



HEALTH AND SAFETY POLICY

Person Responsible: *Kerry Seales*

Date of this policy: *Spring 2023*

Date of the next review: *Spring 2024*

CREST INFANT & NURSERY SCHOOL

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STATEMENT OF INTENT

General policy statement

It is, and will remain Crest Infant & Nursery School's commitment under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999, to conduct its activities in such a manner as to prevent adverse effects on the Environment and the Health, Safety and Welfare of Staff, Pupils and others as far as reasonably practicable, in particular:

- a. To maintain the school in a condition that is safe and without risk to health, with safe means of access and egress.

To provide and maintain a safe working environment for staff and pupils without risk to health with adequate facilities and arrangements for their welfare at school.

- b. To provide plant and equipment that are safe, without risk and are adequately maintained.
- c. To provide staff and pupils information, training and supervision as is necessary to promote health and safety.
- d. To ensure the use, handling, storage and transportation of articles and substances are safe and without risk.
- e. To carry out risk assessments and continuous monitoring to ascertain potential risk to the environment, health and safety

Signed.....K Seales..... Headteacher

Signed.....Chair of Governors

LEGISLATION

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

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

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

ORGANISATION

Governing Bodies Roles and Responsibilities

The School Governing Body is accountable and responsible for ensuring:

That arrangement exists for the school to comply with its Health and Safety responsibilities.

That the School Management Team adopts reviews periodically and amends, as appropriate, the School Health and Safety Policy in line with the Children's Services and Corporate Health and Safety Policy.

That adequate funds and materials required to meet all statutory and Council's Health and Safety requirements are budgeted for.

That periodic monitoring inspection is carried out to maintain and enhance the school safety performance.

The effectiveness of the policy is periodically appraised and any necessary changes made.

They take a direct interest in the policy and publicly support all those carrying it out.

Headteachers' role and responsibilities

The Headteacher is accountable to the Governing Body for implementing and monitoring the Schools Health and Safety Policy by:

Ensuring that responsibility is assigned and accepted at all subordinate levels.

Taking day-to-day responsibility for all health and safety matters in the school.

Liaising with school governing bodies and Medway Council on policy issues.

Ensuring that staff has sufficient information, instruction, training and supervision to enable them to comply with departmental safe systems of work, established rules and working practices.

Chairing the School Health and Safety Committees and ensuring policy is implemented.

All staff have a duty to report health and safety issues as they see them to the caretaker or Headteacher.

Senior staff responsibilities

Senior Staff are accountable to their Headteacher for implementing the school's health and safety policy, rules, procedures and working practices by:

Ensuring that where unsafe working practices or unsafe conditions are identified then remedial measures to eliminate or reduce the hazards are introduced.

Ensuring that safe systems of work are being adhered to within their operational area.

Ensuring that temporary or new staff are fully instructed on all aspects of safe working within their area of control.

Ensuring that all accidents, incidents and near misses are fully investigated, recorded, reported under the Reporting of Injuries and Dangerous Occurrences Regulations 1995 where appropriate and remedial action implemented.

Staff responsibilities

Members of staff are responsible and accountable to maintain a safe area of work by:

Ensuring that classrooms / work areas are safe.

Ensuring that all equipment and materials are safe before use.

Ensuring safe procedures are followed.

Ensuring that protective equipment is used when required.

Complying with the school's safety policy at all times.

Reporting all health and safety hazards to senior members of staff.

Trade Union Representatives responsibilities

Trade Union Representatives are appointed by their Trade Unions or elected by their colleagues to develop (together with the School Management Team) safe working practices and to promote and monitor these measures to ensure their effectiveness. Their role encompasses the investigation of health and safety-related complaints and identification and reporting on all matters relating to health and safety in schools.

Pupils & parents responsibilities

Pupils have a duty to take reasonable care of themselves and others and to co-operate in the implementation of the School Health and Safety Policy by:

Complying with the school's safety rules and requirements at all times.

Complying with safety instructions given by members of staff.

Wearing the protective equipment provided and making proper use of safety devices at all times.

Reporting all safety hazards to members of staff.

Reporting all accidents, incidents and near misses to members of staff.

Contractors Responsibility

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

Site security

The school caretaker is responsible for the security of the school site in school hours. He is responsible for visual inspections of the site, and for the intruder and fire alarm systems. Ward Security will respond to situations outside of school hours.

Mr P Lovell (Caretaker); Mrs K Seales (Headteacher) and Mrs K Munson / Mrs L Jones (Deputy Headteachers) are key holders and will respond to an emergency.

Fire safety

Emergency exits, assembly points and assembly point instructions are clearly identified by safety

signs and notices. Fire risk assessment of the premises will be reviewed regularly.

Emergency evacuations are practised at least once a term.

The fire alarm is a loud continuous bell.

Fire alarm testing will take place once a week.

New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.

In the event of a fire:

The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately.

Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk.

Staff and pupils will congregate at the assembly points. These are the front playground, the car park and the outside classroom.

Class teachers will take a register of pupils, which will then be checked against the attendance register of that day.

The Office Manager will ensure a register of all staff, visitors and volunteers is taken.

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

The school has special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities. Individual risk assessments / Personal Evacuation Plans are in place for those with a disability.

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 Caretaker and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

All cleaning or chemical substances are stored under lock and key in the cleaners' cupboards and are marked with the appropriate hazard signs. These substances are only used under the supervision of the cleaner in charge and after the children have left the premises. No chemicals are ever mixed

together.

Any hazardous products are disposed of in accordance with specific disposal procedures. Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

Gas safety

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

Gas pipework, appliances and flues are regularly maintained.

All rooms with gas appliances are checked to ensure that they have adequate ventilation.

Legionella

A water risk assessment has been completed on 25.9.2019 by The P&W Group in line with Medway Council recommendations. The Caretaker 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 in line with Medway Council recommendations and when significant changes have occurred to the water system and/or building footprint.

The risks from legionella are mitigated by the following: weekly temperature checks, compliance with the regulations around the heating of water, regular inspections by an external contractor.

Asbestos

Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it.

Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work.

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

A record is kept of the location of asbestos that has been found on the school site.

Equipment

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

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

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

Electrical equipment

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

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

Any potential hazards will be reported to the Headteacher immediately.

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

Only trained staff members can check plugs.

Where necessary a portable appliance test (PAT) will be carried out by a competent person

All 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.

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 and the caretaker.

Display screen equipment

All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time

Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)

Specialist equipment

Parents are responsible for the maintenance and safety of their children's wheelchairs or walking frames. In school, staff promote the responsible use of any specialist equipment.

Lone working

Lone working may include:

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

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

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

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

Working at height

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

In addition:

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

Manual handling

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

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

Staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable.

Off-site visits

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

- Risk assessments are completed for all off-site visits. These should be recorded on the EVOLVE website.
- 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 with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

Lettings

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

Violence at work

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

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

Smoking

Smoking is not permitted anywhere on the school premises.

Infection prevention & control

We follow national guidance published by Public Health England when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

Handwashing

Wash hands with liquid soap and warm water, and dry with paper towels or hand dryer machine.

Always wash hands after using the toilet, before eating or handling food, and after handling animals.

Cover all cuts and abrasions with waterproof dressings.

Coughing and sneezing

Cover mouth and nose with a tissue and dispose of the tissue in a bin.

Wash hands after using or disposing of tissues.

Spitting is discouraged

Personal protective equipment

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

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

Use the correct personal protective equipment when handling cleaning chemicals.

Cleaning of the environment

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

Cleaning of blood and body fluid spillages

Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment.

When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface.

Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below.

Make spillage kits available for blood spills.

Laundry

Wash laundry in a separate dedicated facility.

Wash soiled 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.

Clinical waste

Always segregate domestic and clinical waste, in accordance with local policy.

Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins.

Remove clinical waste with a registered waste contractor.

Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection.

Animals

Wash hands before and after handling any animals.

Keep animals' living quarters clean and away from food areas.

Dispose of animal waste regularly, and keep litter boxes away from pupils.

Supervise pupils when playing with animals.

Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet.

Pupils vulnerable to infection

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

Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by Public Health England. In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

New & expectant mothers

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

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

Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles.

If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation.

Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly.

Occupational stress

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

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

The school subscribes to Medway Council's Healthy Workforce Initiative, having achieved the Gold Level and now working towards Platinum. We have a staff Well-being Champion and an annual staff health and well-being questionnaire assists in our planning and prevention of issues which may cause stress.

Accident reporting

Accident record book :

An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it.

As much detail as possible will be supplied when reporting an accident.

Information about injuries will also be kept in the pupil's educational record.

Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

Reporting to the Health and Safety Executive

A member of the school admin team will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

A member of the Senior Team will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

Death

Specified injuries. 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)

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

Notifying parents

The class teacher will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

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 the Medway Safeguarding Children Partnership of any serious accident or injury to, or the death of, a pupil while in the school's care.

Training

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

Staff who work in high risk situations, such as working and/or caring for with pupils with special educational needs (SEN), are given additional health and safety training.

The Headteacher and caretaker undertake regular training to ensure they are equipped to fulfil their roles as duty holder and delegated person responsible for health and safety on a daily basis.

Monitoring

This policy will be reviewed annually by the Headteacher.

At every review, the policy will be approved by the Resources Committee on behalf of the full governing body.

Links with other policies

This health and safety policy links to the following policies:

- First Aid (including asthma, diabetes, epilepsy)
- Supporting pupils with medical conditions
- Accessibility Plan
- Lettings
- Lone Working
- Positive Handling & Use of Reasonable Force
- Sun Safety

ARRANGEMENTS

General practices applying to all staff, pupils and visitors

Crest Infant & Nursery School is committed to the implementation of policies, procedures and

arrangements for safety as detailed in part C of Medway council's Health and Safety Policy, Safety Arrangements, which is not exhaustive but includes the following:

- Fire Evacuation Procedures
- Bomb Alert Procedures (within the Evacuation Policy)
- First Aid Arrangements
- Accident Reporting and Recording Procedures
- Risk Management Procedures
- Manual Handling Arrangements
- Administration of Medicines / Medical Treatment to Pupils
- Blood Spillage Procedure
- Playground Safety
- The Working Environment
- Control and Monitoring of Contractors
- New and Expectant Mothers
- Display Screen Equipment
- Plant and Equipment Safety
- Control of Substances Hazardous to Health 1995
- No Smoking Policy
- Lone Working Procedures

School specific arrangements

- Transport of Cash
- Physical Education and Games
- Alcohol, Drug and Solvent Abuse
- School Trips / Educational/Offsite Activities
- Violence & Aggressive Behaviour Towards Staff
- Letting of School Property to Outside Bodies
- Vehicle Movement on School Property
- Work Experience Arrangements
- Jewellery in Schools (in prospectus and PE Policy)
- Sun Safety
- Temperatures in Classrooms