



Health and Safety Policy

St Mary's Church of England Primary School and Nursery (The School)

Review Due:	September 2021
Last Review	October 2020
Applicable to:	All Trust Schools
Reviewed By:	MGM
Approved By:	Board of Trustees September 2020

Comments:

This is an update of the existing Health and Safety Policy which was approved by Trust Leaders in February 2019. The update includes reference to an appendix which relates directly to the coronavirus (COVID-19) outbreak. Otherwise, only minor amendments have been made including reference to the Trust's new Contractor Management and Stress Management Policies as well as reference to the new H&S service level agreement with B&NES and clarification around specific responsibilities. Original Draft approved by external solicitors. The October 2020 review follows adoption by St Mary's Church of England Primary School and Nursery.

The Bath and Mendip Partnership Trust – named persons	
Health and Safety Trustee	Fiona Randle
Health and Safety Coordinator	Andrew Sellars
Competent Person	Bath and North East Somerset Council Health & Safety Team

St Mary's Church of England Primary School and Nursery – named persons	
Health and Safety Governor	Michael Martin
Health and Safety Duty Holder	Cathie Lampert
Health and Safety Lead	Cathie Lampert
Competent Person	Bath and North East Somerset Council Health & Safety Team

This policy has been updated to include information specific to the COVID-19 pandemic.

All information relating to this can be viewed in appendix 1.

Contents

1.Trust Statement	4
2. Legislation.....	4
3. Roles and responsibilities	5
4. Site security	7
5. Fire	7
6. COSHH.....	7
7. Utilities Safety (Gas and Electricity).....	8
8. Legionella.....	9
9. Asbestos.....	9
10.Equipment.....	9
11. Lone working.....	10
12. Working at height	11
13. Manual handling.....	11
14. Slips and Trips	12
15. Off-site visits	12
16. Lettings	12
17. Violence at work.....	13
18. Smoking.....	13
19. Infection prevention and control	13
20. New and expectant mothers.....	14
21. Occupational stress.....	15
22. Accident reporting and First Aid	15
23. Training.....	17
24. Monitoring	17
25 Animals in the School.....	17
26 Links with Other Policies	17
Appendix 1 – COVID-19 specific documents	

1. The Bath and Mendip Partnership Trust - Policy Statement of Intent

- 1.1 The Bath and Mendip Partnership Trust ('the Trust') is a multi-academy trust. Overall and ultimate responsibility for Health and Safety at each school within the Trust lies with the Trust Board.
- 1.2 Responsibility for ensuring the Trust's Health and Safety policy is implemented and maintained is delegated to the Head Teacher and Local Governing Body (LGB) of each school.
- 1.3 The Trust, as the employer, has a duty (The Management of Health and Safety at Work Regulations 1999) to:
- Implement a health and safety policy and advise employees of it
 - Have a current critical incident / emergency contingency plan.
 - Ensure through monitoring of delegated responsibilities to the LGB:
 - The health, safety and welfare of teachers and other staff
 - The health and safety of pupils in school and on off site visits
 - The health and safety of visitors to the school and volunteers involved in any school activity
 - The health and safety of all contractors (whilst also remaining subject to their own policy etc)
 - The risk assessment of all activities, both in school and off-site and introduction of measures to manage these risks, telling all who may be affected about these measures
 - Ensure that staff are competent and trained in their health and safety responsibilities and are actively involved in health and safety
 - Take reasonable steps to make sure that the buildings, equipment, and materials are safe and do not put the health of users and visitors etc.at risk
- 1.4 The Trust will annually monitor the compliance with and effectiveness of this Health and Safety policy and other related policies and procedures, review and update through consultation as established necessary

2. Legislation

- 2.1 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 assess 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, plan to implement necessary measures, and arrange for appropriate information and training

[The Control of Substances Hazardous to Health Regulations 2002](#), (COSHH) 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 display 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 with sufficient commercial qualifications

[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 Construction Design and Management Regulations 2015](#) which requires contractors to plan their health and safety arrangements to be prepared and written on a site-specific basis, in advance of any work taking place

[The Lifting Operations and Lifting Equipment Regulations 1998](#) place duties on people and companies who own, operate, or have control over lifting equipment.

[Provision and Use of Work Equipment Regulations 1998](#) take account of the working conditions and health and safety risks in the workplace when selecting work equipment

2.2 The Trust and schools within it follow [national guidance published by Public Health England](#) when responding to infection control issues.

2.3 This policy complies with the funding agreement and articles of association of The Bath and Mendip Partnership Trust.

3. Roles and responsibilities

3.1 Trust Board

The Trust Board has ultimate responsibility for health and safety. This responsibility is delegated as follows:

3.2 The Local Governing Body

The Local Governing Board has delegated responsibility for health and safety matters as set out in the Scheme of Delegation. They are responsible for:

- Ensuring that the school has in place arrangements for implementing, monitoring and controlling Health and Safety matters
- Ensuring that all reasonable steps are taken to reduce the possibility of accident or injury to staff, pupils and visitors
- Ensuring that staff are informed about the risks and measures in place to manage them
- Ensuring that staff are adequately aware of the relevant legislation and are properly trained and supported
- Monitoring the effectiveness of Health and Safety arrangements in the school. Health and safety will be a standing agenda item on their LGB Agenda

3.3 Head Teacher

The Head Teacher is responsible for providing day to day health, safety and fire reports to the LGB and this involves-

Implementing the health and safety policy and arranging an annual review.

Ensuring teachers and all other staff, contractors and visitors remain safe whilst being on the premises.

Ensuring there is sufficient competent teachers and other staff to safely supervise pupils

Ensuring that the School building and premises are safe and regularly inspected in all disciplines

Providing adequate training for teachers and other staff

Reporting to the LGB on health, safety, and fire matters

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

Ensuring that in their absence, their health, safety and fire responsibilities are delegated to another competent teacher or member of staff with capacity to fulfil the role

Ensuring all risk assessments (to include the Fire Risk Assessment) are completed and reviewed as necessary, with any action required taken and recorded

Monitoring cleaning contracts and ensuring that cleaners are appropriately trained and have access to personal protective equipment where necessary

Ensure all visitors and contractors are suitably briefed and all contractors comply with all (School) health, security, safety and fire arrangements and monitoring adherence to their own arrangements

In the Head Teacher's absence, the competent teacher or member of staff with capacity to fulfil the role as designated by the Head Teacher assumes the above day-to-day health, safety and fire responsibilities.

3.4 Health and Safety Lead

The nominated health and safety lead is Cathie Lampert, Head Teacher.

3.5 Staff

4. The School will provide suitable and sufficient welfare facilities for teachers, all other staff and children to comply with The Workplace (Health, Safety and Welfare) Regulations 1992
5. Teachers and all other staff have a duty to take care of pupils in the same way that as a prudent parent.
6. Teachers and all other staff have the following delegated responsibilities and will report to and be responsible to the Head Teacher
7. Take reasonable care of their own health and safety and that of others who may be affected by all their activities at work
8. Co-operate with the Head Teacher all School health, safety, and fire matters
9. Undertake adequate training to ensure competency and compliance, working in accordance with such training and instructions
10. Inform the Head Teacher of any work situation representing a serious and immediate danger so that remedial action can be taken
11. Follow safe and hygienic practice for pupils
12. Understand the School's emergency/incident evacuation procedures and be confident in implementing them
13. Complete written risk assessment for all activities they are responsible for, seeking assistance from the Head Teacher as necessary and submitting it in the final form for approval to the Head Teacher (Giving at least 48 hours advance notice of the activity).

3.6 Pupils and parents

Pupils and parents are responsible for always following the School's Health and Safety Policy and all instructions given by teachers and other staff in authority, both on and off-site, the latter when related to School activities and for reporting any health and safety breaches or incidents to a teacher and other staff member in authority, as soon as possible.

3.7 Health and Safety Competent Advice Service Level Agreement (SLA)

Competent Health and Safety Advice can be sought from the B&NES H&S team as part of the existing SLA. To talk to a H&S advisor, call 01225 395115 or email health_safety@bathnes.gov.uk. H&S information and advice, along with access to accident reporting, the educational visit portal and online training modules can be accessed by logging in at <https://hsonestop.org.uk/e/login.aspx> If you do not have log in information, please call the number above.

3.8 Contractors

Contractors will agree all their health and safety arrangements with the Head Teacher or their representative at the outset **and before starting work**. Additionally, the contractor will provide evidence that they have completed an adequate site-specific risk assessment, this together with confirmation that suitable and sufficient written Method Statements are in place for any hazardous work planned. The contractor's current Health and Safety Policy must also be provided in advance, together with confirmation that a Health and Safety Plan has been produced with a copy available at the School (on site). The school will implement the 'Managing Contractors Policy' and share it with contractors **prior** to any planned work commencing. (Generic Method Statements only acceptable for routine work elements)

4. Site security

The Head Teacher (or teacher or staff member designated as a key holder) will be responsible for the security of the School (to include the external grounds) both in and outside of School hours. They are responsible for visual inspections of the entire premises and for the intruder and fire alarm systems.

The Head Teacher will be the initial responder in an emergency, other than during times of known/planned absence, when the designated person will fulfil the role.

5. Fire Safety

The Head Teacher will ensure that

14. Fire doors, emergency routes, external exits, break glass call points, assembly points (externally). are clearly identified by fire safety signage with Fire Action Notices displayed at all call points throughout the School
15. Fire risk assessment of the premises remains current and is reviewed annually
16. An emergency evacuation exercise is undertaken each term (Minimum interval).
17. Fire alarm **testing** take places **weekly**, to a rota established to cover all call points in turn, by a person designated and at not more than 6 months intervals maintenance completed by a competent contractor as a part of the servicing work required.
18. New teachers and staff are trained in fire safety and all teachers, staff and pupils made aware of any new fire risks and any arrangements made in connection.
19. The emergency lighting installation is tested to a monthly programme and is serviced at 6 monthly intervals by competent contractor as a part of the servicing work required.
20. A Fire Safety Management Logbook is always maintained at the School to record all the activity required above and kept available for inspection on the premises

(See the Fire Risk Assessment and Emergency Evacuation Procedures for the School, for full details).

6. COSHH

The Head Teacher is required to control the use of all hazardous materials, (which can take many forms), including:

21. Chemicals
22. Products containing chemicals
23. Fumes
24. Dust
25. Vapours
26. Mists
27. Gases and asphyxiating gases
28. Germs that cause diseases, such as leptospirosis or Legionnaires Disease

6.1 Control of Substances Hazardous to Health (COSHH) - Product Data Sheets are to be obtained for all hazardous materials in use from the manufacturer and these sheets held for reference at the point/s of storage and use. Suitable and sufficient risk assessments and

method statements must be completed for each item as necessary by a person designated by the Head Teacher and duplicated and circulated to all teachers and all other staff who work with the hazardous material. Suitable personal protective equipment (PPE), as required by the Product Data Sheets, will be maintained available at all point/s of storage/use.

- All hazardous products are to be kept in their original containers, with clear labelling.
- Hazardous materials are to be disposed of only in accordance with the specific disposal procedures detailed in the Product Data Sheets.
- Clear emergency procedures, including arrangements for dealing with spillages, skin/eye contamination or consumption, are to be displayed at the hazardous material storage points and in the areas where they are routinely used.

(See also paragraph 8 to follow)

7. Utilities Safety (Gas and Electricity)

7.1 Gas Installation,

29. Annual maintenance, servicing and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer with appropriate qualifications. Accurate, dated and signed records are to be maintained for all work and held for inspection on the premises
30. Gas pipework, appliances and flues are to be regularly serviced and maintained in accordance with the manufacturer's requirements
31. All rooms with gas appliances are checked to ensure that they have suitable and adequate ventilation

7.2 Electricity

32. The School will comply with the Electricity at Work Regulations 1989 and will develop a suitable policy to ensure the best compliance with the regulations at all times
33. The hard-fixed wiring installation throughout the School will be the subject of regular testing to obtain an Electrical Installation Condition Report. The maximum intervals between tests being 5 years, or as recommended by an NICEIC registered electrical contractor.
34. Portable appliances will be checked regularly (PAT tested) to a set programme as defined by the previous test results, the work carried out by a qualified electrician. Regardless, if longer than twelve months apart there will be a visual inspection undertaken by a competent person at the first and subsequent anniversary, with the work logged dated and signed by the person undertaking the exercise. Each item of equipment will be suitably marked to show the last PAT test date.

7.3 Electrical equipment (portable and fixed)

- All teachers and staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely and in accordance with manufacturer's instructions. Where necessary, suitable and sufficient training for each item of electrical equipment will have taken place in advance of any such use
- Any pupil or volunteer who is permitted to handle electrical appliances does so under the strict supervision of the teacher or other member of staff who so directs them
- In the case of an item of equipment being found hazardous or with a potential hazard, to include cracked or damaged casing, the equipment will be disabled or removed to a safe location and the problem reported immediately to the Head Teacher. The equipment will not be put back into service until repaired by a suitably qualified person
- Hard fixed (Permanently installed) electrical equipment will be connected through a dedicated isolator switch and adequately earthed where necessary
- Where competent in the work, teachers and staff members can check plugs.

- All isolators, permanently wired socket outlets and switches are clearly marked to identify the equipment served
- Electrical apparatus and connections will not be touched with wet hands and will only be used in dry and suitable conditions
- Installation and disconnection of hard fixed (permanently installed) and portable electrical equipment will be carried out by a qualified person. All maintenance repair work will be undertaken by suitably qualified persons only

8 Legionella

- A Legionella risk assessment is to be completed by a competent specialist contractor. The Head Teacher is responsible for ensuring that the identified operational controls are undertaken and recorded in the School's water quality logbook.
- The risk assessment will be reviewed when the regular checking indicates a drop in water quality (or that contamination is present) or to follow significant changes to the School's water service installation

The risks from Legionella are normally mitigated by thermal control and adequate servicing, maintenance, and monitoring.

9 Asbestos

- Teachers and all staff are to be briefed (basic training) on the hazards of asbestos and advised of the location of any known asbestos/asbestos containing material (ACM's) in the School and the action to be taken if they suspect they or someone has or may disturb it
- Arrangements are in place to ensure that all contractors are made aware of any asbestos/ACM's 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/ACM's, that they must stop work immediately and advise the Head Teacher. Work will not be permitted to re-start until the area is declared safe
- A record is kept in the school's Asbestos Register of the location and condition of all known asbestos/ACM's that have been located at the School. There is an Asbestos Management Plan in support, containing all teachers and staff training records together with the current asbestos survey report.
- The asbestos survey must be revisited at intervals as indicated in the initial survey report, to monitor the ongoing condition of any asbestos/ACM's known to exist at the School

10. Equipment

- Prior to new equipment being purchased, it is essential to ensure that it will meet the appropriate educational standards required
- All equipment to include any support structures and machinery are used, stored, and maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules will outline when servicing and additional checks should be undertaken
- All storage containers or similar, are labelled with the contents and suitable signage displayed. (basic use requirements and hazard signage if applicable.)

- Teachers and staff must not use their own tools and equipment at the School without first obtaining authorisation from the Head Teacher. If used in the School, personal electrical equipment must be currently PAT tested.

10.1 Display screen equipment

- All teachers and 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
- Teachers and 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). Where the DSE assessment highlights the need for glasses to be worn, expenses for their provision will be reimbursed but must be approved in advance by the Head Teacher.

10.2 PE equipment

- Teachers, staff, and pupils will be instructed on how to carry and set up PE equipment safely and efficiently. Teachers and Staff will check to ensure that any equipment that has been set up by children, is safe in use prior to such use.
- With any concerns about the condition of the equipment or the area in which it is to be used to include (say) the condition of the surroundings, the use will be suspended, and the concern will be reported to the Head Teacher.

10.3 Specialist Equipment

- Parents are to remain responsible for the maintenance and safety of their child's specialist equipment (say wheelchair or other mobility aid) used at the School. In the School, teachers and staff will promote the responsible use of specialist equipment.

11. Lone working

- The School will develop a Lone Working Policy in order to comply the Management of Health and Safety at Work Regulations
- Lone working at the School may include:
 - Early/Late working, out of normal School hours
 - Weekend working
 - Home or visits to other venues
 - School manager/caretaking duties
 - School cleaning duties
 - Work 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 teachers or staff members are available in support of the activity to be undertaken.
- If lone working is to be undertaken, a mobile telephone must be held by the teacher or staff member for emergency use. Additionally, a colleague, friend or family member will be informed about where the member of staff is working and the anticipated duration. Interim telephone calls may be required

to monitor progress for work of greater length. There is a specific policy available to cover the lone worker element

- The lone worker will ensure that they are medically fit to work alone.
- A Lone Worker job specific risk assessment will be completed where necessary, communicated to those involved and reviewed on a regular basis if a recurring activity.

12. Working at height

- The School will work to comply with the Work at Height Regulations 2005 and accordingly, will set in place a suitable policy to ensure compliance at all times
- Work at height will always be properly planned in advance, supervised and carried out only by competent persons with the skill, training, knowledge and experience required for the work involved, to include the use of access equipment to be used in connection.
- In addition:
 - A competent person designated by the Head Teacher, ensures equipment to be used for working at height is locked secure when not in use
 - Children and unauthorised persons are prohibited from using access equipment
 - All users will wear appropriate footwear and clothing when using ladders
 - Without exception contractors are required to provide their own checked and tested access equipment for working at height. The use of School access equipment will not be permitted to be used by third parties under any circumstance.
 - Before using access equipment, teachers and staff are required to view the log book log to check the history of inspections/testing to date, ensuring that this is in time and then conduct their own visual inspection to ensure the ongoing safe condition and that the equipment remains fit for purpose
 - Access to roofs, roof spaces etc, will only be permitted by authorised persons
 - Chairs and tables will not be used as a substitute for recognised access equipment

There is a specific policy available to cover the working at height and this is written with the PUWER regulations considered

13. Manual handling

- It is up to teachers and staff to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury, or exacerbate an existing condition, they will ask for assistance. Teachers and staff must not judge another's ability to lift items requiring moving
- Training is essential for all heavy and awkward lifting that presents a lifting hazard
- To assist such activity, the School will ensure that proper mechanical aids and lifting equipment are available in School and that staff are trained in how to use these safely. The LOLER and PUWER regulations apply to the use of such equipment and should be considered
- Children will always be instructed and supervised if they offer or are required to lift heavy and awkward loads
- Teachers, staff, and pupils are expected to use the following basic manual handling procedures:
 - Plan the lift and assess to the load to be lifted. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
 - Take the shortest direct route that is clear from obstruction and is as level as possible
 - Ensure the area where the down-loading is to occur, is clear and the floor or platform can carry the weight

- When lifting, the knees must be bent, the back kept straight with feet apart and angled out. The load to be lifted and carried, held firmly and close to the body. The actual lift undertaken smoothly and slowly with twisting avoided, stretching, and reaching where practicable
- A Job specific risk assessment will be completed for roles and tasks that are identified as presenting a manual handling hazard.

14. Slips and Trips

In line with HSE guidance, control measures are in place to effectively control slip and trip risks. The School will use the following procedures:

- Identify the hazards – risk factors considered include:
 - Environmental (floor, steps, slopes, etc.)
 - Contamination (water, food, litter, etc.)
 - Organisational (task, safety, culture, etc.)
 - Footwear (if footwear is supplied as personal protective equipment, it will be supplied free of charge to teachers and staff)
 - Individual factors (rain, supervision, pedestrian behaviour, etc.)
- Decide who might be harmed and how
- Slip and trip risk assessments will be completed to establish essential precautions are set in place and reviewed on a regular basis (say at 6 monthly intervals maximum) to establish ongoing effectiveness and in order to introduce additional and/or amended controls. All reviews will be documented with date and signature logged.

Frequently repeated incidents will demand an early investigation by the Head Teacher

15. Off-site visits

The School's Off-Site Visit Policy will be followed when taking pupils off the school premises. This includes the following:

- The risk assessment for the venue being visited (if applicable) will be called for and read
- Risk assessments will be completed, to include satisfying the requirements of the above, together with the time of departure and return
- All off-site visits will be 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.

16. Lettings

This policy also applies to outside lettings. Persons hiring any part of the School or any facilities (whether charged or free letting) will be made aware of the content of the School's health and safety policy, and will have responsibility for complying with this policy, the School's Lettings Policy and risk assessments. A specific risk assessment may be required to cover the letting activity to be produced by the person hiring and agreed with the Head Teacher in advance

17. Violence at work

- We believe that teachers and staff should not be in any danger at work and we will not tolerate violent or threatening behaviour towards them.
- All teachers and staff will report any incidents of aggression or violence (or near misses) directed to them, their line manager or Head Teacher immediately. This applies to violence from pupils, visitors, or other teachers or staff.

18. Smoking

Smoking is not permitted anywhere on the School premises internally or externally.

The Trust has a smoking policy has been adopted at the School

19. 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.

Please refer to appendix 1 for additional information relating to the control and prevention of infection relating to Covid-19

19.1 Handwashing

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

19.2 Coughing and sneezing

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

19.3 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)
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals

19.4 Cleaning of the environment

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

19.5 Cleaning of blood and body fluid spillages

- Clean up all spillages of blood, urine, 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

19.6 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

19.7 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 which are provided through an SLA with a registered controlled waste carrier
- Remove clinical waste with a registered waste contractor
- Contractor to remove all clinical waste bags at agreed intervals

19.8 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

19.9 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.

19.10 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.
- In the event of an epidemic/pandemic, the Head Teacher will report to the Trust CEO the advice from the Public Health England.

20. New and expectant mothers

- Risk assessments will be carried out by the School 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

21. 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 will refer to the Trust's Stress Management policy for guidance on occupational stress and use the stress management risk assessment tool contained within it.

22. Accident reporting and First aid

22.1 Reporting Accident/Incident

The Head Teacher being the Responsible Person will notify the Trust CEO, HSE (RIDDOR) and BANES H&S team without delay of a death while in the School's care. In the event of a death, the Head Teacher will notify the Trust CEO, HSE (RIDDOR) and BANES H&S team by an immediate telephone call with a follow up email, attaching a copy of the school's own reporting documentation within 24 hours of the incident.

- Significant accidents, incidents or near-misses should be reported through the accident reporting module on the B&NES Health and Safety one-stop site. This will alert the School's representative with accident investigation responsibilities. B&NES H&S advisors will automatically be notified and will advise on required actions such as reporting to HSE for RIDDOR eligible incidents or near-misses. Reports should be generated for these incidents and shared with the LGB and Trust. All incidents should be recorded in the school accident book and scanned and uploaded to the B&NES reporting module. All accidents/incidents will be logged, signed and dated in the Accident Book by the Head Teacher (See the following) The records will be held for twelve years minimum
- Out of School activities (off site visits) are included with this arrangement
- In the case of a contractor working at the School, other than a self-employed contractor, suffering a specified injury or an over seven-day injury, this is normally reportable by their employer

22.2 Reporting to the Health and Safety Executive and Others

The Head Teacher being the Responsible Person will notify the Trust CEO, HSE (RIDDOR) and BANES H&S team without delay of a death. For a serious accident or injury which occurs whilst a person is in the School's care, this will happen as soon as is reasonably practicable, and no later than 15 days after the incident.

The Head Teacher 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).

Reportable specified injuries, occupational diseases or dangerous occurrences include:

35. Death
36. Specified injuries. These are:
37. Fractures, other than to fingers, thumbs, and toes
38. Amputations
39. Any injury likely to lead to permanent loss of sight or reduction in sight
40. Any crush injury to the head or torso causing damage to the brain or internal organs
41. Serious burns (including scalding)
42. Any scalping requiring hospital treatment
43. Any loss of consciousness caused by head injury or asphyxia

44. 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 a teacher or other staff member is away from work or unable to perform their normal work duties for more than 7 consecutive days, (Excluding the day of the accident)
- Where an accident leads to someone being taken to hospital directly from the school
- 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>

22.3 First Aid

The School will comply fully with The Health and Safety (First-Aid) Regulations 1981 which requires employers to provide adequate and appropriate equipment, materials, facilities and suitably trained personnel to ensure that teachers, all other staff and pupils receive immediate attention if they are injured or taken ill at work. Accordingly, the School will develop a suitable policy to cover the requirement

22.4 Accident record book

The School accident book and specific forms required will be completed as soon as possible after the accident occurs by the Head Teacher assisted by the member of staff or first aider who dealt with it. As much detail as possible will be supplied when reporting an accident including the presumed cause of the accident to assist investigation and trend identification. Information about injuries will also be kept in the teacher's, member of staff's, pupil's employment/educational record and copied to the B&NES reporting module.

Significant accidents, incidents or near-misses should be reported through the accident reporting module on the B&NES Health and Safety one-stop site. This will alert the school's representative with accident investigation responsibilities. B&NES H&S advisors will automatically be notified and will advise on required actions such as reporting to HSE for RIDDOR eligible incidents or near-misses. Reports should be generated for these incidents and shared with the LGB and Trust. All incidents should be recorded in the School accident book and scanned and uploaded to the B&NES reporting module. All accidents/incidents will be logged, signed and dated in the School accident book by the Head Teacher (See the following) The records will be held for twelve years minimum

Records held in the first aid and School accident book will be retained by the School for a minimum of 12 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979 and then suitable and confidential disposal arranged.

22.5 Accident Notification for close family members/parents

Other than in the case of death, reportable specific injury or a dangerous occurrence, when immediate contact with designated close family member/parents is required. The School will inform previously designated close family member/parent contact of any accident or injury sustained by a teacher, member of staff or a pupil and any first aid treatment given, on the same day, or as soon as reasonably practicable.

23. Training

Teachers and staff are provided with health and safety training as part of their induction process. Additional health and safety training will be available as deemed necessary to cover the general approach to the subject and specialist topics needing to be covered

Staff will be issued with a copy of the School's Health and Safety policy as part of the induction process and a record will be maintained for teachers and staff to sign and date with a declaration that they have received, read and understood the document.

Teachers and other staff who work in what are termed high risk environments, or work with pupils with special educational needs (SEN), are given additional health and safety training.

All training records are to be kept for review. This includes written records of induction training provided 'in-house' by the school and all other training received in relation to the role.

24. Monitoring

The School's Health and Safety Policy will be reviewed annually or following a significant incident, change of regulation/s, teacher or staff member. Teachers and other staff will be issued with amended versions of the policy as soon as possible and teacher and other staff records updated, signed and dated, with a declaration that they have received, read, and understood the document.

This policy will be reviewed and approved by the Trust Board annually.

25. Animals in the School

Animals will not be brought into the School without the express permission of the Head Teacher. The handling/treatment and care of any animals brought on to the School premises must follow the School Policy for Animals (see also 19.8) and this document will be developed as necessary on a case by case basis to cover as required. In general terms animals are to be permitted only for educational or special needs.

26 Links with other policies

This health and safety policy links to the following policies:

Whole Trust Policies

- Alcohol and drugs policy
- Smoking Policy
- Safe recruitment policy
- Contractor Management policy
- Stress Management policy

School Specific Policies and Supporting Documentation

- First aid
- Risk assessment
- Supporting pupils with medical conditions
- Accessibility plan
- Behaviour policy
- Child protection and safeguarding policy
- Emergency plan
- Equalities policy
- Fire and emergency escape procedures (FEPP)
- Lettings policy

- Off-site activities policy
- Residential visits policy
- Sun safety policy
- Travel plan
- Food safety policy
- School improvement plan
- Lockdown policy
- Contractors and Visitors Policy
- Asbestos
- Animals on School Premises