



## **THE BEMROSE SCHOOL**

### **HEALTH SAFETY AND ENVIRONMENT POLICY**

**MANAGER: M DENISON**

**ADOPTED: JUNE 2023 REVIEW: JUNE 2024 (every 12 months thereafter)**

**ACCOUNTABILITY: RESOURCES COMMITTEE**

#### **1. Aims**

This document explains the responsibilities of the school's governing body with regard to the provisions of the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1992

The Health and Safety Policy will be implemented through a strong management process in order that the governors can be assured that the relevant legislation, Health and Safety Executive's Approved Codes of Practice (ACOP) and guidance are incorporated into the school's operational procedures and ethos.

Our school aims to:

- Provide and maintain a safe and healthy environment.
- 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 the premises and equipment are maintained safely and are regularly inspected.
- To promote and support the good health and wellbeing of the staff and pupils.

The Bemrose School is committed to protecting the health, safety and welfare of our students, employees, stakeholders, and contractors. We set high standards and aim to go beyond the minimum legal requirements set by health and safety legislation. We believe that colleagues' health, safety and welfare are at the heart of what we do.

We want all our colleagues to feel that their physical and mental health wellbeing is important and that they will be supported and valued at work.

Everyone who works for The Bemrose School is expected to take both collective and personal responsibility to help us fulfil this vision for health, safety, and welfare. We expect our staff, partners, contractors, and suppliers to help us meet this commitment.

The Executive Headteacher is committed to leading The Bemrose School to achieve high standards in health, safety, and welfare. It is recognised that strong, visible leadership is an essential part of achieving the vision, culture, and outcomes we need.

This policy acts as an umbrella document for other policies and procedures to link in to. These include the:

- Risk Assessments
- First Aid Policy
- Emergencies in School Policy

- Fire & security evacuation & Lockdown procedures
- New and Expectant Mothers Policy

This policy applies to **all** colleagues. It also applies to volunteers, agency staff and contractors. It will be reviewed annually or sooner if significant change or circumstances require it.

The Bemrose School is committed to:

- Meeting its legal obligations under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999.
- Following the best practice guidance outlined in the Health and Safety Executive's publications 'Managing for Health and Safety'.

To achieve this, all reasonable steps will be taken to make sure:

- Activities, premises, and equipment meet current legal requirements, standards, and best practice.
- Adequate resources are made available for Health, Safety and Welfare.
- The school's organisational culture is a healthy one that's open, empathetic, supportive, and consultative.
- Managing and promoting Health and safety is accepted as a core management activity.
- Specialist advice, such as on technical or medical matters, is available when needed.
- Adequate, clear information on Health Safety and Welfare is effectively communicated to all colleagues, including contractors, agency workers, volunteers and to those who use our services and facilities.
- All employees and contractors are competent to carry out their work safely and with minimal risk to themselves or others.
- Employees receive the instruction, training, and supervision they need to work safely and without risk to their physical and mental health and well-being.
- Employees and their Health & Safety representatives are encouraged to be actively involved in health, safety, and welfare in the workplace.

To promote Health, Safety and Welfare at the highest level The Bemrose School has two Health & Safety Champions: The Assistant Headteacher-premises and resources and the Site Co-ordinator. As well as two staff Trade Union representatives and two governors on the Health and Safety Committee, which meets every half term.

## 2. Legislation

This policy is based on advice from the Department for Education on [Health and Safety in schools](#). The Derby City Council Health and Safety Policy 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.

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

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

#### **3.1 The Trust Board and Governing Body**

The Trust Board 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 body.

The governing body delegates operational matters and day-to-day tasks to the headteacher and staff members.

Roles are referred to in Appendix A-H.

#### **3.1 The Governing Body**

The governing body has ultimate responsibility for Health and Safety matters in the school, but will delegate day-to-day responsibility to The Executive Headteacher

The Governing Body 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 Body, 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.
- The governors who oversee health and safety are Dave Parnham and Bob Troup.

#### **3.2 Executive Headteacher**

- The Executive 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 students.
- Ensuring that the school building and premises are safe and regularly inspected.
- Providing adequate training for school staff
- Reporting to the Governing Body 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 Executive Headteacher's absence, Heads of School assume the above day-to- day Health and Safety responsibilities.

### **3.3 Health and Safety lead**

The nominated Health and Safety lead is the Site Co-ordinator.

### **3.4 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.

### **3.5 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.

### **3.6 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 Method Statement (RAMS) of all their planned work.

## **4. Site security**

There are at least three key holders who can be contacted and 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 Site Co-ordinator is the first call then there is a call list for the key holders who 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 regularly.

Emergency evacuations are practiced at least twice per

year. The fire alarm is a loud continuous buzzer.

Fire alarm testing will take place every Friday prior to the start of school.

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 MUGA at the Primary School and Lower Tennis Courts for the Secondary school.
- Form tutors/class teachers will take a register of pupils, which will then be checked against the attendance register of that day.
- The key staff will register staff at the muster point.
- Staff and pupils will remain outside the building until the emergency services or Executive Headteacher 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. Evac-chairs are provided on all internal staircases.

A full school evacuation plan is within the Fire Evacuation and Lockdown procedures.

## **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 Site Co-ordinator 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 manufacturer's product label. All hazardous products are kept in their original containers, with clear labelling and product information. (Yellow COSHH cupboards are in situ in the cleaner's store cupboards.)

Any hazardous products are disposed of in accordance with the manufacturer's 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.

## **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 serviced, maintained annually and records maintained.
- All rooms with gas appliances are serviced and checked annually to ensure that they have adequate LEV in place.

## **6.2 Legionella**

- This risk assessment will be conducted 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 sampling, temperature testing, running the systems.
- The operational controls conducted are recorded in the school's water log book.

## **6.3 Asbestos**

- Staff and contractors 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. The log is kept in reception and contractors have to sign, to register they understand.
- 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.
- A **record** is kept of the location of asbestos that has been found on the school site.

## **7. Equipment**

All equipment and machinery are 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.

### **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 the Site co-ordinator or Site Team immediately.
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed.
- Only trained staff members can check plugs.
- Portable appliance test (PAT) will be carried out annually by a competent and qualified 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.
- Laptop charging trolleys are fitted with RCD devices and are charged in a fireproof room.
- Photocopiers are fitted with an RCD device.

## **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 before use.
- Any concerns about the condition of the gym and apparatus must be reported to the Site Co-ordinator.

## **7.3 Display screen equipment**

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time.
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)

## **7.4 Specialist equipment**

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

Oxygen cylinders are stored in a designated space, and staff are trained in the removal storage and replacement of oxygen cylinders.

## **8. Lone working**

Lone working may include:

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

- Lettings

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.

## **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. The Site Co-ordinator is qualified to work @ height.

In addition:

- The Site Team 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.

## **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, 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.

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

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

- A Risk assessment will be completed where off-site visits and activities require them.
- All off-site visits are appropriately staffed.
- Staff will take 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 pediatric first aid certificate.
- For other trips, there will always be at least one first aider on school trips and visits.
- Written Parental consent is given.

## **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 a redacted version of the School's Health and Safety Policy and will have responsibility for complying with it.

## **13. Violence at work**

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

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

## **14. Smoking**

Smoking is 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 warm water, and dry with paper towels and/or hand-driers.
- 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.
- Spitting is discouraged.

### **15.3 Personal Protective Equipment**

- Will be provided by the school where needed.
- 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 (PPE) when handling cleaning chemicals.

#### **15.4 Cleaning of the Environment**

- Clean the environment frequently and thoroughly.
- 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, 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.

#### **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, 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-PHS and/or DCC.
- 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.

#### **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 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.

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

The school will follow recommended exclusion periods outlined by Public Health England, summarised in appendix 3.

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 the 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 Mental health wellbeing and recognise the importance of identifying and reducing workplace stress through risk assessment.

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

The school will strive to identify all workplace stressors and conduct risk assessments through an annual staff wellbeing survey to reduce stress or control the risks from stress. We will support all managers and supervisory staff in accessing training in good management practices. We will signpost staff affected by stress caused by either work or external factors to confidential counselling.

The school operates a well-being procedure for staff who need extra support from time to time. This involves having a meeting and creating a well-being support plan for the colleague.

## **18. Accident reporting**

### **18.1 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.

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

The Site Co-ordinator 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 Site Co-ordinator 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. These will also go in the report to the Governors Resources committee and the Health and Safety Committee.

The Executive Headteacher will be informed of any RIDDOR 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)
  - Covers more than 10% of the whole body's total surface area; or
  - Causes significant damage to the eyes, respiratory system, or other vital organs.
  - 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.
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the Site Co-ordinator will report these to the HSE as soon as reasonably practicable and in any event within 10 days of the accident.
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
  - Carpal tunnel syndrome.
  - Severe cramp of the hand or forearm.
  - Occupational dermatitis.
  - Hand-arm vibration syndrome.

- Occupational asthma e.g., from wood dust.
- Tendonitis or tenosynovitis of the hand or forearm.
- Any occupational cancer.
- Any disease attributed to an occupational exposure to a biological agent.
- Near miss incidents that do not result in an injury but could have done. Examples of near-miss events relevant to schools, but are not limited to:
  - The collapse or failure of load bearing parts of lifts and lifting equipment.
  - The accidental release of 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 overloading causing a fire or explosion.
- Pupils and other people who are not at work (e.g., visitors): reportable injuries, diseases, or dangerous occurrences.
- These include
  - Death of a person that arose from or was in connection with a work activity.
  - An injury that arose from or was in connection with a work activity and the person is taken directly from the scene of the accident to a hospital for treatment.
  - An accident arises out of or is connected with a work activity if it was caused by: A failure in the way the work activity was organized (e.g., inadequate supervision on a field trip), the way equipment or substances were used (e.g., lifts, machinery, experiments etc.): the condition of the premises (e.g., poorly maintained, slippery floors)

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>

- 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 on unable to perform their duties for more than 7 consecutive days.

### **18.3 Notifying parents**

The EYFS lead or teacher will inform parents 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. If any student is injured whilst on a school trip, then parents will be informed by the school. Depending on the severity of the injury, this could be the trip lead or the Executive Headteacher.

### **18.4 Reporting child protection agencies**

The DSL will notify Derby and Derbyshire Safeguarding Body 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.

### **18.5 Reporting to Ofsted**

The DSL or Executive 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.

## **19. 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 or Disability (SEND), are given additional Health and Safety training.

## **20. Monitoring**

The Governing Body will monitor the outcomes and impact of this policy on a regular basis by reviewing the effectiveness of the management processes operating within the school. The resources committee will regularly review the H&SE data and the records of the school management of H&SE including undertaking specific reviews as appropriate.

## **21. Links with other policies**

This Health and Safety policy links to the following policies:

- First aid
- Risk assessment
- Supporting pupils with medical conditions
- Accessibility plan
- Health Surveillance Policy

### **Performance Indicators**

- Number of accidents or incidents
- Number of First Aid Incidents
- Absence data related to wellbeing

### 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

<b>ACCIDENT/INCIDENT/ ILLNESS REPORT SLIP</b>		Pupil's Name		Date	
				Time	
				Class	
Location and details of accident / incident / illness					
Head injury		Sprains/Twists		Parent/Carer Contacted	<b>IMPORTANT</b> Please consult your doctor or local hospital if your child suffers from drowsiness, vomiting, impaired vision, or excessive pain after returning home.
Asthma		Nosebleed		Unable to contact Parent	
Bump/Bruise		Stomach pains/Upset tummy		Well enough to remain in school after First Aid	
Cut/Graze		Mouth injury/Tooth ache/ Loose or Missing Tooth		Collected from school	
Headache/ High temp.		Vomiting/Nausea		Authorised signature	
Details of Treatment and Additional Comments					



**Appendix 3.** 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 conditions, 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>	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.  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.
<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/ septicemia</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 (methicillin 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.

## Health & Safety Management structure

Who	Frequency	What
<b>Full Governing Body</b>  <b>H&amp;S Committee</b> <b>Appendix A</b>	Annually	Review the H&SE policy for effectiveness and compliance to legislation Review the current risk assessments and status of actions Reviews the status and outcomes of the emergency plan Review of drainage and channels- 6 monthly Favu testing Fire extinguisher testing PE equipment DT machinery Heating, water boiler and water filters Water dispenser Fire training Food Technology Cookers Lightening conductor Fixed wiring test- 5 yearly Gas test Ladder check Paediatric first aid Evac Chair usage & refresher Kitchen Deep Clean Air conditioning servicing Boundary Fence surveys Sanitary bins emptied PAT tester calibrated Water thermometer calibrated
<b>Resources Committee</b> <b>H&amp;S Committee</b>  <b>Appendix A</b>	3 times a year	Reviews recent accidents or incidents Reviews absence data to ensure wellbeing Reviews current risk assessment and action status Reviews current H&SE data and actions Reviews Safety Committee reports Undertakes an H&SE walk around with a member of the senior leadership team School fire drill (bi-annual)

		Smoke detectors- 6 monthly Shower Heads clean & descale- 6 monthly
<b>LT Site Lead &amp; Site Manager Appendix B</b>	Monthly	PAT testing Emergency lighting Water testing-water temperatures [Legionella]
<b>Safety Committee Appendix E</b>	Monthly	See Terms of Reference
	Weekly	Water testing-flushing [Legionella] Fire alarms Emergency pull cords Fire door testing

## **Appendix A      Duties of the Governing Body**

1. In the discharge of its duty the governing body, in consultation with the Headteacher, will:
  - a) be familiar with the requirements of the Health and Safety at Work Act 1974, the Management of Health, and Safety at Work Regulations 1992 together with ACOP and guidance relevant to the work of the school.
  - b) create and monitor a management structure for the management of Health and Safety.
  - c) periodically assess the effectiveness of this policy and the management structure.
  - d) identify and evaluate hazards in the working environment.
  - e) identify and implement risk control measures in order to minimising risk.
  - f) communicate with staff and or their appointed representatives to highlight specific hazards, level of risk and to publicise risk control strategies.
2. In particular the governing body undertakes to provide, in so far as is reasonably practicable.
  - a) safe and Healthy working conditions and welfare facilities in accordance with all appropriate:
    - I. legislation and statutory requirements
    - II. approved codes of practice (ACOP)
    - III. HSE guidance whether statutory or advisory
  - b) plant, equipment, and systems of work which are safe in accordance with the Provision and Use of Work Equipment Regulations 1988 (PUWER)
  - c) safe arrangements for the handling, storage and transport of materials and substances in line with the Control of Substances Hazardous to Health Regulations 2002 (COSHH)
  - d) Information, Instruction, training, and supervision to enable staff to perform their duties safely as stipulated in the Management of Health and Safety at Work Regulations 1992
  - e) To supply appropriate Safety and protective equipment and clothing free of charge, together with any necessary guidance, instruction, and supervision in accordance with the Personal Protective Equipment at Work Regulations 1992 (PPE)
3. In so far as is reasonably practicable the governing body, through the Headteacher, will make arrangements for all staff, including those who are temporary or voluntary to receive comprehensive information in respect of:
  - a) this policy
  - b) Specific hazards levels of risk and risk control measures
  - c) other relevant Health and Safety matters including Fire and Emergency Policies
  - d) instruction and training provided for employees so that they may carry out their duties safely.

## **Appendix B      Duties of the Executive Headteacher**

1. The Executive Headteacher has responsibility for the maintenance and development of a safe, Healthy working and learning environment for all persons using the premises or engaged in activities sponsored by the school.
2. In particular, the Executive Headteacher will:
  - a) be aware of the requirements of the Health and Safety at Work Act 1974, the Management of Health, and Safety at Work Regulations 1992, other ACOP and guidance relevant to the operation school.
  - b) in so far as is reasonably practical, ensure at all times safe working conditions for those persons using the school premises or taking part in school sponsored activities.
  - c) in so far as is reasonably practical, ensure safe working practices and procedures, with special reference to the PUWER and the provision and use of machinery and other apparatus provided by the school.
  - d) develop a suitable and sufficient system of hazard identification and risk assessment.
  - e) conduct periodic Health & Safety reviews and Safety audits.
  - f) consult with members of staff, including the Safety representatives, on Health and Safety matters encourage staff, students, and others to promote Health and Safety and to suggest ways and means of reducing risks.
  - g) identify training needs and in so far as is reasonably practical, ensure that staff receive appropriate information, instruction, training, and supervision in respect of Health and Safety matters.
  - h) collate accident and incident information and carry out accident and incident investigations.
  - i) monitor first aid and welfare provision.
  - j) monitor and review the Health and Safety management structure.

## **Appendix C      Duties of Supervisory Staff**

1. All supervisory staff (e.g., Learning Directors, science and design and technology technicians) will be familiar with the requirements of the Health and Safety at Work Act 1974 and any other Health and Safety legislation ACOP and guidance which are specific to their area of responsibility.
2. In addition to the general duties supervisory staff will be directly responsible to the Executive Headteacher for the implementation and operation of the school's Health and Safety policy within their departments.
3. As part of their day-to-day responsibilities, they will ensure that:
  - a) safe working conditions exist within their department.
  - b) regular Safety inspections are made to identify hazard and assess risk.
  - c) The monitoring of risk control measures, Safety rules and procedures are being applied effectively.
  - d) New employees undergo an induction into the department and are given the appropriate information, instruction, training, and supervision.
  - e) machinery and equipment are checked and in good working order in accordance with PUWER 1998.
  - f) All reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery, and equipment.

- g) PPE, first aid and fire appliances are in good condition and easily accessible.
- h) Hazardous substances are used, stored, and labelled correctly in accordance with the COSHH 2002 regulations.
- i) signage conforms to the Health and Safety Signs Regulations 1996.
- j) Health and Safety concerns are reported to the Site Co-ordinator and Assistant Headteacher Premises and resources.

## **Appendix D      Duties of All Staff Members**

1. Staff should make themselves aware of the requirements of the Health and Safety at Work Act 1974 together with any other legislation, ACOP or guidance that are relevant to their work.
2. They should:
  - a) take reasonable care of their own Health and Safety and that of any other persons who may be affected by their acts or omissions at work.
  - b) cooperate with their employer, in regard to any duties or requirements imposed on the employer or any other persons, by or under any of the relevant statutory provisions, in so far as is necessary to enable those duties or requirements to be performed or complied with.
3. In particular all members of staff will:
  - a) be familiar with the Safety policy as laid down by the governing body.
  - b) follow Safety rules, procedures, and guidance in respect of Health and Safety.
  - c) visually check machinery and equipment is in good condition and good working order before use.
  - d) not make unauthorised or improper use of plant, machinery, and equipment.
  - e) only use the correct equipment, tools.
  - f) make appropriate use of protective equipment, Safety devices and welfare facilities made available by the school.
  - g) use, store, and label hazardous substances correctly.
  - h) report any defects on the premises, or its plant, equipment, and facilities which they may observe.
  - i) take an active interest in promoting Health and Safety and suggest ways of reducing risks.

## **Appendix E      Terms of Reference/Purpose of the Health and Safety Committee**

The Committee has been constituted in accordance with the Safety Representatives and Safety Committees Regulations 1977 for the purpose of consultation on matters pertaining to Health and Safety between management and union representatives. Its terms of reference are:

- To advise on the appropriateness and adequacy of The Bemrose School's Health and Safety organisation, arrangements, and safe systems of work.
- To keep under review performance in relation to Health and Safety at work and assist in the formulation of school policies.
- To receive the results of inspections carried out by Health and Safety representatives and management.
- To promote cooperation between staff, management, and pupils in instigating, developing, and carrying out measures to ensure Health and Safety at work.

The work of the Committee shall include the following functions:



- promoting co-operation between management and employees on matters of Health, Safety, and welfare at work.
- studying accident and absence statistics (including absence levels due to stress) in order that unsafe conditions, acts, and practices can be identified, and consideration given to the formulation of policies and guidance to eliminate the hazard and/or reduce the risk.
- assisting in the development of Safety guidance and safe systems of work.
- monitoring the effective implementation of the employer Health and Safety policy within the school.
- monitoring the effectiveness of the Safety content of any employee training.
- developing policies and arrangements that will safeguard the Health and Safety of persons other than employees, such as pupils/students, visitors, and contractors.
- participating in periodical joint inspections.
- monitoring action taken following trade union and management site inspections.

## **Appendix F      Contractors**

1. All contractors who work on the school premises are required to ensure safe working practices for their own employees under the provisions of the Health and Safety at Work Act 1974 and must pay due regard to the Safety of all persons using the premises in accordance with ss.3-4 of the Health and Safety at Work, Act 1974.
2. In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe the Executive Headteacher will take such actions as are necessary to prevent persons in his or her care being at risk of injury.

## **Appendix G      Premises use by those outside the employment of the Governing Body**

When the premises are hired to persons outside the employment of the governing body, it will be a condition for all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all Safety directives of the governing body and that they will not without the prior consent of the governing body:

- a) introduce equipment for use on the school premises.
- b) alter fixed installations.
- c) remove fire and Safety notices or equipment.
- d) take any action that may create hazards for persons using the premises or the staff or students at the school.

All Hirers will be made aware of this policy and be given a simplified version as a reminder (Appendix H)

## **Appendix H      Guidance for Hirer's to ensure compliance with the Health and Safety requirements.**

Taken from the School Lettings Policy

### **Health and Safety**

5.1 Hirers who use the premises to hold classes for children must provide a Child Protection Policy which the school will hold on file.

5.2 It is illegal to smoke (including e-cigarettes) on any part of the school site.

5.3 Permission to use the premises will not be granted if, in the opinion of the school, it is likely that the let would create unreasonable disturbance or inconvenience to the residents in the neighbourhood or would interfere with any existing occupations or School activity. Hirers are requested to respect the school's neighbours' rights.

5.4 The Hirer must secure the preservation of the law and order and take all reasonable steps to prevent injury, loss or damage to any person or property on all occasions during the hire.

5.5 The Hirer must arrange for an adequate number of responsible stewards to be present throughout the period of hire to assist in the preservation of order. At no time during the hiring may the number of people present exceed the maximum stated in the application for Hire Form. Failure to comply with this condition may result in the let being terminated.

5.6 The Hirer is responsible for arranging first aid provision for the period of hire.

5.7 Where permission has been granted to enable the premises to be used for the purposes of a youth organisation, no member of that organisation may enter the School unless the Hirer (or representative) is present on the premises and members of the organisation may remain on the premises only as long as the hirer (or his representative) is present.

5.8 The Security Alarm System will be set for all areas not hired. This will not in any way impede the use of the premises hired or emergency escape routes.

5.9 Any electrical equipment brought on to the premises must have up to date PAT tested certificates.

Furniture should not be moved into the corridors and should not block any Fire Exits. Any furniture which is rearranged must be returned to its original position at the end of the hire.