



# Health and Safety Policy

<b>Approved by:</b>	Finance & Resources	<b>Date:</b> 25.1.2024
	Full Governing Body	21.3.2024
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## Section A – Introduction:

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

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

The school follows [national guidance published by Public Health England](#) when responding to infection control issues.

**Health and Safety at Work Act  
1974**

**Health and Safety Policy Statement  
Of**

**Ramsgate Holy Trinity CE Primary School**

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**A3: Statement of Intent:**

The head teacher and governors are committed to establishing and implementing arrangements that will:

- ensure staff and pupils are safeguarded when on school premises, or engaged in off-site activities (e.g. school trips, sports events etc.).
- ensure the premises for which they are responsible have safe access and egress for all staff, pupils and visitors.
- provide adequate facilities and arrangements for welfare.
- provide and maintain safe plant and safe systems of work without risks to health.
- ensure safe use, handling, storage and transport of articles.
- provide suitable information, training, instruction and supervision to keep all staff, pupils and visitors safe.

Signed:

*Head teacher*

Signed:

*Chair of Governors*

Date:

Date:

## Section B – ORGANISATION

### B1: Roles and responsibilities

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

The governing board has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The governing board, as the employer, also has a duty to:

- assess the risk to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks;
- inform employees about risks and the measures in place to manage them;
- ensure that adequate health and safety training is provided.

The governor who oversees health and safety is Mr Robert Goddard.

The Headteacher will ensure the overall implementation of the policy.

### B2: Headteacher Responsibilities

- to ensure this policy is reviewed annually, or before if there are any changes in circumstances;
- to ensure that employee responsibilities regarding health and safety are included in his/her job description and that it is properly received and understood;
- to ensure there is enough staff to safely supervise pupils;
- to include health and safety issues in the school improvement plan, if necessary;
- to carry out regular health and safety inspections (at least three times a year) and take remedial action as appropriate;
- to undertake risk assessments, record significant findings, and review annually, or before if there is a change in circumstance;
- to receive and deal promptly with raised issues or complaints about unsafe premises, equipment or work practices;
- to liaise with KCC property and infrastructure support and the Diocese and/or the building maintenance consultants and/or with contractors to resolve property maintenance issues;
- to ensure that the requirements of any enforcement officer (e.g. HSE Inspector, Environmental Health Officer, Fire Liaison Officer, or Environmental Agency Inspector) are properly addressed;
- to ensure that emergency evacuation procedures are in place and tested to ensure validity;
- to ensure that adequate first aid provision is available and kept up to date at all times;
- to report health and safety issues to the governing body on a regular basis;
- to monitor cleaning contracts, and ensuring cleaners are appropriately trained;
- to monitor and review all health and safety policies and procedures.
- to seek advice from other organisations or professionals, such as the Health and Safety Executive, safety advisers etc as and when necessary

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

**NB:** *Tasks can be delegated to other staff members (e.g. the monitoring of cleaners to the school's caretaker) but the responsibility remains with the Headteacher.*

### **B3 – Governors’ Responsibilities**

- Responsibility for the health and safety of pupils lies with the governing body of the school.
- The governing body will promote a strategic overview for health and safety.
- The governing body will take all reasonable measures to ensure that the premises and equipment on site are safe and do not put the health or safety of staff, pupils or visitors at risk while they are on the premises.
- The governing body of a community, voluntary controlled, community special and maintained nursery school must comply with any directions given by the LA concerning the health and safety of persons in school, or on school activities elsewhere. While this does not apply to Voluntary Aided schools, we as a school choose to go along with this county guidance
- The governing body will make adequate provision for maintenance of the school premises and equipment, either within the KCC ‘Classcare’ scheme or within the school’s delegated budget.
- The governing body will support and monitor health and safety within the school.
- The governing body can consider appointing a governor to coordinate health and safety from a strategic point of view.
- Review and monitor the effectiveness of this policy

<b>Name of Appointed Health and Safety Governor: Mr Robert Goddard</b>
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### **B4 – Staff Responsibilities**

- To read and fully co-operate with this policy
- Must take reasonable care of their own health and safety and that of others who may be affected by their actions.
- Will co-operate with their employer on health and safety matters.
- Will not interfere with anything provided to safeguard their health and safety or that of others.
- Have a duty to report all health and safety concerns to the head teacher or their line manager.
- Work in accordance with training and instructions.
- Model safe and hygienic practice for pupils.
- Understand emergency evacuation procedures and feel confident in implementing them.

### **B5 - Site manager responsibilities**

The Site manager holds responsibility for the day to day maintenance and other buildings / grounds issues.

They will:

- ensure that any work that has health and safety implications is prioritised
- report any concerns regarding unresolved hazards in school to the senior management team immediately
- ensure that all work under their control is undertaken in a safe manner
- carry out a daily check of the grounds and building to spot any disrepair or other hazards such as broken glass etc. in the play areas
- ensure that all cleaning staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling
- carry out a weekly test of the fire alarm

- ensure all contractors are 'inducted' and shown the relevant risk assessments, asbestos records and are made aware of any fragile roofs or other hazards in the areas where they will be working
- fully co-operate with health and safety arrangements during larger building projects.

## **B6 - Consultation with employees**

It is a legal requirement to consult with employees on health and safety issues. A Safety Committee is where formal consultation with employees takes place, but individual and group staff meetings are also appropriate forums for communication on health and safety matters and concerns.

Health and Safety is a standing item on all staff meeting agendas

## **B7 – Pupils, Parents and Contractors**

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.

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

## **B8 – Information, Instruction and Supervision**

Under health and safety law it is a legal requirement to display or provide a leaflet version of the Health and Safety Law poster.

- A copy of the Health and Safety Law Poster can be found:

**Location of Poster: staffroom – next to the stock cupboard door**

- The Headteacher will ensure that all staff, pupils and visitors receive adequate information, instruction and supervision for to ensure their health and safety.
- supervision of young workers/trainees will be arranged/undertaken/monitored by the head teacher or other delegated key members of staff

## **B9 – Competency for Health and Safety Tasks and Training**

- The Headteacher will ensure that all staff undertake Induction training.
- Training will be identified, arranged and monitored by the Headteacher and the governing body.
- Staff are also responsible for identifying their own personal training needs and feeding this back to the Headteacher.
- Training records will be easily accessible for audit purposes and will be kept up to date.

**The person responsible for holding the records is the Headteacher**

## **B10: Monitoring**

- The Headteacher will check working conditions and ensure that safe working practices are being followed. Regular inspections will be undertaken of the school building and grounds, at least three times a year.
- The Headteacher is responsible for investigating accidents.

- The Headteacher is responsible for investigating work-related causes of sickness and absences.
- The Headteacher is responsible and accountable for acting on investigation findings in order to prevent a reoccurrence.

## **Section C – ARRANGEMENTS**

### **C1: School Activities**

- The Headteacher will ensure that risk assessments are undertaken.
- The significant findings of all risk assessments will be reported to the governing body and to all relevant staff, contractors and visitors who may be affected.
- Any actions that are required to remove or control risks will be approved by the Headteacher or their delegated responsible person.
- The Headteacher or delegated responsible person will check that the implemented actions remain effective, and that all risk assessments are reviewed on an annual basis or when the work activity changes, whichever is the soonest.
- For all school activities that require a risk assessment, existing risk assessments will be reviewed and if necessary amended.
- All off-site visits are appropriately staffed.
- For Years 1 – 6, there will be at least one first aider on school trips and visits.
- For Reception, 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 EYFS.

### **C2: Visitors**

- All visitors shall be directed by clear signage to the reception and must report to the school office, where arrangements for the signing in and out and identity badges will be provided.
- All visitors shall be made aware of the school's fire arrangements in the event of a fire.
- All visitors shall be made aware of the school's emergency procedures, including evacuation points

### **C3: Site security**

- The school's caretaker is responsible for the security of the school in and out of school hours. He/she is responsible for visual inspections of the site and for the intruder and fire alarm systems.
- The following members of staff are key holders and will respond to an emergency:
  - Erin Price
  - Paul Boardman
  - Steffi Egan

### **C4: Fire and Emergency Procedures**

The Headteacher is responsible for ensuring the fire risk assessment is undertaken, controls are implemented and that it is reviewed annually and kept up to date.

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessments of the premises will be reviewed regularly.

**Names of fire wardens:** Erin Price, Paul Boardman, Steffi Egan, Louise Joyner, Lorraine Lewis

The fire warden will ensure regular maintenance of:

1. Fire extinguishers
2. Fire alarms
3. Fire doors
4. Fire safety signs and identification of escape routes
5. Emergency lighting and other emergency equipment

Fire alarm testing takes place once a week (Thursday mornings by the caretaker/site manager).

The fire alarm is a loud continuous bell.

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

Emergency evacuation will be practised three times a year and a record will be kept in the office.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedure 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 other at risk.
- Staff and pupils will congregate at the assembly points. These are on the KS2 playground.
- Class teachers will take a register of pupils, which will then be checked against the attendance register of the day.
- The Deputy Headteacher will take a register of all staff and visitors.
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter.

The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities. Visitors are prompted to state whether they need assistance in the event of an emergency when they sign in.

### **Maintenance of fire equipment**

The headteacher will ensure regular maintenance of:

- fire extinguishers
- fire alarms
- fire doors
- fire safety signs and identification of escape routes
- emergency lighting and other emergency equipment.

Though this will be delegated to the Site Manager.

## **Bomb/suspect package alerts**

Bomb alerts/ suspect packages will be dealt with in accordance with the school's emergency planning arrangements.

- the headteacher is responsible for ensuring the bomb alert procedures are undertaken and implemented
- guidance on bombs/suspicious devices or packages will be circulated to staff.

## **C5 COSHH**

Schools are required to control hazardous substances, which can take many forms, including:

- chemicals
- products containing chemicals
- fumes
- dust
- vapours
- mists
- gases and asphyxiating gases
- germs that cause disease (such as leptospirosis or Legionnaires disease)

All chemicals will be stored in accordance with the Control of Substances Hazardous to Health (COSHH) assessment and instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

The Headteacher is responsible for ensuring that all relevant employees are informed about the COSHH guidelines and assessments.

The head teacher or delegated responsible person will be responsible for undertaking COSHH assessments

The Headteacher or a delegated person (e.g. the caretaker) will be responsible for checking that all new substances can be used safely before they are purchased.

COSHH assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest

### **C5.1 Gas**

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 that they have adequate ventilation.

### **C5.2 Legionella**

A water hygiene risk assessment is carried out every two years in line with statutory requirements. Assessments identify if there are areas where conditions are such that legionella bacteria could grow; list any required works; and include details of future monitoring requirements that the school is responsible for.

The Headteacher has overall responsibility; however, responsibility to organise the water risk assessment lies with the school's caretaker/site manager. He/she will ensure that the identified operational controls are conducted and recorded in the school's water log book.

Monitoring of the water system is also a statutory requirement and the school will ensure this is

undertaken. This will include taking temperature readings, recording these in the logbook and de-scaling spray outlets as necessary

### **C5.3 Asbestos**

There is currently no asbestos on school site.

The Headteacher will ensure that the KCC asbestos management policy is followed. An asbestos docubox will be kept on reception and staff will ask all contractors to check the survey and sign to say that they are aware of where the asbestos is within the building. The log book for asbestos is in the caretaker's office.

The Headteacher or the delegated responsible person will monitor areas where asbestos material is present, record significant findings and arrange for remedial works to be carried out if necessary. All works undertaken will be updated in the asbestos survey on completion.

### **C6: Equipment**

- The Headteacher will arrange for formal inspections of the premises, plant and equipment to take place three times a year and draw up an effective maintenance programme.
- All identified maintenance will be implemented.
- Routine checks may be undertaken by a combination of class teachers, governors, caretaking staff and the Headteacher/deputy head using the checklists.
- Access to store rooms; boiler rooms; tank and plant rooms should also be checked, including checking for inappropriate storage of ladders and other equipment.
- Where damaged asbestos is encountered or suspected, procedures, as laid down in the KCC Asbestos policy, will be followed.
- All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place.
- When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards.
- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

#### **C6.1 Electrical equipment**

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely.
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them.
- Any potential hazards will be reported to a member of the Senior Leadership Team or the caretaker immediately.
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed.
- Only trained staff members can check plugs.
- Where necessary, a portable appliance test (PAT) will be carried out by a competent person.
- All isolator switches are clearly marked to identify their machine.
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions.
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.

## **C6.2 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 concern about the condition of the hall floor or apparatus will be reported to the sports coach, the caretaker or a member of SLT.

## **C6.3 Information Communication Technology**

- the headteacher will ensure that suitable arrangements are in place for the safe use of information communication technology
- information communication technology will be installed safely, with due consideration given to ventilation for server rooms and computer suites and to hazards such as asbestos and working at height
- where laptops are used, safe systems of work including charging and use of trolleys will be devised and implemented
- assessments for users of Display Screen Equipment (DSE) will be carried out in accordance with the Health and Safety (DSE) Regulations 1992 (as amended in 2002)
- the KCC guidance on interactive whiteboards will be followed.

## **C7: First Aid Arrangements**

- The Headteacher will ensure that there are an appropriate number of designated and trained first aiders in the school.
- The Headteacher will ensure that there are an appropriate number of first aid boxes, with instructions.
- The school will follow the procedure for completion of incident / accident records. HS157, HS160, F2508.
- All reportable incidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 will be reported to the HSE by the school. Advice should be sought if any doubt whether an incident is reportable.
- Parents will be invited to complete the consent form for medical treatment in accordance with school policy and DFE guidance.

## **C8: Lone working**

Lone working may include:

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

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

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

### **C9: 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.
- 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.

### **C10: Manual handling**

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

The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

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

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help.
- Take the more direct route that is clear from obstruction and is as flat as possible.
- Ensure the area where you plan to offload the load is clear.
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable.

### **C11: Lettings**

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

### **C12: Violence at work**

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

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

### **C13: Smoking**

Smoking is not permitted anywhere on the school premises.

### **C14: Infection prevention and control**

We follow national guidance published by Public Health England when responding to infection

control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

### **14.1 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.

### **14.2 Coughing and sneezing**

Cover mouth and nose with a tissue

Wash hands after using or disposing of tissues

Spitting is discouraged

### **14.3 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

### **14.4 Cleaning of the environment**

Clean the environment frequently and thoroughly

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

### **14.5 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

### **14.6 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

#### **14.7 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

#### **14.8 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

#### **14.9 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. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

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

The school will follow recommended exclusion periods outlined by Public Health England, summarised in appendix 4.

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

#### **C15: New and expectant mothers**

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

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

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation

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

### **C16: Occupational stress**

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

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

### **C17: Accident reporting**

#### **17.1 Accident record book**

- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. An accident form template can be found in appendix 2
- As much detail as possible will be supplied when reporting an accident
- Information about injuries will also be kept in the pupil's educational record
- 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

#### **17.2 Reporting to the Health and Safety Executive**

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

The Headteacher will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These are:
  - Fractures, other than to fingers, thumbs and toes
  - Amputations
  - Any injury likely to lead to permanent loss of sight or reduction in sight
  - Any crush injury to the head or torso causing damage to the brain or internal organs
  - Serious burns (including scalding)
  - Any scalping requiring hospital treatment
  - Any loss of consciousness caused by head injury or asphyxia
  - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where an accident leads to someone being taken to hospital

- Where something happens that does not result in an injury, but could have done
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
  - The collapse or failure of load-bearing parts of lifts and lifting equipment
  - The accidental release of a biological agent likely to cause severe human illness
  - The accidental release or escape of any substance that may cause a serious injury or damage to health
  - An electrical short circuit or overload causing a fire or explosion

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

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

<http://www.hse.gov.uk/riddor/report.htm>

### **17.3 Notifying parents**

The member of staff will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

### **17.4 Reporting to Ofsted and child protection agencies**

The DSL 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 DSL will also notify Social Services and other relevant agencies of any serious accident or injury to, or the death of, a pupil while in the school's care.

### **C18: Training**

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

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

### **C19: Legal Requirements for Premises**

- The school will comply with the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992 with regard to facilities for staff such as lighting, heating, ventilation, space, condition of floors and general welfare facilities.
- The school will comply with the arrangements of the Advice on standards for school premises (March 2015) with regard to school facilities such as washrooms for pupils and staff, medical accommodation and indoor temperatures

### **C20: Monitoring**

This policy will be reviewed annually.

At every review, the policy will be approved by the Headteacher and full governing body.

## **E1 – USEFUL CONTACTS**

Kent County Council Health and Safety Unit

Email: [healthandsafety@kent.gov.uk](mailto:healthandsafety@kent.gov.uk)

Health and Safety Advice Line: Tel: 03000 418456

Location: Room 1.04 Sessions House, Maidstone, ME14 1XQ

Outdoor Education Unit

Tel: 03000 410901

Email: [Outdoor.Education@theeducationpeople.org](mailto:Outdoor.Education@theeducationpeople.org)

Location: The Swattenden Outdoor Centre, Swattenden Lane, Cranbrook, TN17 3PS

Insurance and Risk Management

Lee Manser - Insurance Manager.

Tel: 03000416428, Email: [lee.manser@kent.gov.uk](mailto:lee.manser@kent.gov.uk)

Location: Room 2.53 Sessions House. Maidstone. ME14 1XQ

Staff Care Services

Occupational Health, Mediation Services, and Support Line.

Tel: 03000 411411 Email: [occupational.health@kent.gov.uk](mailto:occupational.health@kent.gov.uk)

Location: Park House, 110-112 Mill Street, East Malling, ME19 6BU

Classcare

Email: [classcare.enquiries@kent.gov.uk](mailto:classcare.enquiries@kent.gov.uk)

Location: Room 1.44, Sessions House, County Hall, Maidstone, Kent, ME14 1XQ

Health and Safety Executive

Location: International House, Dover Place, Ashford, TN24 1HU

Kent Fire & Rescue Service

The Godlands

Straw Mill Hill

Tovil

Maidstone

ME15 6XB

Tel: 01622 692 121

RIDDOR Incident Contact Centre

Website: [www.riddor.gov.uk](http://www.riddor.gov.uk).

Tel: 0845 345 0055 (For reporting fatal/ specified, and major incidents only)

Online reporting: <https://www.hse.gov.uk/riddor/report.htm>

Employment Medical Advisory Service (EMAS)

The Executive's Employment Medical Advisory Service (EMAS).

Tel: 02089 958503

Location: PO Box 3087, London W4 4ZP

Association for Physical Education.

Tel: 01905 855584, Email: [enquiries@afpe.org.uk](mailto:enquiries@afpe.org.uk) Website:  
<http://www.afpe.org.uk/>

Location: 117 Bredon, University of Worcester, Henwick Grove,  
Worcester. WR2 6AJ

Sustainability & Climate Change Team

Deborah Kapaj – Sustainable Estates Programme Manager

Tel: 03000 410237

Location: 2nd Floor, Invicta House, County Hall, Maidstone.  
ME14 1XX



## Appendix 1. Fire safety checklist

Issue to check	Yes/No
Are fire regulations prominently displayed?	
Is fire-fighting equipment, including fire blankets, in place?	
Does fire-fighting equipment give details for the type of fire it should be used for?	
Are fire exits clearly labelled?	
Are fire doors fitted with self-closing mechanisms?	
Are flammable materials stored away from open flames?	
Do all staff and pupils understand what to do in the event of a fire?	
Can you easily hear the fire alarm from all areas?	

## Appendix 2. Accident report

<b>Name of injured person</b>		<b>Role/class</b>	
<b>Date and time of incident</b>		<b>Location of incident</b>	
<b>Incident details</b>			
<i>Describe in detail what happened, how it happened and what injuries the person incurred</i>			
<b>Action taken</b>			
<i>Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.</i>			
<b>Follow-up action required</b>			
<i>Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again</i>			
<b>Name of person attending the incident</b>			
<b>Signature</b>		<b>Date</b>	



## Appendix 4. Recommended absence period for preventing the spread of infection

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

Infection or complaint	Recommended period to be kept away from school or nursery
<b>Athlete's foot</b>	None.
<b>Campylobacter</b>	Until 48 hours after symptoms have stopped.
<b>Chicken pox (shingles)</b>	<p>Cases of chickenpox are generally infectious from 2 days before the rash appears to 5 days after the onset of rash. Although the usual exclusion period is 5 days, all lesions should be crusted over before children return to nursery or school.</p> <p>A person with shingles is infectious to those who have not had chickenpox and should be excluded from school if the rash is weeping and cannot be covered or until the rash is dry and crusted over.</p>
<b>Cold sores</b>	None.
<b>Rubella (German measles)</b>	5 days from appearance of the rash.
<b>Hand, foot and mouth</b>	Children are safe to return to school or nursery as soon as they are feeling better, there is no need to stay off until the blisters have all healed.
<b>Impetigo</b>	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
<b>Measles</b>	Cases are infectious from 4 days before onset of rash to 4 days after so it is important to ensure cases are excluded from school during this period.
<b>Ringworm</b>	Exclusion not needed once treatment has started.
<b>Scabies</b>	The infected child or staff member should be excluded until after the first treatment has been carried out.

<b>Scarlet fever</b>	Children can return to school 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the school or nursery, the health protection team will assist with letters and factsheet to send to parents or carers and staff.
<b>Slapped cheek syndrome, Parvovirus B19, Fifth's disease</b>	None (not infectious by the time the rash has developed).
<b>Bacillary Dysentery (Shigella)</b>	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.
<b>Diarrhoea and/or vomiting (Gastroenteritis)</b>	<p>Children and adults with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course is completed.</p> <p>For some gastrointestinal infections, longer periods of exclusion from school are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, school health advisor or environmental health officer will advise.</p> <p>If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.</p>
<b>Cryptosporidiosis</b>	Until 48 hours after symptoms have stopped.
<b>E. coli (verocytotoxigenic or VTEC)</b>	The standard exclusion period is until 48 hours after symptoms have resolved. However, some people pose a greater risk to others and may be excluded until they have a negative stool sample (for example, pre-school infants, food handlers, and care staff working with vulnerable people). The health protection team will advise in these instances.
<b>Food poisoning</b>	Until 48 hours from the last episode of vomiting and diarrhoea and they are well enough to return. Some infections may require longer periods (local health protection team will advise).
<b>Salmonella</b>	Until 48 hours after symptoms have stopped.
<b>Typhoid and Paratyphoid fever</b>	Seek advice from environmental health officers or the local health protection team.

<b>Flu (influenza)</b>	Until recovered.
<b>Tuberculosis (TB)</b>	Pupils and staff with infectious TB can return to school after 2 weeks of treatment if well enough to do so and as long as they have responded to anti-TB therapy. Pupils and staff with non-pulmonary TB do not require exclusion and can return to school as soon as they are well enough.
<b>Whooping cough (pertussis)</b>	A child or staff member should not return to school until they have had 48 hours of appropriate treatment with antibiotics and they feel well enough to do so or 21 days from onset of illness if no antibiotic treatment.
<b>Conjunctivitis</b>	None.
<b>Giardia</b>	Until 48 hours after symptoms have stopped.
<b>Glandular fever</b>	None (can return once they feel well).
<b>Head lice</b>	None.
<b>Hepatitis A</b>	Exclude cases from school while unwell or until 7 days after the onset of jaundice (or onset of symptoms if no jaundice, or if under 5, or where hygiene is poor. There is no need to exclude well, older children with good hygiene who will have been much more infectious prior to diagnosis.
<b>Hepatitis B</b>	Acute cases of hepatitis B will be too ill to attend school and their doctors will advise when they can return. Do not exclude chronic cases of hepatitis B or restrict their activities. Similarly, do not exclude staff with chronic hepatitis B infection. Contact your local health protection team for more advice if required.
<b>Hepatitis C</b>	None.
<b>Meningococcal meningitis/ septicaemia</b>	If the child has been treated and has recovered, they can return to school.
<b>Meningitis</b>	Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed.

<b>Meningitis viral</b>	None.
<b>MRSA (meticillin resistant Staphylococcus aureus)</b>	None.
<b>Mumps</b>	5 days after onset of swelling (if well).
<b>Threadworm</b>	None.
<b>Rotavirus</b>	Until 48 hours after symptoms have subsided.