



Corpus Christi Catholic Primary and Pre-School

Health & Safety Policy

Our Mission Statement

Joyfully, unique in Jesus' family, we learn to use our special gifts to love, serve and make the world a better place.

Approval	Board of Governors	Chair	Anna Murphy-Sullivan
Head teacher	Simon Lennon	Signature	
Date of last review	February 2025	Date of review	February 2026
Date of next review	February 2027	Maintenance	F&R Committee

Contents

1. Statement of Intent	3
2. Legislation	3
3. Role & responsibilities	4
4. Site security	6
5. Emergency Planning	6
6. COSHH	8
7. Equipment	9
8. Lone working	10
9. Working at height	10
10. Manual handling	9
11. Off-site visits	11
12. Lettings	11
13. Violence at work	11
14. Smoking	11
15. Infection Prevention & Control	12
16. New and expectant mothers	13
17. Occupational stress	14
18. First Aid/Accident reporting	14
19. Training	16
20. Monitoring	16
21. Links with other policies	16
Appendix 1. Fire safety checklist	17

1. Statement of Intent

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

2. Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#) guidance from the Health and Safety Executive (HSE) on [incident reporting 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

[Control of Asbestos Regulations 2012](#) which sets out the duty to manage asbestos etc.

[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 (HSE) 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

Electricity at Work Regulations 1989 require people in control of electrical systems to ensure they are safe to use and maintained in a safe condition

Environmental Protection Act 1990 which covers waste management and control of emissions

Manual Handling Operations Regulations by avoiding, assessing and reducing the risks

[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.

[Health and Safety \(First- Aid\) Regulations 1981](#) managing the provision and arrangements for first aid in the workplace.

[Provision and Use of Work Equipment Regulations \(PUWER\) 1998 requiring employers and self-employed individuals to ensure all work equipment is safe, suitable, properly maintained, and used by competent, trained people.](#)

[Personal Protective Equipment at Work Regulations \(PPE\) 1992](#) to ensure that suitable, free PPE is provided to protect staff from any residual risks not controlled by other means.

[Workplace \(Health, Safety and Welfare\) Regulations 1992](#) in the provision of welfare.

The school follows [national guidance published by UK Health Security Agency \(formerly Public Health England\)](#) and government guidance on [living with COVID-19](#) 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 governing board

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

The governing board has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health, safety and welfare. 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, such as Governors monitor school health and safety action plans, accident trends and statistics, incidents of violence, near misses, RIDDOR reports submitted to HSE and any major infectious disease outbreaks and are informed in good time about arrangements for controlling significant H&S risks affecting school such as proposed building work, major outbreaks, Ofsted notifiable incidents etc.
- inform employees about risks and the measures in place to manage them through the headteacher
- ensure that adequate health and safety training is provided
- the Chair of Governors is the Link Governor for Health and Safety.

3.2 Headteacher and Deputy Headteacher

The Headteacher is responsible for the strategic implementation of health and safety. The Deputy headteacher responsible for day-to-day health and safety. This involves:

- having received suitable health and safety training
- implementing the health and safety policy to ensure compliance with associated legislation and ensuring that effective methods are in place for the school's senior leadership to be made aware of any H&S issues or shortcomings
- ensuring there are enough staff to safely supervise pupils

- ensuring that the school building and premises are safe and regularly inspected
- providing adequate induction and training for school staff
- reporting to the governing board on health and safety matters as a regular agenda item, or as soon as possible in an emergency.
- 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 when necessary
- monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary
- ensuring methods are in place to effectively consult with staff and unions of health and safety issues as appropriate

In the headteacher's absence, the Premises and Infrastructure Manager assumes the above day-to-day health and safety responsibilities.

3.3 Health and Safety lead

The nominated health and safety lead is the Premises and Infrastructure Manager.

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 or do not do at work
- cooperate with the school on health and safety matters
- work in accordance with information, instructions and training
- 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 Premises and Infrastructure Manager or Caretaker on behalf of the Headteacher before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work. Contractor's competency is demonstrated through their risk assessments, method statements and previous work at the school or referral through another party.

If work is completed during school opening times contractors will be accompanied at all times or the company will be asked to provide enhanced DBS information

Arrangements

4. Site security

The Premises and Infrastructure Manager and Headteacher are responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site including the grounds, intruder and fire alarm systems.

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

5. Emergency Planning

Fire notices are displayed at each room where staff and pupils may congregate.

- Escape routes are checked by the Premises and Infrastructure Manager every day or in their absence the caretaker
- Fire Extinguishers are maintained and checked by the Premises and Infrastructure Manager every month and serviced annually by Churches Ltd
- Fire Alarms are tested by the Premises and Infrastructure Manager every week. Fire Alarms and emergency lighting are serviced annually by Central Southern Security. PEEPS are reviewed annually by the Premises and Infrastructure Manager and during termly evacuations.
- All new staff are trained on Fire Evacuation including bomb threats and lockdown procedure. Staff are briefed annually.
- If a drone is spotted overhead the police will be contacted and advice taken.

Emergency evacuation procedures will be tested once every term.

PREMISES EVACUATION ARRANGEMENTS in case of an alarm being activated are as follows:

- Staff discovering a fire or other emergency for which the buildings need to be evacuated should activate the alarm by lifting the glass cover on a fire call point and breaking the glass
- The school fire system is monitored 24/7 and a 999 call will be placed automatically on activation of the alarm.
- The EMERGENCY WARNING is the ALARM SIGNAL ringing continuously.
- The Duty Fire Marshall will go to the zone where the alarm has been set off to investigate if there is a fire or false alarm. In the event of a false alarm the Duty Fire Warden will contact the monitoring centre to abort the 999 call.
- On hearing the alarm, pupils should leave in single file when instructed by the teacher in charge of the class. Pupils should then leave by the nearest available marked escape route. The last person to leave the classroom must close the door. Pupils should walk in their subject groups and remain with their teacher at the assembly point.

If a pupil is not in a classroom when the alarm sounds, he or she must walk to the assembly point leaving the building by the nearest marked escape route.

In the event of an emergency during FORM TIME, BREAK or the LUNCHTIME, pupils must leave the building by the nearest marked escape route and go to the assembly area for the site they are on at the time of the emergency. Pupils should assemble in Years.

Staff not working with pupils, visitors and contractors must leave the building by the nearest exit and report directly to their designated assembly point for roll call.

Disabled pupils' timetables will be held in the main offices for access in an emergency. The Premises and Infrastructure Manager will discuss with any disabled pupils and their parents the evacuation procedure in case of an emergency and draw up a Personal Emergency Evacuation Plan (PEEP) following guidance in Section 4 of the Health and Safety Manual.

- The assembly area is:
 - The top playground adjacent to Christchurch Road.
- A senior member of staff as designated Fire Marshall (A) on the Fire Rota will undertake supervision of the assembly areas.

Immediately pupils arrive at the assembly area, they must stand in their subject or form groups in silence while staff check their registers. Registers, setlists, first aid boxes, medication that may be required, contractors' books, high viz tabards, emergency mobile, radios etc. will be taken out in the Evacuation pack to the assembly point by the office staff in the main school and by the Fire Warden in the Annexe. The result of this check must be reported to the person in charge as soon as it is completed.

- The designated fire duty Fire Wardens will sweep the building. The Fire Marshall (B) will also sweep the building once the fire brigade has been informed.

Fire Marshall's A and B will liaise to check that any named disabled pupils and helper or disabled visitors have been evacuated.

Routes for building sweep are as in the evacuation pack.

When the school is clear, Fire Wardens should report to the nominated Fire Marshall at the assembly area.

- A member of senior management will take charge outside of the Main Site.

Fire Marshall B will liaise with the Fire Brigade on their arrival.

When the Fire Marshall A is satisfied that it is a false alarm, he or she will direct staff, pupils and visitors to return to the building.

If the building cannot be reoccupied following an evacuation, pupils will be evacuated to Pokesdown Community Primary School, Livingstone Road, Bournemouth, BH5 2AS and arrangements made to contact parents.

- All staff are briefed annually on Fire Evacuation and PEEPs and attend termly fire drills

If the alarms sound "out of hours" the fire brigade will attending can access the building using the Emergency fire box at the front of the building

Lockdown and Bomb Threat

For procedures for Lockdown and bomb threat please refer to the Business Continuity and Critical Incident Policy. Lockdown procedure is practised termly.

6. Control of Substances Hazardous to Health (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
- COSHH risk assessments are completed by Premises and Infrastructure Manager and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label and Safety Data Sheet (SDS). 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. Appropriate training has been undertaken by the First Aiders dealing with spillages. The spillage kit is in the First Aid room.

6.1 Gas safety

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer (and service records retained by the Premises and Infrastructure Manager)
- Gas pipework, appliances, flues and stop buttons are regularly maintained and with gas isolator switches marked
- The boiler rooms with gas appliances are checked to ensure that they have adequate ventilation. Carbon monoxide detection checks are undertaken weekly.
- Any member of staff discovering a suspected gas leak should make an informed judgement based on how strong the smell is as to whether they immediately evacuate the building and telephone the National Gas Emergency Service (National Grid) on 0800 111 999.

If there is a slight smell of gas, the first action should be to check that all gas appliances are switched off. This may clear the smell of gas. Windows should be opened.

6.2 Legionella

- A water risk assessment is to be completed every two years by a qualified contractor. The school uses South Heating to carry out this task. The Premises and Infrastructure Manager is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book

- This risk assessment will be reviewed annually and when significant changes have occurred to the water system or building footprint.
- The risks from legionella are mitigated by the following: weekly water fountains clean, monthly flushing of little used outlets, monthly temperature checks on sentinel hot and cold outlets, half yearly cleaning and descaling shower heads and hoses is undertaken and T.M.V.s are serviced annually. This is completed by the Caretakers or by appropriate contractors.

6.3 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. Staff likely to disturb asbestos have undertaken awareness training which is refreshed every 3 years. Training has and is being completed and documented by four members of staff.
- 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 are given the asbestos survey and register for the premises prior to any work commencing
- Contractors will be advised that if they discover material which they suspect could be asbestos, they will report it to the Premises and Infrastructure Manager and they will stop work immediately until the area is declared safe
- Asbestos survey, register and management plan are kept of the location of asbestos that has been found on the school site. A copy is available in the Premises Office and also in our out of hours Fire Box
- Asbestos awareness training will be completed by the Senior leadership team and Premises team.

7. Equipment

- All equipment and machinery is maintained and serviced in accordance with the manufacturer's and legal requirements. In addition, maintenance schedules outline when extra checks should take place referring to the Work Equipment Regulations 1998 (PUWER)
- Before new equipment is purchased, it is checked to ensure that it meets appropriate safety and 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. Equipment that involved manual handling training is provided, e.g floor cleaner.
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazard found by a member of staff must be reported to the Premises and Infrastructure Manager immediately. The Premises and Infrastructure Manager will take the appropriate action. Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- An Electrical Installation Condition Report (EICR) is carried out by a competent person every 5 years. Any remedial work identified is completed. The next report is due Summer 2029
- Only the Premises and Infrastructure Manager and Caretakers can check plugs
- Where necessary a portable appliance test (PAT) will be carried out by a competent person at the required interval and recorded

- 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
- All existing and new electrical installations will follow the Electricity at Work Regulations 1989

7.2 Physical Education (PE) equipment

- Staff are trained on safely setting up gym or external sports equipment for pupils use
- Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely prior to use
- Any concerns about the condition of the gym floor or other apparatus will be reported to the Premises and Infrastructure Manager or Caretakers
- Playground equipment is inspected visually by staff weekly and annually by a competent external contractor and any remedial work completed

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 and are trained on use during induction. 'Significant' is taken to be continuous or 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. Corrective glasses provided up to the cost of £80 if required specifically for DSE use

7.4 Specialist equipment

Parents are responsible for the maintenance and safety of their children's wheelchairs and securing the wheelchairs safely in transport. In school, staff promote the responsible use of wheelchairs.

8. Lone working

Lone working - someone working in the school, when nobody else is on site, 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 significant risk to the individual such as expectant mothers, or 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, refer to the Lone Working Risk Assessment.

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. A risk assessment will be carried out prior to the start of the work.

In addition:

- the Premises and Infrastructure Manager 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
- monthly recorded checks are undertaken
- access to high levels, such as roofs, is only permitted with appropriate PPEs. High level work is undertaken by competent trained staff and or contractors
- all staff are briefed annually on working at heights which is documented

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 must ask for assistance.

Staff 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 slightly bent, 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
- all staff are briefed annually on manual handling which is documented

11. Off-site visits

When taking pupils off the school premises, we will ensure that the External Visits Policy (EVP) is followed.

12. Lettings

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

13. Violence at work

Staff should not be in any danger at work. We will not tolerate violent or threatening behaviour or abuse towards our staff.

All staff must report any incidents of verbal abuse, aggression or violence (or near misses) directed to themselves to their line manager or the Headteacher immediately who will act appropriately. This applies to violence from pupils, visitors or other staff. Staff are given training in positive behavioural support which is documented.

14. Smoking

Smoking, including vaping, is not permitted anywhere on the school premises.

Staff will be supported in ensuring that they cover their clothing or uniform if smoking in their own time, have breath mint or spray before interacting with children and staff.

15. Infection prevention and control

We follow national guidance published by Public Health England (PHE) <https://www.gov.uk/government/organisations/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
- Always wash hands after using the toilet, before eating or handling food and after handling animals
- Alcohol gel is available throughout the school to compliment handwashing
- Cover all cuts and abrasions with waterproof dressings

15.2 Coughing and sneezing

- Cover mouth and nose with a tissue
- If no tissues are available, cough into your elbow, rather than your hands
- Wash hands after using or disposing of tissues
- Spitting is discouraged

15.3 Personal protective equipment

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable white plastic aprons where there is a risk of splashing or contamination with blood or body fluids (for example, nappy or pad changing)
- Face coverings to cover the nose and mouth or visors are to be worn when there is a risk of viral infections such as Covid-19
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment (PPE) when handling cleaning items that fall under the COSHH Regulations and use them in accordance with the risk assessment.

15.4 Cleaning of the environment

- Premises cleaning will be increased during an outbreak of an infectious disease and will include: frequent cleaning and disinfecting of objects and surfaces that are touched regularly such as door handles, light switches, handrails and lift switches, using appropriate cleaning products and methods. Equipment cleaned regularly with frequent cleaning and disinfecting of surfaces that are

touched regularly such as handles, on and off switches and controls using appropriate cleaning products and methods.

- Staff will identify any toys that require cleaning or removing and action appropriately. Toy cleaning records are in place.

15.5 Cleaning of blood and body fluid spillages

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
- When spillages occur, clean using a bactericidal deodoriser and use as per manufacturer's instructions
- Spillage kits are available for body fluid spills and staff trained in their use
- Wear personal protective clothing when handling soiled items
- Double bag children's soiled clothing to be sent home
- Used nappies and pads, gloves, aprons and soiled dressings are disposed of in the correct clinical waste bags in foot-operated bins
- Remove clinical waste with a registered waste contractor which is collected 13 times a year.

15.6 Clinical Waste

- Used nappies and pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins. When bags are full or at the end of every day they move to the outside dedicated area while awaiting collection
- Remove clinical waste with a registered waste contractor

15.7 Animals

- Wash hands before and after handling any animals
- A risk assessment is completed for any animals on the school premises such as the school dog.
- Parents are asked for permission before a child can handle animals. Keep animals' living quarters clean and away from food areas in the Headteacher's Office
- Dispose of animal waste regularly
- 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

15.8 Infectious disease management

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

In addition to acute respiratory diseases, should consider common occurrence for primary key stages such as gastrointestinal viruses

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

Following good hygiene practices

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

Implementing an appropriate cleaning regime

We will regularly clean equipment and rooms, and ensure surfaces that are frequently touched are cleaned

Keeping rooms well ventilated

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

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 or 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 the UK Health Security Agency (UKHSA). Any reports to UKSHA and/or Ofsted will be made by either School Business Manager or Head Teacher.

In the event of an epidemic or pandemic, we will follow advice from UKHSA about the appropriate course of action. This advice and steps to be taken will be communicated through the school normal methods of communication i.e email, messaging or newsletter. All staff are informed by email about infections that may cause harm to the expectant mother or unborn child.

Visitors during exclusion periods would be by pre-appointment only.

15.11 Preventing and controlling infections in EYFS

In addition to general cleaning guidance, we will:

- ensure all toys carry a BS, BSI or CE mark and where possible buy toys and equipment that can be easily cleaned
- store toys in a clean container
- not let children take toys into toilet areas

Store reusable equipment that has been cleaned but is not in use separately from used equipment and away from where equipment cleaning takes place.

Where nappies are used:

- have a designated changing area away from the play facilities and any area where food or drink is prepared or consumed
- staff take the appropriate measures to wash and dry their hands after every nappy change
- wrap soiled nappies in a plastic bag before disposing in the designated Nappy Waste Bins
- clean the children with a disposable wipe and do not share nappy creams and lotions amongst the children
- clean the changing mats with soapy water or a detergent wipe after each use and at the end of the day

16. New and expectant mothers

Risk assessments will be carried out whenever any employee notifies the school that they are pregnant and reviewed at regular intervals

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 care giver 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 an expectant mother comes into contact with measles or German measles (rubella), she should inform her antenatal care giver 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 expectant mother should inform her antenatal care and GP as this must be investigated promptly
- Please refer to the Covid-19 risk Assessment for updated advice for new and expectant mothers from UK Health and Security Agency

17. Personal and 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.

All Teachers, Teaching Assistants and Support Staff have access to clinical supervision if requested

18. First Aid and Accident reporting

18.1 Accident record book

- Minor accidents to staff, pupils and visitors will be reported to the School Business Manager as soon as possible after the accident occurs by the member of staff or first aider who deals with it. For staff on the premises' 'Non-Employee Accident Record'. are held by the SBM. Pupil's accident forms are held in the First Aid Room
- As much detail as possible must be supplied when reporting an accident
- Information about injuries will also be kept in the pupil's educational record
- Records for adults held in the first aid and accident book will be retained by the school for a minimum of 3 years and for children until age 21, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of
- To comply with the General Data Protection Regulations requirements, individual incident reports will be removed from the Incident Book, passed to the School Business Manager and stored securely to ensure that personal details remain confidential. Notifiable incidents will be reported via a BCP Council form which is sent to Bournemouth, Christchurch and Poole (BCP) Council Health & Safety Department. All reported incidents will be investigated by the Premises and Infrastructure Manager. Notifiable incidents will be reported at each Governor's Finance and Resource Meeting

- The School Business Manager will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7). BCP Council Health & Safety Department will also be informed
- A near miss should be reported on the appropriate online form and reviewed by the Premises and Infrastructure Manager on a daily basis to take any action to reduce the risk

Accidents are reviewed termly at the Health & Safety (H&S) meeting held by the H&S Committee

18.2 Transport to hospital

If an ambulance is required, call “999”. It may be appropriate in less severe cases to transport a person to a casualty department without using an ambulance, but this should always be on a voluntary basis. If a member of staff uses their own car for these purposes, they must ensure that they have obtained specific cover from their insurance company. If the person is transported by car two adults will be required to be present.

- No casualty should be allowed to travel to hospital unaccompanied in an ambulance and the Headteacher will designate an accompanying adult in emergencies where a family member cannot be contacted

18.3 Reporting to the Health and Safety Executive

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

The School Business Manager will report the notable occurrences listed below to the Health and Safety Executive (HSE) as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These are:
 - o Fractures, other than to fingers, thumbs and toes
 - o Amputations
 - o Any injury likely to lead to permanent loss of sight or reduction in sight
 - o Any crush injury to the head or torso causing damage to the brain or internal organs
 - o Serious burns (including scalding)
 - o Any scalping requiring hospital treatment
 - o Any loss of consciousness caused by head injury or asphyxia
 - o 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 including non-working days (reportable within 15 days)
- Where an accident at work leads to someone being taken to hospital. Work related accidents involving members of the public or people who are not at work must be reported if a person is injured and is taken from the scene of the accident to hospital for treatment to that injury.

Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include, but are not limited to:

- Carpal tunnel syndrome

- Severe cramp of the hand or forearm
 - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
 - 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 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

Pupils and other people who are not at work, such as 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 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 a work activity was organised (e.g. inadequate supervision of a field trip)
 - The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
 - The condition of the premises (e.g. poorly maintained or slippery floors)

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

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

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

18.4 Notifying parents

The Headteacher will inform parents or carers of any accident or injury sustained by a pupil which may require further investigation or treatment and of any first aid treatment given, on the same day, or as soon as reasonably practicable.

18.5 Reporting to child protection agencies -

The Headteacher will also notify Multi Agency Safeguarding Hub (MASH) on 01202 123334 or out of hours 01202 738256 of any serious accident or injury to, or the death of, a pupil while in the school’s care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

18.6 Reporting to Ofsted

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil in the Early Years Foundation Stage while in the school’s care and any incident of food poisoning affecting 2 or

more pupils 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 and refresher training as required.

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. The school is a member of **CLEAPSS**, which is an advisory service providing support in science and technology which is used to support the training.

20. Monitoring

This policy will be reviewed every year by the School Business Manager, or sooner as necessary.

At every review, the policy will be approved by the Finance & Resource Committee.

21. Links with other policies

This health and safety policy links to the following policies:

- Educational Visits Policy
- Medical conditions in School
- Accessibility plan
- Lone Workers Policy
- Child Missing Policy
- Business Continuity and Critical Incident Policy

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. 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 the UK Health Security Agency. For each of these infections or complaints, there [is further information in the guidance on the symptoms, how it spreads and some 'dos and don'ts' to follow that you can check.](#)

In confirmed cases of infectious disease, including COVID-19, we will follow the recommended self-isolation period based on government guidance.

Infection or complaint	Recommended period to be kept away from school or nursery
Athlete's foot	None.
Campylobacter	Until 48 hours after symptoms have stopped.
Chicken pox (shingles)	<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>
Cold sores	None.
Respiratory infections including coronavirus (COVID-19)	<p>Children and young people should not attend if they have a high temperature and are unwell.</p> <p>Anyone with a positive test result for COVID-19 should not attend the setting for 3 days after the day of the test.</p>
Rubella (German measles)	5 days from the appearance of the rash.
Hand, foot and mouth	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.
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
Measles	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.
Ringworm	Exclusion not needed once treatment has started.
Scabies	The infected child or staff member should be excluded until after the first treatment has been carried out.

Scarlet fever	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 a factsheet to send to parents or carers and staff.
Slapped cheek syndrome, Parvovirus B19, Fifth's disease	None (not infectious by the time the rash has developed).
Bacillary Dysentery (Shigella)	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.
Diarrhoea and/or vomiting (Gastroenteritis)	<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 adviser 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>
Cryptosporidiosis	Until 48 hours after symptoms have stopped.
E. coli (verocytotoxigenic or VTEC)	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.
Food poisoning	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).
Salmonella	Until 48 hours after symptoms have stopped.
Typhoid and Paratyphoid fever	Seek advice from environmental health officers or the local health protection team.
Flu (influenza)	Until recovered.

Tuberculosis (TB)	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.
Whooping cough (pertussis)	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.
Conjunctivitis	None.
Giardia	Until 48 hours after symptoms have stopped.
Glandular fever	None (can return once they feel well).
Head lice	None.
Hepatitis A	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.
Hepatitis 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.
Hepatitis C	None.
Meningococcal meningitis/ septicaemia	If the child has been treated and has recovered, they can return to school.
Meningitis	Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed.
Meningitis viral	None.
MRSA (meticillin resistant Staphylococcus aureus)	None.

Mumps	5 days after onset of swelling (if well).
Threadworm	None.
Rotavirus	Until 48 hours after symptoms have subsided.