



THE DISTRICT

CE PRIMARY SCHOOL



School Health & Safety Policy

Chair of LAC	Mrs T Thomas
Headteacher	Mrs J Burger
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GENERAL STATEMENT OF INTENT

1.0 AIMS

REMAT and The District CE Primary School aims to:

- Provide and maintain a safe and healthy environment for all staff, pupils and visitors
- Establish and maintain safe working procedures amongst staff, pupils and visitors
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely, and are regularly inspected

1.1 Health and Safety at Work etc, Act, 1974

The Health and Safety at Work etc, Act, 1974 places a duty on employers to safeguard so far as is reasonably practicable, the health, safety and welfare of their employees and the health and safety of persons not employed but who may be affected by their work activities such as pupils and visitors.

1.2 General Statement of Health & Safety

This is a statement for The District CE Primary School as part of the Rainbow Education Multi Academy Trust.

The District CE Primary School accepts its responsibilities under the Health and Safety at Work etc, Act, 1974, for providing a safe and healthy workplace and working environment for all its employees, pupils, visitors and other persons who may be affected by its activities.

The Headteacher and School Local Academy Councillors will take all reasonable steps to ensure that Rainbow Education Multi Academy Trust and St Helens Borough Council's Health & Safety Policy and the accompanying Policies and Procedures are implemented and monitored throughout the School.

It is essential for the success of this Safety Policy that employees recognise their responsibilities under Section 7 of the Act in co-operating with management and taking care of them-selves and other persons whilst at work.

1.3 ORGANISATION

Responsibility for the day-to-day implementation and monitoring of this Policy lies with the Headteacher so far as is reasonably practicable.

However, the Governing Body recognises that some of these duties may be successfully allocated to other members of staff; such as a Site Safety Co-ordinator, Heads of Department or School Business Manager, under guidance from the Headteacher.

2. Legislation

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

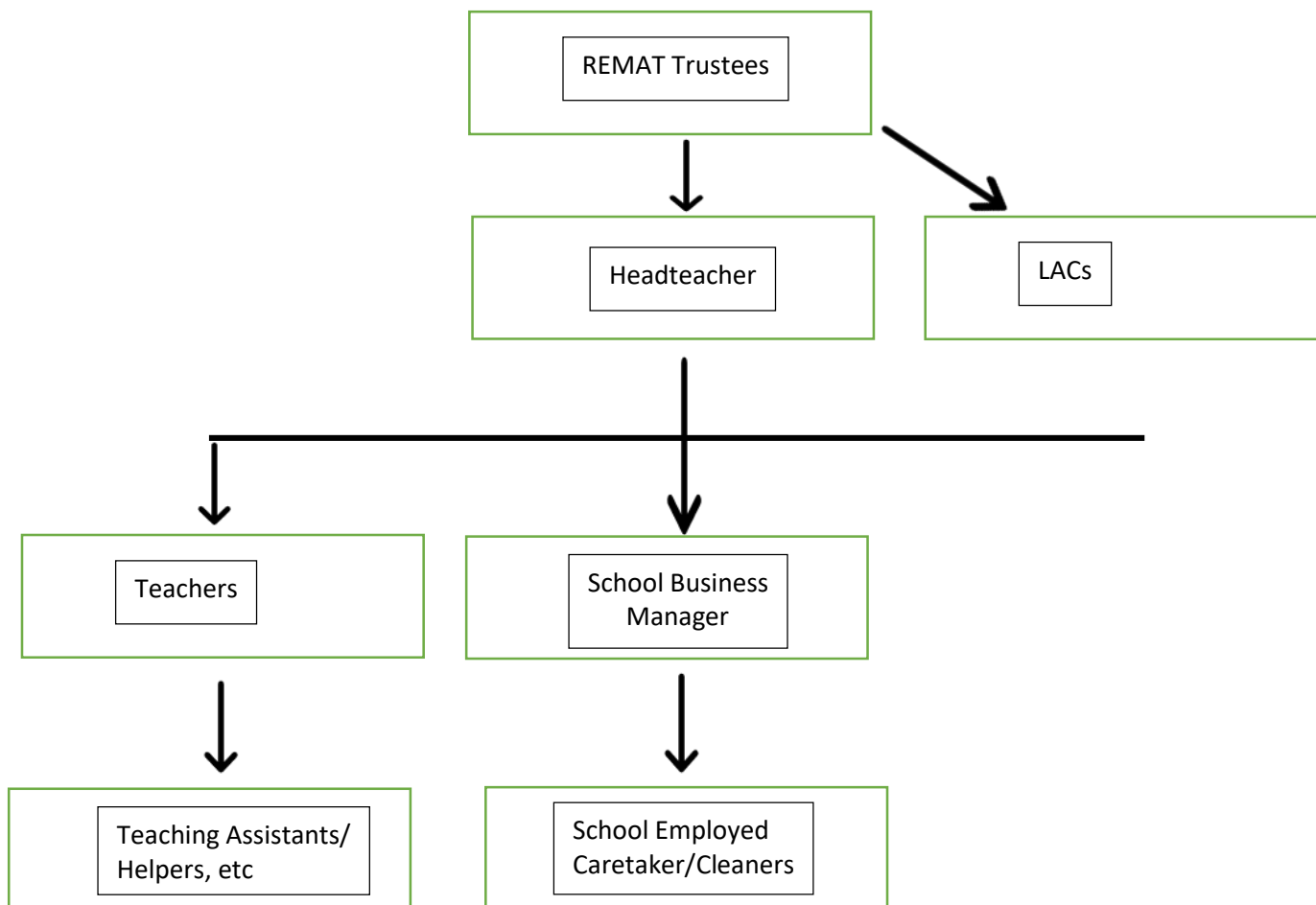
- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to assess the potential risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which requires 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 requires 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 Trust follows [national guidance published by Public Health England](#) when responding to infection control issues.

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

2.1 **Responsibilities**

These organisational arrangements for staff with health & safety responsibilities are represented diagrammatically for schools below:



3. Roles

3.1 The Board of Trustees

The Board of Trustees has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the Headteacher, School Business Manager, Deputy Headteacher, Estates Manager and Caretaker where necessary.

The Board of Trustees 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 academy trust, as the employer, also has a duty to:

- Assess the risks to staff and others affected by trust 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 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 Governing Board and Board of Trustees 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 Senior Leadership Team assumes the above day-to-day health and safety responsibilities.

3.2 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 Governing Board and Board of Trustees 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 Senior Leadership Team assumes the above day-to-day health and safety responsibilities.

3.3 Health and safety lead

The nominated health and safety leads are the CEO – Headteacher, School Business Manager and Estates Manager.

3.4 Staff

School staff have a duty to take care of pupils in the same way that a prudent parent would do so. Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Co-operate with the school on health and safety matters
- Work in accordance with training and instructions
- Inform the appropriate person of any work situation representing a serious and immediate

danger so that remedial action can be taken

- Model safe and hygienic practice for pupils
- Understand emergency evacuation procedures and feel confident in implementing them

3.5 Pupils and parents

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

3.6 Contractors

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

3.6 Site security

The Site Assistant(s) are responsible for the security of each school across the Trust, in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

All Site Assistants are key holders and will respond to an emergency. The trust operates further security measures with external agencies.

4. 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 via a different call point. Fire alarms are serviced every 6 months, or as required.

Each school will appoint an appropriate number of fire marshals, reviewed as good practice, every 3 years, or as required.

Fire Awareness Training

The Headteacher shall ensure that all site-based staff undertake the Fire Awareness e-learning training course available.

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. Each school has a designated assembly point and fire evacuation procedure.

- Class teachers will take a register of pupils, which will then be checked against the attendance register of that day
- The designated fire marshal(s) will take a register of all staff. Each class teacher will take a register of their pupils.
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter
- The Trust 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.
- Fire Extinguishers:
 - Fire Extinguishers are serviced annually or as required by a qualified engineer
 - Visual checks are carried out monthly by the school site assistant and recorded for school records

A fire safety checklist can be found in appendix 1.

5. COSHH

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

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by the Estates Manager and/or the Local Authority responsible for the Caretaking SLA 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.

5.1 Gas safety

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer
- Gas pipework, appliances and flues are regularly maintained

- All rooms with gas appliances are checked to ensure that they have adequate ventilation
- Boilers are serviced annually, or as required, by a competent Gas Safe registered engineer

5.2 Legionella

- A water risk assessment is completed annually at each school within the Trust by suitably qualified contractor. The contractor 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 every 12 months or when significant changes have occurred to the water system and/or building footprint
- The risks from legionella are mitigated by the following: The contractor carries out a number of controls or checks on a monthly basis; e.g. temperature checks, heating of water, disinfection of showers, etc.] The Site Assistant will perform weekly flushing of infrequent use of outlets and record this in the log book.

5.3 Asbestos

- Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work
- Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe
- A record is kept of the location of asbestos that has been found on the school site

6. Equipment

- All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place
- When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards
- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents

6.1 Electrical equipment

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported to the Headteacher, Estates Manager or Site Assistant immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Where necessary a portable appliance test (PAT) will be carried out by a competent person
- All isolators switches are clearly marked to identify their machine

- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person
- Electrical Safe Condition reports are carried out every five years, or as required.

6.2 PE equipment

- Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely
- Any concerns about the condition of the gym floor or other apparatus will be reported to the Headteacher, School Business Manager or Site Assistant.

6.3 Display screen equipment

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

7. Lone working

Lone working may include:

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

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

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

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

8. 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 Site Assistant 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

9. 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

10. 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, 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 Early Years school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

11. 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.

12. 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.

13. Smoking

Smoking is not permitted anywhere on any school premises.

14. 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.

14.1 Handwashing

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

14.2 Coughing and sneezing

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

14.3 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

14.4 Cleaning of the environment

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

14.5 Cleaning of blood and body fluid spillages

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below
- Make spillage kits available for blood spills

14.6 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

14.7 Clinical waste

- Always segregate domestic and clinical waste, in accordance with local policy
- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags

in foot-operated bins

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

14.8 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

14.9 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. Advise these children to have additional immunisations, for example for pneumococcal and influenza.

14.10 Exclusion periods for infectious diseases

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

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

15. New and expectant mothers

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

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

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

16. 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. See our Stress in the Workplace policy for further information.

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 Governing Board and Board of Trustees 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 Senior Leadership Team assumes the above day-to-day health and safety responsibilities.

16.2 Health and safety lead

The nominated health and safety leads are the CEO & Headteacher and school Business Manager.

16.3 Staff

School staff have a duty to take care of pupils in the same way that a prudent parent would do so. Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Co-operate with the school on health and safety matters
- Work in accordance with training and instructions
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe and hygienic practice for pupils
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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.

16.5 Contractors

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

17. Site security

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All Site Assistants are key holders and will respond to an emergency. The trust operates further security measures with external agencies.

18. Fire

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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 via a different call point. Fire alarms are serviced every 6 months, or as required.

Each school will appoint an appropriate number of fire marshals, reviewed as good practice, every 3 years, or as required.

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
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- The Trust 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.
- Fire Extinguishers:
- Fire Extinguishers are serviced annually or as required by a qualified engineer
- Visual checks are carried out monthly by the school site assistant and recorded for school records

A fire safety checklist can be found in appendix 1.

19. COSHH

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

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
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- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease
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Control of substances hazardous to health (COSHH) risk assessments are completed by the Estates Manager or the Local Authority providing the Caretaking SLA 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.

19.1 *Gas safety*

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer
- Gas pipework, appliances and flues are regularly maintained
- All rooms with gas appliances are checked to ensure that they have adequate ventilation
- Boilers are serviced annually, or as required, by a competent Gas Safe registered engineer

19.2 *Legionella*

- A water risk assessment is completed annually at each school within the Trust by suitably qualified contractor. The contractor 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 every 12 months or when significant changes have occurred to the water system and/or building footprint
- The risks from legionella are mitigated by the following: The contractor carries out a number of controls or checks on a monthly basis; e.g. temperature checks, heating of water, disinfection of showers, etc.] The Site Assistant will perform weekly flushing of infrequent use of outlets and record this in the log book.

19.3 Asbestos

- Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work
- Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe
- A record is kept of the location of asbestos that has been found on the school site

20. Equipment

- All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place
- When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards
- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents

20.1 Electrical equipment

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported to the Headteacher, Estates Manager or Site Assistant immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Where necessary a portable appliance test (PAT) will be carried out by a competent person
- All isolators switches are clearly marked to identify their machine
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person
- Electrical Safe Condition reports are carried out every five years, or as required.

20.2 PE equipment

- Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely
- Any concerns about the condition of the gym floor or other apparatus will be reported to the School Business Manager, Headteacher, or Site Assistant.

20.3 Display screen equipment

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

21. Lone working

Lone working may include:

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

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

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

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

22. 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 Site Assistant 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

23. 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

24. 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, 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 Early Years school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

25. 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.

26. 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.

27. Smoking

Smoking is not permitted anywhere on any school premises.

28. 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.

28.1 Handwashing

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

28.2 Coughing and sneezing

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

28.3 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

28.4 Cleaning of the environment

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

28.5 Cleaning of blood and body fluid spillages

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below
- Make spillage kits available for blood spills

28.6 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

28.7 Clinical waste

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

28.8 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

28.9 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. Advise these children to have additional immunisations, for example for pneumococcal and influenza.

28.10 Exclusion periods for infectious diseases

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

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

29. New and expectant mothers

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

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

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

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

30. 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. See our Stress in the Workplace policy for further information.

31 Health and Safety Communication

A successful Health and Safety Policy relies heavily on effective communication and in particular making sure that all staff are aware of their role and have all necessary information concerning the health, safety and welfare of all members of staff, pupils and visitors.

This School has identified the following meetings as being the most appropriate to both disseminate and receive matters on health and safety:-

Weekly Staff Briefings
SLT Meetings
INSET Day

The School Health & Safety Policies and Procedures, copies of other Health and Safety Information, Guidance, Codes of Practice and associated literature, are kept at the following location(s):

T:\Staff\All Staff\1 STOP SHOP POLICIES\St Helens Council Adopted Policies

<https://www.sthelens.org.uk/main-sections/council-information/health-safety/health-safety-guidance/>

<https://www.sthelens.org.uk/main-sections/council-information/health-safety/health-safety-policy-procedures/>

32 Emergency Contacts

In the case of an emergency outside of School hours contact:

(i) Headteacher: **Julia Burger**
Telephone No: available for staff only

(ii) Deputy Headteacher: Claire Ryder
Telephone No: available for staff only

Scho

(iii) School Business Manager: Mandy Pierce

Telephone No: available for staff only

Useful Numbers

<u>Name</u>	<u>Telephone No.</u>
Security Service	01744 676728
School Nurse	01744 624313 – North 01744 624925 – South 01744 624321 – Newton & Haydock

32 ARRANGEMENTS

32.1 First Aid

The Health and Safety (First Aid) Regulations, 1981 cover all employees, teaching and non-teaching in schools and education establishments, and require the employer to provide adequate and appropriate first-aid equipment, facilities and people to enable immediate first-aid to be rendered to their employees if they are injured or become ill at work. Pupils, students and visitors are not covered by the regulations, but these must still be considered when making provision for first aid.

First aid must be available when employees, pupils and students are working elsewhere on school activities including any off-site activity such as educational visits.

Headteachers **shall** undertake a First Aid Needs Assessment to determine the schools required provision, taking into consideration the circumstances of the site, the workforce and the hazards and risks that may be present.

32.2 First Aiders

Dependant on the circumstances and the type of injuries that may occur, it is normally recommended that at least **one trained First Aider for every 50 employees** be available at all times while people are at work, with additional provision considered to meet the needs of pupils, students and visitors. To qualify as a first aider, individuals shall have undergone appropriate First Aid at Work or Emergency First Aid at Work training course delivered by a competent training provider and hold a valid first aid certificate.

Where a premises comes under the remit of the Early Years Foundation Stage framework (EYFS), there is a mandatory provision for schools and early years providers in Ofsted registered settings attended by young children (i.e. children from birth to the academic year in which a child has their fifth birthday), to provide at least **1 Paediatric First Aider**. In order to

maintain cover these premises should ensure that they have a minimum of 2 Paediatric First Aiders.

33.3 First Aid Kits

Adequately stocked and clearly marked first aid kits **shall** be provided in easily accessible places, and all employees shall be made aware of their location. A suggested list of contents is contained within the Council's First Aid at Work Procedure. There should be at least one fully stocked first aid kit for each school site, together with one in each laboratory, gymnasium/sports hall, workshop and food technology/catering area. These should be sited near hand washing facilities, where possible. Travelling first aid kit should also be available for off-site trips, as required.

Where tap water is not readily available for eye irrigation, sterile water or sterile normal saline in sealed disposable containers should be provided. Each container should hold at least 300 ml.

Additional materials such as; foil blankets, disposable aprons, individually wrapped moist wipes can be contained should the first aid needs assessment indicate their requirement.

First aid kits should contain only the items that a first aider has been trained to use and they should not contain medication of any kind.

33.4 First Aid Information

Contact details of first aiders **shall** be displayed on in prominent locations around the school.

33.5 Automated External Defibrillators (AEDs)

Where AEDs have been installed as part of the school's first aid equipment, it **shall** be ensured that:

- they are available for use and in good working order;
- they are located in easily accessible locations which are highly visible and well signposted;
- they are registered on '[The Circuit](#)', the national defibrillator network linked to the North West Ambulance Service, to make them aware of the AED and their location;
- there are a sufficient number of employees fully trained in their use (free, interactive, online CPR training by the British Heart Foundation can be accessed via this link revivr.bhf.org.uk)
- a Resuscitation Action Plan is in place to facilitate a swift response to incidents of cardiac arrest which has been communicated to all employees;
- separate pads are provided for adult and paediatric use (pupils aged 1 to 8), as required;
- a suitable maintenance contract is in place for the device;
- pads, batteries and other consumables are replaced as necessary.
- regular inspections of AEDs are undertaken (weekly) to detect faults with the device.

Inspections of AED's will be undertaken by SBM.

School

The DfE's have published new [Guidance for Schools on AEDs](#) and this can be found on their website or via the [St Helens Schools Portal](#).

33.6 Schools' First Aiders and AED operators are listed below.

First Aiders/Emergency Appointed First Aiders

- | | |
|---|--|
| 1. Name: tbc
Location:
Date of Certificate: | 2. Name: tbc
Location:
Date of Certificate: Oct 23 |
|---|--|

Fully Qualified Paediatric First Aiders

- | | |
|---|--|
| 1. Name: Lisa Bellamy
Location: EYFS | 2. Name: Stephanie Easton
Location: KS2 |
| 3. Name: Mark Isherwood
Location Upper KS2 | 4. Name Alison Moore
Location EYFS |
| 5. Name Helen'O Connor
Location EYFS | 6. Name Sarah Dixon
Location EYFS |
| 7. Name: Amanda Thackray
Location KS1 | 8. Name Ruth Wilkinson
Location KS1 |

AED Operators

- | | |
|---|---|
| 1. Name: Mandy Pierce
Location Main Building | 2. Name Lauren Hutchinson
Location Main Building |
| 3. Name Chriss Appleton
Location Office | 4. Name Corrine Alcock
Location Office |

33.7 Role of First Aiders

1. To ensure first aid boxes are stocked, regularly checked and refilled.
2. Ensure that records are kept of all first aid treatment.
3. To administer treatment in accordance with the first aid training they have received.
4. To ensure that an ambulance or other professional medical help is called, when required.
5. To keep their skills up to date and attend refresher training when required.

37 Near Miss Incidents

A near miss incident is an undesired, unplanned event that doesn't result in harm but has the potential to cause injury, ill health, damage or loss. Some examples include: smoking near flammable gas containers, and person(s) on the roof of premises.

All near miss incidents should be reported to the Council's Health and Safety Section as soon as possible, using the Incident Form on the online Accident and Incident Reporting System, so that action can be taken to investigate the causes and to prevent reoccurrence.

48 Glass and Glazing

A survey of all glass and glazing panels has been conducted in accordance with the requirements of Regulation 14 Workplace (Health, Safety and Welfare) Regulations 1992. The survey shall be updated as glass and glazing is replaced and kept in an accessible location and be available for inspection by enforcing authorities.

49 Pupils with Medical Needs

Whenever possible, pupils with medical needs will be supported in such a way as to minimise any disruption to their education. The arrangements in place for this school reflect the DfE Guidance Supporting pupils at School with Medical Conditions (December 2015) and the policy and procedures put in place by St Helens Clinical Commissioning Group around particular tasks and conditions. When new conditions or medical tasks emerge, the school will seek the guidance of the Local Authority in order to determine what arrangements can be put in place. The School Nurse is available to answer any concerns that may arise, and can be contacted n:

- 01744 624313 – North
- 01744 624925 – South
- 01744 624321 – Newton & Haydock

50 Outdoor Learning and Educational Visits

This school recognises the importance of ensuring that Outdoor Learning and Educational Visits are planned and organised in such a way as to minimise risks to pupils, staff and helpers.

To this end the school will follow the LA Guidelines for Health & Safety of Pupils on Educational Visits (March 2013).

Lavern Shelford has responsibility for onsite advice/co-ordination of outdoor learning and educational visits.

To support schools with learning that takes place outside of the classroom, St Helens Council provides access to EVOLVE, an online system for the planning, approval and management of educational visits, sporting fixtures and extra-curricular activities.

50.1 Fixed Play Equipment

The Headteacher shall ensure that any new fixed outdoor play equipment is designed and installed by a competent contractor who operates within the requirements of BSEN 1176 and BSEN 1177. A post-installation inspection of new fixed outdoor play equipment **shall** be undertaken by an independent organisation, in consultation with property support/school surveyors.

Whether new or existing fixed outdoor play equipment, the Headteacher **shall** ensure that:

- Risk assessments are conducted to identify the hazards, determine suitable precautions and help devise the management system for the fixed play equipment. Certain play equipment may become slippery in cold or wet conditions; these items of equipment should be identified as part of the risk assessment process and sufficient precautions put in place to make them safe for use or place out of action if it is not possible.
- Operational procedures are in place that define the arrangements around the use of the equipment. These arrangements must be communicated to staff and pupils and should specify the level of supervision for each area.
- Inspections of fixed play equipment are undertaken at the following recommended intervals:

Routine: Daily visual inspection - of the equipment **must** be carried out by the member of staff supervising the play/curriculum activity prior to the use of the equipment. This visual inspection should include a visual check of the play surface around the equipment, including any gated and fenced areas, and any obvious structural defects on the play equipment itself.

Weekly recorded visual inspection by a member of staff, ie, Caretaker or nominated member of staff. Looking at the basic condition of the equipment, especially faults due to recent vandalism, breakages and cleanliness of the playground.

Operational: Quarterly recorded operational inspection by a trained RPII Play Inspector. This inspection will look in more detail at the condition of the equipment, providing a quality control check on the more regular inspections and identifying wear and tear on the equipment.

Annual: Annual main inspection by an independent competent person who is an accredited member of a relevant recognised trade body such as: Association of Play Industries or Register of Play Inspectors International. Looking at vandalism, wear and tear, long term structural problems, standard compliance and design.

- Provisions are in place for repairs and maintenance.

52 **School managed projects**

Where the school undertakes construction and building works projects directly, the Governing Body are considered the 'Client' under the Construction (Design and Management) Regulations (CDM) 2015 and therefore have additional health and safety responsibilities to consider before starting works. They **shall** ensure that:

- They are clear about their responsibilities?
- They have made formal appointments?
- They have checked that the Principal Designer or Designer has the capability and necessary skills, knowledge, training and experience to fulfil their duties?
- They have checked that the principal contractor or contractor has the capability and necessary skills, knowledge, training and experience to fulfil their duties?
- They have checked that the project team is adequately resourced?
- A project or client brief been issued to the project team?
- The project team been provided with information about the existing site or structure (pre-construction information)?
- They have access to project-specific health and safety advice?
- Suitable arrangements are in place to manage health and safety throughout the project?
- A schedule of the key activities for the project has been produced?
- Sufficient time been allowed to complete the key activities?
- Where required, an online F10 notification form been submitted to HSE to notify them of commencement of work?
- They have checked that a construction phase plan has been adequately developed before work starts on site?
- They are satisfied that suitable welfare facilities have been provided before work starts on site?
- They have agreed the format and content of the health and safety file.

Such projects are managed by the Property Services who will ensure that the School have obtained consent and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought. For maintained schools, the landlord is the Local Authority. Schools are required to notify the Authority when they are proposing works that will affect the layout or operation of the building.

Under CDM 2015, certain construction work must be notified to the Health and Safety Executive (HSE). For further information and guidance on CDM 2015 contact your School Property Officer.

The school, contractor(s) and any sub-contractor(s) involved will exchange relevant information regarding the work activities and agree the risk assessment and safe systems of work to be used prior to works commencing on site. Contractors will be asked to provide risk assessments and method statements specific to the site and works to be undertaken.

53 **Portable Leaning Ladders and Stepladders**

Where the risk assessment determines that portable leaning ladders or stepladders are the most suitable equipment for the task (ie, due to low risk, short duration of task, or where there are existing workplace features that cannot be altered), it **shall** be ensured that:

- appropriate leaning ladders/stepladders are used, that are suitable for intended use and meet the correct standard (EN131 Professional or the old BS2037/BS1129 Class 1 and EN131, if they are still in good condition and fit for purpose). Staff **must not** climb onto desks, chairs and tables to access storage areas or put up displays, etc;
- they are subject of annual inspection by a competent person on a recorded basis and marked/tagged appropriately;
- the manufacturer's instructions are made available to authorised users for reference;
- pre-use visual checks are undertaken by users to spot obvious defects;
- only authorised persons who have received appropriate information, instruction and training in their safe use may use them.
 - Face to face 'Safe Use of Ladders and Stepladders training' **shall** be completed by authorised users, ie, site maintenance staff, who need to use a portable leaning ladder, a stepladder outdoors or undertake heavy work on a stepladder. This can be arranged directly with the Health & Safety Section.
 - The Council's 'Safe Use of Stepladders' e-learning course **shall** be completed by all staff who only use a stepladder inside the building for light work, ie, Teaching Assistants. This can be accessed via the My Learning Portal.
- they are only used outdoors when the weather conditions do not jeopardise the health and safety of persons involved in the task.
- work at height is prohibited when users are working alone;

The HSE have produced guidance to help you comply with the law, see [Working at Height: A Brief Guide for more information](#).

TREES

54 The school has a statutory 'duty of care' to members of the public and its' employees who must not be put at risk because of any failure to take all reasonable precautions to ensure their safety.

Therefore, the Headteacher **shall** arrange for a competent person to undertake inspections periodically and assess the risks posed by the trees on the school grounds, to identify any defects such as disease or structural integrity, and where they present a risk to life or property, take appropriate remedial action.

Links with other policies

This first aid policy is linked to the:

- Risk Assessment Policy
- First Aid
- Supporting Pupils with medical conditions