

# St Mary's CE Primary School



**Learn. Grow. Achieve. Inspire.**

## Health and Safety Policy

**POLICY: Health and Safety**

**POLICY TYPE:** Statutory

**Approval COMMITTEE:** FGB.

**Ratified:**

**REVIEW DATE:** January 2025

**REVIEW CYCLE:** This policy is statutory and reviewed annually.

### Our School Vision

*St Mary's school vision is to embrace a Christian like way of living, learning, and teaching.*

As a Church of England primary school, we value and are ambitious for all children and are committed to providing a positive, happy, safe and stimulating environment for them to enjoy and excel in their learning; grow in confidence, resilience and independence; achieve their full potential and flourish as individuals.

**'I Instruct you in the way of wisdom and lead you along straight paths' Matthew 3:14**

## Contents

Section	Focus	Page
1	Introduction and Aims	3
2.	Legislation	3
3.	Roles and Responsibilities	4
4.	Site Security	6
5.	Fire	6
6.	COSHH	7
7.	Equipment	8
8.	Lone Working	9
9.	Working at Height	9
10.	Manual Handling	10
11.	Off-site Visits	10
12.	Lettings	10
13.	Violence at Work	11
14.	Smoking	11
15.	Infection Prevention and Control	11
	Following Good Food Hygiene Practices	11
	Implementing an appropriate Cleaning Regime	11
	Keeping Rooms Ventilated	11
16.	New and Expectant Mothers	13
17.	Occupational Stress	13
18.	Accident Reporting	13
19.	Training	15
20.	Monitoring	16
21.	Links With Other Policies	16
	<i>Appendix 1 – Fire Safety Checklist</i>	17
	<i>Appendix 2 – Classroom safety Checklist</i>	18
	<i>Appendix 3 – Accident Report Form</i>	19
	<i>Appendix 4 - Recommended Absence Period for Preventing the Spread of Infection</i>	20

## 1. Introduction and Aims

Health & Safety covers all aspects of the school site, facilities within it and the processes in place to keep all at St Mary's CE Primary school safe. As a school, we are committed to maintaining the health and safety of our pupils, staff and visitors; this being brought about by the careful maintenance of our premises, prompt reporting of any issues (by all staff) and the adherence to procedures in place to maintain safety. It is therefore the responsibility of all staff to ensure that teaching environments are safe and the reporting of any issues is prompt. It is also expected that staff behave in a safe manner – and work with pupils to adopt safe practises both inside the school and outside.

Health and safety checks will be carried out on a regular basis (see *Appendix 5. Maintenance schedule checklist*)

It is vital to ensure that all reasonable steps are taken to ensure that the health, safety and welfare of adults and pupils at St Mary's CE Primary School. The governing body is committed to continually improving Health & Safety measures in all areas of the site through the evaluation of existing practises and seeking specialist advice where necessary.

Our school aims to:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely, and are regularly inspected
- Develop safety awareness through a range of training
- Promote a positive, open culture of Health & Safety with all stakeholders playing a role in maintaining property and the prompt reporting of issues. (via Every)
- Resolve any issues promptly and, where this is not possible, put measures in place to maintain safety

## 2. Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#), guidance from the Health and Safety Executive (HSE) on [incident reporting 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 UK Health Security Agency \(formerly Public Health England\)](#) and government guidance on [living with COVID-19](#) when responding to infection control issues.

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

### 3. Roles and Responsibilities

#### 3.1 The Local Authority and Governing Body

Slough Borough Council has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing body.

The governing body delegates operational matters and day-to-day tasks to the Headteacher and staff members.

The governor who oversees health and safety is Scott Lamb (Health and wellbeing) and Hannah Breeze (Safeguarding).

#### 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 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 Deputy Head teacher assumes the above day-to-day health and safety responsibilities.

#### 3.3 Health and Safety Lead

The nominated health and safety lead is ;the Assistant Head teacher Gael Robinson.

The Health & Safety lead will:

- Ensure site risk assessments are up to date and are reviewed and updated annually
- Carry out H&S induction for all staff and keep records of this
- Keep H&S notices up to date
- Work with the Site Manager to maintain records and ensure that reports and records are kept up to date
- Liaise with teachers to assess risk for outings and ensure paperwork is submitted accurately and on time
- Report any ongoing concerns regarding unresolved hazards to the Senior Leadership team

- Ensure that all staff are completing training through scheduled Educare units of study and in school training
- Undertake H&S self-assessments and site visits by the LA H&S compliance team

### 3.4 Staff

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

Staff will:

- Commit to the expectations of Health and Safety requirements and see this as a priority
- 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
- Record and health and safety matters on Every so the site team can assess and prioritise
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe, hygienic and privacy practice for pupils
- Understand emergency evacuation procedures and feel confident in implementing them
- Evaluate classroom practices and undertake risk assessments where necessary – in accordance with school policy
- To read the Health & Safety policy and be aware of their responsibilities as outlined within it

### 3.5 Site Manager

Raza Khan (Site Manager) and Jason Bradley (Groundsman) are responsible for the day-to-day maintenance of the school buildings and grounds. They will:

- Carry out daily safety checks inside the building and around the grounds (appropriate to their role) and report any concerns to the Health & Safety Lead or Headteacher.
- Deal with manageable issues immediately – eg, broken glass on playground, etc
- Site Manager will undertake building inspections to identify any areas of disrepair and those which may compromise site security
- Groundman will undertake an inspection of boundary fences once a week and will report any areas identified as needing repair or pose a threat to site security
- Site Manager and Groundsman to check school play equipment weekly to identify areas of disrepair which may present a H&S hazard to pupils
- Ensure that any work with H&S implications is prioritized
- Maintain records of checks carried out in school - by themselves
- by outside specialists and contractors
- Carry out fire alarm testing *weekly* and make a record of these tests
- Carry out termly (x3 a year) full school evacuations and carry out full evaluations with the H&S Lead so changes to procedures can be made
- Carry out legionella checks and record the outcomes
- Maintain all records to show checks have taken place and necessary actions taken, including: *fire alarm, asbestos, legionella, PAT testing*

- To ensure that all contractors are accompanied around school; have checked their risk assessments and necessary working permits and have warned them of any hazards which may affect their working and personal safety
- Ensure that cleaning staff are aware of safe working practices, especially regarding the handling and use of hazardous substances, and manual handling.

### **3.5 Pupils and Parents/Carers**

Pupils and parents/carers 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 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 and have necessary permits to undertake the planned work. Safeguarding checks will form part of this process if children are deemed to be on site.

## **4. Site Security**

Raza Khan and Jason Bradley are 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 boundaries, intruder and fire alarm systems.

Regular checks on the integrity of outer doors will be undertaken to maintain buildings' security.

Raza Khan (Site manager), Jason Bradley (Groundsman) the Deputy Head and the Head teacher are key holders and will respond to an emergency.

## **5. 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 electronic sounder.

Fire alarm testing will take place once a week – every Friday afternoon.

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

Every room throughout the school to display Fire Evacuation information – which staff will practise with children throughout the year.

Staff to notify the H&S Lead or Site Manager of rooms where Fire Evacuation information is missing.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
- Staff and pupils will congregate at the assembly points. These are:

- KS2 playground: Years 3 – 6 (kitchen staff, IT staff, all staff from the new building and visitors to gather in the outdoor classroom)
- KS1 and Reception – KS1 playground (facing away from the building)
- Nursery – KS2 playground
- Class teachers will take a register of pupils, which will then be checked against the attendance register of that day
- The Office staff will take a register of all staff and visitors via Inventry
- 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.

Individual Personal Evacuation Plans (PEEPs) will be written for those staff and pupils with mobility issues.

A fire safety checklist can be found in *Appendix 1*. This will be completed by Year Leads in Autumn Term 1 before the first full Fire Evacuation takes place. Information will be collated and acted upon.

*See Fire Evacuation Guidance*

## 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 Raza Khan (Site Manager) and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Staff to 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.

Staff should not bring any materials considered to be hazardous into school without the permission of the Headteacher/Health and Safety Lead/Site Manager.

ALL hazardous products are to be kept locked away so pupils do not have any access to them.

Use of any hazardous products in school should only occur after a full risk assessment has been carried out.

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.

### 6.1 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 they have adequate ventilation
- Tested annually by SMS

## 6.2 Legionella

- A water risk assessment has been completed on November 2023 and annually thereafter. Assessments with sampling will be completed every second year unless advised otherwise. 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 annually and when significant changes have occurred to the water system and/or building footprint
- The risks from legionella are mitigated by the following: controls and checks that are in place for temperature checks (monthly), heating of water (monthly), disinfection of showers (every 3 month)
- Annually, checks made to the TMV temperature controls. Checked by Raza Khan (Site Manager)

## 6.3 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
- Staff in the older building are reminded not to staple into ceilings
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work
- Contractors will be advised that if they discover material that they suspect could be asbestos, they will stop work immediately until the area is declared safe
- A record is kept of the location of asbestos that has been found on the school site
- An Asbestos Checking register is maintained by the Site Manager.

## 7. 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 it meets appropriate standards.

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

Where necessary, risk assessments for the use of equipment are carried out.

### 7.1 Electrical Equipment

- All staff are responsible for ensuring 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 Raza Khan (Site Manager) immediately.
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed.
- Only trained staff members can check plugs.

- Where necessary, a portable appliance test (PAT) will be carried out by a competent person. R Khan is qualified to do this.
- PAT tests to be carried out on all annual basis or when new equipment comes into school.
- All isolator switches are clearly marked to identify their machine.
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions.
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.

## 7.2 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 Raza Khan (Site Manager)
- Staff to carry out a preliminary check of equipment before use and notify Site Controller/H&S Lead if there are any concerns – and do not use the equipment until it has been checked.
- PE Equipment checked and repaired by a reputable company.

## 7.3 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).

## 7.4 Specialist Equipment

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

## 8. Lone Working

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office
- Remote working, self-isolation and/or remote learning
- Working during holiday time

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

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

The lone worker will ensure they are medically fit to work alone and use common sense to assess their own risk when engaging in activities on site.

*See Lone Working Policy*

## **9. 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 manager and Groundsman 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.

## **10. 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.
- Manual handling Training to be undertaken by those who use this as part of their everyday employment.

## **11. 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.
- Risk assessments will be shared with all adults before the visit takes place.

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

*See School Trip Arrangements Policy and Protocols*

## **12. 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.

## **13. 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.

Entries to be made on to CPOMS to record incidents involving pupils.

## **14. Smoking**

- Smoking is not permitted anywhere on the school premises.
- Contractors, visitors and parents to be made aware of this.
- Signage is visible around the school making it clear that smoking is not permitted.

## **15. Infection Prevention and Control**

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

### **15.1 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.
- Antibacterial hand wash is available in all rooms.

### **15.2 Coughing and Sneezing**

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

### **15.3 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
- Use personal protective equipment (PPE) to control the spread of infectious diseases where required or recommended by government guidance and/or a risk assessment

### **15.4 Cleaning of the Environment**

- The school employs a cleaning company to deal with day-to-day cleaning and deep cleans during the holidays.
- All staff are responsible for keeping their area clean and tidy. This can include spillages and sickness.
- Toys and equipment should be cleaned regularly by department staff.
- Any cleaning concerns must be reported to the Health and safety lead or on Every.

### **15.5 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.

### **15.6 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.

### **15.7 Clinical Waste**

We will:

- 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.

### **15.8 Animals**

We will:

- Wash hands before and after handling any animals.

- Make daily checks to ensure the school site is faeces free (foxes, rabbits etc)
- Dispose of animal waste correctly keeping it away from pupils.
- Supervise pupils when playing with animals.
- Work with professionals if animals, rodents or insects become a concern.

### 15.9 Infectious Disease Management

We will ensure adequate risk reduction measures are in place to manage the spread of acute respiratory diseases, including COVID-19, and carry out appropriate risk assessments, reviewing them regularly and monitoring whether any measures in place are working effectively.

We will follow local and national guidance on the use of control measures including:

#### Following good hygiene practices

- We will encourage all staff and pupils to regularly wash their hands with soap and water or hand sanitiser, and follow recommended practices for respiratory hygiene. Where required, we will provide appropriate personal protective equipment (PPE)
- Hand sanitiser and antibacterial soap is available in all rooms

#### Implementing an appropriate cleaning regime

- We will regularly clean equipment and rooms, and ensure surfaces that are frequently touched are cleaned using antibacterial sprays and disposable cloths

#### Keeping rooms well ventilated

- We will use risk assessments to identify rooms or areas with poor ventilation and put measures in place to improve airflow, including opening external windows, opening internal doors and mechanical ventilation

### 15.10 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 any 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.



What infections are, how they are



Managing outbreaks and incid

*DfE Guidance*

### 15.11 Exclusion Periods for Infectious Diseases

The school will follow recommended exclusion periods outlined by the UK Health Security Agency and other government guidance, summarised in appendix 5.

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

*See Appendix 5*

## 16. New and Expectant Mothers

Risk assessments will be carried out whenever any employee 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 an 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
- Some pregnant women will be at greater risk of severe illness from COVID-19

## 17. Occupational Stress

St Mary's are committed to promoting high levels of health and wellbeing, and recognise the importance of identifying and reducing workplace stressors through risk assessment.

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

The school has a Mental Health First Aider who is trained to listen to staff who seek support and to signpost them to outside agencies when more in-depth support may be obtained.

## 18. Accident Reporting

In addition to the below, maintained schools such as St Mary's, will check whether they have any obligations to report accident and first aid records to their local authority.

### 18.1 Staff and Pupils

- 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 or, where possible, the adult involved in the accident. An accident form template can be obtained from Julie McMahon (Office) *See Appendix 3*
- As much detail as possible will be supplied when reporting an accident
- The completed form is handed to Julie McMahon to be transferred to Medical Tracker. The paper copy of the form is kept in pupil records (Office) or staff records (HR)
- Information about injuries will also be kept in the pupil's or member of staff'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 via confidential waste bins.

### 18.2 Reporting to the Health and Safety Executive

Julie McMahon/HR 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 Lead First Aider/Julie McMahon will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

### School staff: Reportable Injuries, Diseases or Dangerous Occurrences

These include:

➤ Death

➤ Specified injuries, which 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) which:
  - Covers more than 10% of the whole body's total surface area; or
  - Causes significant damage to the eyes, respiratory system or other vital organs.
- 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.
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, Julie McMahon will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident.
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to possible occupational exposure. These include:
  - Carpal tunnel syndrome
  - Severe cramp of the hand or forearm
  - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
  - Hand-arm vibration syndrome
  - Occupational asthma, e.g from wood dust
  - Tendonitis or tenosynovitis of the hand or forearm
  - Any occupational cancer
  - Any disease attributed to an occupational exposure to a biological agent.

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.

**Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences**

These include:

- Death of a person that arose from, or was in connection with, a work activity\*
- An injury that arose from, or was in connection with, a work activity\* and the person is taken directly from the scene of the accident to hospital for treatment.

\*An accident "arises out of" or is "connected with a work activity" if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)

- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

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>

### **18.3 Notifying parents/carers**

The class teachers/Foundation Stage Lead/lunchtime supervisors/First Aiders will inform parents/carers of any accident or injury sustained by a pupil in the Early Years Foundation Stage and throughout the school, and any first aid treatment given, on the same day, or as soon as reasonably practicable. Records kept will be via Medical Tracker.

Medical Tracker will be used to inform parents of any accidents and treatment given to their child. Also parents will be informed by Medical Tracker when prescribed medications (eg. asthma/allergies) have been administered. Parents will also be seen after school where necessary.

### **18.4 Reporting to child protection agencies**

The Designated safeguard Lead will notify child protection agencies of any serious accident or injury to, or the death of, a pupil in the Early Years Foundation Stage while in the school's care.

### **18.5 Reporting to Ofsted**

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

## **19.Training**

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

Staff who work in high risk environments, such as in science labs or with woodwork equipment, or work with pupils with special educational needs (SEN), are given additional health and safety training.

All staff are required to undertake online training via Educare on an annual basis.

## **20.Monitoring**

This policy will be reviewed by the Health and Safety Lead every year.

At every review, the Headteacher and Chair of Governors will be approve the policy

## **21.Links With Other Policies**

This health and safety policy links to the following policies:

- First aid
- SEND
- EYFS
- Safeguarding and Child Protection
- Risk assessment
- Supporting pupils with medical conditions
- Accessibility plan
- Remote learning
- Emergency or critical incident plan

- Lone Worker
- Trips and Visits Protocols
- Online safety
- Food and Hygiene

### **Appendix 1 – Fire Safety Checklist**

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

At the beginning of each term, year group teams should go through the Fire Safety Checklist.

In addition they should check:

- Doorways are kept clear of furniture and boxes
- A clear route around the classroom is available for pupils to walk without trip hazards (safe evacuation)
- Window ledges do not have papers on them (fire risk)
- Any radiators are not covered.
- Exposed radiators are not set above '3' or high on the dial (risk of pupils burning themselves)
- Fire exits are kept clear.
- Fire doors are kept closed and are not wedged open.

## **Appendix 2 – Classroom Safety Checklist**

ISSUE TO CHECK	YES/NO
Are doorways clear?	
Are fire regulations displayed?	
Are chairs and tables in good, safe order? No sharp edges.	
Are any rugs secured to the floor – with no curled edges? (trip hazard)	
Are carpet/lino joins intact? Is there a trip hazard?	
Are electrical wires/cables out of sight?	
Is the floor as clear as possible? (trip hazard)	
Can you easily hear the fire alarm from all areas?	
Is any cleaning equipment kept out of reach of pupils?	
Is the green First Aid bag visible?	
Does the classroom have a sick bucket and a small first aid kit?	
Does the room have a pedal bin?	
Are display boards free from broken staples?	
Are bookcases secure?	

ISSUE TO CHECK	YES/NO
Additional comments	

### Appendix 3 – Accident Reporting

#### Confidential Accident, Incident and Near Miss Report

- If more than one person was ~~involved~~ please complete a separate form for each person.
- If any other person witnessed the incident, attach their contact details on a separate sheet to this form.
- ~~By submitting this form you are consenting to our processing of personal information for the purpose of complying with statutory health and safety obligations and for employee management purposes. Some of the information you provide on this form to assist Slough Borough Council with investigating the accident / incident / near miss and to help prevent a recurrence.~~
- The form may be disclosed to legal, other professional advisers and our insurance agents should the need arise.
- By submitting this ~~form~~ you are consenting to our processing of personal information for the purpose of your request. If you require any further information in relation to the processing of your ~~request~~ please email ~~data.protection@slough.gov.uk~~.
- ~~Confidentiality of this report is not guaranteed. A 'Near Miss' should be reported on this form. In addition, if it is felt necessary that a request is made to place an individual on 'In Check' (SBC Violent person register), please complete this and the 'In Check Application Form' available on ~~Slough.gov.uk~~ 'Forms, Policy and Procedures' Section under 'I'.~~
- All sections of this report ~~must be completed.~~

**PLEASE PRINT ALL DETAILS AND TICK / CIRCLE WHERE APPROPRIATE.**

**A Date Time and Place of Incident**

Date of incident	Time of incident	Date reported (if required) to <b>HSE</b> (over 7 days of work):
Site details to include building and location/Address of incident		Where on premises e.g. office/hallways
		If outdoors, weather conditions:

**B Person Injured/Taken Ill (must be due to work related incident)**

Surname	First Names	Male / Female	Date of birth
Home/Contact Address		Phone Number	

Please circle:

SBC Employee Full / Part Time	Client / Member of the public	Contractor / Temp / Agency	Student / Pupl	Trainee / Work Experience	Other
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If a sub-contractor or a client's employee – give the name and address of their employer

Job Title (Not required if client / member of public)	Normal place of work
Directorate	Section

<b>Time Lost These fields must be completed</b>	Days ..... (more than 7 days may be legally reportable to the HSE)	Hours.....
Hours worked by injured person on day of incident	Expected start time	Actual start time
	Expected finishing time	Actual finishing time



SBC ACCIDENT REPORTING FORM.c

Available from here.

**C. Details of Injury and Incident**

<b>Treatment given:</b>		
<input type="checkbox"/> None	<input type="checkbox"/> Sent to doctor	<input type="checkbox"/> Hospitalised for less than 24hrs
<input type="checkbox"/> Given first aid treatment	<input type="checkbox"/> Occupational Health	<input type="checkbox"/> Hospitalised for more than 24hrs
<input type="checkbox"/> Sent or taken home	<input type="checkbox"/> Sent or taken to A&E	

**Body part affected**  
Where there is more than one injury, please a number in the part of the body affected and put the same number in the type of injury, continue until all of the injuries are entered

<input type="checkbox"/> Head	<input type="checkbox"/> Neck	<input type="checkbox"/> Fingers / Thumb
<input type="checkbox"/> Eye	<input type="checkbox"/> Shoulder	<input type="checkbox"/> Leg
<input type="checkbox"/> Ear	<input type="checkbox"/> Torso	<input type="checkbox"/> Knee
<input type="checkbox"/> Nose	<input type="checkbox"/> Arm	<input type="checkbox"/> Ankle
<input type="checkbox"/> Mouth	<input type="checkbox"/> Hand	<input type="checkbox"/> Foot

**Type of Injury**

<input type="checkbox"/> Bruising / Swelling	<input type="checkbox"/> Sprain	<input type="checkbox"/> Penetrating Injury
<input type="checkbox"/> Burn / Scald	<input type="checkbox"/> Unconscious	<input type="checkbox"/> Respiratory
<input type="checkbox"/> Cut	<input type="checkbox"/> General sickness	<input type="checkbox"/> Amputation
<input type="checkbox"/> Fracture	<input type="checkbox"/> Sensitisation / Irritation	<input type="checkbox"/> Occupational Disease

Other injury or if this is a report of an Occupational Disease please provide details:

**Damage**

<input type="checkbox"/> Property and / or equipment damage.	<input type="checkbox"/> Environmental damage.
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**D. Apparent Cause**

<input type="checkbox"/> Injured while handling, lifting or carrying	<input type="checkbox"/> Exposed to a harmful or hot substance or liquid	<input type="checkbox"/> Exposed to excessive noise or vibration	<input type="checkbox"/> Hit something fixed or stationary	<input type="checkbox"/> Hit by moving, flying or falling object
<input type="checkbox"/> Slipped, tripped or fell	<input type="checkbox"/> Injured by an animal	<input type="checkbox"/> Contact with electricity	<input type="checkbox"/> Drowned or asphyxiated	<input type="checkbox"/> Property / Vehicle Damage
<input type="checkbox"/> Contact with moving parts of a machine	<input type="checkbox"/> Trapped by something collapsing	<input type="checkbox"/> Pricked by a hypodermic needle	<input type="checkbox"/> Exposed to explosion	<input type="checkbox"/> Injured while using work equipment
<input type="checkbox"/> Exposed to fire	<input type="checkbox"/> Near miss	<input type="checkbox"/> Verbal Assault*	<input type="checkbox"/> Road Traffic Accident	<input type="checkbox"/> Physical Assault*

Please describe what happened (attach further information if required). When referring to perpetrators only use initials.

Name of person completing form: \_\_\_\_\_ Signature: \_\_\_\_\_  
Date: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
*\*Please pass onto your manager / line manager*

**E. Managers Section**

Please detail all preventative actions taken as a consequence of the accident/incident (attach further information if required)

The risk assessment been reviewed post incident: Y/N (Circle as appropriate)  
Have staff been informed of any new / change in control measures? Y / N / n/a (Circle as appropriate)  
Witness statements, photos or further details are attached: Y / N (please circle)

Managers Name: \_\_\_\_\_ Job Title: \_\_\_\_\_ Work Location: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*\*Please send a copy of this form to the Corporate Health and Safety Team.*

### Appendix 4 – Recommended Absence Period for Preventing the Spread of Infection

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

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

Infection or complaint	Recommended period to be kept away from school or nursery
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.

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

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

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