

Swalecliffe Community Primary School

Health and Safety Policy

Contents

KCC Children, Young People and Education Health and Safety at Work Act 1974	3
Aims	3
Legislation	3
Roles and responsibilities	3
The Local Authority and Governing Board	3
The Governing Board	3
Site security	6
Fire	7
Bomb/suspect package alerts	8
First Aid Arrangements	8
Safe Handling and Use of Substances (COSHH)	9
Gas safety	9
Legionella	9
Asbestos	10
Inspection of Premises, Plant and Equipment	10
Electrical Equipment and Communication Technology	11
PE & Outdoor Play Equipment	12
Display screen equipment	12
Specialist equipment	12
Lone working	12
Working at Height	12
Manual handling	13
Off-site visits	13
Lettings	13
Violence at work	13
Smoking/Vaping	13
Infection prevention and control	14
Personal protective equipment	14
Cleaning of the environment	14
Cleaning of blood and body fluid spillages	14
Clinical waste	14
Animals	14
Pupils vulnerable to infection	14
Exclusion periods for infectious diseases	15
New and expectant mothers	15
Occupational stress	15
Accident reporting	15
Reporting to Ofsted and child protection agencies	16
Training	17
Links to other Guidance	17
Useful contacts	18
Review of Policy	19
Appendix 1 - Infant Building	20
Appendix 2 - Middle Building	21
Appendix 3 - Junior Building	22

KCC Children, Young People and Education Health and Safety at Work Act 1974

Aims

Our school aims to:

- Ensure staff and pupils are safeguarded when on school premises, or engaged in off-site activities (e.g. school trips, sports events etc.)
- Ensure the premises for which they are responsible have safe access and access for all staff, pupils and visitors
- Provide adequate facilities and arrangements for welfare
- Provide and maintain safe plant and safe systems of work without risks to health
- Ensure safe use, handling, storage and transport of articles
- Provide suitable information, training, instruction and supervision to keep all staff, pupils and visitors safe

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

Roles and responsibilities

The Local Authority and Governing Board

Kent County Council has ultimate responsibility for health and safety matters in the school but delegates responsibility for the strategic management to the school's governing board. The governing board delegates operational matters and day-to-day tasks to the Executive Headteacher and staff members.

The Governing Board

The governing board has ultimate responsibility for health and safety matters in the school, either as an employer of school staff or because it controls school premises but will delegate day-to-day responsibility to the Executive Headteacher.

The governing body, as the employer, also has a duty to:

- Promote a strategic overview for health and safety
- Assess the risks to staff and others affected by school activities to identify and introduce the health and safety measures necessary to manage those risks
- Take reasonable steps to ensure that staff, pupils or visitors are not exposed to risks to their health and safety. This applies to activities on or off the school premises.
- Comply with any directions given by the LA concerning the health and safety of people in school, or on school activities elsewhere
- Make adequate provision for maintenance of the school premises and equipment within the school's delegated budget
- Inform employees about risks and measures in place to manage them
- Ensure that adequate health and safety training is provided
- Review and monitor the effectiveness of this policy

The Governor who oversees health and safety is **Mrs Jo Beck**

Executive Headteacher

The Executive Headteacher/Site Team are responsible for overall Health and Safety. This involves:

- Ensuring that this policy is implemented and reviewed annually or earlier if there are any changes in circumstances
- Ensure that employees' responsibilities regarding health and safety are included in their job descriptions and that it is adequately received and understood
- Ensuring there is enough staff to supervise pupils safely
- Ensuring that the school building and premises are safe and regularly inspected
- Ensure that any issues raised or complaints about unsafe premises, equipment or work practices are dealt with promptly
- Monitor and review all health and safety policies and procedures
- 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 the 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 Executive Headteacher's absence, the Line Manager (Health and Safety Lead) for the Site Team assumes the above day-to-day health and safety responsibilities.

Health and Safety Lead

The nominated health and safety lead is the: Line Manager for the Site Team and is responsible for health and safety day-to-day. This involves:

- Carrying out regular health and safety inspections (alongside the Site Team) and taking remedial action as appropriate
- Undertaking risk assessments, recording significant findings and reviewing annually, or sooner, if there is a change in circumstance
- Investigating any significant incidents resulting in an injury in a timely manner and taking remedial action as appropriate to avoid further similar incidents
- Liaising with KCC property and infrastructure support and/or the building maintenance

- consultants and/or with contractors to resolve property maintenance issues
- Ensuring that the requirements of any enforcement officer (e.g. HSE Inspector, Environmental Health Officer, Fire Liaison Officer, or Environmental Agency Inspector) are properly addressed
- Ensuring that emergency evacuation procedures and lockdown procedure are in place and tested to ensure validity
- Ensuring that adequate first aid provision is available and kept UpToDate at all times
- Seeking advice from other organisations or professionals (e.g. H&S Executive) when necessary

Staff

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

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work.
- Co-operate with their employer on health and safety matters.
- Work following training and instructions.
- Have a duty to inform the Health and Safety Lead/Site Team or Executive Headteacher of any work situation representing a serious and immediate danger so that remedial action can be taken.
- Not interfering with anything provided to safeguard their health and safety or others.
- Model safe and hygienic practices for pupils.
- Understand emergency evacuation procedures and lockdown procedures and feel confident in implementing them.

Site Team

The Site Team (Caretakers) holds responsibility for the day-to-day maintenance and other buildings/grounds issues. They will:

- Ensure that any work that has Health and Safety implications is prioritized.
- Report any concerns regarding unresolved hazards in school to the Health and Safety Lead/Executive Headteacher immediately.
- Ensure that all work under their control is undertaken in a safe manner.
- Carry out a daily check of the grounds and buildings to spot any disrepair or other hazards such as broken glass etc.. and ensure that the site is secure.
- Ensure that all cleaning staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling.
- Carry out a weekly test of the fire alarms.
- Ensure that all contractors are inducted and shown the relevant risk assessments, asbestos sites and are made aware of any fragile roofs or other hazards in the areas where they will be working
- Fully co-operate with health and safety arrangements during larger building projects

Pupils and parents

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

Safety Representatives

Safety Representatives of a Trade Union have the following functions. To:

- Represent employees generally and when they are consulted about specific matters that will affect the health, safety and welfare of the employees
- Represent employees when Health and Safety Inspectors from HSE or Local Authorities consult them
- Investigate accidents, near misses, and other potential hazards and dangerous occurrences in the workplace

- Investigate complaints made by an employee they represent about their health and safety or welfare in the workplace
- Present the findings of investigations to the Executive Headteacher
- Inspect the workplace
- With at least one other appointed representative, request in writing, when necessary, that a health and safety committee is set-up and attend Health and Safety Committee meetings as a representative of your employees
- The Executive Headteacher is responsible and accountable for acting on investigation findings to prevent a reoccurrence

Contractors

Contractors will agree on health and safety practices with the School Business Manager/Site Team before starting work. Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

Area Education Officers (AEO)

The AEO will take responsibility for the strategic overview of health and safety matters in schools and report concerns to the Corporate Director of Education, Learning and Skills. The AEO will raise specific health and safety issues with the health & safety Unit.

Name of AEO: Mr David Adams Contact No: 01227 284407 No: 03000 41 21 2

Site security

The Site Team are responsible for the security of the school site during and out of school hours. They are responsible for visual inspections of the site and the intruder and fire alarm systems.

The following staff are key holders and will respond to an emergency:

Mr Ben Cooper, Executive Headteacher
 Mr Kevin Cripps, Site Team - Caretaker
 Mr Tim Wills, Site Team - Caretaker

Capital & Premises Development and Infrastructure Management

- The Site Team ensures that regard is given to health and safety concerns when carrying out property maintenance plans for major maintenance and improvement works.
- The Site Team will ensure that property matters for which the local authority as the employer has statutory responsibilities (e.g. regular maintenance and testing of fixed electrical wiring or fixed gas appliances) are properly dealt with (if necessary, by taking premises or fixed equipment out of use). The Executive Headteacher is responsible for liaising with KCC property and infrastructure support and/or the building consultants and/or with contractors from KCC's preferred contractor's list to resolve property maintenance issues.

Visitors to the school site

- All visitors to the site shall be directed by clear signage to the reception and must report to the school office. Arrangements for signing in and out and identity badges will be provided, noting vehicle registration numbers where appropriate.
- Signage on the school site provides notification of fire arrangements in case of emergency.
- Blue Badge holders should advise the office on arrival.

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 Site Team keeps records in the Leadership office.
- 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

In the event of a fire: (please see Emergency Evacuation Procedure)

- 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 trained staff only, and only then, if they are confident, they can use them without putting themselves or others at risk.
- Staff and pupils will congregate at the assembly points, which are clearly marked throughout the site.
- Class teachers will take a register of pupils, which will then be checked against the attendance register of that day.
- The Attendance Office, or in their absence, a member of the Leadership Team, will take a register of all staff, using the Signing-in App
- Staff and pupils will remain outside the building until HoS/H&S Lead or emergency services say it is safe to do so.
- The school will have special arrangements in place to evacuate people with mobility needs, and fire risk assessments will also pay particular attention to those with disabilities.
- Health and Safety Lead/Site Team/Executive Headteacher will complete a Fire Report after the event

Kent Fire and rescue will be contacted by:

Executive Headteacher: Mr Ben Cooper

Head of School (Acting): Miss Leah Garton

Site Team - Caretakers: Mr Kevin Cripps, Mr Tim Wills

- All fire equipment: fire extinguishers, alarms, fire doors, safety signs and identification of escape routes, emergency lighting and other emergency equipment are regularly maintained by the Site Team, and a record is kept, which is monitored by the Health and Safety Lead
- Fire and Emergency Evacuation Procedures (Available on TEAMS). This document details the fire and emergency evacuation procedures for the premises. Staff should ensure they are familiar with these procedures and act upon the requirements.

Bomb/suspect package alerts

- Bomb alerts/ suspect packages will be handled following the school's emergency planning arrangements.
- The Executive Headteacher ensures that the bomb alert procedures are undertaken and implemented.
- Guidance on bombs/suspicious devices or packages will be circulated to staff annually.

Legal Requirements for Premises

- The school will comply with the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992 with regard to facilities for staff such as lighting, heating, ventilation, space, condition of floors and general welfare facilities.
- The school will comply with the arrangements of the Education (School Premises) Regulations 1999 with regard to school facilities such as washrooms for pupils and staff, medical accommodation and indoor temperatures.

First Aid Arrangements

- The HoS will ensure an appropriate number of designated and trained first aiders in the school.
- The first aid boxes are in the Main Office, First Aid Room, Infant Kitchen, Junior Kitchen, Site Team Office, Forest School, and each classroom.
- See the Staff Handbook for a full list of qualified First aiders.
- The Site Team and a designated member of the office staff will ensure an appropriate number of first aid kits are stocked and in date throughout the school. A First Aid risk assessment will be carried out by the Health and Safety Lead to determine the above factors
- The school will follow the procedure for completing incident/accident records via the Cognito form for recording accidents or the First Aid Book at Break and lunchtime. Parents/Carers will be notified via telephone or Arbor (depending on severity).
- The school will follow the KCC procedures for reporting injuries as stated in the KCC accident book.
- All reportable incidents under RIDDOR will be reported to the HSL by the school.

A defibrillator is located outside of the staffroom. Located in the staffroom is a set of spare EpiPens for trained staff to use.

HSE Contact Details: Health and Safety Unit, M3:26 Sessions House, County Road, Maidstone. Kent ME141XQ. Incident Contact Centre: www.hse.gov.uk

Safe Handling and Use of Substances (COSHH)

- The Head of School and/or The Health and Safety Lead (with support from the Site Team) are responsible for identifying all substances which need an assessment under the Control of Substances Hazardous to Health (COSHH) Regulations 2002
- Control of hazardous substances to health (COSHH) risk assessments are completed by The Site Team and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.
- The Health and Safety Lead will be responsible for checking and ensuring they are satisfied that all new substances can be used safely before they are purchased
- COSHH Assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest

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

Chemicals

Products containing chemicals

Fumes

Dust

Vapours

Mists

Gases and asphyxiating gases

Germs that cause diseases, such as leptospirosis or legionnaires disease

- All staff must use and store hazardous products following instructions on the product label. All hazardous products must be kept in original containers, with clear labelling and product information.
- All hazardous substances must be stored in locked cabinets or cupboards. Pupils must not have access or be exposed to any hazardous substance.
- All cupboards containing hazardous substances must be kept locked during school hours and not left unattended should they be opened
- Any hazardous products are disposed of following 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.
- Gas pipework, appliances and flues are regularly inspected and maintained.
- All rooms with gas appliances are checked to ensure adequate ventilation.

Legionella

- A water risk assessment will be completed by Skanska Facilities Assessor every two years.
- Such assessments will identify if there are areas where conditions exist which could support legionella bacteria growth and pose a risk to building occupants, the survey will also list any works required; and include details of future monitoring requirements that the school is responsive for.
- The Site Team is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water logbook, which is carried out every week.
- The risks from legionella are mitigated by the following actions: two weekly temperature checks, daily heating of water, and weekly shower run when not in use.
- This risk assessment will be reviewed annually when significant changes have occurred to the water system and/or building footprint.

Asbestos

- Property and Infrastructure Support will arrange for an asbestos management survey to be carried out every three years in line with KCC policy
- The Health and Safety Lead and Site Team will ensure that the KCC asbestos management policy is followed.
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work.
- Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe.
- A record is kept of the location of asbestos that has been found on the school site, and this is in the Leadership Office.
- The site team completes an annual check on all areas recorded with Asbestos.

Inspection of Premises, Plant and Equipment

- The Health and Safety Lead and the Site Team will arrange for formal inspections of the premises, plant and equipment to take place three times a year and draw up an effective maintenance and improvement programme
- All equipment and machinery will be maintained following the manufacturer's instructions and identified maintenance will be implemented by the Site Team and monitored by the H&S Lead
- When new equipment is purchased, it should be 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.
- Access to storerooms, boiler rooms, tank and plant rooms should also be checked, including checking for inappropriate storage of ladders and other equipment, in particular in and around intake cupboards
- Where damaged asbestos is encountered, or damaged is suspected, procedures as laid down in the KCC Asbestos policy will be followed.

Electrical Equipment and Communication Technology

- The Health & Safety Lead will ensure that suitable arrangements are in place for the safe use of Information Communication Technology
- 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 directs them.
- Any potential hazards will be reported to the Site Team immediately via the Cognito form or Channel 4.
- All Information Technology will be installed safely, with due consideration given to ventilation for server rooms and computer suites and to hazards such as asbestos and working at height.
- Where laptops are used, safe systems of work including charging and use of trolleys will be advised and implemented
- Assessments for users of Display Screen Equipment (DSE) will be carried out in accordance with the Health and Safety (DSE) Regulations 1992 (as amended in 2002)
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed.
- The KCC guidance on interactive whiteboards will be followed
- All staff should report on practices, equipment or physical conditions of equipment that may be hazardous to their Line Manager and/or Site Team
- All staff have a duty to report on all health and safety concerns to the Health and Safety Lead in a timely manner.
- Where necessary, a portable appliance test (PAT) will be carried out by a competent person.
- All isolator switches are clearly marked to identify their machine.
- Electrical apparatus and connections must not be touched by wet hands
- Maintenance, repair, installation, and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

PE & Outdoor Play 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 hall floor or other apparatus will be reported to the Site Team via the Cognito form, channel 4 or email.
- The equipment is inspected & certificated annually.

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 considered 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/carers are responsible for the maintenance and safety of their children's wheelchairs. In school, the staff promotes the responsible use of wheelchairs.
- Oxygen cylinders will be stored in a designated space, and staff will be trained in the removal, storage and replacement of oxygen cylinders when this occurs.

Lone working

Lone work may include:

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

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

If lone work is to be undertaken, a colleague will be informed about where the staff member 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 caretaking team 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 people.

Manual handling

- It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that lifting an item could result in injury or exacerbate an existing condition, they will ask for assistance.
- The school will ensure that proper mechanical aids and lifting equipment are available in school and that staff are trained in how to use them safely.
- 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 mechanical aid, such as a trolley, or ask another person to help.
- Take a 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.
- An online EVOLVE form will be completed for any 'Out of Area/County' trips, any trips that require an overnight stay or any trips that involve potentially high-risk activities
- All off-site visits are appropriately staffed to the correct ratios.
- Staff will take a school mobile phone, a portable first aid kit, and information about the specific medical needs of pupils, along with the parent's contact details.
- There will always be at least one first aider with a current first aid certificate on school 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.

Violence at work

We believe that staff should not be in danger at work, and we 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/Executive Headteacher immediately. This applies to violence from pupils, visitors, or other staff.

Smoking/Vaping

Smoking or vaping is not permitted anywhere on the school premises.

Infection prevention and control

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

Handwashing *(min 20 seconds)

- 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

Coughing and sneezing

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

Personal protective equipment

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

Cleaning of the environment

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

Cleaning of blood and body fluid spillages

- Clean up all spillages of blood, feces, saliva, vomit, nasal and eye discharges immediately using the Biohazard Cleanup Kit (located in the school office, in the First Aid room and the Inclusion Lead corridor) and wear personal protective equipment
- When spillages occur, clean using a product that combines a detergent and a disinfectant and use as per the 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 the Biohazard Cleanup Kit or disposable paper towels and discard clinical waste correctly.

Clinical waste

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

Animals

- Wash hands* before and after handling any animals.
- Keep animal living quarters clean and away from food areas.
- Dispose of animal waste regularly and keep litter boxes away from pupils.
- Supervise pupils when handling animals.
- Seek veterinary advice on animal welfare and health issues and the animal's suitability as a pet.

Pupils vulnerable to infection

Some medical conditions make pupils vulnerable to infections that are rarely 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). If exposed to either of these, the parent/carer will be informed promptly, and further medical advice will be sought.

Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by Public Health England, available via this [Exclusion table](#)

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 conducted whenever employees notify the school that they are pregnant.

Appropriate measures will be put in place to control the 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 their antenatal carer and GP at any exposure stage. Shingles are 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 encounters Measles or German Measles (rubella), they should inform their antenatal carer and GP immediately to ensure an investigation and appropriate action is taken.
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP, as this must be investigated promptly.

Occupational stress

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment. Systems are in place within the school to respond to individual concerns and monitor staff workloads. For further information please refer to our Staff Absence Policy

Accident reporting

- Any accident involving pupils is recorded in the Accident Book, which is located in the Front Office. If the accident involves a minor head injury the children are provided with a sticker and a 'bumped head' form to take home. Parents are also messaged via the 'Arbor In-app' on any injuries. Anything more serious that is deemed in need of emergency treatment / hospital attention, the parents will be phoned immediately.
- When an accident involves a staff member, an online Cognito form is completed by the staff member as soon as possible after the accident occurs by the member of staff or first aider who dealt with it and can be accessed via Microsoft Teams for reference.
- All serious injuries will be Risk Assessed by the Health and Safety Lead and actions will be taken in a timely manner, to prevent any further similar injuries.
- Should any of the accidents result in serious injury/death a RIDDOR online form will be completed by the Health and Safety Lead and recorded on CPOMs
- As much detail as possible will be supplied when reporting any accident
- Records are held in the Accident Book for all pupils and via the Online Cognito forms for staff and will be retained by the school for a minimum of 3 years, as per the Regulation 25 of the Social Security Regulations 1979, and then securely disposed of.

Reporting to the Health and Safety Executive

- The Head of School 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 Head of School / Executive Headteacher 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 the 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 serious injury or damage to health
 - An electrical short circuit or overload causes 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>

Reporting to Ofsted and child protection agencies

The Executive Headteacher 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 Executive Headteacher will also notify local child protection agencies of any serious accident or injury to, or the death of, a pupil while in the school's care

Training

Our staff are provided with health and safety training as part of their induction process.

- Staff who work in high-risk environments or with pupils with special educational needs (SEN), are given additional health and safety training.
 - [List of risk assessments, policies, and procedures to complement this policy](#)
 - Asbestos management
 - Bomb alerts
 - Control of chemicals hazardous to health (COSHH)
 - Display screen equipment (DSE)
 - Drugs and Alcohol
 - Electricity at work, including portable appliance testing
 - Emergency Lockdown Procedure
 - Emergency Evacuation Procedure
 - Fire – including responsibilities of the fire wardens
 - First aid requirements
 - Infection control
 - Legionella
 - Lone Working
 - Managing contractor
-
- Manual handling
 - Off-site visits
 - Pedestrian and people movement
 - Playground supervision
 - School events - Risk Assessments
 - School Facilities
 - Slips, trips and falls
 - Stress Management
 - Violence and Agression
 - Working at height.

Links to other Guidance

Health protection in children and young people settings, including education

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>

Useful contacts

Kent County Council Health and Safety Unit

Email: healthandsafety@kent.gov.uk

Health and Safety Advice Line:

Tel: 03000 418456

Location: Room 1.04 Sessions House, Maidstone, ME14 1XQ

Outdoor Education Unit

Tel: 03000 410901

Email: Outdoor.Education@theeducationpeople.org

Location: The Swattenden Outdoor Centre, Swattenden Lane, Cranbrook, TN17 3PS

Insurance and Risk Management

Lee Manser – Insurance Manager.

Tel: 03000 416428,

Email: lee.manser@kent.gov.uk

Location: Room 2.53 Sessions House. Maidstone. ME14 1XQ

Staff Care Services

Occupational Health, Mediation Services, and Support Line.

Tel: 03000 411411

Email: occupational.health@kent.gov.uk

Location: Park House, 110-112 Mill Street, East Malling, ME19 6BU

Classcare

Email: classcare.enquiries@kent.gov.uk

Location: Room 1.44, Sessions House, County Hall, Maidstone, Kent, ME14 1XQ

Health and Safety Executive

Location: International House, Dover Place, Ashford, TN24 1HU

Kent Fire & Rescue Service

Tel: 01622 692 121

Location: The Godlands, Straw Mill Hill, Tovil, Maidstone ME15 6XB

RIDDOR Incident Contact Centre

Website: www.riddor.gov.uk.

Tel: 0845 345 0055 (For reporting fatal/ specified, and major incidents only)

Online reporting: <https://www.hse.gov.uk/riddor/report.htm>

Employment Medical Advisory Service (EMAS)

The Executive's Employment Medical Advisory Service (EMAS).

Tel: 02089 958503

Location: PO Box 3087, London W4 4ZP

Association for Physical Education.

Tel: 01905 855584,

Email: enquiries@afpe.org.uk

Website: <http://www.afpe.org.uk>

Location: 117 Bredon, University of Worcester, Henwick Grove, Worcester. WR2 6AJ

Sustainability & Climate Change Team

Deborah Kapaj – Sustainable Estates Programme Manager

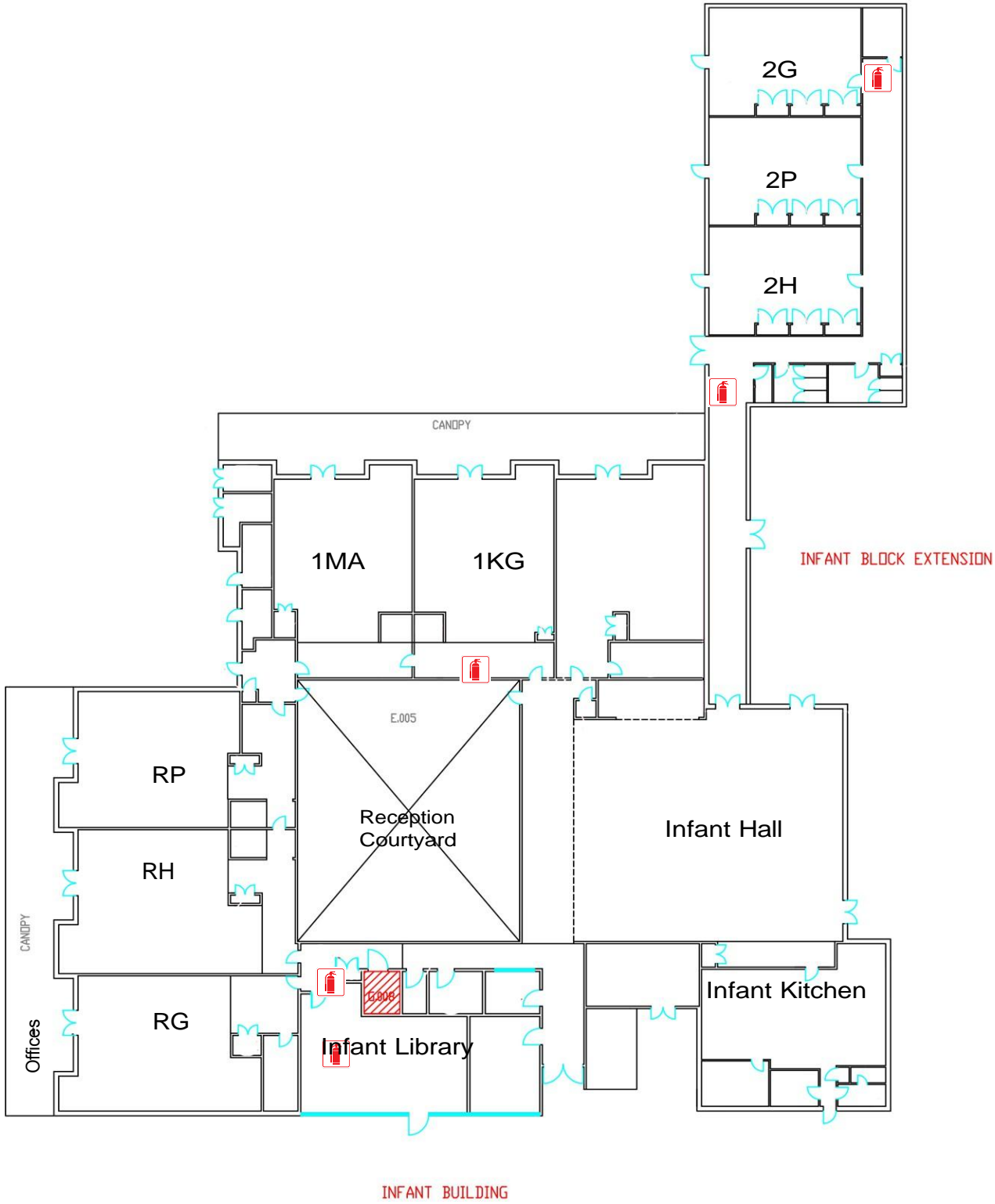
Tel: 03000 410237

Location: 2nd Floor, Invicta House, County Hall, Maidstone. ME14 1XX

Review of Policy

This policy is effective from its review date. The Governing Body will ensure the policy is reviewed to take account of any statutory regulation or associated guidance or changes in policy by Kent County Council's polic

Appendix 1 - Infant Building



Appendix 2 - Middle Building



Appendix 3 - Junior Building

