

(Adopted from The Key)



1. Aims

St Paul's Catholic Primary School wish to ensure, as far as is reasonably practicable, the health, safety and welfare of all students, staff and other users, including members of the public, where appropriate.

This will be achieved by:

- Providing and maintaining a safe and healthy working environment ensuring the welfare of all persons
- Maintaining control of health and safety risks arising from our activities
- Complying with statutory requirements as a minimum standard of safety
- Consulting with all staff on matters affecting their health, safety and welfare
- Providing and maintaining safe systems, equipment and machinery
- Ensuring safe handling, storage and use of hazardous substances
- Providing appropriate information, instruction and supervision
- Ensuring staff are suitably trained and competent to do their work safely
- Continually developing a safety culture to remove or reduce the possibility of accidents, injuries and ill-health
- Assessing risks, record significant findings and monitor safety arrangements, taking improvement action where necessary
- Reviewing and revising safety policies and procedures periodically and when circumstances may introduce a requirement to amend or improve arrangements
- Developing and maintaining a positive health and safety culture through regular communication and consultation with employees and their representatives on health and safety matters

Our health and safety management system has been developed to ensure that the above commitments can be met. All staff will be instrumental in its implementation.

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 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.

3. Roles and responsibilities

3.1 The governing board

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

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

The governing board, 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
- Periodically monitor and review local health and safety arrangements

There is a governor who oversees health and safety and will complete a biannual inspection alongside the Site manager

3.2 Headteacher

The Headteacher is the responsible manager for health and safety day-to-day. This involves:

- Develop a safety culture throughout the school site
- Implementing the health and safety policy
- Ensuring there is enough staff to safely supervise pupils
- Consult staff and provide information, training and instruction so that staff are able to perform their various tasks safely and effectively
- Reporting to the governing board on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed
- Monitor and ensure cleaners are appropriately trained and have access to personal protective equipment, where necessary

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

3.3 Health and Safety Officer

The Health and Safety Officer is the Site Manager.

The Site Manager is expected to promote a positive safety culture throughout the school and carry out the health and safety duties in accordance with current guidance and legislative requirements. This involves:

- Assess and control risk on the premises as part of everyday management.
- Ensure a safe and healthy environment and provide suitable welfare facilities
- Make operational decisions regarding health and safety
- Ensure periodic safety tours and inspections are carried out
- Ensure significant hazards are assessed and risks are managed to prevent harm
- Periodically update the Headteacher and Governing Body as appropriate
- Produce, monitor and periodically review all local safety policies and procedures are risk assessed and necessary controls are implemented
- Monitoring health and safety compliance

The Health and Safety Officer is to attend health and safety courses and to work within their level of competence and seek appropriate guidance and direction from the Headteacher and Portsmouth City Councils Health and Safety Advisor as required.

The Site Manager will also direct the site team to assist with appropriate checks in the day-to-day management of Health and Safety.

3.4 All Staff (including volunteers)

This policy is written to reflect all relevant legislation and regulation. It follows that all staff must, therefore, comply with the policy. Thus, they are obliged to take care of their own health and safety and that of others affected by their activities by:

- Supporting the School's health and safety arrangements
- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- 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
- Complying with all safety procedures, whether written or verbally advised, for their own protection and the protection of those who may be affected by their actions
- Assisting in investigations relating to accidents, dangerous occurrences or near-misses
- Model safe and hygienic practice for pupils
- Not interfering with health and safety arrangements or misusing equipment.

All new staff attend an induction meeting and are briefed on Health & Safety processes within the workplace.

3.5 Senior Leadership Team

The Headteacher will be supported by members of the Senior Leadership Team. They will ensure that staff are provided with adequate safety information. They will manage all integral and specific risks relating to their department's functions.

Where any new processes or operations are introduced in the area of their responsibility, they are to liaise appropriately so that the associated risks are properly identified and assessed and any precautions deemed necessary are implemented. They will ensure that all new members of staff under their control are instructed as to their own individual responsibilities with regards to health and safety. They will appropriately monitor new staff to ensure compliance.

3.6 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.

3.7 Contractors

Contractors will agree health and safety practices with the Site 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. All contractors must report to the School Office where they will be asked to sign in, sign the Asbestos Register, and will be given emergency evacuation information. All contractors must read the 'Contractors Working at St Paul's' leaflet that includes all relevant details of fire safety procedures and local safety arrangements.

The Site Manager is responsible for monitoring work areas and providing appropriate supervision, especially where the contractor's work may directly affect staff and pupils on the premises.

3.8 Health and Safety Meetings

Health and safety matters will be discussed as an agenda item at staff meetings and during periodic governors meeting. The purpose of this is to assist in the assessment of safety related matters and provide appropriate support to the Headteacher and the Health & Safety Officer. Their purpose is to monitor and discuss on-site Health and Safety performance, recommending any actions necessary should this performance appear or prove to be unsatisfactory. Staff will be kept informed of all changes in practices and procedures, new guidance, incidents and risk related matters.

During the year all accidents and near-misses will be reviewed along with the Health and Safety policy and other policies that link to health and safety.

3.9 Personal Emergency Evacuation Plan (PEEP) Manager

The Site Manager, in conjunction with the SENCo, is the nominated person undertaking PEEP Management on behalf of the Headteacher and will ensure an evacuation plan is created and managed for individuals unable to reach a place of ultimate safety unaided, or within a satisfactory period of time, in the event of any emergency.

Individual evacuation plans are to be added to the Fire Safety Manual and the Site Manager or SENCo will notify any changes in circumstances during health and safety meetings.

3.10 Special Needs Co-ordinator

The Special Needs Co-ordinator:

- Safely develops and adapts any conventional teaching aids to meet the individual needs of pupils
- Trained in using any specialist equipment and facilities
- Advises and recommends health and safety issues to be considered in any activity or on out-of-school activities for SEN pupils
- Complete risk assessments for individual pupils
- Update staff on behaviour training
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4. Site security

The Site manager 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.

The Site Manager and Headteacher are key holders and will respond to an emergency. Additional key holders are Kestrel Guard who monitor the premises if the Site Manager is on holiday.

5. Fire

The Fire Safety Coordinator is the Site Manager and competent person for fire safety on the premises and is the immediate point of contact for all fire safety related enquiries on site. The fire safety co-ordinator shall attend the fire safety co-ordinator training course and refresh this training every three years. The fire safety co-ordinator is responsible for the local management and completion of day-to-day fire safety related duties, and the upkeep and annual review of the fire safety manual. The fire safety co-ordinator is to work within their level of competence and seek appropriate guidance and direction from PCC's Health and Safety Advisor and the local fire authority as required.

- Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices
- The fire risk assessment of the premises will be reviewed regularly and amended as new hazards or required amendments are identified
- Emergency evacuations are practised at least once a term
- The fire alarm is a loud siren
- 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
- Fire safety procedures are readily available for all staff to read

- Staff are aware of their own responsibilities for knowing the location of fire points and fire exits. They should also know the location of the assembly points in the event of fire

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. This is the far end of the playground
- Class teachers will in the first instance count the number of children in their class and if there is a discrepancy in numbers take a register of pupils, which will then be checked against the attendance register of that day
- The administrative staff will take a register of all staff
- 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.

Personal Emergency Evacuation Plans (PEEPs) are held in the Fire log book, class registers and the Fire Safety Document bag which is held in the main admin office.

A fire safety checklist can be found in appendix 1.

6. COSHH

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

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

Control of substances hazardous to health (COSHH) risk assessments are completed by the Site Manager 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. Hazardous substances, materials, chemicals and cleaning liquids are not permitted to be used or brought into use on site unless a documented COSHH assessment has been undertaken by the Site Manager who is the trained COSHH assessor.

When using a harmful substance, whether it is a material, cleaning fluid or chemical substance, staff must ensure that adequate precautions are taken to prevent ill-health in accordance with the COSHH assessment completed for that hazardous substance. Staff must never attempt to use a harmful substance unless adequately trained to do so and then only using the safe working practices and protective equipment identified in the COSHH assessment.

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.

All hazardous substances must be stored in secure and signed storage when not in use. This is to remain locked at all times.

7. Legionella

Legionella management on site is controlled by the Legionella competent person who will manage and undertake all procedures regarding Legionella in accordance with the HSE approved code of practice. Records of all related training, flushing, temperature monitoring, cleaning and defects are to be retained for auditing purposes.

- A water risk assessment is regularly completed by Portsmouth City Council and all data is held on our Zeta Safe Systems. The Site Manager, 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 year and when significant changes have occurred to the water system and/or building footprint.
- The risks from legionella are mitigated by the following: temperature checks, heating of water etc.

8. Asbestos

Asbestos management on site is controlled by the asbestos competent person. The asbestos register is located at the main Office. It will be shown to all contractors who may need to carry out work on site if appropriate.

Any changes to the premises structure that may affect the asbestos register information will be notified to the Site Manager to permit the Asbestos Register to be updated accordingly.

- 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
- Under no circumstances must staff drill or affix anything to walls that may disturb materials without first checking the register and / or obtaining approval from the asbestos competent person.
- 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 must sign the register as evidence of reading it prior to being permitted to commence any work on site when required.
- 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

Any damage to any structure that possibly contains asbestos, which is known or identified during inspection, should be immediately reported to the asbestos competent person in the first instance who will inform the Headteacher to immediately act to cordon off the affected area and contact the relevant contractor for guidance. Any contractor suspected to be carrying out any unauthorised work on the fabric of the building should be immediately stopped from working and immediately reported to the responsible manager, the Headteacher and/or the asbestos competent person.

9. Equipment

All general equipment requiring statutory inspection and/or testing on site (e.g. boilers, water heater, water cooler, PE equipment, climbing apparatus) will be inspected by appropriate competent contractors.

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

Equipment is not to be used if found to be defective in any way. Defective equipment is to be reported in the defect book and immediately taken out of use until repairs can be carried out or a replacement received.

The Site Manager is to keep all certificates and to record the inspection dates in the Service Records Folder.

9.1 Electrical equipment

The Site Manager and the Headteacher will ensure that electrical safety will be maintained in accordance with the electricity at work regulations 1989 and the HSE guidance document – maintaining electrical equipment in low risk environments.

- 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 either Site Manager immediately
- All defective equipment is taken out of use and either replaced or repaired by a competent person
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs
- Where necessary a portable appliance test (PAT) will be carried out by a competent person
- All isolators switches are clearly marked to identify their machine
- An Electrical Installations Conditions Report (EICR) is completed every 5 years by a competent contractor
- 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 services in buildings are maintained in accordance with current regulations

9.2 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 Site Manager
- PE equipment is inspected annually by specialist contractors

9.3 Display screen equipment

- All staff who use computers daily as a significant part of their normal work must have periodic 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)

9.4 Specialist equipment

Parents are responsible for the maintenance and safety of their children's wheelchairs. In school, staff promote the responsible use of wheelchairs.

Oxygen cylinders are stored in a designated space, and staff are trained in the removal storage and replacement of oxygen cylinders.

10. Lone working

All lone working is to be approved by the responsible manager / Headteacher and is to be carried out in accordance with the premises lone working risk assessment. The lone working arrangements for staff who may undertake lone working on this site are to be risk assessed by line management to ensure safety arrangements are made.

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- 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.

11. Working at height

Work-at-height is always to be undertaken in accordance with the Working at Height Regulations 2005. General work at height will be undertaken in accordance with the on-site generic risk assessments for work at height which identifies general requirements and safe working practices. Specific or higher risk tasks will be carried out in accordance with a specific risk assessment for that task.

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 Manager 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
- Any staff working at height must be appropriately trained to use the access equipment
- Staff must not improvise or use alternative access methods of their own choice
- Use of any furniture, including tables and chairs, is forbidden for any work at height
- Access to high levels, such as roofs, is only permitted by trained persons
- Any safety concerns about a work-at-height task must be raised prior to work starting

12. 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.

Staff who regularly handle or move children or heavy / awkward items, must attend specific moving and handling training and/or have been provided with mechanical aids in order to work safely. Any significant moving and handling tasks are to be specifically risk-assessed in order that training requirements and mechanical aids can be accurately determined to ensure that the task is carried out safely.

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

13. 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 with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

14. 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.

15. 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/Head of School immediately. This applies to violence from pupils, visitors or other staff. Violent incident reporting is completely confidential.

16. Smoking

Smoking is not permitted anywhere on the school premises including e-cigarettes.

17. Infection prevention and control

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

17.1 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

17.2 Coughing and sneezing

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

17.3 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

17.4 Cleaning of the environment

- Clean designated areas with particular attention to maintaining health and safety standards for pupils and staff
- Ensure materials and equipment are correctly and safely used and appropriately stored at the end of the cleaning session
- Clean the environment, including toys and equipment, frequently and thoroughly

17.5 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

17.6 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

17.7 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

17.8 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

17.9 Pupils vulnerable to infection

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

17.10 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.

18. 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
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19. 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.

On-site arrangements to monitor and reduce stress situations include:

- Provision of adequate supervision, information and training for all tasks undertaken
- Performance assessment
- Staff questionnaires

There is a staff counselling service which is available to all Portsmouth City Council Staff.

20. Emergency Procedures

General emergency procedures are to be carried out in accordance with the St Paul's Catholic Primary School Emergency Plan. The Emergency Plan covers procedures for evacuation of the school in the event of a fire, bomb warning, lock down or gas leak. Emergency procedures also cover attacks by a member of the public and accidents on day and residential trips.

All staff will receive a brief and / or a copy of the emergency evacuation plan at induction. They will be provided with updated information periodically when the emergency evacuation plan is routinely reviewed and amendments are introduced.

The Emergency Bag, kept in the School Office, will normally be taken to the Assembly Point by the Admin Officer. If it is still in the School Office when the Fire Marshals complete their sweep they will take it to the Assembly Point.

Personal Emergency Evacuation Plans (PEEP) must be completed, provided and exercised for all vulnerable persons to ensure safe, assisted evacuation in the event of an emergency incident.

21. Accident reporting

21.1 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. An accident form template can be found in appendix 2.
- As much detail as possible will be supplied when reporting an accident
- Information about injuries will also be kept in the pupil's educational record
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of 25 years after the incident.
- 18.2 Reporting to the Health and Safety Executive

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

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where an accident leads to someone being taken to hospital
- Where something happens that does not result in an injury, but could have done
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

The school has an online Near Miss reporting system for all staff which notifies the Site manager as soon as completed.

Premises hirers and community / extended service / third party users must report all incidents related to potentially unsafe premises or equipment to the Site Manager. They will appropriately report and investigate each incident. Incidents related to the user's own organised activities are to be reported by them in line with their own reporting procedures.

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

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)

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

21.2 Reporting to Ofsted and child protection agencies

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

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

21.3 Notifying parents

A first aider or a member of the administrative team will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

22. First Aid

Arrangements regarding first aid provision are set out in the First Aid Policy. The names and locations of the first aid trained staff on site are listed in the first aid policy.

The school completes a first aid needs assessment to ensure the first aid provision is 'adequate and appropriate in the circumstances', to ensure the school provides sufficient first aid equipment, facilities and personnel at all times.

The first aid room is located down the KS1 corridor. Medicines are stored in the fridge in the main office. First Aid bags are kept in each classroom in the school building as well as the school office, minibuses and cleaning cupboards. Inhalers are kept in the medical bags in each classroom along with an 'Administration of Medicines' form. Epi pens are kept in the school office as well as the medical room.

First aid is never to be administered by anyone except first aid trained staff with in-date training certification, operating within the parameters of their training.

22.1 Defibrillators

A Defibrillator is located in the main office and only to be used by medically trained staff. The decision to use the defibrillator should be made by qualified members of staff only. The use of the defibrillator does not remove the need to call for emergency medical support.

23. Child Protection

Arrangements regarding child protection are set out in the Child Protection Policy and Safeguarding Policy.

All teaching staff are checked by the Disclosure and Barring Service (DBS). The School Office initiates the procedure and keeps all disclosure records.

Volunteers undergo a disclosure check based on the criteria set by the DBS.

Student Teachers are validated by the course provider.

External Groups if they regularly carry out activities at the school will undergo a DBS check. If the external group.

When recruiting new staff, the recruiting panel will ensure that one member has a valid certificate for the Safer Recruitment.

24. Curriculum Activities

All safety management and risk assessments for curriculum-based activities will be carried out under the control of the teachers planning the activity. Subject leads and the appropriate teachers will be responsible for local risk management and ensuring that maintenance of equipment and premises in their areas of the curriculum are managed safely following the appropriate guidance.

Generic risk assessments will be completed for areas around the academy accessed by the staff and children. If the teacher is planning a higher risk activity in one of these areas, a separate risk assessment will be carried out.

25. Defects and Reporting

Any defects are to be reported immediately and logged in the Job Reports database. The Site Manager will check the database daily. If the work cannot be carried out by the site staff, they will arrange for a contractor to do the work as soon as possible.

26. Display Screen Equipment

The use of Display Screen Equipment (DSE) is to be managed in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992.

Workstation assessments will be carried out annually for the designated DSE users using the VDU Workstation Checklist produced by the HSE. The Health and Safety Officer will provide guidance as required and ensure that any shortcomings as a result of the assessment are rectified.

27. Dress

Please refer to the dress code policy in relation to staff dress.

28. Good Housekeeping

Tidiness, cleanliness and efficiency are essential factors in the promotion of good health and safety. The following conditions will be adhered to at all times:

- All corridors and passageways are kept free from obstruction.
- Shelves in storerooms and cupboards are stacked neatly and not overloaded.
- Floors are kept clean and dry, and free from slip and trip hazards.
- Emergency exits and fire doors are not obstructed in any way.
- Supplies are stored safely in their correct locations.
- Rubbish and litter are cleaned and removed at the end of each working day.

- Poor housekeeping or hygiene conditions are immediately reported.

29. Hot Drink

Any hot drinks taken between the staff room and other areas of the schools must be transported using a lid to cover the top of the mug to avoid spillage and scalding.

30. Kitchen

The main kitchen area must only be used by authorised staff in accordance with their identified safe working procedures. Authority for local management of the main kitchen and responsibility for those procedures lies with Local Authority Caterers. Any persons not normally authorised but wishing to enter the kitchen area must gain approval from the kitchen supervisor prior to entry and must strictly adhere to the kitchen safe working practices.

All staff working in the kitchen are employed by Caterlink and are required to follow the same policies (including, but not limited to, safeguarding and child protection, first aid, emergency evacuation procedure and lock down procedure) as other school staff.

31. Training

Health and safety induction training will be provided and recorded for all new staff and volunteers in accordance with the School's Induction Checklist.

The Headteacher is responsible for ensuring that all staff and volunteers are provided with adequate information, instruction and training regarding their safety at work. A training needs' analysis will be carried out by SLT. A comprehensive health and safety training plan will be developed from this then maintained to ensure health and safety training is effectively managed for all staff who require it.

All staff will be provided with the following as a minimum training provision:

- Induction training regarding all the requirements of this Health & Safety Policy.
- Appropriate local training regarding risk assessments and safe working practices will be conducted through staff meetings and Continuing Professional Development sessions.
- Updated training and information following any significant health and safety change.
- Specific training corresponding to their own role and activities through formal training courses or staff CPD sessions.
- Periodic refresher training that will not exceed three yearly intervals.
- Training records are held by the Office Manager who along with the Site Manager are responsible:
- Coordinating all health and safety training requirements.
- Maintaining the School's health and safety training plan.
- Managing the planning of refresher training for all staff.

32. Monitoring

Daily monitoring of the premises, through working routines and staff awareness, is expected to identify general safety concerns and issues. These should immediately be reported to the Site Manager using the maintenance log in the main office. Urgent concerns should be reported immediately. All teaching staff must ensure that their teaching areas are safe both before and during lessons.

Routine documented inspections of the premises will be carried out every term in accordance with the Health and Safety inspection schedule.

Defects identified during these inspections are to be immediately reported and documented. Any identified high-level risks or safety management concerns must be raised at Governor and staff meetings as appropriate. Periodic detailed inspections of the premises' safety management system will be carried out every year by the PCC Health and Safety Officer. These documented inspections will examine all areas of the safety management system and will be carried out using the annual H&S Inspection Checklist.

This policy will be reviewed annually.

At every review, the policy will be approved by the Headteacher and Board of Governors.

33 Administration of Medicines and Supporting Children with Medical Conditions

For more information please see the school's Supporting Pupils with Medical Conditions Policy.

- The School Office will inform the class teacher when a child is required to take medication.
- Staff who administer medicine must complete an Administration of Medicine form
- Medicines are stored in a fridge in the office.
- Inhalers are kept in the first aid bags in classrooms
- Epi-pens are kept in the school office and classrooms
- For asthmatics who are able to take their own medication only one adult is required to supervise the child

34. Risk Assessments

General risk assessment management will be co-ordinated by the Health and Safety Officer and when required in consultation with the school Health and Safety Adviser. Risk assessments must be undertaken for all areas where a significant risk is identified or a possibility of such risk exists.

The Headteacher will ensure that there is a minimum of two risk assessors. She will keep a copy of the course certificates and record the training dates in the diary.

The school has trained risk assessors who will oversee the correct completion of risk assessments as appropriate. Risk assessments will be carried out by all staff for classroom, curriculum and offsite activities.

Staff that have the appropriate knowledge and understanding in each area of work will oversee the content.

All risk assessments and associated control measures are to be approved by the Headteacher.

The Site Manager will file the completed risk assessments. Risk assessments will be reviewed periodically in accordance with each risk assessment's review date as listed for review in the school's bring-up management diary system maintained by the Health and Safety Officer.

Risk Assessments will be available to staff on the Teachers Resources T Drive.

35. Traffic Management

Arrangements regarding on-site traffic safety are based on the premises 'Traffic on Site' risk assessment.

35.1 Minibuses

All staff should be MIDAS trained before driving the minibuses.

All minibuses are to receive annual MOT and Servicing and termly health checks by an authorised service centre.

Checks on the minibus will be undertaken by a named person, but all staff driving the buses must carry out safety checks before each and every use.

Any issues should be documented on the safety check sheet and reported to the Site manager.

36. Welfare facilities

St Paul's Catholic Primary School will undertake to ensure compliance with the relevant legislation with regard to welfare provision for all pupils and staff and to ensure best practice by extending the arrangements as far as is reasonably practicable to others who may also be affected by our activities. In particular, the following facilities will be provided:

- Toilet and Washing Facilities
- Provision of Drinking Water
- Pupils meal facilities
- Staff facilities for rest and to eat meals

37. Links with other policies

This health and safety policy links to the following policies:

- First Aid
- Risk Assessment
- Supporting pupils with medical conditions
- Accessibility Plan
- Child Protection
- Safeguarding
- On Line Safety
- Fire Safety Awareness

Appendix 1. Fire safety checklist

Issue to check	Yes/No
Are fire regulations prominently displayed?	Yes
Is fire-fighting equipment, including fire blankets, in place?	Yes
Does fire-fighting equipment give details for the type of fire it should be used for?	Yes
Are fire exits clearly labelled?	Yes
Are fire doors fitted with self-closing mechanisms?	Not all, but staff are told not to wedge doors open
Are flammable materials stored away from open flames?	Yes
Do all staff and pupils understand what to do in the event of a fire?	Yes – termly drills take place
Can you easily hear the fire alarm from all areas?	Yes

Appendix 2. Accident report

Portsmouth City Council - Accident Report Form

Sections 1 and 2: To be completed by the manager (assisted by the employee) - to be sent to H&S Unit as soon as possible, no later than 10 days after the incident

Section 1a: Incident type

Is the incident a..? (tick appropriate box)	Accident resulting in injury: ☐ Now go to section 1c:	Dangerous occurrence: ☐ Now go to section 1c:	Occupational disease: ☐ Now go to section 1b:
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Section 1b: Notification of occupational disease:

Give details of the occupational disease and date when diagnosed by a doctor	Now complete section 1c
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Section 1c: Accident (or incident) details:

Date of accident:		Time of accident:		Name of site/school:	
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Location of accident scene? (Exactly where on site did the accident occur)	
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Brief summary of the accident/incident (facts only – use continuation section on page 2, if necessary)?

If reporting a dangerous occurrence – sign and date this form below and forward to your manager:

Brief details the injury(s) sustained?	
--	--

What part of the body was injured?	
------------------------------------	--

Was first aid/medical attention required at the scene?	Yes ☐ No ☐	If Yes, give details (What treatment/by whom?)	
--	---	---	--

Was the injured person taken to hospital direct from accident scene?	No ☐ Yes ☐ if yes, which hospital?
--	--

Name(s) of witnesses and contact telephone numbers?	
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Section 1d: Injured person(s) details (or name of person reporting incident where no injury sustained)

The injured person is a:- (tick appropriate box)	Council ☐ employee	Temporary worker ☐ (Contractor, agency staff, trainer, etc.)	Client/ service-user ☐	Member of public ☐ (visitor, pupils, etc.)
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Injured person's full name?		Job title? (if applicable)	
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Name of their manager (if council employee)?		Service/Department:	
--	--	---------------------	--

Place of work (home address for non-employee)	
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Male/Female (M/F)		Age	under 18 ☐ 18 - 64 ☐ 65 + ☐	Tel No. (work, if employee):	
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Section 2: Management action taken post incident

Have you investigated the incident (whether a brief discussion with the individual involved - or a detailed management review of the accident and outcome)?

Yes ☐No ☐

Have you identified what caused the accident to happen?

Yes ☐No ☐

If **Yes**, give brief details here!

Were witness statements taken?

Yes ☐ No ☐

Have photographs been taken?

Yes ☐ No ☐

Did the accident result in time off work - not including the day of the incident

Yes ☐No ☐

If **Yes**,
(tick correct box)

☐ Returned to work on: (insert date here)☐ Still on sick leave

Is this incident RIDDOR reportable?

Yes ☐ No ☐

Is a copy of the RIDDOR attached?

Yes ☐ No ☐

Have outside agencies been involved in the incident i.e. HSE, police, etc.

Yes ☐No ☐

If **Yes**, give details here!

What additional management controls have been implemented to stop a similar incident occurring?

Give details of new management controls here (use continuation section if needed):

Name of manager completing 'section 2' (print):

Date completed:

Contact telephone number: (print):

Continuation Section

Insert additional information here:

Section 3: To be completed by PCC H&S Unit - within 7 days of receiving the report

Section 3: H&S Unit actions taken post-incident	
Has the H&S Unit had any involvement post-incident	Yes ☐ No ☐ If yes, give details here!
Has this report form been completed to a satisfactory standard?	Yes ☐ No ☐ If no, give details here!
Is the incident RIDDOR reportable?	Yes ☐ No ☐ If yes, give details here!
Does anyone else need to be informed of this incident (internally/externally)?	Yes ☐ No ☐ If yes, give details here!
Any additional comments relating to this incident?	Yes ☐ No ☐ If yes, give details here!
Has this report been recorded on the corporate database?	Yes ☐ No ☐ If no, give details here!

Name of H&S Unit Rep (print): Signature: Date:

Guidance notes for completing this form:

1. This form is **not** to be used for reporting violent incidents.
2. The H&S Unit should be notified by telephone as soon as possible if an accident has resulted in serious injury/death (023 92 841131) – and the accident scene must be preserved.
3. Post-incident investigations should be proportionate to the incident and outcome/potential outcome
Note: All council managers must complete the mandatory corporate accident and investigation e-learning course
4. Sections 1 and 2 of this report form must be completed (a legal document) and post-incident management actions should be adequately recorded for audit purposes (not necessarily on this form).
5. A copy of this completed form must be forwarded to the PCC H&S Unit within the timescales stated on the form, by email: healthsafetyHR@portsmouthcc.gov.uk) or post to: PCC H&S Unit, Civic Offices, Guildhall Square, Portsmouth, PO1 2AL
6. See the Councils' 'Accident (and Occupational Disease) Reporting Policy' for further guidance- or contact the H&S Unit.

Appendix 3. Asbestos record Template

Element	Room	Description	Risk	Quantity	Units	Identification Analysed Presumed Strongly Presumed	Recommendation Mark & Manage Encapsulate Remove Overboard

Please see the Asbestos Management folder for further details.

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

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

Infection or complaint	Recommended period to be kept away from school or nursery
Athlete's foot	None.
Campylobacter	Until 48 hours after symptoms have stopped.
Chicken pox (shingles)	Cases of chickenpox are generally infectious from 2 days before the rash appears to 5 days after the onset of rash. Although the usual exclusion period is 5 days, all lesions should be crusted over before children return to nursery or school. A person with shingles is infectious to those who have not had chickenpox and should be excluded from school if the rash is weeping and cannot be covered or until the rash is dry and crusted over.
Cold sores	None.
Rubella (German measles)	5 days from appearance of the rash.
Hand, foot and mouth	Children are safe to return to school or nursery as soon as they are feeling better, there is no need to stay off until the blisters have all healed.
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
Measles	Cases are infectious from 4 days before onset of rash to 4 days after so it is important to ensure cases are excluded from school during this period.
Ringworm	Exclusion not needed once treatment has started.

Scabies	The infected child or staff member should be excluded until after the first treatment has been carried out.
Scarlet fever	Children can return to school 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the school or nursery, the health protection team will assist with letters and factsheet to send to parents or carers and staff.
Slapped cheek syndrome, Parvovirus B19, Fifth's disease	None (not infectious by the time the rash has developed).
Bacillary Dysentery (Shigella)	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.
Diarrhoea and/or vomiting (Gastroenteritis)	Children and adults with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course is completed. For some gastrointestinal infections, longer periods of exclusion from school are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, school health advisor or environmental health officer will advise. If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.
Cryptosporidiosis	Until 48 hours after symptoms have stopped.
E. coli (verocytotoxigenic or VTEC)	The standard exclusion period is until 48 hours after symptoms have resolved. However, some people pose a greater risk to others and may be excluded until they have a negative stool sample (for example, pre-school infants, food handlers, and care staff working with vulnerable people). The health protection team will advise in these instances.

Food poisoning	Until 48 hours from the last episode of vomiting and diarrhoea and they are well enough to return. Some infections may require longer periods (local health protection team will advise).
Salmonella	Until 48 hours after symptoms have stopped.
Typhoid and Paratyphoid fever	Seek advice from environmental health officers or the local health protection team.
Flu (influenza)	Until recovered.
Tuberculosis (TB)	Pupils and staff with infectious TB can return to school after 2 weeks of treatment if well enough to do so and as long as they have responded to anti-TB therapy. Pupils and staff with non-pulmonary TB do not require exclusion and can return to school as soon as they are well enough.
Whooping cough (pertussis)	A child or staff member should not return to school until they have had 48 hours of appropriate treatment with antibiotics and they feel well enough to do so or 21 days from onset of illness if no antibiotic treatment.
Conjunctivitis	None.
Giardia	Until 48 hours after symptoms have stopped.
Glandular fever	None (can return once they feel well).
Head lice	None.
Hepatitis A	Exclude cases from school while unwell or until 7 days after the onset of jaundice (or onset of symptoms if no jaundice, or if under 5, or where hygiene is poor. There is no need to exclude well, older children with good hygiene who will have been much more infectious prior to diagnosis.

Hepatitis B	Acute cases of hepatitis B will be too ill to attend school and their doctors will advise when they can return. Do not exclude chronic cases of hepatitis B or restrict their activities. Similarly, do not exclude staff with chronic hepatitis B infection. Contact your local health protection team for more advice if required.
Hepatitis C	None.
Meningococcal meningitis/ septicaemia	If the child has been treated and has recovered, they can return to school.
Meningitis	Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed.
Meningitis viral	None.
MRSA (methicillin resistant Staphylococcus aureus)	None.
Mumps	5 days after onset of swelling (if well).
Threadworm	None.
Rotavirus	Until 48 hours after symptoms have subsided.