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. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

Training

Our staff are provided with health and safety training as part of their induction process. Staff who work with pupils with special educational needs (SEN), are given additional health and safety training.

Staff receive information and training about health and safety. This includes:

- how to assess risks specific for their job
- how to meet their roles and responsibilities identified within the health and safety policy

Staff whose work involves a greater element of risk have extra or specific training. The [HSE risk management guidance](#) provides information about when staff require specific training in, for example:

- using industrial machinery
- managing asbestos
- having responsibility for the storage and accountability for potentially hazardous materials in their buildings

DfE also provide information about the [safe storage and disposal of hazardous materials](#).

Inspections and Monitoring

Health and Safety Site inspections are carried out periodically.

The Health and Safety Governor and the Site Manager complete termly Health and Safety walks on both sites.

Arrangements for managing health and safety

Managing risk is just one part of health and safety management. We have arrangements in place to:

- make the right plans
- implement those plans
- check they are working
- act if they are not
- By doing this, you should be able to ensure:
- your risks stay controlled
- you provide a safe working environment for workers and others

Monitoring

This policy will be reviewed by Governors Resources Committee every 3 years.

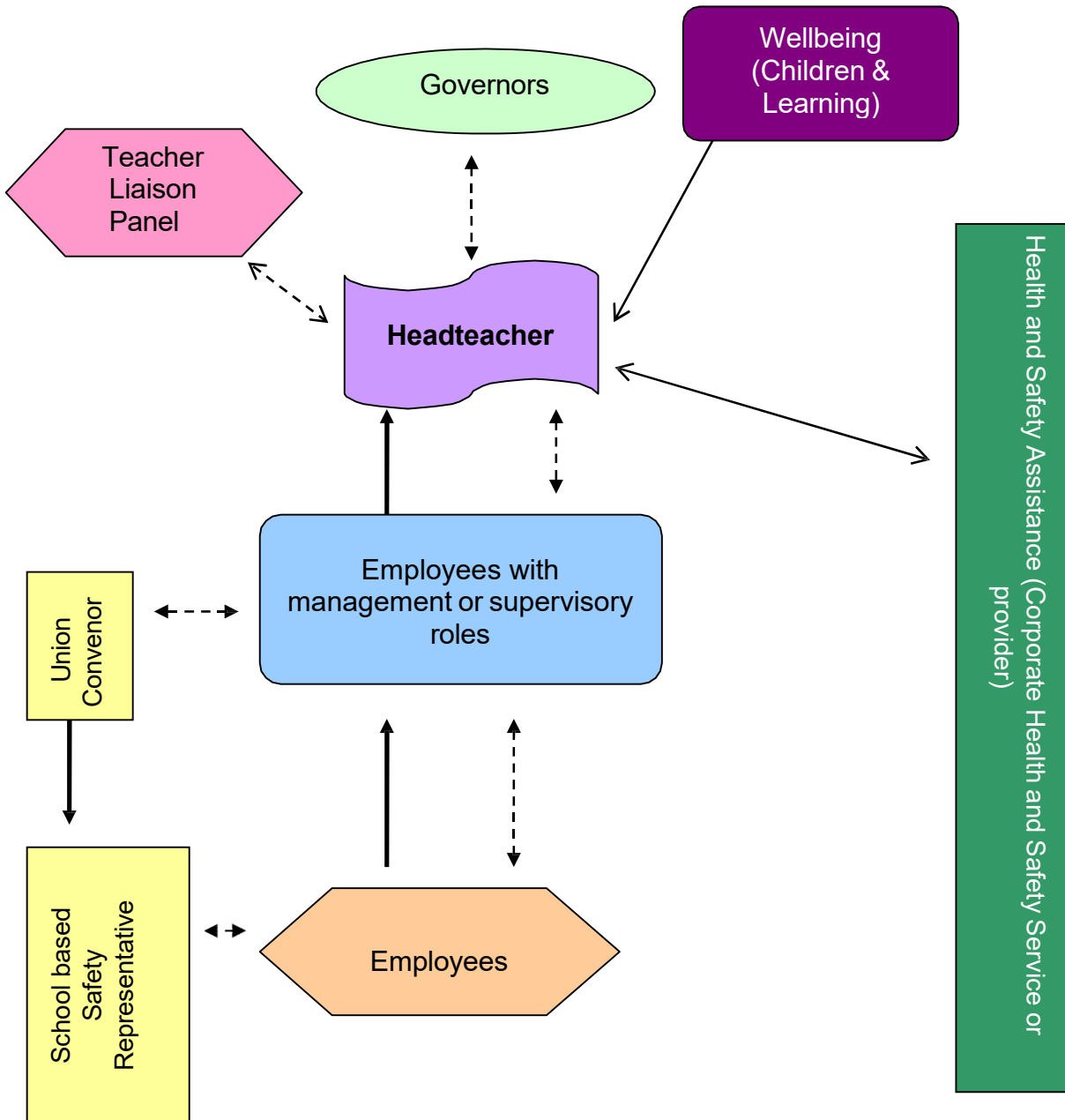
At every review, the policy will be approved by the Governors Resources Committee

Links with other policies

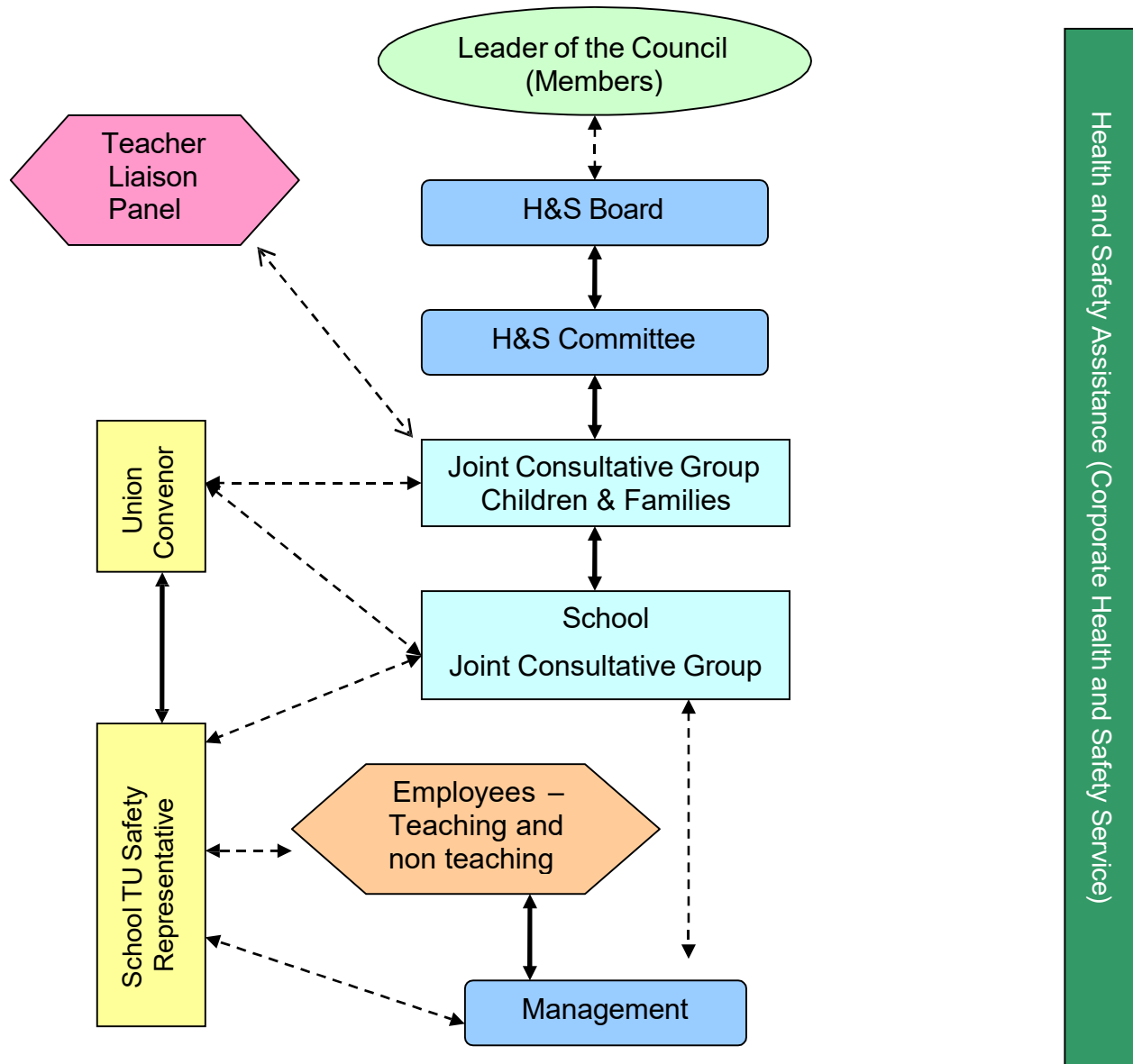
This health and safety policy links to the following policies:

- First aid
- Risk assessment
- Supporting pupils with medical conditions
- Accessibility plan
- EVC Policy
- Emergency Plan

Organigram Showing School Health and Safety Management Reporting Lines of Responsibility and Dotted Lined of Communication



Organigram Showing School Health and Safety Consultation Reporting Lines and Responsibility and Dotted Lined of Communication



Appendix 1. Fire safety checklist

ISSUE TO CHECK	YES/NO
Are fire regulations prominently displayed?	
Is fire-fighting equipment, including fire blankets, in place?	
Does fire-fighting equipment give details for the type of fire it should be used for?	
Are fire exits clearly labelled?	
Are fire doors fitted with self-closing mechanisms?	
Are flammable materials stored away from open flames?	
Do all staff and pupils understand what to do in the event of a fire?	
Can you easily hear the fire alarm from all areas?	

Appendix 2. Accident report

Name of injured person		Role/class	
Date and time of incident		Location of incident	
Incident details			
Describe in detail what happened, how it happened and what injuries the person incurred			
Action taken			
Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards			
Follow-up action required			
Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again			
Name of person attending the incident			
Signature		Date	

Appendix 3. Asbestos record

Location	Product	How much	Surface coating	Condition	Ease of access	Asbestos type	Comment
Roof	Asbestos cement	Whole roof	None	Fairly good	Difficult	White	
Store room	Pipes	6 x 3m	Metal case	Good	Medium	Unknown	

Appendix 4. 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)	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. 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.
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.
Diarrhoea and/or vomiting (Gastroenteritis)	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.

	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. If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.
Cryptosporidiosis	Until 48 hours after symptoms have stopped.
E. coli (verocytotoxigenic or VTEC)	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.
Food poisoning	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).
Salmonella	Until 48 hours after symptoms have stopped.
Typhoid and Paratyphoid fever	Seek advice from environmental health officers or the local health protection team.
Flu (influenza)	Until recovered.
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.