



**THE FEDERATION OF ST JOSEPH'S JUNIOR, INFANT AND  
NURSERY SCHOOLS**

# **Health and Safety Policy**

## **Compliance statement**

Every policy is reviewed at regular intervals and where applicable, as stipulated by law. Each policy is also available in additional formats including Braille and in additional languages upon request, within reasonable timescales as stipulated by the school.

Reviewed and adopted:	March 2025
Next review due by:	March 2026

## Table of Contents

<b>HEALTH AND SAFETY POLICY STATEMENT .....</b>	<b>4</b>
<b>The Governing Body .....</b>	<b>6</b>
<b>Health and Safety Governor .....</b>	<b>6</b>
<b>Executive Headteacher.....</b>	<b>7</b>
<b>Deputy Head teacher .....</b>	<b>7</b>
<b>Subject Leaders .....</b>	<b>8</b>
<b>The School Business Manager.....</b>	<b>9</b>
<b>The Caretaker (in consultation with the School Business Manager) .....</b>	<b>9</b>
<b>Health &amp; Safety Coordinator.....</b>	<b>10</b>
<b>Staff .....</b>	<b>10</b>
<b>Pupils .....</b>	<b>11</b>
<b>Visitors .....</b>	<b>11</b>
<b>Site security .....</b>	<b>12</b>
<b>Fire .....</b>	<b>12</b>
<b>Equipment .....</b>	<b>13</b>
<b>Lone working.....</b>	<b>14</b>
<b>Working at height.....</b>	<b>15</b>
<b>Manual handling .....</b>	<b>15</b>
<b>Off-site visits .....</b>	<b>15</b>
<b>Lettings.....</b>	<b>16</b>
<b>Violence at work .....</b>	<b>16</b>
<b>Smoking.....</b>	<b>16</b>
<b>Infection prevention and control.....</b>	<b>16</b>
<b>Occupational stress.....</b>	<b>18</b>

<b>Accident reporting</b> .....	<b>18</b>
<b>Training</b> .....	<b>19</b>
<b>Monitoring</b> .....	<b>19</b>
<b>Links with other policies</b> .....	<b>19</b>
<b>Monitoring</b> .....	<b>21</b>
<b>Consultation Machinery</b> .....	<b>22</b>
<b>Appendix 1. Fire safety checklist</b> .....	<b>23</b>
<b>Appendix 2. Accident report</b> .....	<b>24</b>
<b>Appendix 3. Asbestos record</b> .....	<b>25</b>
<b>Appendix 4. Recommended absence period for preventing the spread of infection</b> .....	<b>0</b>

## HEALTH AND SAFETY POLICY STATEMENT

The Federation of St Joseph's Catholic Junior, Infant and Nursery Schools, recognise that people are a key resource within the organisation and therefore fully accepts its responsibilities as an employer with regard to the health, safety and well-being of its employees, students within its care and where appropriate, visitors to its premises, and others who could be affected by its actions.

Our Federation 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

The Policy applies to all its premises and all activities engaged in both on and off site.

The schools will provide and maintain, so far as is reasonably practicable, working and learning environments and systems of work, which are safe, without risks to health, and as a minimum satisfy the Health and Safety at Work Act 1974 and associated legislation.

Whilst appreciating that ultimate responsibility rests with The Federation of St Joseph's Catholic Junior Infant and Nursery Schools. All Governors Managers and Staff have to work together in the creation and promotion of a positive health and safety culture.

In recognising that staff have an important and beneficial contributory role to play in the management of health and safety arrangements, their participation in the consultation process will form an integral part in the planning and development of the safety management system. To assist in this process, effective arrangements for the communication of appropriate information will be formulated.

It is recognised that the control of health and safety is a management function with each level accountable to the one above and responsible for the one below.

Risks will be minimised by forward planning using competent staff trained and resourced to an appropriate extent whilst working to attainable standards.

The Federation of St Joseph's Catholic Junior Infant and Nursery Schools recognises that the effective management of health and safety plays an important role in its overall performance as an educational establishment by the reduction in injuries and ill health, protecting the environment and by the avoidance of unnecessary losses and liabilities.

Health and safety performance will be subject to regular and routine monitoring, the results of which will be reviewed on an annual basis in order to maintain and improve where necessary the required standards.

The Organisation section of this document defines the duties and responsibilities of

both management and staff who will implement this Policy in the manner detailed in the Arrangements.

The Governing Body requires each member of staff, student and visitor to The Federation of St Joseph's Catholic Junior Infant and Nursery Schools to exercise their individual responsibility under health and safety legislation, to ensure their acts or omissions do not affect themselves or others, and to co-operate fully with the school and its management.

Without affecting the generality of the above statement, the schools will pay particular attention to the implementation of the requirements of the Health and Safety at Work Act 1974 and associated legislation in so far as;

1. The provision and maintenance of plant and systems of work, which are safe, and without risks to health.
2. The production of arrangements in connection with the handling storage and use of any article or substance to ensure safety and an absence of risk to health.
3. The provision of suitable and sufficient information training and supervision necessary for health and safety purposes.
4. The provision and maintenance of workplaces, which are safe, and without risk to health.
5. The provision and maintenance of working environments and adequate arrangements for welfare at work.

This policy will be subject to review on an annual basis so as to ensure it continues to lead the development of standards of health and safety, which reflect the needs, and aspirations of the Federation of St Joseph's Junior, Infant and Nursery Schools.

Signed

\_\_\_\_\_ Date \_\_\_\_\_

**Chairperson of the Governing Body.**

Signed

\_\_\_\_\_ Date \_\_\_\_\_

**Executive Headteacher**

## **ORGANISATION**

The following section details how The Federation of St Joseph's Catholic Junior Infant and Nursery Schools is organised for the management of health and safety by the establishment of responsibilities and relationships which are designed to promote a positive health and safety culture. It will thus ensure that all within the organisation are committed to the continued development of the safety management system and thereby the health, safety and well-being of all staff, pupils and visitors.

This will be achieved by setting expectations and the allocation of responsibilities, accountabilities and duties with regard to the management of health and safety to individuals or groups.

### **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 has the following responsibilities:

- 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
- The Federation produces a Health and Safety Policy that is appropriate to the activities of St Joseph's Catholic Junior Infant and Nursery Schools and that this policy is reviewed annually.
- Ensure that adequate health and safety training is provided.
- An effective organisation is created for the management of health and safety.
- The schools devise appropriate arrangements for addressing health and safety.
- The schools promote the correct attitude towards health and safety in both staff and students.
- The Federation Leadership team (including Governors) plan, implement and regularly review the Health and Safety Policy.
- The school establishes appropriate financing arrangements to cover the cost of implementing the Health and Safety Policy.
- Targets for improving the school's health and safety performance are set annually.
- The Governing Body will monitor and evaluate the Federation's health and safety performance directly and through reports received from the Health and Safety Governor, the Executive Headteacher, the Health and Safety Governor and External Advisers who will advise and make recommendations.

### **Health and Safety Governor**

The Health and Safety Governor will monitor health and safety within the Federation of St Joseph's Catholic Junior Infant and Nursery Schools and advise the Governing Body on such matters relating to the school's health and safety as the Body may remit to them. In particular, they are to:

- Oversee the annual review of the school's Health and Safety Policy and associated documentation.
- Receive and review management's termly Health and Safety reports.
- Receive and review the annual report from the Federation's Executive Headteacher or where appropriate the Health and Safety Coordinator
- Receive and review any other audit or inspection commissioned by the school or by any other agency such as the HSE.
- Review the minutes of the school's Health and Safety committee meetings – Resources committee and attend where appropriate.

### **Executive Headteacher**

The Executive Headteacher has overall strategic responsibility to the Governing Body ensuring the planning and implementation of the schools' Safety Policy and associated management system.

She will ensure that a suitable organisation is created to establish arrangements for satisfying the Health and Safety Policy and thereby the aims and objectives of the Governing Body. The Executive Headteacher is responsible for health and safety day-to-day.

In particular they are to:

- In conjunction with managers, and advisers, devise the Health and Safety Policy and produce the school's general statement of intent.
- Identify the means by which the policy will be planned, measured, audited and reviewed.
- Implement the Health and Safety policy in all aspects of school life and in relation to activities both in and outside of school.
- Ensuring there is enough staff to safely supervise pupils
- Ensuring that all relevant managers are capable and competent in their given roles and provided with suitable and sufficient information and instruction.
- Ensuring that all relevant managers understand and accept their responsibilities for Health and Safety.
- Regularly liaise with the competent person and advisers on matters of health and safety.
- Establish in conjunction with management, the competent person organisational management arrangements, risk control measures, workplace standards, together with associated performance standards, and thereby assist managers and staff to carry out their duties and satisfy their responsibilities.
- Oversee delegated responsibilities to senior leaders for specific areas such as, monitoring cleaning contracts, and ensuring contractors are compliant with health and safety regulations both in normal and emergency circumstances.

In the Executive Headteacher's absence, the School Business Manager assumes the day-to-day health and safety responsibilities.

### **Assistant Headteacher/s**

The Assistant Headteacher/s are responsible for the implementation of the policy and all associated arrangements in the absence of the Executive Headteacher and has routine responsibility for ensuring that the school's Health and Safety Policy and associated arrangements are implemented under their respective areas of control.

She/they will achieve this by:

- The provision of the necessary physical and human resources.
- Ensuring the effective flow of information relevant to health and safety.
  
- The provision of the necessary means of supervision and control of staff.
- Ensuring that all Subject Leaders for which they are responsible are capable and competent in their given roles and provided with suitable and sufficient information and instruction.
- Ensuring that all relevant managers for which they are responsible are capable and competent in their given roles and provided with suitable and sufficient information and instruction.
- Ensuring that all relevant Managers for which they are responsible understand and accept their responsibilities for Health and Safety.
- Ensuring that suitable and sufficient arrangements are made for the health and wellbeing of staff and pupils, including the provision of first aid.
- Routinely and regularly undertaking safety tours of the premises and activities under their respective control.
- Providing timely feedback on the performance of the plans, standards, procedures, personnel and systems appropriate to the premises and activities under their respective control.

### **Subject Leaders**

The Subject Leaders are responsible to the Executive Headteacher for the implementation of The Federation of St Joseph's Catholic, Junior, Infant and Nursery Schools Health and Safety Policy in their areas of control.

The Subject Leaders will ensure that within their area of responsibility:

- All teaching and support staff are capable and competent in their given roles and provided with suitable and sufficient information, instruction and supervision.
- Suitable and sufficient training programmes are introduced and maintained for both staff and students to ensure appropriate levels of competency are achieved and maintained.
- All teaching and support staff understand and accept their responsibilities for Health and Safety.
- All pupils understand and accept their responsibilities for Health and Safety and are subject to proper supervision.
- All hazards presented by their activities are identified and the risks created are fully assessed and controlled in accordance with the schools' procedures, where appropriate the relevant information should feature in the lesson plans/ schemes of work.
- New activities, resources and equipment will not be introduced until all risks have been identified and adequate risk control measures put in place.
- All work/curriculum equipment is maintained in an efficient state, in efficient working order and in good repair with regards to Health and Safety, with suitable and sufficient maintenance records being produced and retained where appropriate



- Any workplace or activity outside the schools' premises is properly assessed for Health and Safety and appropriate paperwork completed within an agreed timescale.
- The schools' accident and incident reporting procedures are followed.

### **The School Business Manager**

The School Business manager oversees the office manager and is responsible to the Executive Headteacher, for the implementation of the Federation's Health and Safety Policy in their areas of control.

The School Business Manager will ensure that:

- All relevant staff for which they responsible are capable and competent in their given roles and provided with suitable and sufficient information and instruction.
- All relevant staff for which they are responsible understand and accept their responsibilities for Health and Safety.
- All relevant arrangements regarding the management of health and safety in the Department, for which they have control, are planned and implemented.
- All hazards presented by their activities are identified and the risks created are fully assessed and controlled in accordance with the Federation's health and safety procedures.
- New activities and resources will not be introduced until all risks have been identified and adequate risk control measures put in place.
- All work/curriculum equipment is maintained in an efficient state, in efficient working order and in good repair with regards to Health and Safety, with suitable and sufficient maintenance records being produced and retained.
- Any workplace or activity outside the Federation's premises is properly assessed for Health and Safety.
- Suitable and sufficient arrangements are established with regard to any contracts entered into to ensure that effective arrangements for cooperation between the parties and coordination of the work.
- Routinely and regularly undertake safety tours of the premises and activities in their respective control.
- Providing timely feedback on the performance of the plans, standards, procedures, and systems appropriate to their premises and activities in their respective control.
- All staff and pupils are familiar with and practice the Federation's emergency evacuation procedures.
- Oversee the investigation of all accidents and incidents within their area of control, and monitor records in accordance with the (insert school type)'s procedures.
- Ensuring that the Federation's Health and Safety committees are conducted according to the school's procedures.
- Providing timely feedback on the performance of the plans, standards, procedures, personnel and systems appropriate to the premises and activities under their respective control.

### **The Caretaker/Premises Manager (in consultation with the School Business Manager)**

The caretaker will be responsible, for ensuring that the Federation's Safety Policy and associated arrangements are implemented across the department.

This will be achieved by:

- All hazards presented by premises activities to be identified and the risks created fully assessed and controlled in accordance with the school's procedures.
- Establishing suitable and sufficient arrangements for the management, supervision and control of the school's Buildings and Cleaning Staff.
- Ensuring all statutory inspections and registers are completed, for example, electrical, gas, lifting equipment, boilers, compressors, fire and asbestos.
- Ensuring suitable and sufficient arrangements are established with regard to any contracts entered into, to ensure that effective arrangements for cooperation between the parties and coordination of the work.
  
- Ensuring the Fire Risk Assessment is produced and maintained and all fire safety measures are subject to appropriate testing and maintenance.
- Monitoring the building related contractors with regard to Health and Safety.
- Responsibility for arranging PAT testing across the school's provision.
- Responsibility for Legionellosis and Asbestos (where appropriate) control and risk assessments across The Federation of St Joseph's Catholic, Junior, Infant and Nursery Schools

### **Health & Safety Leader**

The Health & Safety Leader is responsible to the Executive Headteacher for the following Health & Safety matters. The Assistant Headteacher is responsible for the matters below in the absence of the Health and Safety Leader:

- Coordinating the Federation's fire and emergency response procedures.
- Conducting generic risk assessments for all areas of the Federation of St Joseph's not addressed by specific activity or area risk assessments.
- Assist in the annual Safety Audit and Inspection with the Consultant Adviser of the Federation of St Joseph's and in reporting findings to the Governing Body, the Executive Headteacher and to the Health & Safety Committee as appropriate;
- Conduct routine safety inspections to assess progress on the results of the annual Safety Audit and Inspection (report to be forwarded to appropriate Health and Safety meeting).
- Receive all RIDDOR reportable accident information, and take appropriate action (including liaison with the HSE)
- Monitor and record Health & Safety issues, including collation and recording of accident statistics.
- Ensure Health & Safety reviews and inspections are carried out in a timely and responsible manner.
- Assist in the maintenance and update of all relevant Health & Safety documentation and policies.
- Liaise with the Facilities Manager to ensure contractors comply with (internal and external) Health & Safety requirements.
- Liaise with external and internal posts that have a Health & Safety responsibility.

### **Staff**

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

All staff are required to ensure they: -

- Are familiar with the schools' Health and Safety Policy and associated arrangements and co-operate with management on all aspects.
- Carry out their duties in accordance with the Policy
- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Do not misuse anything provided for their safety.
- Use, equipment and substances correctly and use the appropriate safety equipment.
- Model safe and hygienic practice for pupils
- Inform their appropriate Line Manager of any defective equipment, safety hazard or damage in their area.
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Take reasonable precautions to ensure their own safety and the safety of all persons within their charge.
- Ensure that before assigning any task or activity to persons within their charge that all significant hazards have been identified and appropriate measures taken to eliminate or control them;
- Ensure adherence to any specific personal protective equipment (PPE) where a risk assessment has identified a requirement.
- Understand emergency evacuation procedures and feel confident in implementing them.

### **Pupils**

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.

Pupils are required to:

- Take all reasonable care for the Health and Safety of themselves and all other persons who may be affected by their acts
- Co-operate with the schools' staff in order that any statutory or other health and safety matter, etc. may be fully carried out.
- Comply with all Safety Instructions issued by teaching and other staff with responsibilities for safety.
- Behave in an orderly manner at all times.
- Not misuse any item provided by the schools in the interests of Health and Safety.

### **Visitors**

Visitors are required to:

- Take all reasonable care for the Health and Safety of themselves and all other persons who may be affected by their acts or omissions.
- Co-operate with the schools' staff in order that any statutory regulation orders, etc. may be fully carried out.
- Comply with all safety related instructions issued by the schools.
- Report accidents, incidents, defects and dangers.

- Behave in an orderly manner at all times.
- Not misuse any item provided by the (insert school type) in the interests of Health and Safety.

### **Contractors**

Contractors will agree health and safety practices with the Executive 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.

### **Site security**

Guardian Alarms and designated members of the Senior Leadership team 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.

### **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 once a term.

The fire alarm is a loud continuous bell.

Fire alarm testing will take place on a regular basis every half term.

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  
 Infant School – On the field  
 Junior School – Junior playground  
 Pupils in the Garden Hall – Junior playground  
 Class teachers will take a register of pupils, which will then be checked against the attendance register of that day. A headcount will be taken by an adult whilst awaiting delivery of the registers.
- The Executive Headteacher or a member of SLT 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 (PEP)

A fire safety checklist can be found in appendix 1.

### **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 a member of SLT 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.

### **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 that they have adequate ventilation

### **Legionella**

- A water risk assessment has been completed in June 2020. The School Business Manager/Caretaker are 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 yearly and when significant changes have occurred to the water system and/or building footprint
- The risks from legionella are mitigated by regular checks by a registered company and monitored regularly by the Caretaker in consultation with the School Business Manager.

### **Asbestos**

- 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 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

### **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. All containers are labelled with the correct hazard sign and contents

### **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 direct supervision of the member of staff who so directs them
- Any potential hazards will be reported to a member of the Senior Leadership Team, immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs
- Where necessary a portable appliance test (PAT) will be carried out by a competent person
- All isolators 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

### **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 a member of the Senior Leadership Team.

### **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)

### **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 will be trained in the removal storage and replacement of oxygen cylinders if required.

### **Lone working**

Lone working may include:

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

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

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return. The lone worker will ensure that they are medically fit to work alone.

### **Working at height**

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

In addition:

- The caretaker retains ladders for working at height
- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons

### **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

### **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 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
- There will always be at least one first aider on school trips and visits
- 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 schools trips and visits

## **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.

## **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/Executive headteacher immediately. This applies to violence from pupils, visitors or other staff. Violence from children needs to be reported then recorded on cpoms. Violence from visitors must be report and then recorded on [3<sup>rd</sup> Party Incident Form](#). Violence from a staff member must be reported to Executive Headteacher immediately or a member of SLT in her absence.

## **Smoking**

Smoking is not permitted anywhere on the school premises.

## **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.

### **Handwashing**

- Wash hands with liquid soap and warm water, and dry with paper towels
- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with waterproof dressings

### **Coughing and sneezing**

- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues

### **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

### **Cleaning of the environment**

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

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

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface



- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below
- Make spillage kits available for blood spills

### **Laundry**

- Wash laundry in a separate dedicated facility
- Wash soiled items 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

### **Clinical waste**

- Always segregate domestic and clinical waste, in accordance with local policy
- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins
- Remove clinical waste with a registered waste contractor
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

### **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

### **Pupils vulnerable to infection**

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carer will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

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

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

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

### **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

### **Occupational stress**

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment. Systems are in place within the school for responding to individual concerns and monitoring staff workloads. We have enhanced our Mental Health services available to our staff member and if a staff member is absent due to stress/anxiety we immediately refer then to an emotional support service provided by Health Assured

### **Accident reporting**

All accidents must be reported to a member of the senior leadership team.

### **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

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

Senior leaders 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).

A member of the senior leadership team 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.
- 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](#) and the links to the appropriate form to complete are found here too.

### **Notifying parents**

A senior member of staff or one designated by the Executive Headteacher, 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.

### **Reporting child protection agencies**

The Designated Safeguarding Leads will inform the appropriate agencies 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.

### **Reporting to Ofsted**

The Executive Headteacher in consultation with the Governing Body, 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.

### **Training**

Our staff are provided with health and safety training as part of their induction process. Staff who work in high risk environments, such as in science labs or with woodwork equipment, or work with pupils with special educational needs (SEN), are given additional health and safety training.

### **Monitoring**

This policy will be reviewed by the Executive Headteacher and SLT annually and will be approved by the Governing Body

### **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
- Safeguarding
- Control of infections
- Managing contractors
- Lone Working

## **ARRANGEMENTS**

Planning is an essential part of the implementation of the Health and Safety Policy and thereby achieving its overall aim and objectives with regard to the health, safety and wellbeing of staff, pupils and others.

The purpose of the plan is to ensure that:

- Suitable and sufficient management arrangements, risk control measures, and workplace precautions are designed, developed and installed.
- The safety management system is and remains effective by operating, maintaining and improving the system to accommodate and reflect changing needs, priorities and the risks presented by the activities of the schools.

To ensure that the generic organisational hazards affecting the schools are properly managed, risk assessments have been carried out and policies, procedures and guidelines produced for implementation by the appropriate managers.

The areas covered by these arrangements to date are:

*NB Examples of arrangements that may be required*

*Risk Assessments*

*Fire Precautions*

*First Aid*

*Manual Handling*

*Stress*

*Travelling in Safety*

*Personal Protective Equipment*

*Work Equipment*

*Display Screen Equipment*

*Legionellosis*

*Lone Working*

*Workplaces*

*Smoking at Work*

*Emergency Procedures*

*Accident Procedures*

*Home Working*

*Contractors*

*Occupational Health*

*Monitoring*

*Noise and Vibration*

*Working at Height*

*Vehicles on Site*

*Young Persons*

*Educational Visits*

*Security*

*Waste Management*

*Violence and Aggression*

*Building Maintenance*

*Asbestos*

*COSHH*

*Curriculum Safety*

*Disabled Access/Special Needs*

*Radiation*

*Permit To Work*

*Staff Training*

*New and Expectant Mothers*

*Offsite Working*

*Work With Other Organisations*

*Safeguarding*

- 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.
- Schools with Early Years Foundation Stage provision add:
- Sections of this policy are also based on the statutory framework for the Early Years Foundation Stage.
- 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

These procedures will be subject to routine and regular review to ensure they remain valid and effective in addressing their specific risk areas.

Additional procedures identified as being required either by the risk assessment process or by the monitoring system will be produced and incorporated in the safety management system on a prioritised basis.

Certain other issues relevant to the management of health and safety such as the procedures for selection and recruitment, staff training can be found in other policies and procedures.

Where appropriate, operational information on these and other associated areas is included in the series of Health and Safety Guidance Documentation. These can be accessed from the staff intranet, under the heading of 'Health and Safety'

### **Monitoring**

To ensure the effectiveness of the Health and Safety Policy in providing and maintaining environments and systems of work which are safe and without risk to health and where appropriate to the Environment, the following procedures for monitoring have been established.

- The Executive Headteacher will present an annual Health, Safety and Environment report to the Governing Body detailing the levels of compliance achieved on the standards set by their Policies.
- Annually, The Federation of St Joseph’s Junior Infant and Nursery premises and its activities will be audited to confirm that the overall organisation and its systems are effective with regard to the planning and implementation of its Safety Management System.
- Annually The Federation of St Joseph’s Junior Infant and Nursery premises and its activities will be inspected to confirm that Managers and Staff are satisfying their operational responsibilities and duties.
- All managers are required to routinely and regularly carry out safety tours and inspect the areas within their control and where appropriate carry out operational risk assessments on the hazards identified.
- All staff are required to routinely and regularly inspect the areas in which they are working and report any health and safety concern to their line manager.
- Records of incidents and accidents are routinely assessed to assist in the risk assessment process and in the setting of priorities, where appropriate the manager responsible or the Health and Safety Facilitator will carry out suitable and sufficient investigations to determine the cause/s and any remedial measures necessary.
- The Health and Safety Coordinator will analyse the accident/incident data and prepare statistical information to assist the annual review.
- The Health and Safety Policy will be reviewed annually to ensure it continues to satisfy the aims and objectives of the (insert school type)

### **Consultation Machinery**

Committees meet regularly within the Full Governing Body meetings to provide a forum for joint consultation on health and safety matters.

Membership comprises appropriate senior management, the Health and Safety Coordinator and representatives of the staff.

Health and Safety Committees, as well as fulfilling the statutory requirements, will:

- Monitor and review the general working arrangements for Health and Safety including the Health and Safety Policy.
- Act as a focus for joint participation in the prevention of accidents, incidents and occupational ill-health.
- Assist in the development of safety procedures and systems.
- Monitor the effectiveness of Health and Safety training, communication and publicity.
- Consider reports and information from the enforcement agencies.
- Consider accident statistics and trends.
- Consider the circumstances of individual accidents and causes of reportable diseases.
- Examine Safety Audit reports and inspections.

## Appendix 1. Fire safety checklist

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

## Appendix 2. Accident report

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



### Appendix 3. Asbestos record

Location	Product	How much	Surface coating	Condition	Ease of access	Asbestos type	Comment
Roof	Asbestos cement	Whole roof	None	Fairly good	Difficult	White	
Store room	Pipes	6 x 3m	Metal case	Good	Medium	Unknown	

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

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

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

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

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

<b>Meningitis</b>	Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed.
<b>Meningitis viral</b>	None.
<b>MRSA (meticillin resistant Staphylococcus aureus)</b>	None.
<b>Mumps</b>	5 days after onset of swelling (if well).
<b>Threadworm</b>	None.
<b>Rotavirus</b>	Until 48 hours after symptoms have subsided.