

Health and Safety Policy-To be read in conjunction with the Trust’s Health and Safety Policy

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| **Agreed & Ratified: March 10th 2021 By SLT/CLT/Chair of SSC** | **Review date: March 10th 2022** |

# Introduction

This document is a statement of the aims, principles and strategies for ensuring health and safety at Avanti Court Primary School. Relevant national legislation and the guidance for health and safety have been taken into account in the formulation of this policy. The school is supported by the Avanti School Trust.

In accordance with the Health and Safety at Work etc. Act 1974, and the Education Act 2002, the employer is responsible for the health and safety of employees and non-employees who are on the school premises for extended schools activities or anyone who is affected by them. Issues pertaining to staff and extra working hours are subject to compliance with the Working Time regulations.

The SSC and the Trust has delegated the task of ensuring that the school’s Health and Safety policy is followed on a day-to-day basis to the Headteacher. However, management responsibility of the premises will remain with the governing body of the school during and outside school hours.

Where outside organisations are using the premises, schools should satisfy themselves that they are operating with due regard to the school's health and safety policy a copy of which will be given to each hirer.

Where schools permit others to use the premises, all concerned must be aware of:

* Health and Safety duties where applicable;
* Any specific Health and Safety issues (e.g. hazards on the premises);
* Policies and procedures for critical incidents
* Emergency procedures in the school

# Purpose of the Policy

This Health and Safety policy has been revised and aligned more closely with the Avanti Schools Trust policy (the overarching policy document) in order to reflect the specific context of the school’s site, its procedures and delegation of responsibilities. ACPS operates within a framework of best practice and takes account of DfE guidance and all other instructions, regulations and advice issued by statute and directives.

This document provides a framework for ensuring that the school provides a safe environment in which to work and learn. It is written for the benefit of all members of the school community, including visitors to the school, to allow each to understand the policy of the school and their own responsibilities within this.

**Legislation**

This policy is based on advice from the Department for Education on [health and safety in](https://www.gov.uk/government/publications/health-and-safety-advice-for-schools) [schools](https://www.gov.uk/government/publications/health-and-safety-advice-for-schools) and the following legislation:

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* [The Health and Safety at Work etc. Act 1974,](http://www.legislation.gov.uk/ukpga/1974/37) 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,](http://www.legislation.gov.uk/uksi/1992/2051/regulation/3/made) 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,](http://www.legislation.gov.uk/uksi/1999/3242/contents/made) 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,](http://www.legislation.gov.uk/uksi/2002/2677/contents/made) which require employers to control substances that are hazardous to health
* [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations](http://www.legislation.gov.uk/uksi/2013/1471/schedule/1/paragraph/1/made) [(RIDDOR) 2013,](http://www.legislation.gov.uk/uksi/2013/1471/schedule/1/paragraph/1/made) 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,](http://www.legislation.gov.uk/uksi/1992/2792/contents/made) 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,](http://www.legislation.gov.uk/uksi/1998/2451/regulation/4/made) which require work on gas fittings to be carried out by someone on the Gas Safe Register
* [The Regulatory Reform (Fire Safety) Order 2005,](http://www.legislation.gov.uk/uksi/2005/1541/part/2/made) which requires employers to take general fire precautions to ensure the safety of their staff
* <https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19> What school leaders, teachers and school staff need to do during the coronavirus (COVID-19) outbreak.
* [The Work at Height Regulations 2005,](http://www.legislation.gov.uk/uksi/2005/735/contents/made) which requires employers to protect their staff from falls from height

The school follows [national guidance published by Public Health England](https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/chapter-9-managing-specific-infectious-diseases) when responding to infection control issues.

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

# Responsibilities

**The nominated Health and Safety Lead is Ms Tricia Johnson**

*It is the responsibility of all members of the school community (staff, parents, pupils and SSC) to:*

* + Be fully aware of their own responsibilities for maintaining a safe and healthy environment
  + Be familiar with all instructions and guidance on safety within the school
  + Use common sense at all times to take reasonable care for their own safety and that of others
  + Report any identified hazards to the Head Teacher / Health and Safety Lead/ Site Keeper without delay.

## It is the responsibility of the Avanti Schools Trust (AST) to:

* + - Oversee the school and premises is compliant with Health and Safety legislation
    - Implement HSE recommended practice
    - Ensure all AST schools complete and report on any External Health and Safety Audit findings

## It is the responsibility of the SSC to:

* Recognise their corporate responsibility for ensuring that the health and safety policy of the School
* Take responsibility for overseeing the school’s health and safety policies and audits
* Monitor and review this policy and ensure that necessary revisions are undertaken

## It is the responsibility of the Head teacher to:

* + Take responsibility for devising the school health and safety policy
  + Monitor legislation of health and safety
  + Audit termly inspections to ensure that a safe and healthy environment is maintained
  + Audit systems for the reporting, recording of accidents and ensuring that this is applied rigorously by all members of the school community, visitors and contractors
  + Investigate Serious Accidents and Incidents and report finding as required
  + Liaise with Health and Safety lead and Site Keeper to ensure that equipment, buildings and grounds are safe, secure and well maintained
  + Ensure that there are arrangements for the speedy evacuation of the buildings in case of fire or other emergencies
  + Liaise closely with any trade union appointed safety representative and with the school first aiders
  + Report to the SSC of audits completed termly/ annually

## It is the responsibility of the Office Manager to:

* + Take responsibility for the day-to-day operation of the health and safety policy
  + Ensure that all staff and all members of the school community are familiar with the health and safety policy of the school and are aware of their own responsibilities
  + Make termly audit inspections to ensure that a safe and healthy environment (including legionella) is maintained and report it to the Headteacher
  + Organise Annual Health and Safety audit inspections as approved by Avanti School Trust provider and ensure actions identified are completed quickly and report finding to Headteacher
  + Establish a system for the reporting, recording accidents and ensuring that this is applied rigorously by all members of the school community, visitors and contractors
  + Take active steps to ensure that equipment, buildings and grounds are safe, secure and well maintained and that any damage is quickly rectified
  + Ensure that there are arrangements for the firefighting equipment is available and maintained
  + Ensure that regular risk assessments are carried out and that necessary action is followed up quickly
  + Maintain and oversee logs and records of: Health and Safety Files and related files, fire drills, inspection of school gates, CCTV, Electronic Entry System, Alarms, fire, security systems in place, gas safety compliance and minutes of meetings of Health and Safety
  + Ensure that Business Continuity Plan is audited on a termly basis and an up to date versions is shared with staff and all stake holders
  + To communicate Health and Safety matters with in staff meetings/ briefings to ensure compliance of safety across the school
  + Maintain records of staff injuries and ensure they are reported. Report any concerns to the Headteacher

## It is the responsibility of the Site Manager & Site Keeper (Team) to:

* + Take responsibility for the day-to-day operation of the health and safety
  + Ensure that safe working practices and procedures are applied within the school, by all members of the School community, visitors and contractors
  + Visual inspections of equipment and vigilant spotting and removal of potential hazards around the site inside and outside with in the perimeters of the school grounds for example: gates and school playgrounds on a daily basis which includes site maintenance
  + Report any concerns to the Health and Safety Lead and to the Finance Manager
  + Complete risk assessments three times a year for the school building, classes, outdoor area, entrances and exits, gates and car park/ drop off areas and any events/ school trips taking place in the school building
  + Carry out weekly checks and log findings for the following: fire drills, legionella, water temperature
  + Carry out daily checks and log findings of site checks for the safe movement of pupils, visitors, staff and secure the site throughout the day by gate patrols and adequate checks of locks and bolts
  + Accompany and supervise contractors on site and oversee works completed and signed off tasks
  + The Site Team works to maintain the premises to a high standard, responding rapidly to rectify damage

## It is the responsibility of all staff to:

* + Promote a spirit of safety consciousness amongst children, ensuring that they understand the need for codes of practice and are conscious of their responsibilities in taking reasonable care for their own safety and that of others
  + Be aware of risks and safety issues arising from planned work and activities in the curriculum and make children aware of these as appropriate
  + Complete risk assessments for their work areas and specific children and their needs on a regular basis at least twice a year and submit to the Health and Safety Lead
  + Keep up to date risk assessments and implement these for a pupil with SEN/ Medical Needs or other specific needs
  + Ensure there is a risk assessment in place prior for undertaking the activities that are not normally part of the curriculum / school trips and be responsible for making sure that these are fully implemented
  + Be good role models – vigilant and careful
  + Make a quick visual check daily to identify any hazards for their respective work areas/ class rooms i.e. loose cables, sockets and report concerns to the Site Team
  + Keep classrooms and work areas clear of hazards at all times by making sure that all equipment and learning materials are stored properly and do not block entrances/exits or have the potential to cause
  + Take quick, firm action to ensure that children are not allowed to jeopardise their own safety or that of others
  + Provide opportunities for children to discuss appropriate health and safety issues.

## It is the responsibility of First Aiders to:

* + Attend to injuries and resolve the next steps as required
  + Record and report injuries to the responsible person in the medical room/ school office for communications with the class teacher and the parents after the injured person has been attended to
  + Report all concerns to the Head teacher/ DHT/AST/Health and Safety Lead as appropriate to investigate concerns identified and remediation
  + To complete the records of actions taken and close and file incidents logged
  + Administer medicines as per the school’s agreed procedures
  + Communicate risks for pupils with medical needs to the class teacher and the deputy head for wider dissemination to all supervision and other relevant staff

## It is the responsibility of Nominated Welfare Officer to:

* + Record details of medical / dietary needs of all pupils and share up to date information provided with the Headteacher, Class teacher, Learning Support Assistant, staff or school kitchen as appropriate. These should be displayed in the kitchen, staffroom,

medical room and office notice board with the child’s photograph and names

* + Share incident details summary with parents by sending an email/letter home through the class teacher
  + Update First Aiders list as required with changes of staff or validity
  + Receive medications to be administered and inform the class TA/ support staff of the details
  + Oversee the medicines in the welfare room and regularly check the expiry dates
  + Dispose of expired medications safely and/ or returned to parents to dispose
  + Remind parents to replace medications due to expire one month prior to the expiry date
  + Inform outside agencies of pupil’s medical needs and where their medication is kept

## It is the responsibility of Pupils to:

* + Develop a growing understanding of health and safety issues and keep themselves safe from potential hazards
  + Contribute to the development of safety practice (age appropriate)
  + Conduct themselves in an orderly manner in line with the school’s safety procedures
  + Take growing responsibility for maintaining a safe and healthy environment and for their own safe conduct within it
  + Report any concerns to their teacher or another member of staff if they are feeling unsafe or spot a risk to themselves or others

## It is the responsibility of Parents to:

* + Ensure that children attend school in good health and well prepared for the climatic conditions
  + Provide prompt notes to explain **all** absences
  + Provide support for the discipline within the school and for the teacher's role
  + Ensure early contact with school to discuss matters concerning the health and safety of their children or of others
  + Allow children to take increasing personal and social responsibility as they progress throughout the school
  + Support the school to ensure that all pupils act in a responsible manner
  + Ensure that the school has up-to-date contact address and telephone numbers in case the school needs to contact parents
  + Ensure the school is aware of any medical needs or dietary changes to better meet the needs of the child
  + Provide the school with valid medicines e.g. inhalers/epipens for their child

## It is the responsibility of after school clubs/activity providers to:

* + To be aware of school procedures for: Health and Safety Policy, Safeguarding and Child Protection, Childcare Disqualification Declarations, Bullying, SEN, First Aid
  + To provide the school with up to date: staff details, DBS checks, insurance- licenses where applicable, risk assessments, registers, first aid certificates and any communication changes
  + Attend to injuries during their clubs and ensure these are logged in the school’s accident book situated in the medical room and that parents are informed of the injury
  + Inform the school of any injuries during their club times
  + To know which children in their club requires medication e.g. epipens, asthma pumps and to know how to obtain this medication in case of an emergency
  + To ensure children attending clubs after school only bring fruit to eat for their snack as we are a nut free school

## It is the responsibility of contractors to:

* + - Contractors will agree health and safety practices with the headteacher before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

# Safeguarding children and child protection for all staff including extended school activities

All those involved in School including extended school activities should ensure that they contribute to the shared objective of promoting the welfare of children. Section 175 of the Education Act 2002 requires local education authorities and the SSC to make arrangements to ensure that their functions are carried out with a view to safeguarding and promoting the welfare of children.

This would include:

* Providing a safe environment for children and young people to take part in extended activities;
* Ensuring that unsuitable people (including volunteers) are prevented from working with children;
* Promoting safe practice and challenging poor and unsafe practice;
* Ensuring that those who use school premises for extended activities are aware of their safeguarding responsibilities
* Legislation requires that all staff and others who work directly with children and vulnerable adults are subject to the enhanced disclosure barring service (DBS) checks and other relevant vetting procedures. Many extended school activities and services provide increased levels of access for adults to school premises. Where adults and children are jointly involved in activities, we need to ensure that there are always adequate levels of staffing to maintain continuous supervision of children and young people.
* For all staff and SSC the school will provide safeguarding level one training annually and all staff and specific SSC members are required to complete health and safety training.
* All staff and parents volunteers sign an acknowledgment form to confirm they understand and will adhere to the school Safeguarding and Child Protection Policy
* Notices are displayed around the school should you have a concern about a child and who to contact
* Notices are displayed for children if they have a concern whom they should speak to if they have a concern
* Anyone who satisfies the definition of a disqualified person under the Regulations is prohibited from working in connection with any early years’ care, childcare for children in later years i.e. below the age of 8, or from being directly involved in the management of such provision, unless they have applied for and been granted a waiver from Ofsted. We are therefore required to ask all of our workers to make a declaration about whether they are a disqualified person under the Regulations

A person may be disqualified under the Regulations because:

* They have certain orders, directions or restrictions placed upon them in relation to children or childcare;
* They have been cautioned or convicted of certain offences; or
* A disqualified person lives or works in their household.

# School Security

* + While we create a welcoming and comfortable environment, we are conscious of the need to consider aspects of safety and security and the different levels of responsibility we have whether we are directly involved in provision for children or where the premises are let out for use by others
  + The school is surrounded by high metal fencing
  + The school gates for staff/visitor car park gates are automated gates
  + The drop off gates from the main drive onto the playground is manual and is operated by the Site Team named individuals from the school office. These gates are locked during school hours
  + Security measures have been installed including CCTV, movement sensitive lighting and alarm systems
  + All visitors enter by the main entrance, which is controlled by the school office via an audio entry phone system. This area is also covered by a CCTV system. The route to the main office is clearly signed
  + All Staff have a key fob which obtains access to the school building or parts of school building according to the level of permissions. All external doors are capable of being secured, as they lock from outside. Fob key entry door are opened from the inside by a press button. Both internal and external access points are sited at levels suitable for children, wheelchair users and other adults
  + A logging-in book is kept indicating time of arrival, departure, name of visitor/contractor, nature of visit, vehicle registration, area of school to be to be visited. All visitors are asked to wear an identification badge. Emergency procedures are explained to the visitor on arrival. Visitors are not allowed to remove items of property unless they have identification and authority to do so
  + Visitors are informed that during out of hours they must contact the persons whom they are visiting to gain entry. While the buildings are being occupied by other groups, the Site Team opens only those external doors which are required and agreed and attends the main entrance area during the main arrival and departure times of the group(s)

# Procedures

**Involvement of all members of the school community**

* All staff are made aware of the school’s security procedures. Security matters are raised as and when appropriate at weekly staff meetings. This document and other relevant information are stored on the School server
* SSC training is available through Educare and through the full SSC meeting where the Headteacher updates the SSC on the premises and health and safety.
* Frank and open debate about health and safety issues is encouraged at SSC meetings

# Playground safety

* Supervision of pupils throughout the school day is carefully planned, during lessons, at breaks and during lunchtime, as well as before and after school
* Children who are not met as expected are taken to a secure area until they are collected
* At break times and lunch times, at least three staff supervise the playground and corridors. Our team of supervisors are on duty overseeing key areas around the school, dining hall and play areas
* During playtime and lunchtime play all children must remain outside where staff are visible to supervise the playground. A member of staff will patrol the internal corridors during lunchtime play particularly by the toilets next to Verdi class and by the toilets in the Year 1 corridor
* School rules about playground behaviour are designed to maximise playground safety

# Accident Prevention, Reporting and Investigation

* All staff and children are required to be vigilant in spotting potential causes of accidents and to take action to prevent these where possible
* Potential hazards should be promptly reported to the Site Team, Health and Safety Lead or Head Teacher
* The Site team will respond immediately to investigate and rectify the hazard
* All accidents are reported to the Head Teacher and recorded in the school accident book in accordance with school procedures
* Parents are notified as soon as possible in the case of serious accidents to children and for this purpose an up-to date contact list is maintained
* Prompt investigation of all accidents is undertaken by the Headteacher in order to establish cause and adopt remedial measures

# First Aid Provision

* The use of hygienic first aid practices by all staff is mandatory
* Trained first aiders are present in the school at all times. Specific support staff hold a current first aid certificate and an up to date list is on display at various points around the school
* A fully stocked first aid box is located in all prominent areas of the school. Other first aid boxes are kept accessible in the classrooms, the medical room and in other areas and rooms where needed. These are regularly checked and maintained by the first aiders/Welfare Officer
* A portable defibrillator is located in the main office
* Where necessary, any responsible adult will summon an ambulance. If the school is unable to contact a parent (or an alternative, nominated, responsible person) a member of staff will accompany a child to hospital
* We ensure that a first aid kit is carried on all trips off site
* Medication such as asthma pumps and epipens are carried by the teacher into the playground/gym/yoga room and returned after physical activity to the classroom
* See First Aid – Procedures Accident / Incident School Procedures

# Special Medical Conditions

* Hygienic first aid practices are followed by all staff
* There is regular liaison with the Trust, Educational Psychologist, the school nurse and parents
* Care plans for contractor
* pupils with specific medical needs are updated yearly or earlier if required
* All staff are informed about any special medical conditions of all children in the school and about what response may be required in an emergency
* No child may bring medicines (including inhalers) to school unless parents have consulted the school office/Welfare Officer and completed forms to administer medication
* All medicines (including inhalers) brought to school must be logged with the school office in the bottle/box in which they were dispensed and clearly labelled with the child's name, the dosage and the frequency of dosage. A permission form should be signed by the parent, approving administration of the medication
* All such medicines are stored in the medical room or in the classroom. The Welfare Officer or First Aider is responsible for supervising the administration of doses, and for recording details

# Safety within the curriculum

* Health and Safety is an integral part of all school policies and procedures
* Regular risk assessments of teaching and non-teaching areas, along with other curriculum activities, school trips and residential activities are conducted
* Children are trained to use tools and other equipment safely and properly
* School uniform regulations discourage the wearing of jewellery, except for religious reasons, and require that long hair be tied back at all times

# Promoting road safety

* There are parking restrictions in the road outside the school which parents are regularly urged to obey
* The school receives occasional visits from the LA road safety officer who offers road safety training to our younger children and sometimes bike safety training
* Guidance on Safeguarding for Extended School Activities in addition to above provision has been made under the Health and Safety section
* Road traffic enforcers from the LBR patrol the area directly outside of the school

# Promoting healthy food choices

* + School meals are taken by all children
  + The school orders milk for children under 5
  + The programme of health education includes the study of diet
  + The school meals service offers a carefully balanced diet
  + Children are encouraged to drink water throughout the day

# Personal hygiene

* A high standard of personal hygiene is encouraged for all staff and children. This involves teaching all children to wash their hands after using the toilet and the provision and maintenance of suitable facilities for this
* Staff are encouraged to wear Personal Protective Equipment (PPE) where required i.e. clean fluids, sick, faeces, ear protectors for Site Keeper or pupils for noisy lessons i.e. (Samba music lessons)
* Pupils with long hair are required to keep it tied back at all times
* Sanitary disposal equipment is available in the ladies' toilet and in pupil toilets in KS2 and is regularly serviced by an external contractor

# Money and Equipment

* The school subscribes to Arbor payment services where money is collected online
* Arbor payment services are created and managed by the school office and Finance Manager
* All cash and cheques are stored as briefly as possible in our safe which is kept locked
* Cash and cheques are banked regularly in line with DFE guidance
* The school makes arrangements for all valuable equipment to be security marked. All valuable equipment will be removed from sight at the end of the school day, wherever possible
* The school/department will dissuade staff and pupils of bringing valuable personal property into school
* Lockers (a limited number) are accessible for staff in the staffroom

# Lone Working

* Staff members are discouraged from working on their own on site during after school or during school holidays
* If required to work alone staff members must inform a member of the school and a family member of the time and place of work
* The school is opened and closed by the Site Keeper daily unless otherwise specified at any one time
* Our Site Team operates lone working during holiday periods and occasionally during evenings –they will always inform a member of family of the details and keep a mobile in his possession to maintain contact to call for help if so needed
* 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.
* The lone worker will ensure that they are medically fit to work alone.

# Lettings and shared use of premises

Organisations which hire spaces on site have a copy of our Lettings Policy and will sign an agreement indicating that they agree with and, where appropriate, comply with insurance requirements; maximum numbers; safety requirements; fire alarm procedures, etc.

Caretaking staff will undertake regular checks to ensure that:

* + the fire alarms are working;
  + emergency lighting is working;
  + the premise licence is current;
  + fire doors are working;
  + escape routes are clear;

# Dangerous or Toxic Substances and Waste Disposal

* Children are taught to dispose of rubbish appropriately and any litter is promptly and regularly collected by the Site Keeper and/ or cleaners
* Toxic weed killers are not used on school premises
* There is a **no smoking policy** in all areas of the school buildings and grounds
* Broken glasses, plates, or sharp objects are disposed in separate bins by the Site Keeper

# Use and Control of Substances Hazardous to Health (COSHH)

* Such substances are stored, clearly labelled, in locked cupboards which are not accessible to children
* All staff are advised about the wearing of appropriate PPE or protective clothing when such substances are used (e.g. rubber gloves).
* COSHH assessments are completed and recorded as appropriate
* If staff bring in substances for scientific experiments they must seek permission from the Site Keeper who will risk assess the substance and activity before use

# Electrical Safety

* All equipment is carefully sited to avoid trailing leads or other hazards
* Staff should make a quick visual inspection of their work space/ classrooms to ensure sockets and cables are in working conditions and report any faults to Site Team/ Health and Safety Lead
* Regular inspections are carried out of all electrical installations by a certified contractor
* Annual checks are undertaken by approved electrical contractors on electrical equipment
* All staff and pupils are made familiar with the safe use of electrical equipment as appropriate
* Children may not bring any mains powered electrical equipment from home for use in school
* Portable Appliance Testing is carried out every year
* All electrical maintenance is carried out every year with an approved contactor and all electrical work is certified

# Fire Safety

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

In the event of a fire:

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

# We will ensure that:

* Necessary escape routes are open;
* Fire exits are clearly marked and operational;
* Users are aware of the fire drill;
* Any equipment brought into school is properly used and complies with safety requirements- PAT testing

# Gas safety

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

# Safe Storage and the Use of Sharp Objects

All knives and sharp implements are to be kept under lock and key and to be released on request only by nominated office staff for use in the staff room or creative kitchen by staff. These will be signed in and out on each occasion and not left for unsupervised access by children.

The use of scissors should be carefully monitored and also counted in and out. Children should be taught safety procedures before using any sharp object that might pose harm.

The guillotine should not be used by children or in classrooms as there is a hazard of cutting their fingers.

Matches are stored in the main office in a drawer for use during collective worship or for science based activities.

# Legionella

Legionellosis is the collective name given to the pneumonia-like illness caused by legionella bacteria. This includes the most serious legionnaires’ disease, as well as the similar but less serious conditions of Pontiac fever and Lochgoilhead fever. Legionnaires’ disease is a potentially fatal form of pneumonia and everyone is susceptible to infection. However, some people are at higher risk, People can catch legionnaires’ disease by inhaling small droplets of water, suspended in the air, containing the bacteria.

Certain conditions increase the risk from legionella, including:

* water temperature between 20–45 °C, which is suitable for growth
* creating and spreading breathable droplets of water, e.g. aerosol created by a cooling tower, or water outlets
* stored and/or re-circulated water

In order to keep the school safe from Legionella a water risk assessment is in place and conducted every three years. As a school we follow the recommendations by WET to ensure the safety of all adults and pupils. Wet attend the school monthly.

Taps are flushed weekly to prevent legionella.

# Asbestos

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

school office

# 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 Team or the Health and Safety Lead

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

# Manual handling

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

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

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

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

# Off Site Visits

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

* Risk assessments will be completed where off-site visits and activities require them
* All off-site visits are appropriately staffed
* Staff will take a school mobile phone, 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.

# 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.

# 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.

# Handwashing

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

# Coughing and sneezing

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

# Personal protective equipment

* Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (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

# Cleaning of the environment

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

# Body Fluid Spillages and the Clean Up Process

Blood and body fluids (e.g. faeces, vomit, saliva, urine, nasal and eye discharge) may contain viruses or bacteria capable of causing disease. It is therefore vital to protect both yourself and others from the risk of cross infection. In order to minimize the risk of transmission of infection both staff and pupils should practice good personal hygiene and be aware of the procedure for dealing with body spillages.

# Staff Contact

 Site Manger to be contacted initially so that he can arrange for a member of his team to clean the area appropriately.

 The initial clean up of the situation should be carried out by the person(s) who is at the scene of the incident and follow the ‘Initial Clean Up Procedure’ below.

 In the event of a member of Site Team not being available then there are disposable clean up kits available in the medical room

# Initial Clean Up Procedure

* Get some disposable gloves from the nearest First Aid kit.
* Place absorbent towels over the affected area and allow the spill to absorb. Wipe up the spill using these and then place in a bin (which has a bin liner).
* Put more absorbent towels over the affected area and then contact the Facilities Manager for further help.
* The bin that has had the soiled paper towels put in, then needs to be tied up and ideally placed in the yellow bin or double bagged and put in an outside bin.
* Any article of clothing that has got contaminated with the spill should be wiped cleaned and then put in a plastic bag and tied up for the parents to take home.
* The area then needs to be cordoned off until cleaned.
* If a member of the Site Team is not immediately available, then a disposable cleaning kit will need to be used.
* If the spillage has been quite extensive then the area may need to be closed off until the area can be cleaned correctly.

# Procedure for Blood and Other Body fluid Spillage

* Gloves to be worn at all times
* Any soiled wipes, tissues, plasters, dressings etc must ideally be disposed of in the clinical waste bin (Yellow bag/bin). If not available then the glove being used needs to be taken off inside out so that the soiled item is contained within and placed in a bin which is regularly emptied.
* When dealing with a spillage, absorbent paper hand towels need to be place on the affected area so absorbing the spill.
* If a disposable spillage kit is available then the instructions for use should be followed.
* If not then contaminated paper towels need to be placed in a bin with a bin liner, tied up and ideally put in a yellow bin or put in another bin liner and put in an outside bin.
* The area must be cleaned with Sanitaire Emergency Absorbent Clean Up Powder following the manufacturer’s instructions (containers of this material can be found in the medical room under the sink area).
* A ‘Wet Floor Hazard’ sign then needs to be put by the affected area.
* The area should then be ventilated well and left to dry.
* All reusable cleaning up equipment then needs to be appropriately disinfected according to the manufacturer’s instructions.
* Wash hands.
* All yellow bags to be disposed of in Yellow bins as the school could potentially be fined if not adhered to.

# Management of Accidental Exposure to Blood

Accidental exposure to blood and other body fluids can occur by:

* + Percutaneous injury e.g. from needles, significant bites that break the skin.
  + Exposure to broken skin e.g. abrasions and grazes.
  + Exposure of mucous membranes, including the eyes and mouth.

# Action To Take

* If the skin is broken and there is severe bleeding apply pressure to the wound.
* Wash thoroughly under running water.
* Dry and apply a waterproof dressing.
* If blood and body fluids splash into your mouth – do not swallow.
* Rinse out mouth several times.
* Report the incident to the Senior Management Team.
* If necessary take further advice from NHS Direct.
* An accident form will need to be completed and it may need to be reported to RIDDOR.

# 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

# 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

# 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.

# Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by Public Health England.

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

# 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

# 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.

Staff members all have access to the Employee Assistance Programme which is a counselling service 365 days of the year: **0800 028 0199** or for online support: My Health Advantage online App

The Senior Leadership Team have an open door policy and encourage staff regularly to discuss their workloads to ensure wellbeing is high.

All members of staff can take part in daily meditation to assist with personal wellbeing. Regular training (INSET)support is provided by the Trust to support staff wellbeing.

If a staff member needs the support of occupational health the HR Director will make a referral.

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

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

# Notifying parents

The First Aider/Welfare Assistant 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.

# 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/Deputy Headteacher/ Safeguarding Leads will also notify Social Services of any serious accident or injury to, or the death of, a pupil while in the school’s care.

# Risk Assessments

Risk assessments are carried out and are in accordance to the HSE guidelines and are stored on the school’s drive. Individual risk assessments for children and staff are kept by the Health and Safety Lead.

# Display Screen Equipment

Display Screen Risk Assessments and are filed in the Risk Assessments folder in the school office. Risk assessments for display are carried out annually. As a school we encourage staff to speak to the Health and Safety Lead or HR if they need further support.

# Managed Emergency Plan

The school has procedure for dealing with critical incident planning, business continuity plan which includes emergency bomb threat.

The emergency plan contains the procedures for lock down, bomb threats and fire evacuations

# Business Continuity Plan

A business continuity plan in place and this is reviewed on a termly basis by the Headteacher and Health and Safety lead to ensure this is up to date.

Links with other policies

This health and safety policy links to the following policies:

* First aid
* Risk assessments
* Supporting pupils with medical conditions
* Accessibility plan
* EVC policy
* **Covid Risk Assessment:** [**http://avanti.org.uk/avanticourt/coronavirus-updates/**](http://avanti.org.uk/avanticourt/coronavirus-updates/)
* Videoconferencing policy: [**http://avanti.org.uk/avanticourt/coronavirus-updates/**](http://avanti.org.uk/avanticourt/coronavirus-updates/)
* Safeguarding policy updates in light of Covid: [**http://avanti.org.uk/avanticourt/coronavirus-updates/**](http://avanti.org.uk/avanticourt/coronavirus-updates/)

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| --- | --- | --- | --- |
| **Name** | **Position** | **Signature** | **Date** |
| Deborah Walters | Head Teacher |  | March 2021 |
| Darpna Tank | Chair of the SSC |  | March 2021 |