



# Broadfield Primary School Health and Safety Policy

<b>Approved Date: 1<sup>st</sup> February 2022</b>
<b>Approved By: Full Governing Body</b>
<b>Review Date: Spring Term 2023</b>

## Broadfield Primary School Values and Visions

Whilst at Broadfield we will work hard to demonstrate the values of:

**B**elief

**R**espect

**O**ur community

**A**spiration

**D**iversity

**F**riendship

**I**nclusion

**E**quality

**L**earning

**D**etermination

In line with our mission statement: **Together we can achieve**

## Section 1 - Health and Safety Policy Statement

Broadfield Primary School will fully comply with the requirements of the Health and Safety at Work Act 1974 and all other relevant health and safety regulations and standards and will, as far as is reasonably practicable, fulfil these requirements. This policy is based on advice from the Department for Education on [health and safety in schools](#) and legislation listed at the end of the policy document.

Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from our work activities;
- To consult with our employees on matters affecting their health and safety;
- To provide and maintain plant, machinery and equipment which is safe, has been manufactured to a British, European or International standard, is regularly inspected, tested and maintained as appropriate; and that offers protection from danger by being suitably guarded (where appropriate). This would include such items as heating and hot water plant, kitchen equipment and appliances e.g. meat-slicer, powered cleaning equipment and portable electrical appliances;
- To ensure safe handling, use, storage and transport of articles and substances;
- To provide adequate information, instruction and training to enable staff and pupils to carry out their work activities in a healthy and safe manner, and to enable them to contribute positively to their own health and safety and that of others;
- To ensure all employees are competent to do their tasks;
- To prevent accidents and cases of work-related ill health;

- To make arrangements within the school for the reporting of all accident/violent incidents to the relevant bodies;
- To make positive arrangements for fire evacuation, first-aid and other emergency situations;
- To provide and maintain a safe and healthy school building with safe access and egress, paying particular attention to the structure of the buildings, the electrical installation, draining, glazing, maintenance of floors / corridors / playgrounds / steps / doorways / fire escape routes and security arrangements which would minimise the risk of acts of violence;
- To provide and maintain a safe and healthy working environment with effective management of illumination, temperature, ventilation, dust, smoke, fumes, noise, cleanliness and food hygiene and adequate protection against occupational disease and infestation;
- To provide and maintain adequate welfare arrangements such as eating, washing and toilet facilities and accommodation for clothing and personal belongings;
- To maintain safe and healthy working conditions; and
- To review and revise this policy as necessary at regular intervals.

## **Section 2 – Responsibilities**

### **2.1 The Governing Body**

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

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

The Governing Body as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided

The link governor with responsibility for health and safety is Mr Zahid.

### **2.2 The Headteacher**

The Headteacher is responsible for the day-to-day management of the school and shall so far as is reasonably practicable:

- Ensure that OMBC's, the Children, Young People and Families, and the school's Health and Safety Policies are implemented and adhered to at all times;
- Ensure all members of staff know, understand and accept their health and safety duties and responsibilities;
- Ensure adequate resources are allocated to facilitate healthy and safe working and teaching practices;
- Ensure the governing body is advised of health and safety implications when undertaking the management of the school budget; though termly Health and Safety Reports.
- Ensure all employees, pupils and visitors receive adequate information, instruction, training and supervision, both within school and on school trips as appropriate;

- Ensure all machinery, appliances and equipment purchased by or used within school, conforms to a British, European or International Standard, is used in the manner that it was designed for and is periodically examined, tested and maintained as appropriate;
- Ensure the use of safe working practices and where necessary draw up and communicate written codes of practice for safe working and teaching;
- Ensure only approved chemicals and substances are used at school and ensure that the appropriate safety information and risk assessment is available to the user;
- Ensure suitable and appropriate PPE is provided for staff and pupils who require it, and ensure that it is worn when necessary;
- Ensure adequate first aid treatment is available by the provision of a first-aider or appointed person and ensure that first aid boxes are kept adequately stocked;
- Ensure accidents/violent incidents are recorded and where necessary, investigated and reported to the Health and Safety Team (CYPF) as soon as possible and also reported to the governing body in the Headteacher's report. In the event of a major injury, the Chair of the Governing Body shall be informed;
- Ensure a record is kept of any contagious disease that is contracted, and all acts of violence and bullying, and that this is reported to the governing body as appropriate;
- Ensure fire procedures are planned and rehearsed at least once per term;
- Ensure fire equipment, fixtures and exits are checked periodically and maintained to ensure they are in working order;
- Ensure adequate welfare facilities are provided and maintained for staff and pupils;
- Ensure periodic safety inspections of the school are carried out;
- Ensure that there is consultation with the staff safety representative on matters of health, safety and welfare;
- Ensure in his/her absence, health and safety duties are delegated as appropriate;
- Ensure there is an annual appraisal of the school's health and safety performance;
- Ensure risk assessments are undertaken and reviewed as appropriate; and
- Review and up-date the policy as appropriate.

### **2.3 Leadership Team**

Through its management structure, the Leadership Team will promote and develop a positive attitude by ensuring that health and safety is an integral and prominent function of the overall management culture.

Collectively and individually they are required to:

- Provide visible leadership, leading by example and considering health and safety implications for all strategic decisions;
- Ensure that the necessary resources are available for the management of health and safety;
- Demonstrate a clear commitment to continuously improve health and safety performance;
- Provide effective communication and consultation arrangements for health and safety;
- Ensure that the Health and Safety Policy of Broadfield Primary School is fully implemented.

### **2.4 All Employees**

All employees (including those above) are required to:

- Take reasonable care of their own health and safety and for any other person who may be affected by their actions;
- Not intentionally or recklessly interfere with or misuse anything provided for health and safety;

- Co-operate with managers and supervisors to enable the Council to comply with their health and safety obligations;
- Participate in any instruction or training that is provided for health and safety;
- Report any accident, incident, injury or near miss using the Council's reporting procedure;
- Report any unsafe, unhealthy or hazardous working conditions to their Line Manager;
- Inform their Line Manager immediately if they are diagnosed with a medical condition or are prescribed medication that may impact on their ability to carry out their duties safely;
- Seek advice if they do not feel competent to carry out their responsibilities safely; and
- Make themselves aware of, and follow their responsibilities as detailed in this policy and any arrangements set out locally
- Disciplinary action will be taken against any employee who is found to have knowingly failed to follow safety procedures or standards, interfered with or failed to use protective equipment provided for health and safety, or failed to follow their responsibilities as detailed within this policy

Roles and responsibilities for specific staff are detailed below:

### **2.5 The Business Manager**

The Business Manager will support the Headteacher and Leadership team with implementation of the Health and Safety policies and procedures specifically the procedures listed in Section 3.

### **2.6 Site Manager**

The Site Manager will support the Headteacher and staff with day to day Health and Safety of the school site, specifically the procedures listed in Section 3.

### **2.7 Class teachers**

Class teachers are responsible for their own health and safety and that of the pupils in their care in classrooms, workshops, laboratories, outdoors, and away from school premises during school activities.

Where class teachers have concerns regarding safety issues e.g. class sizes, condition of equipment etc, they should discuss their concerns with the Headteacher. Class teachers are required to:

- Control and supervise pupils/students and ensure that safety rules are followed and protective equipment used
- Know and ensure all safety procedures applicable to their areas of work or responsibility are followed, including knowing the location of safety equipment and its proper use;
- Ensure that safety instructions are clear and understood by pupils/students and check, as necessary, that they are being followed;
- Ensure that before the start of any activity a risk assessment has been carried out, any necessary protective clothing, guards, screens, etc. are used and any special safety procedures are followed;
- Advise the Business Manager of any hazards found;
- Ensure all classroom support staff have a clear understanding of their duties in ensuring pupil/student safety.

## 2.8 Teaching Staff and Support Staff

All teaching and Support Staff shall, where appropriate and so far, as is reasonably practicable:

- Ensure that all OMBC and Broadfield Primary School policies are implemented at all times;
- Be responsible for the health and safety of the pupils they supervise;
- Ensure equipment used at school is safe and presents no risk to health and ensure that any defects are reported immediately to the Business Manager so that the equipment can either be repaired or disposed of;
- In the event of a fire, ensure all pupils know the fire procedures and are evacuated safely;
- In the event of Lockdown, ensure that all pupils know the lockdown procedure and are evacuated safely;
- In the case of an injury, arrange for suitable first aid treatment, investigate the accident that caused the injury and record the details in the accident book;
- Ensure all classroom-based activities are carried out in a safe and healthy manner;
- Ensure playground activities are supervised as appropriate and any violent behaviour is stopped;
- Ensure pupils are adequately supervised at lunchtimes;
- Ensure that, whilst pupils are playing for a sports team, provision has been made for dealing with injuries and other emergencies;
- Ensure that whilst transporting pupils by car, appropriate restraints are worn and the School's / OMBC guidelines are followed;
- Ensure that when undertaking school trips and holidays, sufficient research, planning, precautions and supervision are undertaken as laid down in OMBC and Broadfield Primary School's Policies.
- Ensure that pupils do not bring into school any potentially dangerous articles or hazardous substance without the expressed permission of the Headteacher;
- Take appropriate action to make safe any dangerous condition caused by wet or icy weather;
- Ensure any agreed security provisions are carried out;
- Co-operate with the Headteacher on all aspects of health, safety and welfare;
- Co-operate with the Headteacher in undertaking risk assessments for all activities with significant risks, to identify hazards and control measures and to communicate this information to all people who need to know.

## 2.9 Pupils

All pupils must:

- co-operate with teachers and school staff on health and safety matters;
- not interfere with anything provided to safeguard their own health and safety;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to a teacher.

In addition, union appointed safety representatives are entitled to investigate any accident / incident occurring, any potential hazard reported and carry out safety inspections at a rate of one inspection per quarter.

## Section 3 – Arrangements

This section sets out Broadfield Primary school's specific arrangements for managing health and safety. The arrangements follow the requirements of the Health and Safety at Work etc. Act 1974 and other relevant legislation, and give details on how people should meet these responsibilities. Because of their legal status they are mandatory requirements of this policy and it is important that managers and employees follow them.

### 3.1 Health and Safety Risks Arising from Our Work Activity

- Risk assessments will be undertaken by **Class Teachers and the Business Manager**
- The findings of risk assessments will be reported to the: **Site Manager, Business Manager, Headteacher and SLT as appropriate**
- Action required to remove or control risks will be approved by the **Headteacher, Business Manager or Site Manager as appropriate**
- Action required will be implemented by the **Site Manager, Business Manager or Headteacher** as appropriate.
- Risk Assessments will be reviewed annually or when the work activity changes, whichever is soonest.

### 3.2 Consultation with Employees

- Employee representatives are: - **T Haughton and S Despard**

### 3.3 Safe Plant and Equipment

#### **The Site Manager**

- Will carry out daily site safety checks indoors, outdoors and perimeter
- Will be responsible for identifying all equipment / plant needing maintenance.
- Will be responsible for ensuring effective maintenance procedures are drawn up.
- Will be responsible for ensuring that all identified maintenance is carried out.
- Will ensure contractors working in the school, report to them before work commences in order to ascertain work details and agree safety procedures (When the Site Manager is not on the premises contractors must report to the Business Manager)
- Will undertake monthly emergency light testing, ladder inspections and internal area checks.
- Will undertake weekly fire alarm checks
- Report any problems with plant / equipment to The Business Manager

#### **The Business Manager**

- Will check that new plant and equipment meets health and safety standards before it is purchased
- Ensure that relevant annual safety checks such as PAT testing are completed in a timely manner
- Advise staff that unauthorised electrical equipment is not to be used on school premises and where appropriate ensure that residual current devices should be used with all electrical equipment.

### 3.4 COSHH (Control of Substances Hazardous to Health)

#### **The Site Manager**

- Will be responsible for identifying all substances that require COSHH (Control of Substances Hazardous to Health) assessments.
- Will be responsible for undertaking COSHH assessments.
- Will be responsible for ensuring that all actions identified in the assessments are implemented.
- Will be responsible for ensuring that all relevant staff are informed about the COSHH assessments.
- Will check that new substances can be used safely before they are purchased.
- Will review COSHH assessments on a regular basis, when the work activity changes, or the constituents of the product change, whichever is the sooner.

#### **Class Teachers with support from the Business Manager and Site Manager**

- Will ensure that use of chemicals for teaching as set out in the national curriculum will be done so in accordance with guidance and hazard cards produced by CLEAPS Schools Science Service.

### 3.5 Display screen equipment

- All staff who use computers daily as a significant part of their normal work will 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 if they feel that their eyesight has deteriorated due to the amount of DSE work they are undertaking. Staff should speak to the Business Manager before booking an eye test, if authorized the test must be performed by a qualified optician (and corrective glasses provided if required specifically for DSE use)

### 3.6 Information, Instruction and Supervision

Health and safety advice is available from:

#### **Green Ash Safety Solutions Ltd**

1 Green Ash  
Denshaw Road  
Delph  
Oldham  
OL3 5LF

#### **The Business Manager**

- Will ensure that the Health and Safety Law poster is displayed in the front Reception area
- The Site Manager receives training relevant to his role
- Will ensure that young workers, trainees and volunteers receive a Health and Safety induction

### **The School Receptionist**

- Will ensure that all visitors to the school are provided with the visitors safeguarding booklet and evacuation instruction on arrival.
- Will ensure that all visitors hold an appropriate DBS certificate or arrange for them to be supervised during their visit.

## **3.7 Competency for Tasks and Training**

### **The Headteacher and Business Manager**

- Will ensure that all new employees receive appropriate Induction training
- Will ensure that relevant Training is identified, reviewed and delivered to all existing staff

## **3.8 Accident, First Aid and Work-Related Ill Health**

Full procedures are outlined in the school Medical Needs Policy, First Aid Policy and Allergy Policy.

The school has a defibrillator, located in the back office, which can be used by any member of staff or a member of the public in an emergency.

The School first aiders are:

- ✓ Julie Garrett
- ✓ Elaine Jolley
- ✓ Farret Khatoun
- ✓ Safria Bibi
- ✓ Daniel Worsley
- ✓ Jenna Murray
- ✓ Francesca Blayds
- ✓ Mohammed Ahad
- ✓ Luke Lawson-Healey
- ✓ Sarah Hales
- ✓ Jo Tunnicliffe-Steele
- ✓ Diane Brown
- ✓ Aizah Khan
- ✓ Zainab Malik
- ✓ Tiyas Fawley

The first aid boxes are kept:

- ✓ In every classroom
  - ✓ Staff room
  - ✓ School office
  - ✓ Business Managers Office
- 
- A list of pupils with specific medical requirements e.g. those with asthma, epilepsy, allergies will be kept in the school's general office and in each classroom.
  - The school Receptionist will update the lists when a new pupil arrives at the school and at least every term.
  - Children with asthma are required to keep an inhaler at school, these are kept in a container in the classroom to ensure that the inhalers can be accessed in an emergency. Staff must ensure that inhalers are taken outside for PE and on visits outside school.



- The school must have written parental consent before any form of medication can be administered.
- Where possible staff administering medication in an emergency will be fully trained to do so, however all staff have a duty of care and should be aware that under normal circumstances administration of medical care will be legally acceptable and no liability for malpractice would apply. All staff on the First Aid list have agreed to administer medicines.
- All accidents/incidents/near miss incidents involving employees must be reported to the Business Manager who will complete the relevant forms.
- Any injury that results in an employee being absent from work or unable to carry out their normal duties for more than three days must be recorded and reported through Green Ash Safety Solutions to the HSE.
- The Business Manager will be responsible for ensuring RIDDOR procedures are followed
- Violent incidents will be recorded on the Authority's violence at work forms, which can be obtained from the Business Manager
- Staff should follow staff absence procedures in the staff handbook in the event of illness

### 3.9 Monitoring

To check our working conditions, and ensure our safe working practices and policies are being followed the **Headteacher, Business Manager or Site Manager** will: -

- Carry out spot check visits at a frequency of: half termly
- Conduct workplace inspections at a frequency of: half termly
- Arrange for an annual health and safety audit
- Arrange a Fire Risk Assessment at least every five years

**The Headteacher** is responsible for

- Investigating work-related causes of sickness absences.
- Acting on investigation findings to prevent a recurrence.

### 3.10 Movement of Vehicles

- Staff and visitors should park their vehicles in the designated car park where possible.
- Vehicular access will not be permitted when children are entering or leaving school.

### 3.11 School Security

Refer also to arrangements for 'Visitors'.

Security of the school is maintained by:

- Site Manager daily security / site checks
- Perimeter fencing
- Site Manager on duty 6am – 8.5am and 4.00pm until 6.00pm
- External doors and gates are locked during school hours
- CCTV
- Signposting
- Security lighting
- Oldham First Response Service regular patrols and alarm monitoring

### 3.12 Emergency Procedures

**The Headteacher** is responsible for ensuring the fire risk assessment is undertaken and implemented.

**Members of the Senior Leadership Team** have been appointed as fire wardens.

#### **The Site Manager**

- Will ensure that external area inspections are conducted daily
- Check escape routes and exits daily
- Conduct weekly checks of Fire extinguishers and fire alarms
- Conduct monthly checks of emergency lighting
- Records are updated on the Bradbury weblog

#### **The Headteacher and Business Manager**

- Will ensure that Emergency evacuation / fire drills are carried out half termly
- Will ensure that a Lockdown drill is completed annually

**The Business Manager** will record drills and keep records of risk assessments

**All staff and visitors** have a joint responsibility for Health and Safety and should all assist in managing the evacuation of the building in case of fire.

**All staff** should ensure windows and doors are closed on the sounding of the fire alarm

### 3.13 Fire Evacuation procedures

#### **FIRE ALARMS**

##### **If you discover a fire:**

- Push centre of nearest alarm call point so that alarm sounds
- Report fire by calling 999 from your mobile or dial (9) 999 if using the office phone.
- Only attack the fire with the appropriate fire appliance if you have been trained to do so or if you need it to help you get past a fire to the exit from the area. **DO NOT** take any personal risk – only attempt to fight the fire if practical and safe to do so.
- Evacuate the building, leading and assisting pupils and staff to vacate the building

##### **Evacuation**

##### **If you hear the fire alarm:**

- Evacuate the building by the nearest exit.
- If away from your normal place of work **DO NOT** return to your work area
- If you are the last one out, close doors and windows behind you.
- Lead pupils out of the building safely.
- Go to your assembly point
  - ✓ Acorns, Nursery, Reception – Basket Ball pitch
  - ✓ Y1, Y2, Y3, Y4 – football Pitch
  - ✓ Y5 and Y6 - Netball Pitch
- Remain at the assembly point and wait for advice from the Headteacher
- Report any missing persons to a member of the Leadership Team
- **DO NOT** re-enter the building until advised to do so by Fire Officers or the Headteacher

### **Unit Leaders**

- Ensure their unit / working area is vacated.
- Ensure all staff and pupils are accounted for.
- Report missing persons to the Headteacher or Deputy Headteacher

### **Teachers and Support Staff**

- Will ensure the pupils in their class are present at the assembly point
- If exiting from the classroom, bring the Fire Register to the assembly point and register their pupils
- Will close windows and doors
- Will scan the areas they are working in to ensure they are vacated
- Will ensure PEEPs are implemented and staff and pupils accounted for accordingly

### **Office staff**

- Will call the fire brigade
- Will ensure the offices are vacated
- Will check all contractors and visitors are present as per Inventory
- Will bring master fire records out to evacuation point to assist Fire Brigade
- Will bring grab bag and defibrillator to assembly point

### **School Receptionist**

- Will create fire registers each morning and bring out to the assembly point along with late register
- Will print Inventory Evac and bring staff and visitor registers to the assembly points
- Will check all staff are present as per registers

### **Site Manager / Business Manager**

- Will check school has been vacated.
- Will advise Headteacher on any fire /safety issues before re-entering building
- Will liaise with Headteacher, Deputy Headteacher and Fire Brigade

### **Catering Team**

- Will turn off fuel sources in kitchens
- Will ensure windows and doors are closed in kitchen
- Will ensure all catering staff are vacated and accounted for at assembly point

### **Headteacher**

- Will authorise call to Fire Brigade
- Will authorise re-entry to the building

### **Fire Alarms – System Failure**

#### ***Emergency procedure in the event of the alarms system being inoperative***

- Business Manager / Site Manager will inform Headteacher and Unit Leaders of date, time and duration alarms are off watch
- The Senior Leadership Team should ensure staff in their area are aware of the situation and know that in the event of fire to take the following action:
  - Alert staff for need to evacuate
  - Telephone Fire Brigade (Key 9 999).

**Office Staff will:**

- Assist to alert all staff & Kitchen of evacuation
- Ensure Fire Brigade is notified.

**Unit Leaders will**

- Alert classes within their unit to evacuate area
- Ensure their unit has evacuated
- Report any missing persons to Business Manager, Deputy Headteacher or Headteacher

**3.14 Lockdown Procedures**

**See Separate Lockdown Policy for full procedures**

There are 2 levels of Lockdown alert

**Red Alert – immediate threat of danger to the school and occupants**

**Amber Alert – likely as a result of an incident in the local area**

- On hearing either Red or Amber alert school staff will
- Bring any pupils who are outside back into the school premises if possible back to their own classroom - if own classroom not available take to nearest classroom
- Pupils in the hall for lunch / PE should remain in the hall
- Staff to close all windows, doors and blinds and lock where possible
- Ensure pupils sit quietly on the floor
- Take the register
- Await further instructions

**The Headteacher, Deputy Headteacher, Business Manager and Site Manager will**

- Conduct a dynamic risk assessment
- Inform relevant emergency services
- Inform parents
- Provide clear instructions to staff and pupils

**Office staff** to ensure any visitors / parents in Reception are taken to a place of safety as appropriate (office / staffroom / library)

**3.15 Visitors' Policy**

- Any person visiting the premises is requested to make an appointment prior to the visit.
- On entering the premises, visitors must go to the reception and sign-in using the electronic system
- All visitors will be issued with a visitor's badge and green lanyard which is to be worn for the duration of the visit.
- On departure, visitors must sign-out using the electronic system
- School Staff must sign in and sign out every time they arrive at or leave the school premises
- Visitors must report to a member of the office staff following any evacuation
- Visitors must comply with any relevant Government Guidelines e.g. COVID

### 3.16 Contractors and Safety

Contractors are selected on the following basis: -

- Cost
- Production of company Safety Policy
- Proof of competence (e.g. production of qualification certificates)
- References
- All contractors are required to attend a pre-start meeting with the Head /Business Manager and Site Manager and any other relevant personnel e.g. Health and Safety Officer, in order for health and safety rules / information etc. to be communicated.
- All contractors are required to sign in and wear a visitors' badge.
- Contractors' equipment must not be left unattended.
- Contractors' activities must not present a hazard to others in the vicinity of the work.
- All contractor must complete the safe working practice form before and after any work on site
- Contractors must comply with any relevant Government Guidelines e.g. COVID

**The Site Manager / Business Manager** is responsible for monitoring contractors' activities whilst on site.

### 3.17 Educational Visits / Extra Curricular Activities

- The Headteacher/Educational Visits coordinator is responsible for ensuring that the policy is followed.
- This Policy adopts the guidance set out in the Health and Safety Manual under Section 21 Oldham Regulations and Guidelines for Educational Visits (ORGEV).
- The Educational Visits Co-Ordinator for the school is Mrs Elaine Jolley
- All educational visits must be authorised by the Headteacher in advance.
- The visit lead must carry out the appropriate risk assessments and update details on Evolve
- **The Headteacher will ensure that all Category C visits receive LEA Approval.**
- The Headteacher/ Educational Visits coordinator / Class Teacher will ensure that all appropriate information relating to the trip e.g. arrival/departure times, clothing requirements, contact numbers etc. is communicated to the parents of the children.
- Regular volunteers are DBS checked and parents are never left unattended with pupils.
- The Headteacher / Business Manager is responsible for ensuring that all vehicles used for the purpose of transporting children to and from specified destinations contain appropriate seat belts, are properly taxed, insured and have valid M.O.T. certificates.
- Only designated members of staff with adequate insurance should use their personal vehicles for work purposes.

### 3.18 External Groups / Activities

- **At the moment there are no external groups using school premises.**
- Particulars of the school's health and safety policy and other health and safety information (escape routes / fire exits, alarm call points etc) will be communicated to external group representatives by the Business Manager.
- All extra- curricular groups using school premises must abide by the school health and safety policy and any local Government Guidelines relevant at the time

- Groups that use school premises to hold functions will be asked to produce evidence of having carried out the necessary risk assessments implementing appropriate control measures to reduce any risks identified.

### **3.19 Violence, Behaviour, Bullying and Harassment**

- Efforts will be made to train all staff in how to handle violent and aggressive situations.
- If faced with a violent aggressor, avoid direct eye contact, do not raise your voice, do not take an aggressive stance, do not do or say anything to antagonise the situation.
- If staff are taking pupils out of the building to a point where a telephone would not be easily accessible e.g. onto playing fields, then a mobile phone should be taken to ensure assistance could be summoned quickly in an emergency.
- If staff are entering an area where there have been previous incidences of violence and/or aggressive behaviour from third parties, the possibility of providing additional staff i.e. 'doubling-up', should be considered.
- If threatened/approached for school property such as laptops, cash, dinner monies, staff should protect their own personal safety at all times.
- The school will address bad behaviour, bullying and harassment involving pupils by speaking to parents and carers in line with the school behaviour policy.
- Staff should follow the school's Lockdown procedures in the event of an intruder or dangerous occurrence on the school grounds/premises.

### **3.20 Occupational Health Services and Stress**

- Occupational health services are provided by Optima Health
- Any individual requiring OH services will be referred in the first instance through the school's dedicated HR provider.
- Any individual suffering from work related stress should follow the guidance set out in the Stress Policy
- All staff should inform the Headteacher if they feel they may be suffering from stress.
- If a manager suspects that an individual maybe suffering from stress, he/she should follow the guidance set out in the Stress Policy.
- All staff have access to the 24/7 Employee Assistance Programme

### **3.21 Lone working**

Lone working may include:

- Late working
  - Home or site visits
  - Weekend working
  - Site manager duties
  - Site cleaning duties
  - Working in a single occupancy office
  - Remote working, self-isolation and/or remote learning
- Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone.
  - If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.
  - If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.
  - The lone worker will ensure they are medically fit to work alone.

- Home visits will be carried out by 2 members of staff where possible

### **3.22 Working at height**

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

In addition:

- The Site Manager retains ladders for working at height
- Staff should not use ladders without the appropriate training
- Staff will wear appropriate footwear and clothing when using ladders
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Contractors are expected to provide their own ladders for working at height
- Access to high levels, such as roofs, is only permitted by trained persons
- Pupils are prohibited from using ladders

### **3.23 Manual handling**

- All new staff will receive manual handling instruction as part of their induction
- It is up to individual 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
- Pupils should not be asked to carry heavy objects

### **3.24 Asbestos**

- Asbestos surveys have been undertaken in all schools (copies circulated to the Head of the school via Environmental Services). Copies of the reports are also available from the Buildings Maintenance section within Environment and Transportation Department, and within the Strategic, Health, Safety and Civil Contingencies.
- Asbestos was identified at Broadfield Primary and was deemed safe to be left in situ subject to monitoring.
- The Headteacher is responsible for Asbestos management.
- Asbestos training has been offered to all Headteachers. (New Headteachers must request training)
- The Site Manager is responsible for monthly inspection of the asbestos and updating the Bradbury Weblog
- The Site Manager must report any concerns to the Headteacher and Business Manager
- Any damage or flaking must be reported immediately to the Local Authority Health and Safety Team / CYPF Asset Management.

- Material known to contain asbestos e.g. ceiling tiles, must never be drilled or screwed into, nor must any item be affixed to it e.g. posters, mobiles, especially with pins or staples.
- Before any structural work is completed, an asbestos inspection should be undertaken and the outcomes kept on file.
- The Site Manager / Business Manager is responsible for advising contractors that asbestos is present

### **3.25 Legionella**

- The school employs Cleartech, through Bradbury Property Management to undertake statutory Legionella checks and risk assessments.
- The Site Manager is responsible for ensuring that taps are run following periods on low occupancy such as school holidays.

### **3.26 Infection prevention and control**

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

#### **Handwashing**

- Wash hands with liquid soap and warm water, and dry with paper towels or hand dryer
- 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

#### **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 / visor 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 COVID-19 where required or recommended by government guidance and/or a risk assessment

#### **Cleaning of the environment**

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

#### **Cleaning of blood and body fluid spillages**

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
- When spillages occur, clean using a product that combines both a detergent and a disinfectant, and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses, and suitable for use on the affected surface



- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below
- Make spillage kits available for blood spills

### **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

### **Animals**

- Wash hands before and after handling any animals
- Dispose of animal waste regularly, and keep litter boxes away from pupils
- Supervise pupils when playing with animals

### **COVID-19 management**

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

- Restrict non-essential activities where a COVID-19 risk has been identified
- Where possible, replace risky activities with other suitable activities without introducing new hazards
- Design measures to control the risk of COVID-19 in school, including administrative procedures to improve safety

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).

#### **Implementing an appropriate cleaning regime**

- We will regularly clean equipment and rooms, and ensure surfaces that are frequently touched are cleaned regularly throughout the day.

#### **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.
- Classrooms have been issued with Dfe air quality monitors

### Asymptomatic testing

- We will encourage staff and pupils to follow government guidance on the use of lateral flow tests, and report results to NHS Test and Trace.
- When recommended by government guidance, we will ask parents and visitors to the school to test before they arrive.

### Face coverings

- We will ask pupils, staff and visitors to wear suitable face coverings in communal areas, in line with government guidance.

### 3.27 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 1.
- In the event of an epidemic/pandemic, we will follow advice from the UK Health Security Agency about the appropriate course of action.

### 3.28 New and expectant mothers

- Risk assessments will be carried out by the Business Manager 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 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
- COVID-19 may affect pregnancy, especially if the mother is not vaccinated. Pregnant women are considered part of the moderate risk group (clinically vulnerable) by the NHS

The procedures and practice created by this policy have been reviewed in the light of our Data Protection Policy.

All data will be handled in accordance with the school's Data Protection Policy.

What?	Probable Content	Why?	Who?	Where?	When?
Staff and visitor	Personal Identification Data	Legally Required To manage the safety of the school	Head teacher and governing body	Initially Completed on Paper	2 years

signing in records		Communication Government Legislation			
--------------------	--	---	--	--	--

As such, our assessment is that this policy:

Has Few / No Data Compliance Requirements	Has A Moderate Level of Data Compliance Requirements	Has a High Level of Data Compliance Requirements
	x	

### Appendix 1 – Relevant Legislation and Guidance

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

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height
- The school follows [national guidance published by UK Health Security Agency \(formerly Public Health England\)](#) when responding to infection control issues, and [Actions for schools during the coronavirus outbreak](#), which provides guidance on what schools need to do during the COVID-19 pandemic.
- Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#).
- COVID 19 – Latest Government Guidance [https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak?utm\\_source=20%20January%202022%20C19&utm\\_medium=Daily%20Email%20C19&utm\\_campaign=DfE%20C19](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak?utm_source=20%20January%202022%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19)

**Appendix 2.** 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 COVID-19, we will follow the recommended self-isolation period based on government guidance.

<b>Infection or complaint</b>	<b>Recommended period to be kept away from school or nursery</b>
<b>Athlete's foot</b>	None.
<b>Campylobacter</b>	Until 48 hours after symptoms have stopped.
<b>Chicken pox (shingles)</b>	Cases of chickenpox are generally infectious from 2 days before the rash appears to 5 days after the onset of rash. Although the usual exclusion period is 5 days, all lesions should be crusted over before children return to nursery or school.  A person with shingles is infectious to those who have not had chickenpox and should be excluded from school if the rash is weeping and cannot be covered or until the rash is dry and crusted over.
<b>Cold sores</b>	None.
<b>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>	<p>Children and adults with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course is completed.</p> <p>For some gastrointestinal infections, longer periods of exclusion from school are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, school health advisor or environmental health officer will advise.</p> <p>If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.</p>
<b>Cryptosporidiosis</b>	Until 48 hours after symptoms have stopped.
<b>E. coli (verocytotoxigenic or VTEC)</b>	The standard exclusion period is until 48 hours after symptoms have resolved. However, some people pose a greater risk to others and may be excluded until they have a negative stool sample (for example, pre-school infants, food handlers, and care staff working with vulnerable people). The health protection team will advise in these instances.
<b>Food poisoning</b>	Until 48 hours from the last episode of vomiting and diarrhoea and they are well enough to return. Some infections may require longer periods (local health protection team will advise).
<b>Salmonella</b>	Until 48 hours after symptoms have stopped.
<b>Typhoid and Paratyphoid fever</b>	Seek advice from environmental health officers or the local health protection team.
<b>Flu (influenza)</b>	Until recovered.

<b>Tuberculosis (TB)</b>	Pupils and staff with infectious TB can return to school after 2 weeks of treatment if well enough to do so and as long as they have responded to anti-TB therapy. Pupils and staff with non-pulmonary TB do not require exclusion and can return to school as soon as they are well enough.
<b>Whooping cough (pertussis)</b>	A child or staff member should not return to school until they have had 48 hours of appropriate treatment with antibiotics and they feel well enough to do so, or 21 days from onset of illness if no antibiotic treatment.
<b>Conjunctivitis</b>	None.
<b>Giardia</b>	Until 48 hours after symptoms have stopped.
<b>Glandular fever</b>	None (can return once they feel well).
<b>Head lice</b>	None.
<b>Hepatitis A</b>	Exclude cases from school while unwell or until 7 days after the onset of jaundice (or onset of symptoms if no jaundice, or if under 5, or where hygiene is poor. There is no need to exclude well, older children with good hygiene who will have been much more infectious prior to diagnosis.
<b>Hepatitis B</b>	Acute cases of hepatitis B will be too ill to attend school and their doctors will advise when they can return. Do not exclude chronic cases of hepatitis B or restrict their activities. Similarly, do not exclude staff with chronic hepatitis B infection. Contact your local health protection team for more advice if required.
<b>Hepatitis C</b>	None.
<b>Meningococcal meningitis/ septicaemia</b>	If the child has been treated and has recovered, they can return to school.
<b>Meningitis</b>	Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed.
<b>Meningitis viral</b>	None.
<b>MRSA (meticillin resistant Staphylococcus aureus)</b>	None.
<b>Mumps</b>	5 days after onset of swelling (if well).
<b>Threadworm</b>	None.
<b>Rotavirus</b>	Until 48 hours after symptoms have subsided.