



# Health & Safety Policy

*Learning holistically through God's unconditional love*

**Vision: We radiate God's unconditional love by being accepting, inclusive and supportive. Everyone is nurtured, enabling them to reach their full potential as caring, confident members of both the school family and global community. All are educated holistically through a variety of enjoyable academic, creative, physical and spiritual experiences.**

Date: September 2024

Signed: Headteacher

Signed: Chair of Directors

## Aims

We aim to create a Christian environment in which each child is valued and special and in which respect for the rights and needs of others is nurtured. Our aim is to provide a safe and secure environment for our pupils, staff and visitors. Our Health and Safety Policy ensures that we have in place effective procedures to enable us to achieve this aim. We aim to create an awareness of precautions and measures regarding safety that should be observed in and out of school by all users of the school: children, school staff, parents and the local community.

St Eanswythe's School cultivates good habits, alertness and control and instills concern and consideration for the safety of others. Each individual should know how to protect him or herself and should know what to do in emergencies, including basic first aid and other procedures.

Sensible safety habits are taught within the whole curriculum, sometimes through topics – for instance, a safe place to play. It might also be through a PSHE topic, for instance smoking or drugs. Outside agencies, such as the Police, Fire Brigade, Road Safety Officer, are invited to address the children in their classrooms and during assembly.

At St Eanswythe's School, children are encouraged to develop beneficial habits through good health and hygiene routines. School meals are prepared according to good dietary principles, with an extended healthy option menu served. Break-time snacks are provided free of charge for pupils consisting of fresh fruit.

St Eanswythe's School believes that children learn best through practical experience and active involvement in all areas of the Curriculum. Pupils are taught to have care and consideration for themselves and others:

- in the classroom
- when using equipment, e.g. scissors, tools, PE apparatus
- when moving around school
- when carrying out investigations, e.g. a pond/pollution/soil studies
- when on educational visits.

For any physical activity, children change into PE kits. They should not wear shoes or trainers for gymnastics activities (unless they have a foot infection), as bare feet grip better, but should wear trainers or other suitable footwear for outside activities. Children are not permitted to wear any form of jewellery, for safety reasons.

St Eanswythe's School has a few school rules that are made specifically for safety reasons, such as walking (not running) in the school buildings, playing within sight of an adult, care of property, etc.

In accordance with the LEA safety regulations, educational visits are planned in advance, with staff making a prior inspection of the venue, if possible. Risk assessments are done. Details of the visit are sent to parents. Children should wear appropriate clothing for the activity planned. The correct adult to child ratio is always observed, and the leader always takes personal medication if relevant, first-aid kit and list of emergency telephone numbers.

St Eanswythe's School has standard procedures in case of an emergency in school, such as a fire or bomb alert, when the building is evacuated. Practice drills are carried out at least once a term. All staff and children are familiar with the routine and know their own exit route, place of assembly and roll-call system.

The Headteacher is responsible for ensuring that the building provides safe and healthy surroundings for the children and for undertaking basic repairs and maintenance. Approved contractors are called in as advisable. The caretaker and cleaners maintain clean and tidy buildings and grounds. Any equipment/hazardous substance are locked away. All equipment is to British Standards and is maintained regularly.

St Eanswythe's Primary 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

## 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.

Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#).

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

## Roles and Responsibilities

### The Directors

The Directors have ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the Headteacher

The Board of Directors 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 Board of Directors 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 Director who oversees health and safety is Lewis Purver who undertakes a monitoring visit regularly.

### The Headteacher

The Headteacher is 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 Board of Directors 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 contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

In the Headteacher's absence, the assistant headteacher assumes the above day-to-day health and safety responsibilities.

## **Health and safety Lead**

The nominated health and safety lead is The Headteacher.

## **Staff**

School staff have a duty to take care of pupils in the same way that a prudent parent/carer 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

## **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.

## **Contractors**

Contractors will agree health and safety practices with the Headteacher/Assistant Headteacher before starting work. Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work. All contractors are required to hold a valid Enhanced D.B.S. certificate if working on site when pupils are present.

## **School Security**

The Headteacher 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 for the intruder and fire alarm systems.

Mrs Jacobs and Mr Hutchison are key holders and will respond to an emergency.

## **Fire**

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.

Emergency evacuations are 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 playground/in the event we need to evacuate further, St Eanswythe's Church.
- Class teachers will take a register of pupils, which will then be checked against the attendance register of that day.
- The office staff will take a register of all staff and any visitors to the school. They will ensure the 'Fire Box' containing equipment, maps of school and emergency contact numbers are taken to the assembly point.
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter.

The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

A fire safety checklist can be found in appendix 1.

## **Lunchtime Fire Procedure**

If the fire alarm is sounded, adults on duty in the dining hall, classrooms, cloakrooms and playground should gather all the children well away from the building and ensure no child re-enters the building. All rooms should be checked including the toilets.

The Senior Leadership Team will ensure, as far as it is reasonably practicable, that everyone is out of the building.

## **Fire and Bomb Alerts**

In the event of a fire or bomb alert the Head Teacher should sound the fire alarm to evacuate the premises and, after telephoning 999 to alert the Fire Brigade and Police, check that the evacuation procedure has been followed. If the alert is a practice, then the Fire Brigade should be informed before the evacuation of the premises takes place.

The Headteacher, should position themselves near the school gates to meet the Fire Brigade/Police and direct them to the site of the incident, if known.

All children and adults should remain outside. Only when the 'all clear' has been given are children and adults permitted to re-enter the premises.

## **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 Cleaning chemicals and products are provided by the cleaning company, Kent Cleaning Specialists. Kitchen chemicals and products by the Catering Manager and any other 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.

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 they have adequate ventilation

## Legionella

- A water risk assessment has been completed on 2 May 2024 by WaterLogics is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book
- This risk assessment will be reviewed annually and when significant changes have occurred to the water system and/or building footprint
- The risks from legionella are mitigated by the following: regular water tests carried out by Waterlogics throughout the year, regular temperature checks by the caretaker, correct heating of water to the required temperatures.

## 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 that 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

## Child Protection

At St Eanswythe's, staff follow the Child Protection procedures. See separate Child Protection policy.

## Safety in the Sun

During the summer months, children are strongly encouraged to have sun cream applied before they come to school. They can also bring sun cream for reapplication during the day. Children should also bring sunhats which can be worn at playtimes and lunchtimes.

## Smoking Policy

It is the policy of the Board of Directors that St Eanswythe's School is a no-smoking school. Smoking is not permitted in any area of the school by staff, children, parents or visitors to the school. No-smoking signs are displayed prominently around the building and grounds.

## Car Parking

Car parking is a major concern at St Eanswythe's School, as it can be a hazard for those who use the school and for those who live or work within the vicinity of the school. Driver's parking cars near the school, while dropping off or collecting children should show consideration for the safety of pedestrians, other road users and the immediate community.

There is regular liaison with the Community Police Officer, who will talk to parents and children and provide literature to display and send out.

Regular newsletters emails, etc.to parents emphasise:

- our neighbours: consideration for those who live and work in the vicinity of the school
- Using local parking facilities instead of driving right up to the school
- not parking on yellow lines
- at sporting events: children and staff should leave by the designated route

St Eanswythe's School admonishes any adult who parks repeatedly in an inconsiderate way, obstructing other traffic or the roadway. Notice is taken of complaints by other parents and neighbours.

## Animals in School

- If handling animals, we will ensure that hands are washed before and after.

- St.Eanswythe's School ensures that any animals kept in school are acquired from an accredited source and are healthy. Pupils will be supervised, and any wastes is disposed of responsibly, safely and regularly
- School pets should not come into contact with wild animals (e.g. mice/rats). Wild animals, whether dead or alive, should not be brought to school.
- People with cuts or infections should not touch the animals. Animals can bite and scratch and resulting wounds must be treated carefully. (See the section on first aid.) These incidents must be reported to the Head Teacher and parents.
- Food for animals should be stored carefully and safely to stop it becoming infested and it should be stored away from the children.
- The care of animals during school time and holiday time should be considered very carefully (i.e. cleaning, feeding etc.).

## **Dogs**

Dogs in the area around the school should be with their owners and on a lead at all times. Parents should stay outside the school grounds when they have a dog with them and stand clear of the exit gates, so that children are not frightened.

If parents collect their children with a dog, it must be restrained effectively and well behaved. If any issues occur the dog concerned will be banned.

Should a dog foul an area of the school grounds, the area must be cleared up immediately, as there is a possibility the children could pick up serious infections, e.g. toxocariasis.

## **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, covid infection, 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.

## **Policy on Children Moving Equipment**

In the normal day-to-day running of the school, there are times when children might need to move equipment or items of furniture – perhaps chairs and/or tables, sports equipment or other small pieces of equipment.

Children should **always** be supervised by an adult when moving any equipment or piece of furniture. Some items could be heavy or awkward to handle. Children are shown how to lift and carry safely and reminded of this each time.

## **PE and Sports Equipment**

When using large apparatus, children should be shown how to bend before lifting and moving apparatus. The supervising adult allocates the appropriate number of children to lift heavy items.

## **Furniture**

Chairs should be moved one at a time and children are taught how to carry them correctly. They may carry a single chair on their own. Tables need one child at each end. No child should attempt to lift a table single-handed.

When an item of equipment or furniture is being moved from one room to another, the supervising adult should nominate a child to open and close doors.

## **Items Children Should Not Move**

- Computers – wires can get caught and monitors can easily fall off trolleys.
- Piano – although on castors, it can tip and trap feet or fingers.
- Paper cutters – dangerously sharp blade.
- Children should not stand on chairs or tables to remove displays, nor should they remove staples, pins etc., from display/notice boards.

## Security of the Premises

Mrs Jacobs and Mr Hutchinson are key holders and are responsible for the security of the building.

### Class Teacher

It is the responsibility of the class teacher to make sure that their classroom is secure, the windows closed and equipment switched off before they leave the premises.

### Caretaker

It is the responsibility of the caretaker (Mr Hutchison) to check that all locks and catches are in working order that the emergency lighting is working, that the fire alarm has no faults, and that the CCTV and security system are working properly.

Before leaving the premises, the Caretaker/Headteacher/last to leave building has a duty to ensure that all the windows are closed, that the doors are locked and secure, that the security alarm is set and that all gates are locked.

### The Headteacher

- The Headteacher is responsible for the security of the premises during the day. The main entrance door must be closed at all times. All cloakroom doors must be closed during the school day, except at lunchtime and break times.
- Any parent or visitor is welcome in school but is asked to report to the office first, sign-in and wear a visitors badge. Children enter and leave school by different doors, according to their year group. Accompanying adults should wait outside the building at the beginning and end of the school day.
- Although these precautions should be observed, they should in no way detract from the welcoming ambience of the school.
- The Headteacher is, responsible for Health and Safety in the school and day-to-day implementation of the policy.
- The appointed Director for Health and Safety should visit the school at least once a school year to carry out a full Health and Safety Check along with updating and reviewing the various risk assessments. The findings of the visits should be reported to the appropriate committee and Headteacher in order for areas of concern can be addressed and problem areas rectified.

### Contractors on Site

- Contractors should telephone the Head Teacher/Site Manager and make appropriate arrangements before commencing work.
- When they arrive, all contractors should report to the School Office and the Site Manager, sign in and out of visitors register and wear a visitors badge. Contractors work under the close supervision of the Site Manager, so that there is no danger to the health and safety of children or adults in school. Any concerns should be reported to the Head Teacher, the contractors and the appropriate department of the LEA.
- When not in use, any equipment that contractors bring into school should be stored in a safe place.
- No repairs or maintenance can be carried out in areas that children or adults are occupying; this includes cloakroom and toilet areas.
- No work should be in progress in the playground/Dining Hall during break times and lunchtime.

NB: The guidance sheet below should be given to contractors.

### Guidance for Contractors on Site

St Eanswythe's School complies with the recommendations of the Health and Safety Inspector (Kent LEA) and requests you to refrain from the following practices.

- Smoking in the building or in the grounds, as St. Eanswythe's School is a no smoking school.
- Talking to the children (who have been taught not to talk to strangers).
- Moving vehicles while children are at play.
- Leaving equipment lying around or unattended.
- Playing music during school hours.

If you have any problems, please see the Head Teacher or Caretaker.

### Hazardous Substances in School

All potentially hazardous substances are kept in a locked store. Staff should order only chemicals covered by the COSHH (Control of substances Hazardous to Health) Register, which is kept in the School Office.



Any member of staff using chemicals should check the substance against the COSHH Register and follow procedures laid down for its use, control and exposure to it. Staff should review the risk assessment in the light of the class and/or the specific equipment/accommodation in use. Any difficulties should be brought to the attention of the Head Teacher/Assistant Head Teacher.

## **Science**

Objects placed in unaccustomed places during experiments could cause breakage and/or falls. Teachers should make children aware of this and insist that care is always taken. Children should not carry heavy loads, nor should they run about when carrying equipment that might shatter.

*Glass should never be used by the children.*

Care should be taken when holding objects close to the eye.

There are many ways in which germs can be transferred and these should be minimised by keeping hands and equipment clean. Hands should be washed before touching anything to be put into the mouth. Some things might need to be disinfected. Children should not use liquids that give off vapours. Some glues can be hazardous both from the flammability and inhalation point of view. Objects should not be pushed into the ears or nose.

Children should know some plants are poisonous and they should be aware of what these are. Moulds that have been grown should be destroyed carefully. The children should *never* handle moulds.

Use of cutting devices – knives, scissors, chisels, etc. – can be dangerous. Eye protection should be worn when chisels are in use. Children should be shown the correct techniques for their use before handling them.

Throwing projectiles or dropping objects in investigations should be done at carefully chosen and monitored places.

It should be remembered that care needs to be taken even with everyday substances, e.g. vinegar, lemon juice, etc. are acidic. Any substance is potentially dangerous. Risk assessment should be carried out.

With naked flames (e.g. lighted candles), children should be warned to keep long hair, ties and other parts of clothing away from the flame.

Lenses (e.g. magnifying glasses) can focus light and heat; therefore special care should be taken that children do not look at intense sources of light through these lenses. Convex lenses and concave mirrors can, in strong sunlight, cause fires if heat is focused on something inflammable.

Children should never look at a very bright light (e.g. a projector beam). Pupils should never look directly at the sun, even through dark glasses or plastic.

Only alcohol-filled thermometers should be used. There should be no mercury-filled thermometers in the school. Magnets, although not a hazard to pupils, can affect other equipment. Plastic bags are a potential hazard and can cause suffocation.

Care should be taken when carrying out electrical work. Mains electricity should not be used – only low-voltage batteries. Where a piece of apparatus powered from the mains is used, it should be connected and switched on under adult supervision. Leads should not 'trail' across the room or tables. Any electrical equipment 'loaned' to the school should be suitable for its purpose and safe for primary-age pupils to use. All electrical equipment is subject to an annual inspection.

## **Technology**

All equipment should be stored safely and returned to its correct storage place after use. Craft knives should only be used by an adult.

Hardboard should be used to protect surfaces when using tools. An adult should always supervise children who are using tools. The correct procedures and techniques need to be shown to the children beforehand.

Some woods are treated and can be harmful to children. 'Donated' wood should not be accepted unless the source has been investigated.

## **Glue Guns**

- When using glue guns, the children should be well supervised. Younger children should not use the guns.

- Designate an area for using the glue gun. Only one child should be in the area using the gun at any one time. Keep all the other children well away.
- The item being glued must be left for a few minutes to cool.
- If a child should burn him/herself, the wound should be run under the cold tap. If there is doubt about the severity of the burn, the designated First Aider or the Head Teacher should be consulted.

### **Food Technology**

St Eanswythe's School recognises the importance of cooking and baking as part of the Technology Curriculum but is aware that certain children are allergic to various foodstuffs (records are kept of any pupil's allergies and health/care plans are in place) Basic hygiene practices are observed, such as the children washing their hands before handling foodstuffs and tying back long hair. The area to be used is wiped clean with a cloth after the cooking/baking has taken place.

Classroom organisation is of the utmost importance for food technology lessons. All necessary equipment and ingredients should be in the immediate vicinity and prepared beforehand, ready for use.

The class teacher should exercise vigilant supervision of children when they use any potentially dangerous equipment.

### **Musical Equipment**

The location of the lesson, and the volume of sound produced, should be taken into consideration when planning a Music lesson. Avoiding the distraction of other classes is of utmost importance. All musical instruments should be returned to the music cupboard after use.

### **Protective Clothing**

- Aprons should be worn for all painting activities. If handling soil for any activity, gloves should be worn.
- Teachers should have goggles to hand, in readiness for science activities requiring their use.
- In the case of accidents involving blood, all staff should wear plastic gloves and aprons.

### **Physical Education**

St Eanswythe's School always has the safety of the children in mind. There is a risk element to Physical Education of which the School is aware. (See following notes.)

General points to be considered when teaching PE

- The teacher should be dressed appropriately, with jewellery removed. The correct footwear is essential to ensure quick and safe movement when necessary.
- The children should change into PE kit for any physical activity for safety and hygiene reasons. Baggy clothing should be discouraged.
- The teacher should be aware of what the children are doing throughout the session and should not leave them on their own.
- If a child constantly forgets their PE kit, a letter should be sent to the parents, reminding them that PE is part of the National Curriculum and it is therefore necessary that their child's kit is in school ready for the lesson.

### **Gymnastic Safety**

- Large pieces of gymnastic apparatus should be moved only when there is a member of staff present. All equipment should be checked by a member of staff and returned to its proper place at the end of the lesson.
- The teacher must consider if the environment is safe and whether dangerous situations can arise. Is the floor wet or slippery? Is the area clear of superfluous equipment (tables, chairs, filing cabinets)? Are the mats in the right places? Are all the fixing points and bolts in the right places?
- The children should be 'warmed-up' sufficiently before the lesson begins, to avoid injury. The teacher should be able to see the whole class (important during apparatus work).
- Is the apparatus suitable for the age of the children? The teacher should know how many children are safe on each piece of apparatus and should group the children accordingly.
- If only one person at a time can go on the apparatus, make sure the next child does not start until the first is off the apparatus and mats.
- Discourage the children from touching each other (especially giving support), unless the specific task you have given them requires it, e.g. partner work.

- Beware of demonstrating an exercise with the most able child, as this could influence other children to attempt a task beyond their capabilities.

## **Games Safety**

Ensure all equipment is safe and nothing is cracked or broken. All equipment should be checked again and put away at the end of the lesson.

If playing in the school team against another school, the children should follow certain codes of behaviour. They should take care when getting in or out of teacher's/parent's cars and crossing roads.

At the match, teachers should ensure that all the children can be seen. They should make sure that all the children have transport home and that their parents have been notified who is bringing them. If a member of staff uses his/her car to transport children, the appropriate work insurance cover should be arranged, as neither St Eanswythe's School or Kent LEA insure teachers when carrying children.

## **Dance Safety**

Although dance is less dangerous than other physical activities, teachers should be aware of certain hazards.

- Children should dance in bare feet or wear plimsolls.
- Children should be discouraged from running around in a boisterous manner.
- The teacher should make sure there is nothing in the hall on which children could harm themselves.

## **Swimming Rules**

Male and female staff should accompany the children whilst at the swimming pool, the senior teacher having a list of all the children in his/her care and the numbers involved.

The children should be counted on leaving school, on entering and leaving the pool.

The children should know the layout of the Leisure Centre, including where the swimming pools and changing rooms are.

The swimming teacher at the pool should make sure the school staff know where to find the nearest life-saving equipment, first-aid box and telephone in case of an emergency.

Staff to pupil ratio must be at least 1:20 on the poolside. Staff must be in/around the changing rooms when the children are changing; however, teachers should not embarrass the children.

Children with long hair should wear swimming caps.

## **New and expectant mothers**

Risk assessments will be carried out whenever any employee inform 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.

Our wellbeing policy/systems are in place within the school for responding to individual concerns and monitoring staff workloads.

## **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
- Remote working, self-isolation and/or remote learning

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 they are medically fit to work alone.

## **Working at height**

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

In addition:

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

## **Manual handling**

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

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

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

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

## **Off-site visits**

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

- Risk assessments will be completed where off-site visits and activities require them
- All off-site visits are appropriately staffed
- Staff will take a school mobile phone, an appropriate portable first aid kit, information about the specific medical needs of pupils, along with the parents/carers' contact details
- For trips and visits with pupils in the Early Years Foundation Stage, there will always be at least one first aider with a current paediatric first aid certificate
- For other trips, there will always be at least one first aider on school trips and visits

## Lettings

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

## Violence at work

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

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

## Smoking

Smoking is not permitted anywhere on the school premises.

## Infection prevention and control

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

### Handwashing

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

### Coughing and sneezing

- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues
- 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 (e.g. 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
- Use personal protective equipment (PPE) to control the spread of infectious diseases where required or recommended by government guidance and/or a risk assessment

### 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

### 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 schools' records.

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.

## **Notifying parents**

A member of staff will inform parents of any accident or injury sustained by a pupil in the Early Years Foundation Stage and any first aid treatment given, on the same day, or as soon as reasonably practicable. All other year groups will be given a notification slip sent home the same day, of any accident/illness or injury, which has required first aid treatment.

## **Reporting child protection agencies**

The Headteacher/Designated Safeguarding lead will notify local child protection agencies of any serious accident or injury to, or the death of, a pupil while in the school's care.

## **Reporting to Ofsted**

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.

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

The school office 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 will ensure these are reported 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

## **Health & Safety Records & Files**

Health and safety files are in place. The files and records need to be kept up to date at all times and should accurately reflect what is happening at the school. These files are kept in the school office. The files in place include;

### Coshh information file; -

- Safety data sheets for all chemicals used on site

- Coshh assessments for all chemicals used on site
- Staff Coshh training records
- Confirmation obtained from cleaning contractor that staff have been fully trained in the safe use of chemicals

#### Health and safety records file:

- Maintenance calendar
- Health and safety training records
- Gas safety information for kitchen equipment
- Boiler testing records
- Current waste transfer note
- 5 year site electrical circuit test certificate
- PA test certificate (In fire file)
- Gym equipment service records
- Health and safety governor reports
- Health and safety insurance information
- Lift service information
- Tree safety inspection reports
- Playground equipment inspection certification
- Legionella risk assessment

#### Caretakers records file.

- Water temperature testing records
- Playground check records
- Ladder safety check records
- Access to height and other relevant training records
- Relevant dangerous task and equipment risk assessment records – copies from risk assessment file
- Relevant safety data sheets for chemicals used by caretaker – copies from master Coshh file.

#### General risk assessment file

- Departmental risk assessment records
- Transport risk assessment records

#### Visits risk assessment file

- Personnel risk assessment records – pregnant ladies risk assessments etc
- Location supplier risk assessment records
- Contractor risk assessment records

### **Links with other policies**

This health and safety policy links to the following policies:

First aid

Risk assessment

Supporting pupils with medical conditions

Intimate care

SEN

Behaviour

Accessibility plan

Critical Incident and Lockdown

Wellbeing Policy

Safeguarding and Child Protection

Staff Handbook

## Appendix 1. Fire safety checklist

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



**Appendix 2. Accident report**

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

### Appendix 3. Asbestos record

The text in this table are suggestions only. The table will need to be adapted to your school's specific circumstances.

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

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

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

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

| Infection or complaint   | Recommended period to be kept away from school or nursery  |
|--|--|
| <b>Athlete's foot</b>  | None.  |
| <b>Campylobacter</b>   | Until 48 hours after symptoms have stopped.  |
| <b>Chicken pox (shingles)</b>                                  | 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. |
| <b>Cold sores</b>  | None.  |
| <b>Respiratory infections including coronavirus (COVID-19)</b> | Children and young people should not attend if they have a high temperature and are unwell.<br>Anyone with a positive test result for COVID-19 should not attend the setting for 3 days after the day of the test.   |
| <b>Rubella (German measles)</b>                                | 5 days from appearance of the rash.  |
| <b>Hand, foot and mouth</b>                                    | Children are safe to return to school or nursery as soon as they are feeling better, there is no need to stay off until the blisters have all healed.  |
| <b>Impetigo</b>  | Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.   |
| <b>Measles</b>   | Cases are infectious from 4 days before onset of rash to 4 days after, so it is important to ensure cases are excluded from school during this period.   |
| <b>Ringworm</b>  | Exclusion not needed once treatment has started.   |
| <b>Scabies</b>   | The infected child or staff member should be excluded until after the first treatment has been carried out.  |
| <b>Scarlet fever</b>   | Children can return to school 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered, the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the school or nursery, the health protection team will assist with letters and a factsheet to send to parents or carers and staff.   |
| <b>Slapped cheek syndrome, Parvovirus B19, Fifth's disease</b> | None (not infectious by the time the rash has developed).  |
| <b>Bacillary Dysentery (Shigella)</b>                          | Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.   |
| <b>Diarrhoea and/or vomiting (Gastroenteritis)</b>             | Children and adults with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course is completed.   |

|   |  |
|---|--|
|   | <p>For some gastrointestinal infections, longer periods of exclusion from school are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, school health adviser or environmental health officer will advise.</p> <p>If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.</p> |
| <b>Cryptosporidiosis</b>                    | Until 48 hours after symptoms have stopped.  |
| <b>E. coli (verocytotoxigenic or VTEC)</b>  | The standard exclusion period is until 48 hours after symptoms have resolved. However, some people pose a greater risk to others and may be excluded until they have a negative stool sample (for example, pre-school infants, food handlers, and care staff working with vulnerable people). The health protection team will advise in these instances.   |
| <b>Food poisoning</b>                       | Until 48 hours from the last episode of vomiting and diarrhoea and they are well enough to return. Some infections may require longer periods (local health protection team will advise).  |
| <b>Salmonella</b>                           | Until 48 hours after symptoms have stopped.  |
| <b>Typhoid and Paratyphoid fever</b>        | Seek advice from environmental health officers or the local health protection team.  |
| <b>Flu (influenza)</b>                      | Until recovered.   |
| <b>Tuberculosis (TB)</b>                    | Pupils and staff with infectious TB can return to school after 2 weeks of treatment if well enough to do so and as long as they have responded to anti-TB therapy. Pupils and staff with non-pulmonary TB do not require exclusion and can return to school as soon as they are well enough.   |
| <b>Whooping cough (pertussis)</b>           | A child or staff member should not return to school until they have had 48 hours of appropriate treatment with antibiotics and they feel well enough to do so, or 21 days from onset of illness if no antibiotic treatment.  |
| <b>Conjunctivitis</b>                       | None.  |
| <b>Giardia</b>                              | Until 48 hours after symptoms have stopped.  |
| <b>Glandular fever</b>                      | None (can return once they feel well).   |
| <b>Head lice</b>                            | None.  |
| <b>Hepatitis A</b>                          | Exclude cases from school while unwell or until 7 days after the onset of jaundice (or onset of symptoms if no jaundice, or if under 5, or where hygiene is poor. There is no need to exclude well, older children with good hygiene who will have been much more infectious prior to diagnosis.   |
| <b>Hepatitis B</b>                          | Acute cases of hepatitis B will be too ill to attend school and their doctors will advise when they can return. Do not exclude chronic cases of hepatitis B or restrict their activities. Similarly, do not exclude staff with chronic hepatitis B infection. Contact your local health protection team for more advice if required.   |
| <b>Hepatitis C</b>                          | None.  |
| <b>Meningococcal meningitis/septicaemia</b> | If the child has been treated and has recovered, they can return to school.  |

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