

# Lainesmead Primary School and Nursery



## Health and Safety Policy

**Approved by Governors: 26 November 2020**

**Review date: November 2021**

### Signatures

**Subject Co-ordinator**

**Sarah Ellison**

**Headteacher**

**Eirian Painter**

**Chair of Governors**

**Alan Mulrooney**

## 1. Aims

Our school aims to:

- **Provide and maintain a safe and healthy environment for all**
- **Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site**
- **Have robust procedures in place in case of emergencies**
- **Ensure that premises and equipment are maintained safely and are regularly inspected**

## 2. Legislation

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

[The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings

[The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees

[The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training

[The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health

[The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept

[The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test

[The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register

[The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff

[The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

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

### **3. Roles and responsibilities**

#### **3.1 The local authority and governing board**

Swindon Borough Council has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's Governing Board.

The governing board delegates operational matters and day-to-day tasks to the Head teacher and School Business Manager.

The nominated health and safety lead is the School Business Manager.

The governor who oversees health and safety is Emma Conduit-Adams.

#### **The Headteacher's responsibilities involve:**

- **Implementing the health and safety policy**
- **Ensuring there is enough staff to safely supervise pupils**
- **Providing adequate training for school staff**
- **Ensuring appropriate evacuation procedures are in place and regular fire drills are held**
- **Ensuring all risk assessments are completed and reviewed**

#### **The School Business Manager's responsibilities involve:**

- **Implementing the health and safety policy**
- **Day-to-day management of all health and safety**
- **Ensuring that the school building and premises are safe and regularly inspected**
- **Reporting to the governing board on health and safety matters**
- **Ensuring all risk assessments are completed and reviewed**

#### **3.2 Staff**

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

#### **Staff will:**

- **Take reasonable care of their own health and safety and that of others who may be affected by what they do at work**
- **Co-operate with the school on health and safety matters**
- **Work in accordance with training and instructions**
- **Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken**
- **Model safe and hygienic practice for pupils**
- **Understand emergency evacuation procedures and feel confident in implementing them**

### 3.3 Pupils and parents

Pupils and parents are responsible for following the school's health and safety advice whilst on the school site.

### 3.4 Contractors

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

## 4. Site security

The Headteacher, School Business Manager and Head of Premises 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, School Business Manager and Head of Premises are key holders and will respond to an emergency.

## 5. Fire

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

Emergency evacuations are practised three times a year.

The fire alarm is a loud continuous bell.

Fire alarm testing will take place once a week.

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**

- **The Nursery – by the main school entrance pedestrian gate**
- **Early Years and KS1 – the fire assembly point on the KS1 playground**
- **KS2 – the fire assembly point on the KS2 playground**

**Should the fire become a threat to people at these assembly points then alternative arrangements to gather in a safe place will be made during the evacuation.**

**Class teachers conduct a head count of pupils once they are lined up at their fire assembly points. If their class is missing a pupil/s they will immediately inform the senior leader in charge on the playground; these being the Nursery – the nursery leader, KS1 – the Headteacher, KS2 the Deputy Headteacher. Information regarding missing pupils/staff will be given to the fire brigade upon their arrival.**

**Registers will be provided to class teachers by admin staff and called by class teachers, once the register is taken teachers will give it to the senior leader in charge (if there are missing pupil/s they will be identified at this stage.)**

**Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter.**

**The school will have Personal Evacuation Plans in place for the evacuation of people with mobility needs.**

### 5.1 Lockdown procedures

In the case of an emergency requiring the school and pupils to be secured from a threat the school's Lockdown procedure will be invoked.

## 6. COSHH

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

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

Control of substances hazardous to health (COSHH) risk assessments are completed by the Head of Premises and the Catering Manager 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. Cleaning products are stored in locked cleaning cupboards

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

### 6.1 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.

### 6.2 Legionella

The Legionella risk assessment is carried out annually by Clarity Water Hygiene.

The School Business Manager is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book.

This risk assessment will be reviewed every year and when significant changes have occurred to the water system and/or building footprint

The risks from legionella are mitigated by the following: water quality analysis, regular temperature checks, the dismantling and disinfection of tap spray head.

### 6.3 Asbestos

The asbestos management manual is kept in the school office. The manual is provided to all contractors who work on site and they are required to sign to say they have reviewed its contents.

The school asbestos management plan is reviewed annually by the School Business Manager.

Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe.

## 7. Equipment

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

When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards. All equipment is stored in the appropriate storage containers and areas.

## **7.1 Electrical equipment**

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

Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them. Any potential hazards will be reported to Head of Premises or the School Business Manager immediately.

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

Only trained staff members can check plugs. A portable appliance test (PAT) is carried out annually by a registered company. 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.

## **7.2 PE equipment**

Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely. Any concerns about the condition of the gym floor or other apparatus will be reported to the Head of Premises or the School Business Manager.

## **8. Lone working**

Lone working may include:

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

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

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return. When the member of staff has finished working they are required to call to let their designated contact know.

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

## **9. Working at height**

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

In addition:

- The Head of Premises has ladders and a portable scaffold tower 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.

## **10. Manual handling**

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

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

Staff 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, ensure knees are bent and the back is kept straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

## **11. Off-site visits**

When taking pupils off the school premises, we will ensure that:

Risk assessments will be completed where off-site visits and activities require them.

All off-site visits are staff to the correct staff to pupil ratios as suggested in the Educational Visits Policy.

Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils with them on visits.

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

## **12. Lettings**

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

## **13. Violence at work**

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

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

## **14. Smoking**

Smoking and vaping are not permitted anywhere on the school premises.

## **15. 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.

### **15.1 Handwashing**

Wash hands with liquid soap and 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.

### **15.2 Coughing and sneezing**

Cover mouth and nose with a tissue.

Wash hands after using or disposing of tissues.

### **15.3 Personal protective equipment**

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

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

Use the correct personal protective equipment when handling cleaning chemicals.

### **15.4 Cleaning of the environment**

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

### **15.5 Cleaning of blood and body fluid spillages**

Clean up all spillages of blood, feces and saliva, vomit, nasal and eye discharges immediately wearing 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.

### **15.6 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.

### **15.7 Clinical waste**

Always segregate domestic and clinical waste.

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.

### **15.8 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 within the school environment.

### **15.9 Pupils vulnerable to infection**

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

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

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

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

### **16. New and expectant mothers**

Risk assessments will be carried out whenever any employee 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

### **17. Occupational stress**

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors where possible.

The school's Attendance and Wellbeing policy contains information regarding staff wellbeing, attendance and support.

### **18. Accident reporting**

#### **18.1 Accident record book**

All accidents are reported in the Accident Report Books 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

Accident Reports will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

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

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

The 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 or escape of any substance that may cause a serious injury or damage to health
- An electrical short circuit or overload causing a fire or explosion

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

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

### **18.3 Notifying parents**

The school office staff and/or teaching 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.

### **19. Training**

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

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

### **20. Monitoring**

This policy will be reviewed by the Governing Body every year.

This health and safety policy links to the following policies:

- Educational Visits
- Supporting pupils with medical conditions
- School Evacuation Procedure



Lainesmead Primary School and Nursery

**Addendum to Health and Safety Policy for COVID-19**

Effective from March 2020

**Strive; Achieve; Excel**  
**Believe in a Limitless Future**

**Context**

This addendum outlines the schools Health and Safety response to the COVID outbreak. It is to ensure that pupils and staff are as safe as possible through the Health and Safety management of the school.

<p><b>Roles and Responsibilities</b></p>	<p><b>Head Teacher</b>- implementing changes to Health and Safety Policy in accordance with Government and DfE guidelines.</p> <p><b>School Business Manager</b> – responsible for supporting the Head Teacher in implementing changes to health and hygiene procedures.</p> <p><b>Staff</b> – responsible for following guidance relating to COVID Health and Safety practises provided by the Head Teacher and Business Manager. Modelling safe and hygienic practises to pupils and ensuring they are complying with instructions.</p> <p><b>Pupils and Parents</b> – there are clear and precise procedures for pupils and parents to follow when on the school site. These procedures must be followed. Any deviation from these procedures could result in parents and/or pupils being excluded from accessing the school site and/or premises.</p> <p><b>Visitors, Contractors, Delivery Persons</b> – these persons entering the school site will be kept at an absolute minimum. All persons accessing the site will be accompanied whilst on the school site. Where possible deliveries will be left at the main office door. Deliveries will not be signed for but the receiving staff member will provide their name to confirm receipt of the delivery.</p> <p><b>Site Security</b> – remains the responsibility of the Head Teacher, School Business Manager and Head of Premises. Visual inspections of the site happen daily.</p>
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<p><b>Social Distancing</b></p>	<p>Social Distancing principals have been applied across the whole school and specifically to:</p> <ul style="list-style-type: none"> <li>• Parents and pupils accessing and leaving the school site</li> <li>• Classrooms</li> <li>• Toilets</li> <li>• Playtimes and lunchtimes</li> <li>• The use of corridors</li> <li>• 1:1 and restraint situations</li> </ul>
<p><b>Response to a suspected case of COVID19</b></p>	<p>If a pupil is presenting with recognised COVID symptoms they will:</p> <ol style="list-style-type: none"> <li>1. Immediately be taken to First Aid Room 2 which has been designated specifically for the purpose of isolating a possible COVID case.</li> <li>2. Their classroom environment will be sanitized.</li> <li>3. The pupil will be monitored by a member of staff from outside the room.</li> <li>4. The pupils parents will be called immediately, advised of the situation and informed that they must arrange a COVID test ASAP and asked to update the school as to the outcome of the test as soon as they know the result.</li> <li>5. The parent will collect the pupil directly from the first aid room and take them home. The First Aid Room will immediately be sanitized.</li> <li>6. If the test is positive the parents will be instructed to keep their child away from school for at least two weeks.</li> <li>7. The class bubble to which the pupil belonged will, with immediate effect, be disbanded and pupils and staff will be instructed to take a COVID test. They will be instructed to self-isolate at home for at least two weeks.</li> <li>8. No staff or pupils will be able to return to school unless the Head Teacher is satisfied the risk of COVID no longer a threat.</li> </ol>
<p><b>Fire</b></p>	<p>Fire drills to test the response of the staff and pupils in their class bubbles will be carried out each time a new year group class bubble is established. The existing fire assembly points are used with social distancing principals applied.</p>
<p><b>COSHH</b></p>	<p>Existing cleaning agents are being used to maintain the school to the hygienically clean standard required. Cleaning staff are to wear Personal Protection Equipment (PPE) as standard during their shift. Instruction and training has been given in the use of and disposal of used PPE. Bleach kills the COVID19 virus and is used to clean toilets/urinals and floors. Bleach is not used with pupils are in school.</p>
<p><b>Resources/equipment</b></p>	<p>Outside climbing frames have been taped off so that they cannot be</p>

	used by pupils. Pupils must use their own equipment allocated to them and keep it at their work station at all times. Other resources used by pupils are cleaned, sanitized or laundered between uses.
<b>Dining Hall</b>	Class bubbles are strictly timetabled during the lunch time to ensure no cross-contamination. Between each class bubble sitting the tables, chairs and other equipment are sanitized by staff dedicated to this process. To reduce contact the cleaning staff are not permitted in the dining hall whilst class bubbles are eating.
<b>Water bottles</b>	Children must use their own water bottle only and must not put their mouth near the tap in the bathrooms or water fountains. The water bottle must be kept on child's work station.
<b>Off Site Visits</b>	During the COVID crisis all off site visits have been cancelled and will not recommence until clearance is received from the government.
<b>Play areas</b>	Pupils must stay in their designated zoned areas. They must attempt to stay socially distanced and not leave the designated area.
<b>Toilets and Hand Washing</b>	Children may only use the toilet one at a time from each class bubble. Pupils must only use the toilet cubicle and wash basin allocated to them by their country flag. Pupils must flush the toilets after use and wash hands thoroughly for 20 seconds. Hands must also be dried completely.
<b>Coughing and spitting</b>	Pupils absolutely must not cough in anyone's face. If they need to cough, they must cough into their elbow. Spitting is strictly forbidden.
<b>The Vulnerable</b>	Pupils and staff vulnerable to the COVID infection will not be permitted to attend school under shielding regulation. The school will strictly follow Public Health England and Government guidance with regard to vulnerable persons.

Health, Safety and Hygiene practised are continually reviewed in line with Public Health England and Government guidelines and this document updated accordingly.