H&S Policy

Christ Church C of E School Clifton

Together We Learn

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Member of the NW24 Teaching & Learning Partnership

1. THE GOVERNOR'S STATEMENT OF GENERAL POLICY - INTENT

The Governing body will:

1.1 Accept its responsibility for setting out the overall Christ Church Primary School H&S Policy and undertake to take all reasonable steps within its power to prevent, or reduce the possibility of:

- harm and injury to pupils, employees, contractors, members of the general public, and
- damage to property, plant, machinery, equipment, tools, materials, and the environment

by providing protection from foreseeable risks by promoting continuous improvement in H&S standards.

1.2 Ensure, so far as is reasonably practicable, that the School budget reflects the finance necessary to implement H&S requirements.

1.3 Accept its responsibility under the Health and Safety at Work etc Act 1974, so far as is reasonably practicable, and the Early Years Foundation Stage Statutory Framework regarding the applicable age group, to:

1.3.1 Provide plant, equipment and systems of work which are safe and without risks to health

1.3.2 Make arrangements for ensuring the handling, storage and transportation of articles and substances are safe and without risk to health

1.3.3 Provide suitable and sufficient information, instruction, training, and supervision to enable all employees and pupils in the School to perform their work and studies safely and efficiently

1.3.4 Promote the development and maintenance of sound H&S practices ensuring that any actions taken are inclusive and non-discriminatory

1.3.5 Maintain the premises in a condition that is safe and without risks to health and the maintenance of safe access to and egress from the premises

1.3.6 Provide and maintain a working environment that is safe and without risks to health and adequate as regards welfare facilities for employees and pupils

1.3.7 Provide as necessary personal protective equipment (PPE) to all employees and pupils in the school, for the safe use of plant, machinery, equipment, tools, materials, and substances

1.3.8 Maintain a close interest in all health and safety matters insofar as they affect all activities under the control of the School

1.3.9 Be kept informed of all developments relating to H&S matters by the clerk to the Governors who will include such matters on the agenda of regular meetings.

1.4 Recognise the requirement to consult staff on Health and Safety matters which will be achieved by discussion through the School H&S Committee.

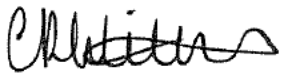
1.5 Agree that one of their number to be designated the Health and Safety Governor *w*ho will attend meetings of the School H&S Committee, and speak on H&S matters at the appropriate sub-Committee and Full Governing Body.

1.6 Delegate authority for the development and implementation of this policy to the Head Teacher who will ensure that arrangements will be made to bring this policy to the notice of all employees (including new, temporary, and part-time employees), agency and other contract staff, volunteer helpers and pupils in an appropriate manner to their age, so that they fulfil their duties to co-operate with this policy.

1.7 Recognise their responsibility for monitoring H&S performance and will require the Head Teacher to present an annual report on H&S performance including evidence of safety inspections carried out by representatives of the School at least three times a year.

1.8 Seek to continually improve H&S Policies, Procedures, Codes of Practice, and Guidelines. Cross-cutting matters such as safeguarding and the statutory requirements for early years will be integrated in all policies and practice.

1.9 Review this policy on a regular basis to confirm that the arrangements are still appropriate. The review will take place whenever there are significant changes in the arrangements and not later than 12 months from the previous review date. This policy will be re-edited and re-issued within three months of the review date, where this is deemed necessary.

Chair of Governors:	Headteacher:
Name:	
Charlotte Withers	Name: Mark Oldfield
	
Date: 16.6.26	Date: 16.6.26
Issue Date: July 26	Review Date: July 27

This statement is displayed on the Health and Safety Noticeboard

It is also recorded on paper and in electronic form by the School Business Manager

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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 the UK Health Security Agency (UKHSA) and the Department for Education.

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3. ROLES AND RESPONSIBILITIES

Role	Responsibility
School Governors	Ultimate responsibility for health and safety matters in the school
Head Teacher	Governors delegated responsibility for health and safety
Deputy Head Teacher	Assumes Head Teacher responsibility in their absence
School Business Manager	Day to day responsibility for health, safety and security of the school site in and out of school hours
Site Manager	On site responsibility for health, safety and security of the school site in and out of school hours
H&S committee	Oversight of H&S concerns (Committee - H&S Governor, HT, DHT, SBM, Site Manager)
School staff	Duty of care to pupils and themselves, follow school H&S policies and procedures
Parents/ Contractors	Follow school H&S policies and procedures

3.1 The Governing Body

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

3.1.2 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.

3.1.3 The governing body 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

3.1.4 A member of the governing body will be elected as the Health & Safety Governor. They will:

- Be a member of the School H&S Committee
- Carry out H&S audits of the premises with the School Business Manager and the Site Manager - 3 times a year
- Review of the first aid and accident reporting with the lead First Aider - annual
- Review of the Premises Log Book record with the Site Manager - annual
- Reporting to the Finance and Resources Committee on general H&S - termly

- With the School Business Manager, production of an end of year summary H&S report for Term 6 FGB

3.2 Head Teacher

3.2.1 The Head Teacher 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
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

3.2.2 In the Head Teacher's absence, the Deputy Head Teacher assumes the above day-to-day health and safety responsibilities.

3.2.3 While retaining overall responsibility, the Head teacher will delegate the following health and safety day to day duties:

- Premises health and safety to the School Business Manager and Site Manager
- Single central record of DBS checks to a manager reporting to the School Business Manager
- Special Educational Needs to the SENDCo (Special educational needs co-ordinator)
- Educational visits, workshops and residential camps to the EVC (Education Visits Co-ordinator)
- Student Placements to a member of the Senior Leadership Team
- Early Years management to the EYFS Lead
- Management of lunchtime supervisors to the Deputy Head Teacher

3.3 School Business Manager and Site Manager

3.3.1 The School Business Manager and the Site Manager are responsible for the day to day health, safety and security of the school site in and out of school hours. They will:

- Ensure all mechanical and electrical systems, playground equipment and internal sports gym equipment, are tested and maintained by competent persons and records of this are kept in the Premises Log Book (held in the School Office)
- Hold record of all hazardous substances on site within the Premises Log Book
- Hold record of all evacuations within the Fire Log Book (held in the School Office)
- Hold record of all major accidents and incidents within the Premises Log Book
- Take responsibility for carrying out and monitoring all site related Risk Assessments and bringing them to the attention of staff, visitors where relevant
- Keep appraised of current health and safety legislation and guidance and ensure that this is communicated on appropriately

- Communicate to staff any health and safety concerns, incidents, near misses
- Ensure equipment bought for the premises is appropriate, carries the necessary documentation, has safety notices pinned up adjacent where needed, and that persons using the equipment are trained appropriately in their use
- Carry out daily site safety checks
- Carry out regular checks of lesser seen areas of the site such as roofs, boiler house, electricity cupboards
- Carry out H&S audits of the premises with H&S Governor – 3 times a year
- Conduct a programme of planned and responsive maintenance and repair to school premises
- Maintain up to date O&M manuals of the site
- Ensure appropriate building insurance policies are in place

3.3.2 Bristol City Council Key Holding Service are key holders and will respond to an intruder emergency.

3.3.3 Please also see Site Risk Assessments

3.4 H&S Committee

3.4.1 The School H&S Committee will meet at least 3 times a year for the purpose of reviewing hazards, accidents, incidents and any relevant documentation. They will pro-actively discuss ways to improve H&S in the school. Annually they will review the H&S report (produced by the School Business Manager), H&S policy and School Risk Assessments.

3.4.2 Meeting of the H&S Committee will include a walkaround the school by at least the H&S Governor, The School Business Manager and the Site Manager, and a meeting of at least the remaining members of the Committee and the School Business Manager (who will report the results of the walkaround). Minutes of these meetings will be stored on the H&S noticeboard and a report will be made by the H&S Governor to the Finance & Resources Committee and the Full Governing Board.

3.4.3 The H&S Committee will be committed to spreading good H&S practice across the school and actively participate in short internal training sessions, reviewing Risk Assessments where relevant and encouraging a culture of safe practice.

3.4.4 The H&S committee will consist of at least the:

- Head Teacher (HT)
- Deputy Head Teacher (DHT)
- Assistant Head Teacher (AHT)
- School Business Manager (SBM)
- H&S Governor
- Site Manager

3.5 Staff

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

3.5.2 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
- Be responsible for H&S while away from school on trips and camps.

3.5.3 Staff with higher risk subject leadership responsibility eg PE, Art, Design Technology, Science, Outdoor Learning, EYFS will also:

- Take responsibility for carrying out risk assessments around activities in these subjects, and bringing them to the attention of relevant other staff, new entrants, supply teachers, visitors, student placements etc.
- Keep appraised of current legislation and guidance in their subject and ensure that this is communicated on appropriately
- Ensure equipment bought in these areas is appropriate, carries the necessary documentation, has safety notices pinned up adjacent where needed, and that persons using the equipment are trained appropriately in their use
- Regularly check and report immediately to the School Business Manager or Site Manager any concerns over equipment or activities within their subject leader area

3.6 Pupils and parents

3.6.1 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.

3.7 Contractors

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

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4. ACCIDENT REPORTING

4.1 Accident record book

- The Accident/ Incident Book (held in school office) and / or First Aid Forms (also held in school office) 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 – see procedure at front of Accident Book.
- Information about injuries will also be kept in the pupil's educational record

4.2 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

4.3 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 (or appointed external H&S consultant) 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
- 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

4.4 Notifying parents

The School Office 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.

4.5 Reporting to Ofsted and child protection agencies

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

5. EMERGENCY PROCEDURES

5.1 Fire (also see Fire Risk Assessment)

5.1.1 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.

5.1.2 Emergency evacuations are practised at least 3 times a year.

5.1.3 Emergency evacuation plans are pinned up in prominent places around the school.

5.1.4 The fire alarm is a loud intermittent sound.

5.1.5 Fire alarm testing will take place once a week.

5.1.6 New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.

5.1.7 Visitors to site, especially supply teachers, will be shown the emergency evacuation plans when signing it at the front desk.

5.1.8 In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
- Staff and pupils will congregate at the assembly points – the games court in the playground.
- Class teachers will take a register of pupils, which will then be checked against the attendance register of that day
- The Receptionist 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

5.1.9 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.

5.2 Lock down

5.2.1 In the event that the exterior of the school building is considered compromised and at risk, the lockdown sequence will be actioned. The principle behind lockdown is to get all persons on site safe inside within classrooms or the halls.

5.2.2 Lockdown can be initiated by anyone holding a lock down fob (senior leadership team and office staff) swiping this in front of the access readers, or deploying the 'lockdown' button in the school office.

5.2.3 Emergency lockdown procedures are pinned up in prominent places around the school.

5.2.4 The lockdown alarm is a loud continuous sound.

5.2.5 The lockdown alarm system is tested bi-annual by an independent party.

5.2.6 The lockdown procedure will be tested 3 times a year.

5.2.7 New staff will be trained in the lockdown procedure.

5.2.8 In the event of a lockdown:

- The alarm will be raised immediately by whoever discovers the risk.
- All persons on site will make their way quickly to their classroom, closing and locking external doors and closing the internal door. The playground double doors and front door will lock automatically when the lockdown alarm is initiated.
- Class teachers will take a register of pupils, which will then be checked against the attendance register of that day (brought round by office staff)
- The Receptionist will take a register of all staff
- Staff and pupils will remain inside the building in their safe zone until the alarm is turned off and they are told it is safe to emerge

5.3 Get Away and Get Safe

5.2.1 In the event that the whole school building is considered compromised and at risk, the 'Get Away and Get Safe' sequence will be actioned. The principle is to get all persons on site away from the school site and to a 'safe haven'.

5.2.2 Get Away and Get Safe will be initiated by the Head Teacher, or the Deputised School Lead if they are not on site.

5.2.3 Get Away and Get Safe procedures are pinned up in prominent places around the school.

5.2.4 Staff are trained in the Get Away and Get Safe procedure but this will not necessarily be tested annually with children.

5.2.5 New staff will be trained in the Get Away and Get Safe procedure.

5.2.6 In the event of a need for Get Away and Get Safe:

- The alarm will be raised immediately to the Head Teacher by whoever discovers the risk.
- The Head Teacher will make the decision to Flee and where to. They will send this message audibly around school, with class registers and the instruction of where to flee to and by what route.
- Teachers will register the class and then Flee as quickly as possible to the identified safe haven. Unless instructed otherwise, the safe haven is Christ Church. All other persons on site will also Flee to the safe haven.

- At the safe haven, class teachers will take a register of pupils; the Receptionist will take a register of all staff
- Staff and pupils will remain at the safe haven until the Head Teacher instructs that it is safe to emerge.

5.4 First Aid / Administration of Medicines

5.4.1 The arrangements for First Aid are detailed in the First Aid & Administration of Medicines Policy

5.4.2 In principle every member of school staff should have basic first aid certification; training will be offered to all school staff every 2 years. This will allow them to deal immediately with basic cuts, bumps, grazes etc.

5.4.3 At least 3 members of school staff will be designated First Aiders, who will be responsible for dealing with more difficult accident situations. They will be recorded on the H&S board and their certification will be kept current. Their contract and salary will reflect their role.

5.4.4 At least one of these designated First Aiders (preferably two) will also hold Administration of Medicines certification, which will also be listed on the H&S board and kept current.

5.4.5 At least one member of the EYFS team will hold Paediatric First Aid certification, which will be listed on the H&S board and kept current.

5.4.6 The main First Aid station is adjacent to the School Office. A box of mobile first aid kits is also held here to take out in the playground at lunchtime, for certain activities in school, or to take on school off site trips. Every classroom will also hold a small first aid kit.

5.4.7 All first aid incidents must be recorded by the person witnessing the event and the first aider. These must be given to the School Office.

6. EQUIPMENT

6.1 All equipment and machinery is maintained in accordance with the manufacturer's instructions.

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

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

6.4 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 Manager or School Business Manager immediately.
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed.
- A portable appliance test (PAT) will be carried out annually on all portable electrical equipment by an independent professional party.
- 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.

6.5 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 Manager or School Business Manager.

6.6 Display screen equipment

- 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).

6.7 Specialist equipment for SEN children

- Parents are responsible for the maintenance and safety of their children's wheelchairs. In school, staff promote the responsible use of wheelchairs.
- Oxygen cylinders are stored in a designated space, and staff are trained in the removal storage and replacement of oxygen cylinders.

7. HAZARDOUS SUBSTANACES (also see COSHH risk assessment)

7.1 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

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

7.3 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.

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

7.5 Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

7.6 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

7.7 Legionella

- A water risk assessment is completed annually by an independent party and the results and recommendations recorded in the school's Legionella log book
- The risks from legionella are mitigated by the following:
  - Weekly flushing routines (Site Manager)
  - Monthly water temperature checks (Site Manager)
  - Quarterly cleaning and de-scaling regimes (Site Manager)
  - Annual servicing and blow-down regimes (independent party)

7.8 Asbestos

- The Asbestos register and plan is kept in the Premises Log in the School Office
- 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.

8. INFECTION PREVENTION AND CONTROL

The School will follow national guidance published by Public Health England (PHE) when responding to infection control issues. Staff and pupils are asked to follow this good hygiene practice, outlined below, where applicable.

8.1 Handwashing

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

8.2 Coughing and sneezing

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

8.3 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

8.4 Cleaning of the environment

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

8.5 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

8.6 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

8.7 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
- 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

8.8 Animals

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

8.9 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.

8.10 Exclusion periods for infectious diseases

- The school will follow recommended exclusion periods outlined by Public Health England, summarised in appendix 1.

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

Christ Church C of E School Clifton

Together We Learn

9. LETTINGS AND BEFORE, AFTER SCHOOL AND HOLIDAY CLUB

9.1 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.

9.2 All lettings will be through a contract and will detail acceptable use of the school facilities, insurances required, key contacts etc.

9.3 The school access and intruder alarm system has 2 zones – Zone 2 being the 2 school halls, music room and disabled toilet off the hall, Zone 1 being the remainder of the school. Lettings will only have access to Zone 2 and will be able to let themselves in and out of the rear school door into Zone 2 via the secure swipe access system.

9.4 The school effectively 'lets' the school site to an external provider for termly before and after school care for Christ Church School children, and to the same provider for Holiday Club (this is accessible by non Christ Church School children). A contract is in place to cover acceptable use of the school facilities, insurances required, key contacts etc.

9.5 A daily register system covers the transfer of children from before school club to school and school to after school club.

9.6 Regular meetings are held between the school and the directors of the external provider to ensure that the operation is running smoothly and safely. Feedback from these meetings is reported to the governing body.

10. LONE WORKING (also see Lone Working Risk Assessment)

10.1 Lone working may include:

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

10.2 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.

10.3 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 staff member will keep their mobile phone with them at all times whilst lone working and call the colleague or family member immediately if they feel unsafe.

10.4 The lone worker will ensure that they are medically fit to work alone.

11. MANUAL HANDLING (also see Manual Handling Risk Assessment)

11.1 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.

11.2 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.

11.3 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.

12. MONITORING AND EXTERNAL ADVICE

12.1 This policy will be reviewed by the Finance & Resources Committee every 2 years.

12.2 At every review, the policy will be approved by the Full Governing Body

12.3 The school will employ an external competent party to advise on H&S matters.

12.4 An external competent organisation will be asked to undertake a H&S audit every 3 years

12.5 The school uses a software package called 'I Am Compliant' to electronically plan & manage premises maintenance. This is input into by the Site Manager and monitored by the School Business Manager.

13. NEW AND EXPECTANT MOTHERS

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

13.2 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

14. OFF SITE VISITS (also see Trips Risk Assessments)

14.1 When taking pupils off the school premises:

- Risk assessments will be completed by the party leader and checked by the School Education Visits Co-ordinator (EVC)
- All off-site visits will be correctly staffed for adult:child ratios off-site
- Staff will take a mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details

14.2 Off site visits for Early Years Foundation Stage provision:

- 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

14.3 Transport to off-site trips and events will be through a competent and assessed coach company. They will provide Risk Assessments for their transport.

14.4 Sports or other events being organised outside school hours (other than residential camps) will remain the responsibility of parents/ carers to transport to and from and supervise during.

14.4 Offsite providers will provide Risk Assessments for their activities/ events

14.5 Risk Assessments will be held electronically on the Teachers drive and also manually in the Risk Assessment folder in the Deputy Head Teacher and Business Manager's Office.

14.6 Risk Assessments for residential camps will be conducted several weeks in advance of the camp; Risk Assessments from the camp will be obtained; both sets of Risk Assessments will be reviewed by an external competent party.

15. REGULAR EXTERNAL CONTRACTORS WORKING ON SITE

15.1 The School employs external contractors who are on site daily or regularly to carry out essential school operational services – for example Cleaning, Catering and Grounds Maintenance.

15.2 Contracts are in place with these contractors detailing use of the school site, health and safety procedures, contractor risk assessments and procedures and insurances needed.

15.3 New members of staff starting work for the contractor are DBS checked and inducted into the Evacuation and Safeguarding procedures for the school.

15.4 Any health and safety issues discovered by external contractors will be reported directly to the School Business Manager.

15.5 Catering contractors comply with all necessary food standards and are subject to checks by the Environmental Health Organisation.

16. SMOKING

16.1 Smoking is not permitted anywhere on the school premises.

17. TRAINING

17.1 Staff will be provided relevant health and safety training as part of their induction process.

17.2 Staff who work with pupils with special educational needs (SEN), are given additional health and safety training.

17.3 Premises staff will receive appropriate training at the required intervals on Fire Safety, Working at Height, Working with Hazardous Materials, Lone Working, Manual Handling and any other areas identified as being a specific risk at the time or to the individual school site.

17.4 Educational Visits Co-ordinators and Teachers will receive the appropriate training for taking children off site.

17.5 Every two years the school will offer basic first aid training to all staff on role.

17.6 Designated school first aiders will receive relevant first aid training at the appropriate intervals.

17.7 At least one of the identified school first aiders will also be trained in the administration of medicines.

17.8 At least one member of the EYFS team will be trained in paediatric first aid.

18. VIOLENCE AT WORK

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

18.2 All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/ Head Teacher immediately. This applies to violence from pupils, visitors or other staff.

18.3 In the event that a member of the parental or community body continues to display unacceptable and aggressive behaviour towards a member of the school staff or pupils, the police may be asked to intervene or an external competent party may be asked to investigate if the situation warrants a ban to the school premises.

19. WELLBEING (also see Wellbeing Policy)

19.1 The school recognises that mental health, stress and wellbeing are health and safety matters and will assess and manage work-related stress risks.

20. WORKING AT HEIGHT (also see Working at Height Risk Assessment)

20.1 Work will be properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

20.2 In addition:

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

APPENDIX 1: RECOMMENDED ABSENCE PERIODS TO AVOID SPREADING 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 (PHE).

Rashes and skin infections

Infection or complaint	Recommended period to be kept away from school or nursery	Comments
Athlete's foot	None	Athlete's foot is not a serious condition. Treatment is recommended.
Chickenpox	Until all vesicles have crusted over	Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers. These children are particularly vulnerable to chickenpox. Chickenpox can also affect pregnancy if a woman has not already had the infection.
Cold sores (herpes simplex)	None	Avoid kissing and contact with the sores. Cold sores are generally mild and self-limiting.
German measles (rubella)*	Four days from onset of rash (as per "Green Book")	Preventable by immunisation (MMR x2 doses). If a pregnant woman comes into contact with German measles she should inform her GP and antenatal carer immediately to ensure investigation.
Hand, foot and mouth	None	

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Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment	Antibiotic treatment speeds healing and reduces the infectious period.
Measles*	Four days from onset of rash	Preventable by immunisation (MMR x2 doses). Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers. These children are particularly vulnerable to measles. Measles during pregnancy can result in early delivery or even loss of the baby. If a pregnant woman is exposed she should immediately inform whoever is giving antenatal care to ensure investigation.
Molluscum contagiosum	None	A self-limiting condition.
Ringworm	Exclusion not usually required	Treatment is required.
Roseola (infantum)	None	
Scabies	Child can return after first treatment	Household and close contacts require treatment.
Scarlet fever*	Child can return 24 hours after starting appropriate antibiotic treatment	Antibiotic treatment is recommended for the affected child.

Slapped cheek syndrome/fifth disease (parvovirus B19)	None (once rash has developed)	Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers. These children are particularly vulnerable to parvovirus B19. Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), inform whoever is giving antenatal care as this must be investigated promptly.
Shingles	Exclude only if rash is weeping and cannot be covered	Can cause chickenpox in those who are not immune, i.e. have not had chickenpox. It is spread by very close contact and touch. If further information is required, contact your local PHE centre. Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers. These children are particularly vulnerable to shingles. Shingles can also affect pregnancy if a woman has not already had chickenpox.
Warts and verrucae	None	Verrucae should be covered in swimming pools, gymnasiums and changing rooms.

Diarrhoea and vomiting illness

Infection or complaint	Recommended period to be kept away from school or nursery	Comments
Diarrhoea and/or vomiting	48 hours from last episode of diarrhoea or vomiting	
E. coli O157 VTEC	Should be excluded for 48 hours from the last episode of diarrhoea. Further exclusion may be	Further exclusion is required for children aged 5 years or younger and those who have difficulty in adhering to hygiene practices. Children in these categories should be excluded until there is evidence of

Typhoid* [and paratyphoid*] (enteric fever) Shigella (dysentery)	required for some children until they are no longer excreting	microbiological clearance. This guidance may also apply to some contacts who may also require microbiological clearance. Please consult your local PHE centre for further advice
Cryptosporidiosis	Exclude for 48 hours from the last episode of diarrhoea	Exclusion from swimming is advisable for two weeks after the diarrhoea has settled

Respiratory infections

Infection or complaint	Recommended period to be kept away from school or nursery	Comments
Flu (influenza)	Until recovered	Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers. It may be advisable for these children to have additional immunisations, for example pneumococcal and influenza.
Tuberculosis*	Always consult your local PHE centre	Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers. It may be advisable for these children to have additional immunisations, for example pneumococcal and influenza.
Whooping cough*	Five days from starting antibiotic treatment, or 21 days from onset of illness if no antibiotic treatment	Preventable by vaccination. After treatment, non-infectious coughing may continue for many weeks. Your local PHE centre will organise any contact tracing necessary.

Other infections

Infection or complaint	Recommended period to be kept away from school or nursery	Comments
Conjunctivitis	None	If an outbreak/cluster occurs, consult your local PHE centre.
Diphtheria*	Exclusion is essential. Always consult with your local HPT	Family contacts must be excluded until cleared to return by your local PHE centre. Preventable by vaccination. Your local PHE centre will organise any contact tracing necessary.
Glandular fever	None	
Head lice	None	Treatment is recommended only in cases where live lice have been seen.
Hepatitis A*	Exclude until seven days after onset of jaundice (or seven days after symptom onset if no jaundice)	In an outbreak of hepatitis A, your local PHE centre will advise on control measures.
Hepatitis B*, C*, HIV/AIDS	None	Hepatitis B and C and HIV are bloodborne viruses that are not infectious through casual contact. All spillages of blood should be cleaned up immediately (always wear PPE). When spillages occur, clean using a product that combines both a detergent and a disinfectant. Use as per manufacturer's instructions and 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. A spillage kit should be available for blood spills.

Meningococcal meningitis*/ septicaemia*	Until recovered	Meningitis C is preventable by vaccination There is no reason to exclude siblings or other close contacts of a case. In case of an outbreak, it may be necessary to provide antibiotics with or without meningococcal vaccination to close school contacts. Your local PHE centre will advise on any action is needed.
Meningitis* due to other bacteria	Until recovered	Hib and pneumococcal meningitis are preventable by vaccination. There is no reason to exclude siblings or other close contacts of a case. Your local PHE centre will give advice on any action needed.
Meningitis viral*	None	Milder illness. There is no reason to exclude siblings and other close contacts of a case. Contact tracing is not required.
MRSA	None	Good hygiene, in particular handwashing and environmental cleaning, are important to minimise any danger of spread. If further information is required, contact your local PHE centre.
Mumps*	Exclude child for five days after onset of swelling	Preventable by vaccination
Threadworms	None	Treatment is recommended for the child and household contacts.
Tonsillitis	None	There are many causes, but most cases are due to viruses and do not need an antibiotic.

* denotes a notifiable disease. It is a statutory requirement that doctors report a notifiable disease to the proper officer of the local authority (usually a consultant in communicable disease control). In addition, organisations may be required via locally agreed arrangements to inform their local PHE centre. Regulating bodies (for example, Ofsted/Commission for Social Care Inspection (CSCI)) may wish to be informed.