# TRIMLEY ST. MARTIN

## Health & Safety Policy

| | | | |
|---|---|---|---|
| **Approved by:** | Full Governing Body | **Date:** | 04.15.25 |
| **Last reviewed on:** | October 2025 | | |
| **Next review due by:** | Autumn Term 2026 | | |

## Contents

1. Aims ..... 3
2. Legislation ..... 3
3. Roles and responsibilities ..... 4
4. Site security ..... 6
5. Fire ..... 7
6. COSHH ..... 8
7. Equipment ..... 9
8. Lone working ..... 11
9. Working at height ..... 12
10. Manual handling ..... 12
11. Off-site visits ..... 13
12. Lettings ..... 13
13. Violence at work ..... 13
14. Smoking ..... 13
15. Infection prevention and control ..... 14
16. New and expectant mothers ..... 15
17. Occupational stress ..... 16
18. Accident reporting ..... 16
19. Training ..... 19
20. Monitoring ..... 19
21. Links with other policies ..... 19
22. Safeguarding ..... 20
Appendix 1. Fire safety checklist ..... 21
Appendix 2. Accident report ..... 22
Appendix 3. Asbestos record ..... 23
Appendix 4. Recommended absence period for preventing the spread of infection ..... 24

---

# 1. Aims

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 and the following legislation:

The Health and Safety at Work etc. Act 2018, which sets out the general duties' employers have towards employees and duties relating to lettings.

The Management of Health and Safety at Work Regulations 1999, 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 1993, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test.

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

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

The Work at Height Regulations 2005, which requires employers to protect their staff from falls from height.

This policy complies with our funding agreement and articles of association.

# 3. Roles and responsibilities

## 3.1 The local authority and governing board

Suffolk County Council has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board.

The governing board delegates operational matters and day-to-day tasks to the Headteacher and staff members.

### 3.1 The governing board

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

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

The Governing Body, as the employer, also has a duty to:

Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks.

Inform employees about risks and the measures in place to manage them.

Ensure that adequate health and safety training is provided

The Governing Body have a Health and Safety Working Committee who oversee health and safety at Trimley St Martin Primary School.

### 3.2 Headteacher and Business Manager

The Headteacher and Business Manager are responsible for health and safety day-to-day. This involves:

Implementing the health and safety policy.

Ensuring there is enough staff to safely supervise pupils.

Ensuring that the school building and premises are safe and regularly inspected.

Providing adequate training for school staff.

Reporting to the governing board on health and safety matters.

Ensuring appropriate evacuation procedures are in place and regular fire drills are held.

Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff.

Ensuring all risk assessments are completed and reviewed.

Monitoring cleaning staff, and ensuring the caretaker and cleaner are appropriately trained and have access to personal protective equipment, where necessary.

In the absence of the Headteacher or Business Manager, the Assistant Headteacher, assumes the above day-to-day health and safety responsibilities.

### 3.3 Health and safety lead

The nominated health and safety lead is the Business 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 at work.

Co-operate with the school on health and safety matters.

Work in accordance with training and instructions.

Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken.

Model safe and hygienic practice for pupils.

Understand emergency evacuation procedures and feel confident in implementing them.

### 3.5 Pupils and parents

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

### 3.6 Contractors

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

**Contractors on Site**

- Contractors must report to the school office when they arrive on site.
- Children and staff are warned of potential dangers and/or areas designated out of bounds whilst contractors are on site.
- Contractors are advised of the school's session times and break times to reduce work being carried out when children are not in class. Most work carried out by contractors takes place during school holidays.

**Repairs and Alterations**

- Building repairs are notified of the fault at the school by telephoning the repair desk helpline 01284 758680 or by contacting an alternate contractor. If the school is arranging for an external contractor all health and safety procedures need the be followed and the corporate property adviser needs to meet with a school representative, the Landlord Consent procedures will also need to be followed.
- Any building alterations follow the Landlord Consent procedure; please refer to the school office.
- Contractors are made aware of asbestos procedures and are alerted to the school's asbestos survey report and the schools health and safety procedures.

### 3.7 Critical Incident Management

The County guidelines for managing critical incidents are followed in conjunction with the schools Critical Incident Policy', which can be located in the school office.

## 4. Site security

The caretaker is responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site and fire alarm systems and required to complete a daily logbook located in the school office and report any defects to the Business Manager (in the event the Business Manager is unavailable to the Headteacher).

The Caretaker, Headteacher, Assistant Headteacher and Business Manager are key holders and will respond to an emergency.

There may be occasions when staff need to be in the building out of school hours. If this is the case, please

ensure that someone (not necessarily from school) has been informed, and, if possible, another person is on site with you and refer to the Lone Working Policy.

In the evening, please make sure that external doors are locked. There are walkie-talkies in the school office for use if you are working alone in the building whilst others are on site. Staff should not be using heavy electrical machinery whilst alone on site.

Fire doors and windows should be closed when visiting and leaving the school. If an emergency situation arises, call 999 and then the Headteacher, Assistant Headteacher or Business Manager.

Please refer to the schools Car Park Policy.

**Access Control**

- This is controlled by digital locks that are fitted on all external entrances/exits and an electronic lock that is fitted to the internal door in the front reception area.

- All staff, governors, contractors, and visitors must enter the building via the main entrance. On arrival, anyone attending site must sign in and must wear a visitor badge, organisation badge or a staff badge. On leaving, they must sign out and return the visitor badge allocated to them.

- The combination for the digital locks is changed on a termly basis.

- All entrances have a notice directing visitors to the main entrance.

- Access to the school site is gained from two pedestrian access points which are locked during school hours and at weekends and one vehicular access point, which is closed during the day and out of school hours.

  The Caretaker and the Headteacher are the designated key holders. County Hall is advised annually of any changes (including no changes) to this list, or when a change occurs.

**Key Holders**

- On instruction from the Headteacher, a key can be allocated to a member of staff, a contractor or letting / licensee at the school.

- The key will be issued via the school office by the Business Manager.

- The key holder will need to sign for the key detailing their name, address, telephone number, the key they are talking (indicating for which door), and the date they are taking responsibility for the key.

- They key must be returned when asked and must be signed back over to the school.

- The key must NOT be copied at any time.

- Lost or stolen keys must be reported to the Headteacher and or Business Manager Immediately.

## 5. Fire

Emergency exits, assembly points (playground and school field) and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises is reviewed on an annual basis by Safetyboss, an external provider usually during the Spring Term.

- Emergency evacuations are practised at least once a term.

- The fire alarm is a loud siren.

Fire alarm testing will take place by the Caretaker on a weekly basis and logged in the Fire Precaution Logbook located in the school office. Corporate Property will arrange termly inspection by their contractor, testing the fire alarms, emergency lighting and fire systems.

New staff will be trained in health and safety and fire safety, carried out yearly by Safetyboss during the spring term. The Business Manager will carry out a Health & Safety induction process for new members of staff before their starting date, 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 point; this is the school playground. In the event of it not being a fire drill everyone once collated together will move to the school field so that emergency vehicles can gain access to the school building.

In the event the school premises need to be evacuated entirely Kirton Recreation Ground is the next fire assembly point, in conjunction with the Emergency Fire Evacuation Policy and Fire Risk Assessment.

Class teachers will take a register of pupils, which will then be checked against the attendance register of that day and visitors to their class.

The Headteacher and or the Business Manager will take a register of all staff, visitors, including kitchen staff. Teachers are to report to the Headteacher and Business Manager confirming everyone is accounted for.

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

The school have special arrangements in place for the evacuation of people with mobility problems and SEN pupils; please refer to the Fire Evacuation Plan and the Manual Handling and Wheelchair Policies.

Fire extinguishers and blankets are annually inspected by an external provider (Chubb) in the autumn term arranged by the Local Authority. Equipment inspected is clearly labelled to say when it was inspected and who by, if the fault is found the equipment is replaced.

- Combustible materials should be kept to a minimum, if you have excess materials leftover from a project they should be disposed of.
- Display boards should be kept tidy and free from excessive amounts of combustible materials.
- Combustible materials hanging from the ceilings should be kept to a minimum and removed if damaged.
- Light fittings must be kept free from hanging resources.
- Corridors and emergency exits must be kept clear at all times from bags, lunch boxes, coats, school resources etc.

Please refer to the school policy for ‘Fire Risk Assessment’.

A fire safety checklist can be found in appendix 1.

## 6. COSHH

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

Chemicals
Products containing chemicals
Fumes
Dusts

Vapours
Mists
Gases and asphyxiating gases
Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by the Business Manager and circulated to all employees who work with hazardous substances (COSHH file located in the school office). Staff will also be provided with protective equipment (PPE), where necessary.

If staff use hazardous products, they know where and how to store them in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information. No hazardous products that fall into the category of COSHH are to be brought into school without being processed and assessed by the Business Manager.

Hazardous chemicals will be logged and depending on the product will be stored in the following locked areas and where required a metal cabinet (pressurised canisters):

- Caretaker stores cupboard located off the staff car park
- Caretaker's cupboard located in KS2
- Main kitchen
- Swimming pool boiler house
- Dishwasher tablets – KS2 Activity area, Year R, and the Staff Room.

Any hazardous products are disposed of in accordance with specific disposal procedures using an external provider nominated by the Local Authority.

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

## 6.1 Gas safety

Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer arranged by Corporate Property.

Gas pipework, appliances and flues are regularly maintained and inspected by an engineer appointed by Corporate Property.

All rooms with gas appliances are checked to ensure that they have adequate ventilation. The main kitchen's ventilation system was replaced November 2018 and arranged by the Vertas.

## 6.2 Legionella

A water risk assessment has been completed on July 2021 by Vertas. The Caretaker is responsible for ensuring that the identified operational controls are conducted and recorded in the school's waterlog book, recording points tested and temperature.

This risk assessment will be reviewed every month when significant changes have occurred to the water system and/or building footprint, the Caretaker will report it to the Headteacher and the Business Manager for appropriate action to be taken.

The risks from legionella are mitigated by the following: lack of use of water during school holidays, swimming pool, varying water temperatures.

- Contractors appointed by the Local Authority will carry out annual checks to the water tanks, heating of water, disinfection of showers, descaling of thermostatic controls valves etc. The Caretaker must run taps throughout school and run the shower in first aid room for at least 10 minutes before the school restarts after a school holiday or when the school has been closed for any length of time.

- Please see swimming pool normal and emergency operational procedures together with the risk assessment. The pool is winterised and summerised by an engineer appointed by the school.

- The Caretaker, Headteacher and or Business Manager must take in total three water samples during use through the day and tested for chemical levels (recommended 7.30 a.m. / 12.00 p.m. and 3.30 p.m.).

- The school has appointed the Local Authority to arrange an external contractor to take to pool samples which are removed from school site and tested in laboratories, the results will initially be sent to the Local Authority and subsequently passed onto the school.

### 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. The school has asbestos along the gutter line in KS2 (Victorian Build) please refer to the Asbestos file located in the school office.

Asbestos was removed from the school, which was discovered in the walls to the porch in Year R when lead flashing was stolen from the roof removal and repairs were arranged by the Local Authority. When the kiln was removed from the premises due to the age, it was treated as if it contained Asbestos and removed by registered licenced company.

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.

An asbestos file with full reports for the school is kept in the school office recording the location of asbestos that has been found on the school site. Anyone i.e. contractors, caretaker and staff are required to complete an asbestos sheet before any work commences i.e. drilling, repairing, inspecting etc.

Records will be kept for 40 years in conjunction with government legislation.

## 7. Equipment

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

When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards.

All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

Hoists (swimming pool and in KS1 boy's toilet) and bed are inspected 6 monthlies by NH Maintenance this is arranged by the school. Reports are kept in the school office.

PAT testing is arranged on an annual basis by the school in the summer term.

The school and outside agencies including Twinkletoes Pre-School, PTA, Kirton Kestrels, Fitness groups, Dorian Singers and Sports Clubs etc. must provide the school with a written risk assessment in advance of the activity. The risk assessment must be approved by the Headteacher or Business Manager before the activity takes place and follow health and safety legislations.

Children with special educational needs will require a separate risk assessment alongside or included in their EHCP.

All resources such as glass, glue guns, saws, screwdrivers, hammers and other design and technology equipment, sports equipment and apparatus, cooking lessons and other materials, caretaking and

cleaning equipment must be stored away and out of the reach of children in accordance with risk assessment or in conjunction with other school policies. Worn items must be reported to the Business Manager and are to be disposed of in line with the schools Inventory Log and replacements likewise logged in the Inventory Log and the Best Value for Money Policy.

## 7.1 Electrical equipment

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

Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them.

Any potential hazards will be reported to the Headteacher or the Business Manager immediately.

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

Only trained staff members can check plugs (no one trained on school site).

Where necessary a portable appliance test (PAT) and microwave testing will be carried out on an annually and arranged by Corporate Property.

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 qualified engineer.

Fixed wiring is tested on a five yearly basis and arranged by Corporate Property last inspected by 28th October 2021.

Members of staff or outside agencies such as contractors and lettings, Licensors (including Twinkletoes Pre School) wanting to use electrical items from home must ensure that item has been PAT tested before use, any damaged caused to the school will be the responsibility of the member of staff, person named on the letting document, Licensor or agencies that has caused the damage.

## 7.2 PE equipment

Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely.

Any concerns about the condition of the gym floor or other apparatus will be reported to the Headteacher or Business Manager.

Annual PE equipment inspections (for indoor and outside equipment) are carried out during the autumn term and are arranged by the school using an external provider REJB & Company. Any faulty items are repaired or replaced, and the faulty items disposed of logging the disposal and replacement goods in the Inventory Log and Best Value Policy is adhered too.

## 7.3 Display screen equipment

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

For VDU users in the school a Risk Assessment has been carried out by the Headteacher or Business Manager.

If working from home a separate Risk Assessment is required and a photograph of the workstation must be provided by the individual, the Headteacher or Business Manager will oversee this.

### 7.4 Specialist equipment

Parents are responsible for the maintenance and safety of their children's wheelchairs. In school, staff promote the responsible use of wheelchairs. Please see the 'Manual Handling and Wheelchair Policy'.

No Oxygen cylinders are required but, in the event, that Oxygen is required a designated space will be allocated, and staff will be trained in the removal storage and replacement of oxygen cylinders.

## 8. Lone working

Lone working may include:

Late working

Home or site visits

Weekend working

Site 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.

Lone Working also relates to working from home. Please refer to the school's policy on 'Lone Working' policy for full details.

## 9. Working at height

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

In addition:

The school 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 i.e. the feet of the ladders must be visually checked to ensure they are not worn or loose and the runs are fit for purposes etc.

Access to high levels, such as roofs, classroom ceilings, walls in KS2 is only permitted by trained persons.

The Caretaker will carry out weekly inspections of the school's ladders and record the condition in the Site, Ladder and Fire Door Inspection log kept in the school office.

Please refer to the school's policy on 'Working at Height' policy for full details.

## 10. Manual handling

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

For individuals with underlying medical conditions a Risk Assessment must be carried out by the Headteacher or Business Manager.

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.

Storage of resources should be kept in proportion to the size of the resource for example; larger items kept low level, heavy items kept low level, smaller resources can be kept in appropriate cupboard space, but not stored on top of cupboards or in areas where it could cause harm by toppling over or off a surface located at height.

Please refer to the school's policy on 'Manual Handling' regarding the manual handling of pupils.

## 11. Off-site visits

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

Teaching staff are required to seek permission from the Headteacher or the EVC Co-ordinator (Business Manager). NQT's are to be supervised for their first off-site visit by an experienced member of teaching staff.

Teaching staff to complete the Evolve Plus system.

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.

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

Any queries to be referred to the EVC (Business Manager).

Please refer to the school's policy for 'Educational Visits' policy.

# 12. Lettings and Licence Agreements

This policy applies to lettings and Licence Agreements. 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 to comply with it.

# 13. Violence at work

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

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to the Headteacher immediately. This applies to violence from pupils, parents, carers, contractors, visitors, or other staff.

Please refer to the school's policy for 'Dealing with Threats and Abuse towards Staff' policy.

# 14. Smoking

It is against the Law to smoke or vape anywhere on the school premises.

**Details received from the Houses of Commons**

This note outlines the provisions of the smoking ban in England that came into effect on 1 July 2007 in a practical context. It also includes recent developments such as the introduction of new regulations in 2015 regarding smoking in private vehicles.

New regulations brought a smoking ban into force in England at 6am on 1 July 2007. Almost all enclosed and substantially enclosed public places and workplaces are included, as are public transport and most work vehicles and company cars. Following the introduction of new regulations in 2015, it is now also against the law to smoke in a private vehicle when children are present.

Guidance on the Regulations can be found on the Smoke Free England website: Everything you need to prepare for the new Smoke Free Law on 1 July 2007.

# 15. Infection prevention and control

We follow national guidance published by Public Health England (PHE) 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 for 20 seconds, and dry with paper towels.
- Always wash hands after using the toilet, before eating or handling food, and after handling animals and at regularly intervals.
- Cover all cuts and abrasions with waterproof dressings.

### 15.2 Coughing and sneezing

- Cover mouth and nose with a tissue. (cough/sneeze into the corner of the elbow)
- Wash hands for 20 seconds 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 plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing, cleaning).
- Wear goggles if there is a risk of splashing to the face.
- Use the correct personal protective equipment when handling cleaning chemicals.

**15.4 Cleaning of the environment**

- Thoroughly clean the environment, including toys and equipment, daily.

**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 product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface.
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below:
- Make spillage kits available for blood spills.

**15.6 Laundry**

- Wash laundry in a separate dedicated facility.
- Wash soiled linen separately and at the hottest wash, the fabric will tolerate.
- Wear personal protective clothing when handling soiled linen.
- Bag children's soiled clothing to be sent home, never rinse by hand.

**15.7 Clinical waste**

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

**15.8 Animals**

- Wash hands before and after handling any animals.
- Keep animals' living quarters clean and away from food areas.

- Dispose of animal waste regularly and keep litter boxes away from pupils.
- Supervise pupils when playing with animals.
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet.

### 15.9 Pupils vulnerable to infection

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles, or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carer will be informed promptly, and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza. In relation to Covid-19, the government have said that for the vast majority of children and young people, coronavirus is a mild illness. Children and young people (0 to 18 years of age) who have been classed as clinically extremely vulnerable due to pre-existing medical conditions have been previously advised to shield.

### 15.10 Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by Public Health England, summarised in appendix 4.

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

## 16. New and expectant mothers

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

> Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles.
>
> If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation.
>
> Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly.

## 17. Occupational stress

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads. The school purchases a wellbeing service for all staff from Schools Choice any concerns should be discussed with Mrs Samantha Ross Headteacher in the first instance.

The free telephone number to call to access this service is: 0808 168 2143.

Website: www.carefirst-lifestyle.co.uk

Username: SCS4S Password: SCHRC123

# 18. Accident reporting

In addition to the information below, we have an obligation to report accidents to the local authority.

### 18.1 Accident record book

- All staff who have regular contact with children have had first aid training, although the main responsibility for day-to-day matters lies with the Headteacher and the School Business Manager. This qualification needs to be updated every three years. The school books St Johns Ambulance to carry out first aid training on a yearly basis. Paediatric trained members of staff attend one of St John Ambulance centres on a three-yearly basis.

- Portable first aid boxes are located in the first aid room, the swimming pool and the school office one of these must be taken on visits.

- A wall-mounted first aid box is located in the First Aid Room. A list of approved contents is included in the box and fully stocked if items are used please inform the Business Manager.

- There is a first aid station at the main KS2 entrance. A list of approved contents is included in and fully stocked if items are used please inform the Business Manager. Staff on break duties are responsible for asking for replacement first aid items.

- The School Business Manager is responsible for maintaining the boxes on a termly basis checking expiry dates but will check quantities more regularly.

- Medical supplies are located in the office stock cupboard.

- The Reception class have first aid box this will be checked and restocked by the staff in the class, The Business Manager will provide additional stock upon request.

- The main kitchen has their own first aid kit including blue plasters; The Business Manager will provide additional stock upon request.

- All injuries occurring during breaks and lunch times are reported to the relevant teaching staff and are logged in the first aid log. Minor injuries, including bumps to the head are reported to parents by note, text or telephone on the day they happen, warning of delayed symptoms such as sickness or dizziness. Major injuries, including cases of head injuries, are reported immediately to the emergency services and then parents are informed. These injuries are recorded in the Accident Book.

- Apart from inhalers, other prescribed medicines are only administered at the discretion of the Headteacher or Business Manager following the ‘Medication in Schools Policy’. The parent or carer of the child must complete a medication form.

  The medication must be stored securely in the locked first aid box located in the school office or the staff room fridge. When medicine is administered, it must be recorded in the ‘Medication Administered Logbook’ located in the school office.

- Medication for children in the Reception Class can be kept in the classroom

- A list of asthma sufferers is kept in each Class register. These children have their inhalers in their classrooms, and they should be taken on off site visits, PE lessons and lunchtime etc. All staff must be told where they are stored in the class.

- In September, each year parents are sent asthma medical forms for completion and databases amended if required.

- A file of children with serious illnesses/allergies is kept in each register, the first aid room and first aid stations, the kitchen and first aid folders; a copy is also given to the Headteacher. Any changes in a child’s medical need results in all documentation being shredded (GDPR regulations) and replaced.

- In the event of child sickness or ill health during the day, the Headteacher and or Business Manager is consulted before parents or emergency numbers are contacted.

- Emergency contact numbers for individual children are contained on pupils' individual record cards in the school office and within the child's computerised data file.

- A Sharps Box for needles or other sharp implements is located in the First Aid Room. The Headteacher or School Business Manager should be sent for if any such objects are found on the school premises.

- Staff organising visits are responsible for ensuring that first aid arrangements have been followed and that all medicines, inhalers, epi-pens, and other equipment are taken.

- 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 or you can use the adult accident book located in the school office for members of staffs, visitors etc. or the pupil's accident folder located in the first aid room.

- As much detail as possible should be completed when reporting an accident.

- 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 21 years after this date.

- Termly the Headteacher and or Business Manager will report to the 'Health and Safety Working Committee' informing them of accidents that have occurred for the previous term.

- Pupils that have had a bumped to the head please follow the schools 'Bumped Head' policy.

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

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

- The Headteacher and or Business Manager will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

- Reportable injuries, diseases or dangerous occurrences include:

- Death

Specified injuries. These are:

- Fractures, other than to fingers, thumbs, and toes.

- Amputations.

- Any injury likely to lead to permanent loss of sight or reduction in sight.

- Any crush injury to the head or torso causing damage to the brain or internal organs.

- Serious burns (including scalding).

- Any scalping requiring hospital treatment.

- Any loss of consciousness caused by head injury or asphyxia.

- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours

- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days.
- Where an accident leads to someone being taken to hospital.
- Where something happens that does not result in an injury but could have done.
- Near-miss events that do not result in an injury but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
    - The collapse or failure of load-bearing parts of lifts and lifting equipment.
    - The accidental release of a biological agent likely to cause severe human illness.
    - The accidental release or escape of any substance that may cause a serious injury or damage to health.
    - An electrical short circuit or overload causing a fire or explosion.

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

How to make a RIDDOR report, HSE **http://www.hse.gov.uk/riddor/report.htm**

### 18.3 Notifying parents

School staff i.e. Teachers, Teaching Assistants, Headteacher, Business Manager etc. will inform parents of an accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

Please refer to the schools 'bumped Head' policy for injuries that occur to a child bumping their head during the school day.

### 18.4 Reporting to Ofsted and child protection agencies

The Headteacher will notify Ofsted of any serious accident, illness, or injury to, or 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.

The Headteacher will also notify child protection agencies, Local Authority, HSE and other applicable agencies of any serious accident or injury to, or the death of, a pupil while in the school's care.

## 19. Training

Our staff are provided with or where applicable the following training.

- Health and safety training as part of their induction process.
- Health and safety – fire health and safety training through Safety Boss on an annual basis or when required.
- Child Protection
- Safeguarding in Education
- Food Hygiene
- Manual Handling

- Shallow Water Swimming
- College of Policing
- E-safety
- Makaton
- First Aid Training
- Pediatric Training
- Thrive
- Working at Height
- COSSH
- Slips and Trips
- Prevention
- FGM
- Legionnaires
- Asbestos

## 20. Monitoring

This policy will be reviewed by the Headteacher and Business Manager every year. At every review, the policy will be approved by the Whole Governing Body.

## 21. Links with other policies

This health and safety policy links to the following policies:

- First aid
- Risk assessment
- Supporting pupils with medical conditions
- Accessibility plan
- Fire Risk Assessment
- Fire Evacuation Plan
- Medication in Schools Policy
- Bumped Head Policy
- Car park policy
- Dealing with Threats and Abuse towards Staff
- Manual Handling
- E-safety
- Swimming Pool Normal and Emergency operations procedures
- Safeguarding Policy
- Medication in Schools Policy
- Staff Handbook and Financial Procedures Manual
- Lockdown

In addition, any other policy written that links through into our Health and Safety Policy.

## 22. Safeguarding

Current Suffolk County Council guidelines are followed and supported by a specific Child Protection and Safeguarding policy; please refer any concerns directly to the school's safeguarding designated Leads, Headteacher, Assistant Headteacher, the Chair of Governors or other governor safeguarding lead.

## Appendix 1. Fire safety checklist

| Issue to check | Yes/No |
|---|---|
| Are fire regulations prominently displayed? | Yes, in school office |
| Is fire-fighting equipment, including fire blankets, in place? | Yes, located throughout school |
| Does fire-fighting equipment give details for the type of fire it should be used for? | Yes, clearly labelled |
| Are fire exits clearly labelled? | Yes, clearly labelled |
| Are fire doors fitted with self-closing mechanisms? | Two internal doors fitted with self-closing mechanisms |
| Are flammable materials stored away from open flames? | Yes, locked away in caretaker's cupboard in metal cupboard |
| Do all staff and pupils understand what to do in the event of a fire? | Yes, regular fire drills and copies of the Fire Risk Assessment and Evacuation Plans Provided to Staff and Visitors |
| Can you easily hear the fire alarm from all areas? | Yes, loud siren |

## Appendix 2. Accident report

| | | | |
|---|---|---|---|
| **Name of injured person** | | **Role/class** | |
| **Date and time of incident** | | **Location of incident** | |
| **Incident details** | | | |
| *Describe in detail what happened, how it happened and what injuries the person incurred* | | | |
| **Action taken** | | | |
| *Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.* | | | |
| **Follow-up action required** | | | |
| *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* | | | |
| **Name of person attending the incident** | | | |
| **Signature** | | **Date** | |

## Appendix 3. Asbestos record

| Location | Product | How much | Surface coating | Condition | Ease of access | Asbestos type | Comment |
|---|---|---|---|---|---|---|---|
| Roof | Asbestos cement | Gable end walls following guttering In KS2 | None | Fairly good | Difficult | Unknown | Please refer to the asbestos File located in the school office for full report |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

## 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 |
|---|---|
| **Athlete's foot** | None. |
| **Campylobacter** | Until 48 hours after symptoms have stopped. |
| **Chicken pox (shingles)** | 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.<br>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. |
| **Cold sores** | None. |
| **Rubella (German measles)** | 5 days from 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 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)** | 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.<br>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.<br>If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea. |
| **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. |