

# The Priory CE VA Primary School

*Inspiring a generation to learn, flourish and achieve in a caring, Christian community.*



## Health and Safety Policy

Health and Safety Policy			
<b>Approval</b>	Board of Governors	<b>Chairman</b>	Sue Solly
<b>Headteacher</b>	Paul Ruffle	<b>Ratified</b>	
<b>Date of last review</b>	September 2020	<b>Date of this review</b>	September 2021
<b>Date of next review</b>	Annually – Sept 2022	<b>Maintenance</b>	Headteacher
<p>As a Voluntary Aided School, the Governors are responsible for Health and Safety and work in partnership with others to fulfil this duty.</p> <ul style="list-style-type: none"><li>• Priory School is supported in its health and safety responsibilities by BCP Council as a maintained school.</li><li>• Our policies and procedures reflect the model guidance issued by Dorset and Hampshire Councils.</li><li>• A service level agreement with RW Safety Solutions ensures a level of oversight &amp; expertise is always available.</li></ul>			

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## 1. Statement of Intent

The Priory Church of England Primary School hereby known as The Priory CE Primary recognises its legal and moral responsibilities to persons who may be adversely affected by school activities.

Health and safety in schools is governed by legislation and associated regulations, which are enforced by the Health and Safety Executive (HSE).

In our **Voluntary Aided schools** statutory health and safety responsibilities fall on the governing body (as the employer) and on the headteacher and staff (as employees).

The governing body, as the employer, has a duty (as required by The Management of Health and Safety at Work Regulations, 1999) to ensure the following is in place:

- *Develop and regularly update a health and safety policy and advise employees of it;*
- *Have a critical incident/emergency contingency plan;*
- *Ensure, **so far as reasonably practicable**, the health, safety, and wellbeing of teachers and other education staff; the health and safety of pupils in school and on off-site visits; and the health and safety of visitors to the school including volunteers involved in any school activity and contractors working on the school site;*
- *Assess the risk of all activities, both in school and off-site; introduce measures to manage the risks, and instruct employees about the risks and the measures to control them;*
- *Ensure that staff are competent and trained in their responsibilities (including written records of training); and are actively involved in health and safety;*
- *Take reasonable steps to make sure that the buildings, equipment and materials are safe and do not put the health of users and visitors at risk.*

In practice, the governing body may delegate specific health and safety tasks to others at the school.

**However, the governing body retains the ultimate responsibility no matter who carries out the tasks.**

## 2. Responsibilities

It is recognised that individuals and groups of individuals have responsibilities for the health, safety and wellbeing in the school. The individuals and groups identified below are expected to have read and understood the school's policies and procedures for ensuring health, safety and wellbeing and to conduct their duties in accordance with them.

**See Appendix 2 for current delegation of responsibilities**

### **2.1 Governors**

The governors are responsible for ensuring that mechanisms and procedures are in place for health, safety and wellbeing. The governors will receive regular reports to enable them, in collaboration with the headteacher, to prioritise resources for health, safety and wellbeing issues.

The governors have nominated the **Finance and Resources Committee** to monitor the implementation of policies, procedures and decisions and feedback to the governing body on health, safety and wellbeing issues.

- Provide as far as reasonably practicable a safe and healthy environment for all persons who work at, attend or visit the school.
- Ensure, as far as reasonably practicable, the health and safety of pupils, staff and volunteers on off-site visits and activities.
- Adopt the safety policies of Dorset Council (DC) in conjunction with regular advice from RW Safety Solutions, until such time as BCP Council are able to provide similar support.
- Seek improvement to working conditions according to priorities within existing resources.
- Recognise their responsibilities when they make available premises or equipment for hire, and will ensure that risks to the safety or health of hirers and other persons are adequately controlled as far as possible.
- Ensure that risk assessments & procedures (**see appendix 1**) are carried out within the school and assessed annually.
- Encourage informal meetings and ensure time is made available in staff meetings where health and safety issues can be raised.
- Ensure that staff can access training to ensure their competence for their task.
- Accept the duties they may hold as a client when they arrange for work through contractors or volunteers. Follow DC/BCP guidance for the selection of competent contractors and **will** seek assistance from the schools Property Surveyor or DC/BCP /Diocese Property Management Division when necessary. Ensure that volunteers receive adequate instruction and supervision to work safely.
- Ensure all staff accidents, significant pupil accidents and third party accidents are recorded and reported to BCP Council / RW safety Solutions as appropriate.
- Review on an annual basis, all accidents and incidents reported to identify trends.
- Consult with the School Council and inform pupils of their responsibility for health and safety.
- Recognise the role of safety representatives appointed by recognised trade unions and co-operate with them so they may undertake their health and safety related functions, including reasonable paid time off for consultation, inspections and investigations.

## 2.2 Headteacher

The headteacher has responsibility for:-

- Day to day management of all health and safety matters in the school in accordance with the health and safety policy.
- Ensure regular workplace inspections are carried out by the school's **Caretaker** and **Governor responsible for premises**.
- Submitting inspection reports to the governors.
- Ensuring action is taken on health, safety and wellbeing issues.
- Passing on information received on health and safety matters to appropriate people.
- Carrying out accident investigations.
- Chairing the schools' premises management group.
- Identifying and facilitating staff training needs.
- Liaising with governors and/or the LEA on policy issues and any problems in implementing the health and safety policy.
- Co-operating with and providing necessary facilities for trade union safety representatives.
- Providing necessary facilities for all employees to be consulted on health and safety matters.
- Where contracts are negotiated directly between the school and the contractor, the headteacher is also expected to monitor purchasing and contracting procedures, to ensure that the employer's health and safety policy is complied with.

The school **Caretaker** is responsible for liaising with contractors undertaking major works and for ensuring that the risk due to having contractors on site is monitored and controlled.

The **Caretaker and School Business Manager** are appointed with the authority of the headteacher to request action from the contractor where conditions are considered to be unsafe.

### **2.3 Staff with Special Responsibilities**

The following staff have special responsibility: **Caretaker, School Business Manager and Educational Visits Coordinator**

These job holders will be responsible for:

- The local arrangements to ensure the effective control of risks within the specific areas under their control.
- The local arrangements for the purchase, inspection and maintenance of equipment and its specification.
- The coordination of the schools health and safety policy in their own department or area of work, directly responsible to the headteacher for the application of the health and safety procedures and arrangements.
- Establishing and maintaining safe working practices including arrangements for ensuring, as far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances, e.g. chemicals, hot water, sharp tools and machinery.
- Resolving health, safety and wellbeing problems referred to them by members of their staff or referring to the headteacher or line manager any problems they are unable to resolve within the resources available to them.
- Ensuring that risk assessments are carried out when necessary and reviewed, and on a regular basis within the overall programme for the school, on the activities and equipment for which they are responsible.
- Ensuring, as far as reasonably practicable, that sufficient information, instruction, training and supervision is provided to enable employees and pupils to avoid hazards and to contribute positively to their own health and safety.
- Obtain relevant advice and guidance on health and safety matters.

### **2.4 Employees**

All school employees are directly responsible for:

- Taking reasonable care for the health safety of themselves and of other people who may be affected by their acts and / or omissions.
- Cooperating fully with their manager or responsible person on all matters relating to their health and safety at work.
- Not recklessly or intentionally interfering with, or misusing any equipment, safety devices etc. that have been provided in the interest of health and safety.
- Reporting promptly, in the first instance to their manager or responsible person, any accidents, injury, significant near miss, incident of violence and aggression or cases of work-related ill health.
- Report to the relevant manager, any defects, hazard, damage or unsafe practices or other items that could give rise to an unsafe place of work or cause injury or ill-health to others. Any defective equipment should be labelled to ensure other employees cannot use the item.

- Wearing any protective clothing or equipment and using any safety devices that have been provided for their health and safety while at work.
- Observing safety rules, complying with codes of practice and health and safety policy and procedures, and adhering to safe working procedures at all times.
- Acquaint themselves with, and comply with, the procedure to follow in case of a fire or other emergency.
- Attending health and safety training as directed and undertaking their work activities in accordance with any health and safety training provided to them.

## **2.5 Volunteers**

Volunteers (such as parent helpers etc.) have a responsibility to act in accordance with the schools policies and procedures for health and safety and to report any incident or defective equipment to a member of staff immediately.

Volunteers are also expected to act only under the supervision of a qualified member of staff.

## **2.6 School Health and Safety Representatives**

Safety representatives are appointed by recognised Trade Unions.

*At present there are no safety representatives.*

Under the requirements of the Safety Committee and Safety Representative Regulations 1977, where safety representatives are appointed they will be given adequate time and facilities to fulfil their functions.

## **2.7 Contractors**

All contractors under school control will be appropriately selected and competent in terms of health and safety.

- Contractors must be made aware of and abide by the schools health and safety policy and not endanger pupils, staff or other visitors to the site.
- The **Caretaker and School Business Manager** will be responsible for the coordination of the contractors' activities on site.
- The Headteacher must ensure that any temporary rules, such as exclusion from parts of the premises, are known to all staff, pupils and visitors to the premises. This might be achieved by the posting of suitable notices by the headteacher, or by the contractor, in consultation with the headteacher. All contractors must report to the responsible person named above before any work takes place and prior to each working session. The responsible person should then inform the contractor of any conditions which may affect his safety and that of others.

## **2.8 Visitors and other Users of the Premises**

Where the facilities are shared, ensure that there are suitable and sufficient arrangements for communicating and coordinating health, safety and security policies and procedures with other occupiers, e.g. youth service, leisure centre, catering and cleaning contractors and outside staff based in schools.

- All visitors to the school must comply with the school's health and safety policy and procedures.

- Headteachers must ensure that a suitable system is implemented whereby visitors are required to record their visit to the school (visitor's book) and the time they leave. This should include all visitors to the school including Governors, Property Surveyor, Contractor's etc.
- Where applicable visitors will be required to wear a 'visitors' identification badge which will be supplied by the school.
- Where reasonably practicable, visitors will be accompanied at all times by a responsible employee.
- Should a fire / emergency occur or the fire alarm is activated whilst visitors are on the schools premises, the person who is accompanying the visitor will take him / her to the fire assembly point.
- Should an incident / accident occur involving a visitor it must be reported to the Governing Body using the accident reporting policy and procedure and form. An investigation must be undertaken as soon as possible by the relevant responsible person.
- If the incident is of a serious nature or fatal the headteacher should contact RW Safety Solutions and the BCP/Diocese support teams.
- Persons hosting visitors including meeting arrangers must ensure:
  1. Visitors are alerted to the establishment fire procedures.
  2. Visitors adhere to the 'no smoking' policy.
  3. Visitors park their vehicles in such a way so as not to obstruct fire escape routes, roads, access or other vehicles.
  4. Visitors record time of arrival and departure in the visitors book.
  5. Where applicable visitors are provided with and wear identification badges.
  6. Visitors are accompanied or authorised to enter the premises.
  7. Visitors remain within authorised areas and do not enter any restricted area unless permission is granted and the person is accompanied.
  8. Visitors do not take anything with them from the premises, or bring anything onto the premises that may create a hazard or risk unless authorised.
  9. Visitors report all accidents, incidents and near misses to the host.
  10. Visitors wear protective clothing that is supplied when necessary.

## **2.9 Lettings**

The headteacher will ensure that the hirer of the premises, for any event, is aware of his / her obligations under health and safety legislation and the school's and safety policies where appropriate.

Please refer to the ***School's Lettings Policy***.

## **2.10 Pupils**

Pupils will be reminded that they are expected to:

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and / or hygiene, as detailed within the appropriate curriculum safety guidelines.
- Observe all the health and safety rules of the school and, in particular, the instructions of staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

All pupils and parents will be made aware of this section of the policy through the school prospectus and website.

## **3. Monitoring and Inspection**

The school buys into the Service Level Agreement for Health and Safety with RW Safety Solutions. As part of this service the schools is provided with an audit to review the schools health and safety systems. A copy of the latest audit is available from the school office and is stored on the g drive.

The school completes written termly premises inspections in accordance with model DC guidance. A copy of the latest form is available in the Caretaker's folder.

## Arrangements

### 4. Accident recording

The school will record all accidents in accordance with the **Accident Reporting Policy**.

- Pupil Accident Book (for minor injuries) as part of the first aid folder
- Accident and Reporting Forms retained in school in the pupils' educational record for more significant injuries
- A near-miss log will be kept in the school office
- Any accidents reportable to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) will be completed and investigated by the Headteacher with support from RW Safety Solutions

### 5. Administration of medicines

The school follows DfE guidance on the dispensing and storing of medicines within school.

For further details please see the School's **Medical Needs Policy**.

### 6. Asbestos Management

The school's asbestos management survey report was completed in July 2019 by Dorset Council and no asbestos material was found to be remaining on site. This report is located on the health and safety folder in the g drive.

The asbestos management on site is controlled by the asbestos competent person, the **Caretaker**.

The asbestos register is to be shown to all contractors who may need to carry out work on site. Contractors must sign the register as evidence of sighting prior to being permitted to commence any work on site. Any changes to the premises' structure that may affect the asbestos register information will be notified to the Headteacher in order that the asbestos register may be updated accordingly.

*Under no circumstances must staff drill or affix anything to walls that may disturb materials without first checking the register and/or obtaining approval from the competent person. Any damage to any structure that possibly contains asbestos, which is known or identified during inspection, should be immediately reported to the responsible manager/headteacher and/or the asbestos competent person who will immediately act to cordon off the affected area and contact the BCP Property Services team for guidance.*

Any contractor suspected to be carrying out any unauthorised work on the fabric of the building should be immediately stopped from working and immediately reported to the responsible manager/headteacher and/or asbestos competent person.

## **7. COSHH - Control of hazardous substances**

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

All substances that may be considered hazardous to health have been assessed, including those used in the curriculum e.g. Science teaching. Staff must not bring any hazardous chemical onto the school site unless prior permission has been sought and a COSHH assessment has been completed.

A copy of the health and safety data sheet and COSHH risk assessment (including emergency procedures for dealing with spillages) will be available in the location of where the chemicals are used / stored and this is completed by the Caretaker. Any person using these chemicals must ensure they have seen and follow the information given on the COSHH assessment (including the wearing of any identified PPE).

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.

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

- **7.1 Gas safety**

Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer

Gas pipework, appliances, flues and stop buttons are regularly maintained. All rooms with gas appliances are checked to ensure that they have adequate ventilation.

Any member of staff discovering a suspected gas leak should make an informed judgement based on how strong the smell is as to whether they immediately evacuate the building and telephone the National Gas Emergency Service (National Grid) on 0800 111 999. If there is a slight smell of gas, the first action should be to check that all gas appliances are switched off. This may clear the smell of gas. Windows should be opened.

- **7.2 Legionella Management**

A water hygiene risk assessment was completed in Nov 2017 by Dorset Council and the site found to be low risk.

The **Caretaker** is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book. The water hygiene risk assessment will be reviewed annually and when significant changes have occurred to the water system and/or building footprint.

The risks from legionella will be mitigated by the following: weekly water fountains clean (if appropriate), Monthly flushing of little used outlets, Monthly temperature checks on hot and cold outlets, Annually cleaning and descaling shower heads and hoses (where appropriate) and annually T.M.V.s serviced annually. This is completed by the Site Manager and records of all related training, flushing, temperature monitoring, cleaning and defects are to be retained for auditing purposes.

## **8. Electricity**

The school will undertake to inspect and test all portable appliances by a competent person on an at least two yearly basis with a written annual visual check in between the years of PAT test. **This has been completed Feb 2020 by Gareth Jones and subsequently by Jimmy Hanslip (also the school's caretaker).**

The competent person will produce an inventory of test which will be kept by the School Business Manager.

All staff will visually inspect electrical equipment before use for obvious defects.

Defective equipment will not be used, will be labelled and reported as defective for replacement/repair.

The school will ensure that the fixed wiring inspections are completed on a 5 yearly basis by a competent contractor (**completed by Gareth Jones Feb 2020**).

If personal items of electrical equipment are required to be used in school then permission must be sought from the Caretaker and the equipment must have a current portable appliance test completed on it, if over 12months old.

## **9. Emergency Planning**

This includes the actions that will be taken in the event of an emergency evacuation of the school site or a critical incident including lockdowns, adverse weather, pandemics and emergency closure. See latest **Emergency Evacuation Plan** and **Critical Incident Policy** for details. It is important to note that:

Fire Notices are displayed at each room where staff/pupils may congregate. Escape routes are checked by the Caretaker every day.

Fire Extinguishers are maintained and **checked by the Caretaker every month and yearly service by Churches Ltd.**

Fire Alarms are tested by the **Caretaker every week and yearly service by Churches Ltd including emergency lighting.**

Personal Emergency Evacuation Plans (PEEPS) are completed, provided and exercised for any vulnerable persons to be able to ensure safe, assisted evacuation in the event of an emergency incident. **PEEPS are reviewed annually by the Headteacher.**

All New staff are trained on Emergency Evacuation including Bomb threats and lockdowns procedure. Staff are briefed annually. Emergency evacuation procedures will be tested once every term and include a variety of different scenarios e.g. different time of day / different threat. The date will be recorded in the fire log by the Caretaker.

If a drone is spotted overhead the Police will be contacted and advice taken.

## **10. Equipment**

All work equipment will be purchased from a reputable supplier.

Before purchase the following considerations must be given:

- The installation requirements
- The suitability for purpose
- The positioning and or storage of the equipment
- Maintenance requirements (contracts and repairs)
- Training and use of the equipment.

After purchase, the following consideration must be given:

- All equipment and machinery is maintained in accordance with the manufacturer's instructions & staff are trained in its correct use.
- In addition, maintenance schedules outline when extra checks should take place referring to the Work Equipment Regulations 1998 (PUWER)
- 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

All plant and equipment that require statutory inspection, testing and maintenance for example, steam boilers, pressure cookers, lifting equipment, local exhaust ventilation will be completed by a competent contractor.

Any personal protective equipment (PPE) required for the use of the work equipment will be supplied free of charge by the school. All employees will be expected to wear the PPE when operating the equipment.

- **10.1 Access equipment (kick-stools, ladders, tower scaffolds and mewps etc)**

All access equipment must be purchased from a reputable supplier.

Before purchase the following considerations must be given:

- The installation requirements
- The suitability for purpose
- The positioning and or storage of the equipment
- Training and use of the equipment.

Staff must not use access equipment unless appropriate training has been given. A risk assessment must be completed for the access equipment or task and staff using the equipment must have access to and comply with the risk assessment.

The access equipment should be visually checked before each use. An inventory is required for all access equipment with a formal written 6 monthly check (tower scaffolds and mewps will require specialist and more frequent checks).

- **10.2 PE equipment**

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

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

An annual safety inspection of PE equipment e.g. gymnastic equipment and climbing apparatus, takes place currently by **Sports Safe UK**.

- **10.3 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 up to the cost of £75 if required specifically for DSE use).

See also **Workstation and digital screen equipment Procedures and Risk assessment**

- **10.4 Specialist equipment**

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

## **11. Fire Safety**

Arrangements regarding fire safety are set out in the **Fire Safety Risk Assessment** which will be reviewed annually by the Headteacher.

The fire safety coordinator (Caretaker) is the competent person for fire safety on the premises and is the immediate point of contact for all fire safety related enquiries on site.

The responsible manager/headteacher will ensure through the fire safety coordinator that:

- Fire Safety Guidelines & Risk Assessment** are readily available for all staff to read
- Fire safety information is provided to all staff at induction and periodically thereafter
- Fire safety notices are posted in the key areas of the building close to the fire points and evacuation routes and assembly points are clearly identified. Staff are aware of their own responsibilities for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of fire.
- All staff are familiar with the flammable potential of materials and substances that they use and exercise maximum care in their use, especially with those marked flammable.
- All staff are responsible for ensuring that pupils and visitors evacuate in an orderly and timely fashion in the event of the alarm sounding. All staff are responsible for ensuring evacuation routes and doors are kept clear at all times.

The fire log will be kept up to date with entries for weekly fire alarm checks and fire door checks, monthly emergency lighting checks and fire extinguisher checks and any contractor visits or false alarms.

Smoking including vaping, is not permitted anywhere on the school premises

## **12. First aid**

First Aid Arrangements regarding first aid provision are set out in the **Medical Needs Policy and First Aid Risk Assessment and Procedures**.

The names of the first aid trained staff (and expiry date of training) are listed in g: drive and also clearly signposted around the premises. First aid is never to be administered by anyone except first aid trained staff with in-date training certification, operating within the parameters of their training.

First aid kits are located at strategic points in the school and portable kits are available for lunchtimes, PE lessons and school trips and visits. The contents of the kits will be checked on a regular basis and the kit will be labelled with the date of checking and signature of the person who has checked the kit – usually the **Administration Officer**

## **13. Hot Drinks**

No hot drinks to be carried around the school in open mugs to avoid scalding / burning of children. Any drinks carried should be in safety mugs with lids to prevent scalding.

## **14. Infection prevention and control**

Please also see detailed **COVID-19 Risk assessment** for additional control measures which will be used during the current pandemic. This will be communicated to parents by regular newsletters and updates.

In general, 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:

### **Handwashing**

- Wash hands with liquid soap and warm water, and dry with hand dryers.
- Always wash hands after using the toilet, before eating or handling food, and after handling animals.
- Alcohol gel is available throughout the school to compliment handwashing.
- Cover all cuts and abrasions with waterproof dressings

### **Coughing and sneezing**

- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues
- Dispose of tissues in lidded pedal bins
- Spitting is discouraged

### **Personal Protective Equipment**

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

### **Cleaning of the environment**

- Clean the environment frequently and thoroughly using a government advised disinfectant
- Staff will identify any toys that require cleaning or removing and action appropriately.
- 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 bactericidal deodoriser and use as per manufacturer's instructions.
- Spillage kits are available for body fluid spills
- Wear personal protective clothing when handling soiled linen
- Double Bag children's soiled clothing to be sent home.
- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins

#### **Animals**

- Wash hands before and after handling any animals.
- Parents are asked for permission before a child can handle 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

#### **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.

#### **Exclusion periods for infectious diseases**

- The school will follow recommended exclusion periods outlined by Public Health England. See link [https://www.publichealth.hscni.net/sites/default/files/Guidance\\_on\\_infection\\_control\\_in%20schools\\_poster.pdf](https://www.publichealth.hscni.net/sites/default/files/Guidance_on_infection_control_in%20schools_poster.pdf).
- In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

## **15. Kitchens**

The main kitchen area is only to be used by authorised staff in accordance with the **identified safe working procedures used by HC3S**.

Authority and procedures for local management of the main kitchen is via the Headteacher. Any persons not normally authorised but wishing to enter the kitchen area must gain approval prior to entry and must strictly adhere to the kitchen safe working practices.

All drawers containing sharps will be locked when not in use.

## **16. Lone working**

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Premises duties (caretaker)
- 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.

For further information please refer to the **school's Lone Working Procedures and Risk Assessment**.

## **17. Manual Handling**

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

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

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

Specific tasks (e.g. setting up tables for lunch) may require on-site training and will form part of any induction. For further information please refer to the **school's Manual Handling Procedures and Risk Assessment**.

## **18. New and Expectant mothers**

A Risk Assessment will be carried out whenever any employee or pupil notifies the school that they are pregnant and reviewed at regular interval. 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

## **19. Off site visits**

Please see the school's **Educational Visits and Outdoor Learning Policy**. **The school uses evolve and follows BCP guidelines.**

## **20. Site Security**

The Caretaker and Headteacher are responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

The Headteacher, Deputy Headteacher, School Business Manager and Caretaker are key holders and will respond to an emergency.

## **21. Stress & Wellbeing**

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. All Teachers and Teaching Assistants have access to Dorset Counselling Service and Occupational Health Support when necessary.

## **22. 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 Caretaker retains ladders for working at height
- Pupils are prohibited from using ladders (not PE ladders or climbing apparatus)
- Staff will wear appropriate footwear and clothing when using ladders / 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 with appropriate PPEs and training.
- All staff are briefed annually on working at heights. Please note that Staff are not to improvise or use alternative access methods of their own choice. In particular the use of any furniture, including tables and chairs, is forbidden for any work at height.

## **23. Traffic Management**

Arrangements regarding on-site traffic safety are based on the **premises traffic risk assessment and procedures**.

It is particularly important that all members of the school community adhere to these procedures, as the main access point during the pandemic is the school car park.

## **24. Violence at Work**

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

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

For further information please refer to the **school's Violence at Work Risk Assessment**.

## **25. Risk assessments**

Risk assessments are completed for any significant risk.

These risk assessments are working documents and must be viewed by staff carrying out the activity and updated/reviewed on an at least annual basis or whenever there is a significant change to the activity / task / personnel / or following an accident.

In general, Risk Assessments (not related to trips and outdoor learning) can be found on Priory Education / Health & Safety / Risk Assessments.

COSHH risk assessments are found in the staffroom paper file and a description with the product.

Trips and outdoor learning risk assessments can be found in the designated folder in Priory Education.

The Headteacher, Caretaker and EVC Coordinator have a particular responsibility for managing the risk assessments used in school.

## **26. Training and records**

The school will ensure that all staff has suitable and sufficient training to complete the tasks required of them.

The school will ensure all training is recorded and up-date training is completed where required.

All staff will be provided with following as a minimum training provision:

- Induction training regarding all the requirements of this health and safety policy
- Specific training commensurate to their own role and activities
- Periodic refresher training that will not exceed three yearly intervals

Training records are held by the **School Business Manager** who is responsible, alongside the Headteacher, for coordinating all health and safety training requirements and managing the planning of refresher training for all staff.

### **Policy Version History**

<b>Date</b>	<b>Comments / Reviewed:</b>
September 2020	New Policy written by Paul Ruffle
September 2021	Policy reviewed by Paul Ruffle. Minor changes only (revised roles re. Caretaker and School Business

## Appendix 1: H&S Supporting Documents

### Policies

- Child Protection Policy
- Medical Needs Policy
- Educational Visits Policy
- Lettings Policy
- Critical Incident Policy

### Core Risk Assessment & Procedures (reviewed alongside this policy annually)

- Emergency Evacuation Plan
- Offsite Emergency Action Plan
- Fire Safety Risk Assessment
- First Aid Procedures and Risk Assessment
- Lone Working Procedures and Risk Assessment
- Lunchtime Procedures and Risk Assessment
- Manual Handling Procedures and Risk Assessment
- Slips and Trips Procedures and Risk Assessment
- Traffic Management Risk Assessment
- Violence and Aggression at Work Procedures and Risk Assessment
- Volunteers and Adults working in school procedures and Risk Assessment
- Working at Height Procedures and Risk Assessment
- Workstation and digital screen equipment Procedures and Risk Assessment
- **COVID-19 Risk Assessment**

## Appendix 2 - H&S Table of delegated responsibilities

Role	Named Person
<b>Overall Responsibility for Health and Safety</b>	<b>Governing Body (Finance and Resources Committee)</b> <ul style="list-style-type: none"> <li>- Support from BCP Council for statutory responsibilities e.g. signing off residentials</li> <li>- SLA for enhanced specialist support from RW Safety Solutions</li> </ul>
<b>Responsible Manager</b>	<b>Headteacher</b> - Paul Ruffle
<b>Premises Health and Safety Team</b> <i>*COSHH, working at heights, manual handling</i>	<b>Headteacher</b> - Paul Ruffle <b>Caretaker</b> - Jimmy Hanslip* <b>School Business Manager</b> - Helen Brown <b>Premises Governor</b> - Kate Woodhead
<b>Fire Safety Coordinator</b>	<b>Caretaker</b> - Jimmy Hanslip
<b>Legionella Competent Person</b>	<b>Caretaker</b> - Jimmy Hanslip
<b>Asbestos Competent Person</b>	<b>Caretaker</b> - Jimmy Hanslip
<b>Accident Investigator</b>	<b>School Business Manager</b> - Helen Brown
<b>Lead Designated Safeguarding Officer</b>	<b>Headteacher</b> - Paul Ruffle
<b>Trained First Aiders (including paediatric first aiders)</b>	<b>School Business Manager</b> - See records on g drive (Helen Brown)  Lead first aider at work - Ian Swain  Lead on managing medicines, including asthma - Heather Johnstone
<b>Educational Visits Coordinators</b>	<b>Headteacher</b> - Paul Ruffle