

Health & Safety Policy

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Park Street Church of England Primary School

Statement of General Policy on Health, Safety and Welfare

Park Street Church of England Primary School is a school with a Christian character and seeks to ensure that all who learn and work within the school are enabled to experience *'life in all its fullness' [Jn 10.10] - to be people 'fully alive' [St Irenaeus]*.

To this end, all of our work, our policies and our procedures seek to ensure that we honour God, love our neighbour as ourselves, do to others as we would have them do to us, we don't judge others, and we seek to be good stewards of God's creation. These basic tenets of our Christian faith inform our values of "Honesty and Respect, Friendship and Kindness, Learning and Fun."

Park Street CofE Primary School believes that health and safety is paramount in all areas of its activities. The school is committed to providing its employees with safe places of work that do not impact negatively on their health and well-being. Park Street CofE Primary School is also committed to conducting its undertakings in such a way as to not adversely affect the health and safety of its pupils, partners, contractors, visitors, or anyone else that could be negatively impacted by its school activities.

The school aims to achieve this commitment by adopting the following principles:

- Putting policies, arrangements and procedures in place to promote effective health and safety management.
- Taking a risk-based approach to school activities to identify sensible, realistic and effective control measures which facilitate the safe delivery of business aims and objectives.
- Providing resources, including time, finance and competent advice, to facilitate the delivery of the school's health and safety aims and objectives.
- Involving employees from all levels of the organisation in the delivery of health and safety aims and objectives.
- Providing information, instruction, training and supervision so that all personnel are aware of their health and safety responsibilities and the hazards and risks posed by their work and working environment.
- Setting targets and objectives to encourage continuous organisational health and safety improvement.
- Regularly reviewing and auditing performance to maintain desired standards, to identify any potential areas of weakness and to promote continuous health and safety improvement throughout the organisation.

The senior management team are accountable for the management of health and safety and for the implementation of the school's Health and Safety Policy in their areas of control.

Employees have a duty to protect themselves and others by working safely, co-operating with the senior management team, observing all relevant information and instructions, and reporting any health and safety matters to their line managers.

Overall accountability for Health and Safety in the School rests with the Governing Body, led by the Chair of Governors. The Headteacher is responsible for day-to-day implementation of the Health & Safety Policy as the principal employee.

1. 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 UK Health Security Agency \(formerly Public Health England\)](#) when responding to infection control issues, and [Actions for schools during the coronavirus outbreak](#), which provides guidance on what schools need to do during the COVID-19 pandemic.

Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#).

2. Roles and responsibilities

2.1. The Governing Board

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

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

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

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided
- Appoint a governor to oversee Health & Safety

2.2. Headteacher

The Headteacher 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

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

2.3. Health and Safety Lead

The nominated health and safety lead is the Headteacher

2.4. Staff & Volunteers

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

2.5. Pupils and parents

Pupils and parents are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

2.6. Contractors

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.

3. Site security

The Headteacher and Senior Administrative Officer 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.

1st Reaction (01536 512999: 24h) are key holders and will respond to an emergency. The Headteacher is also a key holder.

The school has a Site Security Policy (held on Teams)

4. Fire Safety

The school has a Fire Safety Policy (held in teams)

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.

Emergency evacuations are practiced at least once a term.

The fire alarm is a loud alarm

Fire alarm testing will take place at the frequency stated in the Fire Safety Policy: Appendix A

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

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
- Staff and pupils will congregate at the assembly points. These are on Jesus Green, with back-up for inclement conditions in the Maypole pub.
- Form tutors/class teachers will take a register of pupils, which will then be checked against the attendance register of that day
- The Headteacher will take a register of all staff
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter

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

5. COSHH

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

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

As a general rule, the school does not use hazardous products, and will seek to use safer alternatives where they exist. Potentially hazardous products are kept within a locked cupboard to which there is no pupil access

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

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

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

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

5.1. 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 and flues are regularly maintained.

All rooms with gas appliances are checked to ensure they have adequate ventilation.

5.2. Legionella

A water Risk Assessment is carried out on a competent assessor through the school's property management consultants (PCM Property Management) This is on a two-yearly basis, or when significant changes have occurred to the water system and/or building footprint

The risks from legionella are mitigated by measures included in the Risk Assessment.

5.3. Asbestos

A record is kept of the location of asbestos that has been found on the school site

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 that they suspect could be asbestos, they will stop work immediately until the area is declared safe

6. Equipment

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

When new equipment is purchased, it is checked to ensure 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 content.

6.1. Electrical equipment

All staff are responsible for ensuring 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 Senior Administrative Officer 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 at least once every 2 years. New equipment between inspections is checked visually, and not used if any electrical issues are seen.

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.

6.2. 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 on the staff noticeboard. If it is considered potentially dangerous, then it should be labelled not be used.

6.3. 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 a free eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician chosen by the school (and corrective glasses provided if required specifically for DSE use).

Staff who are required to work from home for any reason will also be required to self-assess for their use of DSE. The school will supply equipment for use at home during that period, based on the assessment, to ensure safe working.

7. 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
- Remote working, self-isolation and/or remote learning

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 they are medically fit to work alone.

8. 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.

Working at height should only be accomplished by equipment designed for such working (elephant stools and ladders). Chairs, desks, and other items not designed for safe working at height **must not** be used.

8.1. Ladders

Ladders should not be used in the school without the express permission of the Headteacher. If a ladder needs to be used, then it must:

- be used by a person trained in working at height with appropriate footwear and clothing.
- be supervised, so that the user is not alone
- be subject to a visual inspection of the ladder to ensure its safety
- **not** be used by pupils

Staff will wear appropriate footwear and clothing when using ladders

Contractors are expected to provide their own ladders for working at height

Access to high levels, such as roofs, is only permitted by trained persons

8.2. Elephant Stools

Elephant stools may be used by staff. When needed, they must:

- be used by a person trained in working at height with appropriate footwear and clothing.
- be supervised, so that the user is not alone
- be subject to a visual inspection of the underside to ensure they are clean and will grip
- **not** be used by pupils

9. Manual handling

The school will provide manual handling training for all staff where it is considered necessary in their role.

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, and staff must make sure that pupils are aware of this in the event that the pupils need to carry out tasks which may be considered manual handling:
- 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

10. Off-site visits

The school has a separate Educational Visits Policy (held in Teams).

When taking pupils off the school premises, staff must adhere to the policy above, which includes:

- Risk assessments to be completed where off-site visits and activities require them
- Ensuring All off-site visits are appropriately staffed
- Staff taking a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils, along with the parents' contact details
- For trips and visits with pupils in the Early Years Foundation Stage, there will always be at least one first aider with a current paediatric first aid certificate
- For other trips, there will always be at least one first aider on school trips and visits

11. 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.

12. 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 their line manager or the Headteacher immediately. This applies to violence from pupils, visitors, or other staff.

13. Smoking

Smoking is not permitted anywhere on the school premises.

14. Infection prevention and control

We follow national guidance published by the UK Health Security Agency 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 or hand-dryers.

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

Cover all cuts and abrasions with waterproof dressings.

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 (PPE)

The school will provide PPE where this is necessary for the role.

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 PPE when handling cleaning chemicals.

Use PPE to control the spread of disease (e.g. COVID-19) where required or recommended by government guidance and/or a risk assessment.

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 appropriate personal protective equipment

When spillages occur, clean using a product that combines both a detergent and a disinfectant, 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

Wear personal protective clothing when handling soiled linen

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

Wash laundry in a separate dedicated facility

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

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 designated 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. COVID-19 (and similar diseases) management

We will ensure adequate risk reduction measures are in place to manage the spread of COVID-19, and carry out appropriate risk assessments, reviewing them regularly and monitoring whether any measures in place are working effectively. Control measures will include steps to:

- Restrict non-essential activities where a COVID-19 risk has been identified
- Where possible, replace risky activities with other suitable activities without introducing new hazards
- Design measures to control the risk of COVID-19 in school, including administrative procedures to improve safety

We will follow local and national guidance on the use of control measures including:

Following good hygiene practices

We will encourage all staff and pupils to regularly wash their hands with soap and water or hand-sanitiser, and follow recommended practices for respiratory hygiene. Where required, we will provide appropriate personal protective equipment (PPE).

Implementing an appropriate cleaning regime

We will regularly clean equipment and rooms, and ensure surfaces that are frequently touched are cleaned on a schedule defined within the relevant risk assessment.

Keeping rooms well ventilated

We will use risk assessments to identify rooms or areas with poor ventilation and put measures in place to improve airflow, including opening external windows, opening internal doors and mechanical ventilation.

Asymptomatic testing

We will encourage staff [and pupils] to follow government guidance on the use of lateral flow tests, and report results to NHS Test and Trace. When recommended by government guidance, we will ask parents and visitors to the school to test before they arrive.

Face coverings

Where appropriate, we will ask pupils, staff and visitors to wear suitable face coverings in communal areas, in line with government guidance.

14.10. Pupils vulnerable to infection

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to any 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.

14.11. Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by the UK Health Security Agency and other government guidance.

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

15. 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 an 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
- COVID-19 may affect pregnancy, especially if the mother is not vaccinated. Pregnant women are considered part of the moderate risk group (clinically vulnerable) by the NHS

16. Occupational stress

The school has a Mental Health & Wellbeing Policy on Teams.

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.

17. 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.

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 Local Authority

Most minor first aid incidents do not need to be reported to the LA.

The following should be reported to the LA:

- If the incident was caused by a defect/lack of supervision etc
- More serious incidents, e.g. involving pupils who are taken to hospital, or staff injured at school and subsequently absent from work

If in doubt, then seek the advice of the LA on whether it should be formally reported to them and/or RIDDOR.

17.3. Reporting to the Health and Safety Executive

The Headteacher will keep a record of any accident that 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 – <http://www.hse.gov.uk/riddor/report.htm>

17.4. Notifying parents

Parents will be informed by the office of any accident or injury sustained by a pupil in the Early Years Foundation Stage, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

17.5. Reporting child protection agencies

The Headteacher will notify the Cambridgeshire Child Protection Team of any serious accident or injury to, or the death of, a pupil in the Early Years Foundation Stage while in the school's care.

<https://www.cambridgeshire.gov.uk/residents/children-and-families/children-s-social-care/safeguarding-children-and-child-protection>

17.6. Reporting to Ofsted

The Headteacher will notify Ofsted of any serious accident, illness, or injury to, or death of, a pupil in the Early Years Foundation Stage while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

18. Training

Our staff are provided with health and safety training as part of their induction process. The training provided will be linked to the requirements of each individual's role.

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.

19. Monitoring

The Full Governing Body will review Health & Safety at every meeting.

This policy will be reviewed by the by the Health & Safety Governor and the Headteacher at least every two years, and approved by the Full Governing Body. It will be reviewed as soon as possible if there are legislative or other changes which directly affect the policy.