

Health and safety policy

Reedham Park School



Policy Reviewed:	E Fry	March 2019
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Policy Approved by Governing Board:	March 2019
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Next review due by:	March 2021
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1. Aims

Our school aims to:

- Provide and maintain a safe and healthy 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

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 (COSHH) 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 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.

3. Roles and responsibilities

3.1 The governing board

The governing board has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the headteacher.

The governing board 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 governing board, 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

The governor who oversees health and safety is Mr R White.

3.2 Headteacher

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

- Implementing the health and safety policy
- Ensuring there are 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

3.3 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 the school on health and safety matters
- Work in accordance with training and instructions
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Understand emergency evacuation procedures and feel confident in implementing them

3.4 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 member of staff.

3.5 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.

Chequers, the contract cleaning company, have their own Health and Safety and COSHH policies and procedures in place.

4. Site security

The Headteacher 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.

The Headteacher, Deputy Headteacher and Office Manager are key holders and will respond to an emergency.

5. 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 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.

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 point. There are two possible assembly points.
- Form teachers will take a register of their pupils.
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter

6. Control of Substances Hazardous to Health

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

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.

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

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 risks from legionella are mitigated by the fact that there are no water tanks and all water comes straight from the mains.

6.3 Asbestos

- 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
- A record is kept of the location of asbestos that has been found on the school site.

7. Equipment

- All equipment is maintained in accordance with the manufacturer's instructions
- When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards

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 headteacher immediately
- Portable appliance tests (PAT) are carried out annually.
- 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
- Any concerns about the condition of the gym floor or other apparatus will be reported to the headteacher.

8. Lone working

Lone working may include:

- Late working
- Weekend working
- Site duties

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.

9. Working at height

The school 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:

- 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
- Appendix 1 lists staff who have received guidance on safe use of ladders and stepladders.

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.

Staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear

- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

11. Off-site visits

When taking pupils off the school premises, the school 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 any school trip.
- There will always be at least one first aider with a current paediatric first aid certificate on Early Years school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

12. Violence at work

Staff should not be in any danger at work, and the school will not tolerate violent or threatening behaviour towards staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to the headteacher immediately. This applies to violence from pupils, visitors or other staff.

13. Smoking

Smoking is not permitted anywhere on the school premises.

14. Infection prevention and control

The school follows 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.

14.1 Handwashing

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

14.2 Coughing and sneezing

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

14.3 Personal protective equipment

- Wear disposable non-powdered vinyl or latex-free gloves
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals

14.4 Cleaning of the environment

- Clean the environment, including toys and equipment, termly in addition to daily cleaning.

14.5 Cleaning of blood and body fluid spillages

- All body fluid spillages (vomit, diarrhoea and blood) must be cleaned immediately. Gloves should be worn when in contact with body fluids. Absorbent granules should be dispersed over the spillage, left to absorb for a few minutes then be swept up into newspaper. This must then be placed in a sealed black plastic bag and put in the external dustbins for domestic waste disposal. The affected area should then be washed with warm water and detergent.
- A designated red dustpan and brush is available for body spillages.
- Hands must be washed and dried after removal of protective gloves.

14.6 Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by Public Health England, summarised in appendix 2.

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

15. New and expectant mothers

Risk assessments will be carried out whenever any employee 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

16. Occupational stress

The school are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors.

Posters and helpline contact details are on display in the staffroom.

17. Accident reporting

17.1 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
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years and then securely disposed of.

17.2 Reporting to the Health and Safety Executive

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

The headteacher will report these to the 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

17.3 Notifying parents

The form teacher 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.

17.4 Reporting to Ofsted and child protection agencies

The 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 headteacher will also notify the Croydon Single Point of Contact of any serious accident or injury to, or the death of, a pupil while in the school's care.

18. Training

Staff are provided with regular health and safety training.

19. Monitoring

This policy will be reviewed every two years.

At every review, the policy will be approved by the Governing Board.

20. Links with other policies

This health and safety policy links to the following policies:

- First aid
- Risk assessment
- Accessibility plan

Appendix 1

Staff trained on safe use of ladders and step ladders.

Gay Jones
Renu Sharma
Veena Daga
Cassie Ting
Pamela Prashad

Appendix 2. 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.

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>
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)	<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>
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.

Appendix 3

Safeguarding Information for Visitors and Contractors to Reedham Park School

We are committed to the safety and wellbeing of all our children, staff and visitors, therefore all visitors must agree to the following before being allowed access to the whole School site. Anyone whose actions/behaviour causes concern or who does not follow the requirements will be asked to leave the premises.

GENERAL

- Enter and exit the site from the main gate.
- On arrival you will be expected to sign in.
- You will be issued with a Visitor Badge which you must wear prominently at all times whilst on the school site.
- You must sign out when leaving the premises.
- Do not move around the school site unescorted. Please stay within areas that are necessary for your visit.
- Please do not interact with children unless instructed by a member of staff to do so.
- Please note that inappropriate behaviour or language on site will not be tolerated, in relation to children, staff and visitors.
- An accessible adult toilet is located next to the Staff Room - please do not use any other toilets during your visit.

SAFEGUARDING / CHILD PROTECTION

During your time in school, if you have any concerns or issues relating to Child Protection please report to a Designated Person.

They are:

- Miss D Russell (Headteacher)
- Mrs G Jones (Office Manager)
- Mrs L Wastell (SENCo)

MOBILE PHONES, CAMERAS ETC

- We do not permit the use of personal mobile phones whilst on site.
- Please ensure your phone is switched off or in silent mode.
- Use of mobile phones or other devices to take photographs is strictly prohibited.

FIRE

If you hear the fire alarm, please leave by the nearest exit and report to the fire assembly point.

BEHAVIOUR/REWARDS

Please note that we encourage positive behaviour strategies. Any concerns regarding behaviour should be shared with the school.

LOCATION OF ASBESTOS ON PREMISES

Contractors working on the school premises should be aware that asbestos can be found in the following two areas:

- External corrugated roof sheets (RA Score 6 – very low)
- Roof tiles to roof of Kindergarten toilets (RA Score 10 – low)

EMERGENCY SHUT-OFFS

- GAS – high level cupboard in Kindergarten classroom
- ELECTRICITY – tall cupboard in Medical Room
- WATER – cupboard under sink in Medical Room

APPENDIX 4

Health and Safety Testing/Inspection Requirements

AREA	BY WHOM	Period of inspection/ Review	Date of Last Inspection	Comments
ASBESTOS	Lucion Environmental Ltd	Annually	October 2018	
ELECTRICAL: PAT TESTING	UK Safety Management	Annually	May 2018	
ELECTRICAL: Fixed electrical installations (fixed wire testing)	CB Electrics	FIVE YEARLY	April 2018	Testing of all fixed wiring and distribution boards
EMERGENCY LIGHTING	London Fire	Six Monthly	January 2019	Full duration discharge test and certification by competent service engineer
	IN HOUSE	MONTHLY	Monthly	Monthly in-house check that indicator lights are functioning. Monthly in house short duration checks for operability.

AREA	BY WHOM	Period of inspection/ Review	Date of Last Inspection	Comments
FIRE ALARM SERVICE	London Fire	Six Monthly	September 2018	Test and examination by competent service engineer
FIRE ALARM TESTING	IN HOUSE	WEEKLY Check alarm is audible in all areas.	Checked every Monday morning from different call point	Fire alarm audibility test conducted with a different call point tested each week in rotation
FIRE DRILL	IN HOUSE	TERMLY	26 th February 2019	Record details of drill, evacuation time and any problems.
FIRE EXTINGUISHERS	London Fire	ANNUALLY	January 2019	Weekly in house checks that extinguishers are in place, available for use, undamaged and unobstructed.
	IN HOUSE	WEEKLY	Every Monday	

AREA	BY WHOM	Period of inspection/ Review	Date of Last Inspection	Comments
FIRE EXIT ROUTES	IN HOUSE	DAILY WEEKLY	Daily when opening school	Check for any obstructions on escape routes (internally and externally)
FIRST AID EQUIPMENT	IN HOUSE	TERMLY	Replace as required	Regular check to ensure contents are complete and none are outside of expiry date
FIRST AID TRAINING	Kizmet	EVERY 3 YEARS	February 2017	Newly appointed staff to attend First Aid training
GAS APPPLIANCES Boilers	British Gas	ANNUALLY	May 2018	Annual servicing for efficient operation

AREA	BY WHOM	Period of inspection/ Review	Date of Last Inspection	Comments
TREE SAFETY	Manor Gardens	Determined by risk assessment	December 2018	
WATER SYSTEM TESTING	IN HOUSE	TERMLY	January 2019	At start of term, run all taps for 5 mins to ensure pipes completely flushed through.