

Health and Safety Policy

Eppleton Academy Primary School



Approved by: K Bushby (Headteacher) -

Date: 16/08/2018

Approved by: I Wren (CoG) -

Date: 16/08/2018

Last reviewed on: Autumn Term 2018

Next review due: Autumn Term 2020

Contents

1. Aims.....	3
2. Legislation.....	3
3. Roles and responsibilities	3
4. Site security	5
5. Fire	5
6. COSHH.....	5
7. Equipment.....	7
8. Lone working	8
9. Working at height.....	8
10. Manual handling.....	8
11. Off-site visits	8
12. Lettings	9
13. Violence at work.....	9
14. Smoking.....	9
15. Infection prevention and control	9
16. New and expectant mothers.....	11
17. Occupational stress.....	11
18. Accident reporting	11
19. Training.....	12
20. Monitoring	12
21. Links with other policies	12

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 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.

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
- Ensure that adequate health and safety training is provided

The governor who oversees health and safety is Mrs E Hagen.

3.2 Headteacher

The Headteacher is responsible for health and safety day-to-day. This

involves: Implementing the health and safety 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

Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

In the Headteacher's absence, the School Business Manager and Site Supervisor assume the above day-to-day Health and Safety responsibilities.

3.3 Health and safety lead

The nominated Health and Safety Leads in school are the Site Supervisor and/or School Business Manager. Both members of staff IOSH Managing Safely Training. All issues relating to Health and Safety should be brought to the attention of the Site Supervisor and 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.

3.4 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

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.

3.5 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.

3.6 Contractors

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

4. Site security

Site Supervisor is responsible for the security of the school site in and out of school hours. He is responsible for visual inspections of the site, site perimeter, intruder and fire alarm systems.

Site Supervisor and Headteacher 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 a SLA in place for additional out of hours/holiday emergency cover with an external company Kelco.

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 (see below).

Emergency evacuations are practised at least once a term.

The fire alarm is a loud continuous siren, flashing red lights and some vocal instructions asking you to leave the building via the nearest exit.

Fire alarm testing of the system will take place weekly.

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

Admin staff will evacuate with evacuation lists showing visitors and pupils who have entered or left the school site at times other than the normal times.

These are then forwarded to class teachers or relevant staff for headcounts

Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk

Staff and pupils will congregate at the assembly points. These are located on the Key Stage 2 Play Yard along the front wall furthest away from the school building.

Form tutors/class teachers will take a register of pupils, which will then be checked against the attendance register of that day

The Headteacher/School Business Manager/Site Supervisor or member of the Senior Leadership Team 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 has special arrangements (PEEPs) in place for the evacuation of people with mobility needs and the fire risk assessment pays 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.

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 School Business Manager and Site Supervisor and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information. All 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.

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 SLA in place with reputable companies.

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

A water risk assessment has been completed on December 2018 by Sunderland Local Authority as part of the SLA and is reviewed every two years. Site Supervisor is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book.

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:

- I. Temperature checks,
- II. Heating of water,
- III. Disinfection of showers,
- IV. Regular flushings of little used outlets

6.3 Asbestos

Site Supervisor, Headteacher 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.

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 January 2017.

7. Equipment

All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place

When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards

All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents

7.1 Electrical equipment

All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely

Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them

Any potential hazards will be reported to Site Supervisor and School Business Manager immediately

Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed

Only trained staff members can check plugs

Portable appliance test (PAT) Is carried out annually in October by a competent person

All isolators switches are clearly marked to identify their machine

Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions

Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

7.2 PE equipment

Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely

Any concerns about the condition of the gym floor or other apparatus will be reported to Site Supervisor.

7.3 Display screen equipment

All staff who use computers daily as a significant part of their normal work will 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

For other staff requiring use of a computer for a continuous period of time we have installed a series of hot desks for use around the school. All computers are provided with adjustable screens, keyboards and appropriate adjustable chairs.

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.

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

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

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

In addition:

- The Site Supervisor retains ladders for working at height,
- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons

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

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 should speak to the site supervisor regarding any concerns or for moving larger, heavier items.

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 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 KS1/KS2 there will always be at least one first aider on school trips and visits

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

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 Headteacher, Site Supervisor and School Business Manager.

12. Lettings

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

13. Violence at work

We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff.

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

14. Smoking

Smoking is not permitted anywhere on the school premises.

15. Infection prevention and control

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

15.1 Handwashing

Wash hands with liquid soap and warm water, and dry with paper towels or hand dryers

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

Cover all cuts and abrasions with waterproof dressings

15.2 Coughing and sneezing

Cover mouth and nose with a tissue

Wash hands after using or disposing of tissues

Spitting is discouraged

15.3 Personal protective equipment

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

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

Use the correct personal protective equipment when handling cleaning chemicals

15.4 Cleaning of the environment

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

15.5 Cleaning of blood and body fluid spillages

Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment

When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface

Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below

Make spillage kits available for blood spills

15.6 Laundry

Wear personal protective clothing when handling soiled clothing

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

15.7 Clinical waste

Always segregate domestic and clinical waste, in accordance with local policy

Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins supplied by PHS

Remove clinical waste with a registered waste contractor

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

15.8 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

15.9 Pupils vulnerable to infection

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carer will be informed promptly and further medical advice sought. Advise these children to have additional immunisations, for example for pneumococcal and influenza.

15.10 Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by Public Health England,

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

16. New and expectant mothers

Risk assessments will be carried out whenever any employee the school that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles

If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation

Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly

17. Occupational stress

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

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

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.

18. Accident reporting

Accident reporting is dealt with through an online portal to Sunderland Local Authority, where all reports of accidents and/or near misses are reviewed and monitored by the 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.

18.1 Accident record book

An accident reporting slip will be completed as soon as possible after any minor 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

18.2 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:

- Fractures, other than to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight

- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding)
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours

Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days

Where an accident leads to someone being taken to hospital

Where something happens that does not result in an injury, but could have done

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

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

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

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

18.3 Notifying parents

The Class Teacher/School Business Manager 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.

18.4 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 Sunderland Safeguarding Board of any serious accident or injury to, or the death of, a pupil while in the school's care.

19. Training

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

Staff who work in high risk environments, 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 expected to sign are held centrally in the school office.

20. Monitoring

This policy will be reviewed by the School Business Manager every two years.

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.

21. 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