

Health and Safety Policy

Eppleton Academy Primary School



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Approved by: E Hagan – Chair of Governors

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COVID 19 Update: In light of the current COVID 19 situation, the school is following government guidance on all matters relating to the safe reopening of schools. Please refer to the link below:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>

Furthermore, there is a whole school COVID 19 Risk Assessment in place which supports the safe reopening of Eppleton Academy Primary. This is an ongoing working document and is published on the school website for transparency. It has been approved by Sunderland City Council and the Board of Governors.

https://www.eppletonacademyprimary.co.uk/public/media/uploads/january_2021_covid-19_risk_assessment.pdf

1. Statement of Intent

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
- To provide and maintain safe school buildings and safe equipment for use in school
- Develop safety awareness, by appropriate training if necessary, amongst staff, pupils and others who help in school.
- Formulate and implement effective procedures for use in the event of fire and other emergencies.
- Investigate accidents and take steps to prevent a re-occurrence.
- Follow recommendations within the Academy Service Level Agreement with Sunderland City Council on all matters relating to Health & Safety
- Review and communicate the Academy Health & Safety Policy on an annual basis or whenever the policy is updated.
- Commit time and finances to support the implementation of any Health & Safety requirement's

2. Legislation

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

[The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings

[The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees

[The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training

[The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health

[The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept

[The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test

[The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register

[The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff

[The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

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](#).

This policy complies with our funding agreement and articles of association.

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 Academy Trust, 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
- Monitor and review health & safety issues
- Ensure adequate resources for health and safety are available.
- Take steps to ensure plant, equipment and systems of work are safe.
- Ensure that the school provides adequate training, information, instruction, induction and supervision to enable everyone in the school to be safe.
- Maintain the premises in a condition that is safe and without significant risk.
- Provide a working environment that is safe and healthy.
- Provide adequate welfare facilities for staff & pupils.
- In their critical friend role, maintain an interest in all the health and safety matters.
- Review and monitor the effectiveness of this policy

The governor who oversees health and safety is Ellen Hagan

3.2 Headteacher

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

- Implementing the health and safety policy
- Promote a positive, open health and safety culture in school
- Ensure that all staff co-operate with the policy
- Ensuring there is enough staff to safely supervise pupils
- Ensuring that the school building and premises are safe and regularly inspected
- Providing adequate training for school staff
- Reporting to the governing board on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed on an annual basis
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary
- Devise and implement safety procedure

In the headteacher's absence, assumes the above day-to-day health and safety responsibilities.

3.3 Senior Management

The School Business Manager will support the Head Teacher in their role. They will:

- Ensure risk assessments and safe systems or work are accurate, suitable and reviewed annually
- Deal with any hazardous practices, equipment or building issues and report to the head teacher if they remain unresolved
- Provide a good example, guidance and support to staff on health and safety issues
- Carry out a health and safety induction for all staff and keep records of that induction
- Keep up to date with new developments in Health and Safety issues for schools
- Carry out investigations into accidents and produce reports/statements for any civil or criminal action which may arise
- Ensure any contractors on site are competent in health and safety matters
- Ensure an external Health & Safety Advisor is procured within a Service Level Agreement – currently Sunderland City Council

3.4 Health and safety lead

The nominated Health and Safety Lead and Competent Person in school is the Site Supervisor who has accessed, completed and understood relevant training courses and does so on an annual basis. All issues relating to Health and Safety should be brought to the attention of the Site Supervisor to action, the outcome is shared with the School Business Manager in their absence the Headteacher.

The school also has an SLA in place with Sunderland Local Authority for Health and Safety and phone numbers are clearly displayed in the main school office.

For additional information the Academy has separate SLA's with Sunderland Local Authority for the following areas:

- Asbestos Management
- Legionella

Telephone numbers are clearly displayed in the main school office.

Any incidents in relation to site security/Health & Safety will be shared with the School Business Manager via email within 24 hours and recorded in the premises file.

The Site Supervisor is responsible for day to day maintenance and other buildings/grounds issues. They will:

- Ensure that any work that has health and safety implications is prioritised
- Report any concerns regarding unresolved hazards in school to the senior management team immediately
- Ensure that all work under their control is undertaken in a safe manner
- Carry out a daily check of the grounds and building to spot any disrepair or other hazards such as broken glass etc. in the play areas
- 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 periodic statutory testing e.g. weekly test of the fire alarm and fire safety systems, legionella, asbestos
- Ensure all contractors are 'inducted' and shown the relevant risk assessments, asbestos records 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

3.5 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
- Model safe and hygienic practice for pupils
- Understand emergency evacuation procedures and feel confident in implementing them
- Read the Health and Safety Policy
- Leave the classroom/playground/office in a reasonably tidy and safe condition
- Follow safety instructions when using equipment
- Supervise pupils and advise them on how to use equipment safely
- Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate member of staff
- Follow the accident reporting procedure (which is a separate document)
- Contribute to and highlight any gaps in the school's risk assessments

This policy will be issued to all staff upon review or whenever there are significant changes to the content of the policy. Newly appointed staff will receive the policy as part of the induction process and be asked to sign a proforma to confirm they have read, understood and accepted the contents of the policy.

3.6 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.
- Follow safety and hygiene rules intended to protect the health and safety of themselves and others
- Follow safety instructions of teaching and support staff, especially in an emergency

3.7 Contractors

Contractors will agree health and safety practices with the Site Supervisor who will then share with the School Business Manager before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all planned works.

3.8 External Health & Safety Advisors

We currently purchase a Service Level Agreement with Sunderland City Council who will:

- Provide advice and guidance to help school fulfil their health and safety responsibilities
- Answer queries from staff on health and safety issues
- Visit where necessary to give advice on all aspects of new and existing health and safety policies and procedures
- Collect information on accidents and incidents to report to HSE where necessary
- Advise on and facilitate (when possible) staff safety training
- Draft and/or advise on policies, procedures and guidance for health and safety

- Interpret and advise on new legislation impacting on the working environment
- Attend meetings to advise on occupational safety issues

4. Site security

Site Supervisor is responsible for the security of the school site in and out of school hours.

They are responsible for:

- A daily visual inspection of the site, site perimeter, intruder and fire alarm systems at the beginning and the end of the day.
- Notifying the Police of any damage to the building, obtain a crime number, and secure the building if necessary.
- Responsibility for the security of the building(s) and their contents including patrolling the school, opening and locking of gates and doors, ensuring that windows are locked and secure that security systems are activated accordingly
- Requesting unknown persons on site to furnish proof of identity to prevent trespassing on premises,
- Referring to the Head Teacher and the police where necessary; where appropriate, to prevent unauthorised parking on the school site.
- Ensuring that CCTV cameras are functioning correctly, where applicable. Ensuring that video recording equipment is activated throughout the day and before going off duty on an evening
- Carry out daily perimeter checks and playground inspections for any hazards and establish and maintain records of these for evidence.

Site Supervisor and the Local Authority are key holders and will respond to an emergency.

Both intruder and fire alarm systems are linked directly to and monitored by Sunderland Local Authority.

The Academy Trust also works closely with Sunderland Local Authority and has an SLA in place for additional out of hours/holiday emergency cover with an external company SSG.

5. Fire

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices and maintained by the Site Supervisor. Fire risk assessment of the premises will be reviewed annually or when any changes occur.

- Current Fire Risk Assessment and Fire Evacuation Plan including Active Zone Verifier Role can be found in the School Office within the Fire Folder
- Fire exits have appropriate signage
- Plans showing exit routes are displayed by the door of each classroom
- A fire drill is practised and documented once a term by the Site Supervisor
- Evacuation times and any issues which arise are reported to the Governors
- Fire extinguishers are checked annually by the Site Supervisor

The fire alarm is a loud continuous siren.

Fire alarm testing will take place once per 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
- Admin staff will evacuate with visitor evacuation lists and congregate at the visitor evacuation point situated at the KS2 exit steps.
- Staff and pupils will congregate at the assembly points. These are located on KS2 Yard.

- Class teachers will take Fire Registers of pupils, which will then be checked against pupil's present.
- The School Business Manager will take a register of all staff
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter

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

The School Business Manager is responsible for ensuring that Personal Emergency Evacuation Plans (PEEPs) are in place for children with mobility or special educational needs. These are issued to staff annually (when children move year group) or on admission (if in year admission).

The Academy Trust has a separate Fire Risk Assessment in place which was written in conjunction with Sunderland Local Authority Health & Safety and is reviewed annually in the Autumn Term or if significant changes occur with the building.

A fire safety checklist can be found in appendix 1.

6. 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 the Site Supervisor and circulated to all employees who work with hazardous substances before use. 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 products are stored in locked cupboards with only appropriate staff having access.

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.

The above will be monitored by the Site Supervisor.

6.1 Gas safety

Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer. The academy has an SLA in place 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.

This is included as part of the Site Supervisor daily checks.

6.2 Legionella

A water risk assessment has been completed on 10th December 2020 by Sunderland Local Authority as part of the SLA and is reviewed every 2 years. The Site Supervisor is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book. The Site Supervisor has completed Legionella Awareness Training which is updated with a refresher course annually.

This risk assessment will be reviewed every monitoring visit 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,
- Regular flushings of little used outlets

We purchase a Service Level Agreement with Sunderland City Council who complete water sampling and testing as well as the Site Supervisors weekly flushing of little used outlets and monitoring of water temperature checks which are recorded and kept in the Legionella file which is held in the school office.

6.3 Asbestos

Site Supervisor, Headteacher, Deputy Head Teacher and School Business Manager have completed Asbestos Awareness Training which is updated with a refresher course annually and are recorded as the SAMO's (School Asbestos Monitoring Officer) for Eppleton Academy Primary School.

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, this is also part of the induction process.

The Site Supervisor is responsible for ensuring ALL contractors are aware of the Asbestos Register and will ensure ALL contractors read, understand and sign the Asbestos register before any works take place. The register is held in the school office.

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

The Academy Trust has an SLA with Sunderland Local Authority for the Asbestos Register, this is reviewed annually. Last reviewed 22nd January 2020.

7. Playground Equipment

- All outdoor play equipment should be inspected in line with the 'Inspection and Maintenance Guidelines for Outdoor Play Equipment' this is part of the daily Site Supervisor checks. Checks are recorded within the premises file
- All in door play and sports equipment is also included on a proactive inspection programme
- Playground equipment and use is supervised during all breaks during the school day
- If the equipment is used during lesson time supervision is again maintained
- A decision is made, recorded and enforced if inclement weather (damp/icy) means that equipment becomes unsafe to use on a particular day

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

This will be monitored and maintained by the Site Supervisor

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 Site Supervisor immediately, who will then action repair or removal.
- 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 a competent person
- All isolator switches are clearly marked to identify their machine
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

This will be monitored and maintained by the Site Supervisor any concerns will be actioned and reported to the School Business Manager or Head Teacher and recorded in the premises file.

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 Site Supervisor who will repair or remove said item.

7.3 Display screen equipment

All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time

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)

DSE assessment is required for the following posts in school:

- Headteacher
- Deputy Headteacher
- School Business Manager
- Administrator
- SENDCo
- Teachers

All computers are provided with adjustable screens, keyboards and appropriate adjustable chairs. DSE will be assessed and reviewed if any changes.

7.4 Specialist equipment

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

Staff complete regular checks on specialist equipment that is used in school and liaise with the appropriate external agency for any repairs.

Lifts & Hoists – currently decommissioned

- All passenger lifts and hoists for disabled pupils are inspected by a competent engineer insurance approved on a six-monthly basis in line with Lifting Operations and Lifting Equipment Regulations
- Periodic Service and Inspection of all lifting equipment i.e. minimum annual basis

8. 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
- Job Role specifics are:
 - Head Teacher
 - Deputy Head Teacher
 - School Business Manager
 - Site Supervisor
 - Early Years Staff
 - Cleaning Staff

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.

All staff are issued with the school Lone Working Policy and Lone Working Risk Assessment as part of Induction and staff meetings. These are reviewed on an annual basis. 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

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. All staff working at height will receive training that will be refreshed annually.

In addition:

The Site Supervisor retains ladders for working at height

Pupils are prohibited from using ladders

Staff will wear appropriate footwear and clothing when using step 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

School ladders are safety ladders, non-slip tread, slip resistant feet, and platform locking mechanism with handrail.

Risk assessments have been completed for the school premises and job roles which include risk of work at height

The Site Supervisor completes a periodic inspection of access equipment and records on an itemised inspection register with comments.

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.

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 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

Risk assessments have been completed for the school job roles which include risk of injury due to manual handling. Risk assessments are shared via induction and annual team meetings.

11. Risk Assessments

- The school maintains a comprehensive set of risk assessments that cover curriculum-based activities in school; school visits and the running of the school building and grounds
- Risk Assessments are carried out on job roles and premises/areas to ensure the safety of all employees, visitors and contractors, as well as pupils
- Risk Assessments are all available on the resources drive for staff to inspect and refer to as necessary
- The management team will take steps to ensure that appropriate staff are aware of the risk assessments appropriate to their role and will monitor compliance with control measures specified in the risk assessments
- All risk assessments are reviewed on an annual basis (except risk assessments for school trips which should be reviewed each time the trip takes place)

12. Off-site visits and Risk Assessments

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

- Risk assessments will be completed where off-site visits and/or internal 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
- For trips and visits with pupils in the Early Years Foundation Stage, 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 this can include facility first aiders
- A member of staff has completed the Educational Visits Co-Ordinator training managed by Derwent Hill in the use of the Evolve System, this is the School Business Manager.

Risk assessments are completed by class teachers and reviewed by School Business Manager prior to being authorised. All risk assessments record risk, risk control and are reviewed by staff when back at school. They are based on the following:

- Identify the hazard
- Decided who might be harmed and how
- Evaluate the risks and decide on control measures

- Record findings and implement them
- Review the assessment and update if necessary

All risk assessments are recorded electronically and uploaded to the Sunderland Evolve Website.

We have a site-specific risk assessment that covers the site and general activities which take place. This is reviewed annually in the autumn term by the School Business Manager.

13. 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.

Hire of Facility contracts will be completed by all clients.

14. Violence/Aggression 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.

15. Smoking

Smoking is not permitted anywhere on the school premises.

16. 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.

16.1 Coronavirus

Eppleton Academy Primary is committed to protecting the Health & Safety of everyone who comes onto site and controlling the spread of the virus and have:

- Assessed the risk from Covid-19 by identifying the hazards that result in the risk of the transmission of the virus and ensured that preventative measures are in place
- Followed the most up to date guidance, including but not limited to, from the Government, Public Health England and the Department of Education
- Consulted with staff, staff representatives and Governors at all stages of the pandemic
- Established the frequency of the review of the risk assessment and how the school will keep up to date with any changes in the guidance
- Implemented and shared protocols for the key contacts e.g. hygiene, cleaning, social distancing, reducing contact time between people, using screens/barriers or zones to separate people, not undertaking activities or opening areas where social distancing cannot be implemented and protecting those who are particularly vulnerable to Covid-19.

16.2 Handwashing

Wash hands with liquid soap and warm water for 20 seconds, and dry with paper towels

Dispose of paper towels in pedal bins provided

Always wash hands after using the toilet, before eating or handling food, and after handling animals

Cover all cuts and abrasions with waterproof dressings

16.3 Coughing and sneezing

Cover mouth and nose with a tissue or sneeze/cough into elbow

Wash hands after using or disposing of tissues

Dispose of tissues in pedal bins provided

Spitting is discouraged

16.4 Personal protective equipment

Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)

Wear goggles if there is a risk of splashing to the face

Use the correct personal protective equipment when handling cleaning chemicals

PPE should always be used when administering first aid or entering an alternative bubble

Face coverings worn in all communal areas and whenever administering first aid or changing due to toilet accidents.

16.5 Cleaning of the environment

Clean the environment, including toys and equipment, frequently and thoroughly a minimum of twice per day for classroom or work areas.

16.6 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

16.7 Laundry

Wash laundry in a separate dedicated facility

Wash soiled linen separately and at the hottest wash the fabric will tolerate

Wear personal protective clothing when handling soiled linen

Bag children's soiled clothing to be sent home, never rinse by hand

16.8 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 supplied by PHS

Remove clinical waste with a registered waste contractor – we have an SLA with PHS

Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

16.9 Animals

The school does not keep any animals on site for the benefit of pupils, however occasional visits by external agencies are arranged into school and the following would apply: -

Wash hands before and after handling any animals

Keep animals' living quarters clean and away from food areas

Dispose of animal waste regularly, and keep litter boxes away from pupils

Supervise pupils when playing with animals

Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet

16.10 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.

16.11 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.

17. 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

18. 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.

The Academy Trust supports staff wellbeing and has employed a school counsellor available to work with pupils, parents and staff and can refer to occupational health if required. Our SLA for Staff Absence Insurance offers a wellbeing service that all staff can access.

- Proactive - the Council's templates for Stress Risk Assessment are used in order to identify how levels of stress (caused by work) amongst staff can be reduced
- Reactive – individuals who are identified to be suffering from excessive levels of stress (caused by work or personal issues) are supported in accordance with the school's welfare policies and, if necessary, by accessing HR and Occupational Health Services.

19. Accident AND Incident Reporting

Accident reporting is dealt with through an online portal to Sunderland Local Authority:

<https://www.sunderland.gov.uk/IR1> Password is 'Safety' where all reports of accidents and/or near misses are input by the staff member who dealt with the incident. This is then reviewed and monitored by the Head Teacher/School Business Manager and if necessary escalated for a full investigation. All accidents and/or near misses are recorded using this system.

Pupil accidents which are classed as minor bumps and scrapes are dealt with internally with a reporting slip being sent home to parents.

19.1 Accident record book

- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it.
- As much detail as possible will be supplied when reporting an accident
- Information about injuries will also be kept within the school office and or online information.
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

19.2 First Aid Provision

- The school has carried out a first aid risk assessment to ascertain the required number of first aiders and the location/number of first aid kits. A notice listing all first aiders and location of first aid kits is displayed in individual rooms throughout the site.
- 5 Paediatric and 2 First Aid at Work trained, all other staff are first aid essentials trained.
- Portable first aid kits are taken on educational visits

If the risk assessment dictates that it is necessary, a qualified first aider will be present on the trip

19.3 Administration of Medicines

- Medication is only administered to pupils when the parental consent form has been completed
- The medicine will be administered by trained member(s) of staff for each pupil and appropriate records kept. We have two Teaching Assistants trained in the administration of medication and the Admin Assistant is responsible for the development and management of the process.
- Medicines are only administered during school time when they have been prescribed by a child's GP or other relevant medical professional
- Medicines are kept in a locked cupboard/fridge in the First Aid room
- The only exceptions to this are asthma medication and 'epipens' (following discussion with parents) which may be kept in appropriate locations, out of the reach of other pupils, as appropriate
- The doses administered during the school day are to be kept to the minimum, e. g. a course of antibiotics requiring four doses a day - only one dose (lunchtime) will normally need to be administered at school

19.4 Reporting to the Health and Safety Executive

The School Business Manager 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 School Business Manager 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:

- COVID-19 positive test result contracted from the school workplace
- 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>

19.5 Notifying parents

The Class Teacher/First Aider 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.

19.6 Reporting to child protection agencies

The Headteacher will also notify Sunderland Safeguarding Board of any serious accident or injury to, or the death of, a pupil while in the school's care.

19.7 Reporting to Ofsted

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.

20. Training

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

Staff who work in high risk environments, such as in science labs or with woodwork equipment, or work with pupils with special educational needs (SEN), are given additional health and safety training.

All staff receive Health & Safety Briefings (toolbox talks) annually on inset days in September. Registers which staff are requested to sign, displaying receipt, read & understood are held centrally in the school office.

21. Monitoring

This policy will be reviewed by the School Business Manager on an annual basis.

At every review, the policy will be approved by the Headteacher and the Governor responsible for Health & Safety before being ratified by the Full Governing Body.

22. Links with other policies

This health and safety policy links to the following policies:

First aid

Risk assessment site specific

Supporting pupils with medical conditions

Accessibility plan

Legionella Risk Assessment

Asbestos Risk Assessment

Fire Risk Assessment

COVID-19 Risk Assessment

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. Recommended absence period for preventing the spread of infection

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

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