

Amesbury CE Primary School

Health and Safety Policy



Adopted by Governors:

Adopted by Staff: December 2020

Reviews:

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Statement of Intent

1. Amesbury CE Primary School is committed to the continuous improvement of its health and safety performance, and actively encourages all teaching staff, non-teaching staff, pupils, contractors and visitors to participate in its efforts to reduce risks and impacts.

Our Commitment is to:

- a. Provide and maintain a safe and healthy working environment ensuring the welfare of all persons, and promoting a culture of zero harm;
- b. Maintain control of health and safety risks arising from our activities. We will assess risks and mitigate them. Where possible we will eliminate them;
- c. Systematically manage health safety and environmental matters by implementing an effective management system;
- d. Provide appropriate information, instruction and supervision for staff/pupils/visitors;
- e. Minimise the use of energy, resources consumed and waste produced whilst conducting business in support of Amesbury CE Primary School;
- f. Comply and wherever possible exceed the health and safety legal requirements of the appropriate legislative bodies and Wiltshire Council (WC);
- g. Ensure that all staff is suitably trained and competent so responsibilities can be allocated with tasks commensurate with individual and collective skills; and
- h. Maintain and further develop a culture to encourage the free and honest reporting of health safety and environmental issues, through regular communication and consultation with employees and their representatives on health and safety matters.

Scope

2. This policy relates to all activities within the boundaries of Amesbury CE Primary school buildings and organised activities outside of the school grounds. All staff and governors will be instrumental in its implementation and monitoring its effectiveness. This policy will be:
 - a. Reviewed and updated at least once a year;
 - b. Approved by the senior management team and the governing body;
 - c. Made available to all members of staff; and
 - d. Part of the induction process for all new members of staff.
3. A copy of the policy and this statement will be displayed on H&S notice board and will be available on the intranet. It will be monitored and reviewed regularly and, if necessary, revised in the light of legal or organisational changes.

Roles & Responsibilities

The Local Authority and Governing Body

Wiltshire Council has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's Governing Body.

The Governing Body delegates operational matters and day-to-day tasks to the Headteacher and staff members.

The governor who oversees health and safety is Ben Cook.

Headteacher

The Headteacher is responsible for health and safety day-to-day.

This involves:

- Implementing the health and safety policy
- Ensuring there is enough staff to safely supervise pupils
- Ensuring that the school building and premises are safe and regularly inspected
- Providing adequate training for school staff
- Reporting to the governing board on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

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

Health and safety lead

The nominated health and safety lead is Sophie Short (Deputy Headteacher).

Staff

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

Staff will:

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

Pupils and parents

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

Contractors

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.

Procedures

	Description	Specific Policy/procedure	Location
1	Accident/Incident Reporting & Investigation		
2	After School Activities		
3	Animals	Policy	School Policies Portal
4	Asbestos Management	Policy	Asbestos file
5	Audits		H&S file (paper & electronic)
6	Child Protection	Safeguarding & CP Policy	School Policies Portal
7	Community Users & Lettings	Policy	School Policies Portal
8	Contractors on Site		
9	Control of Substances Hazardous to Health (COSHH)		CoSHH file
10	Display Screen Equipment		H&S file (paper)
11	Electrical Safety		H&S file (electronic)
12	Emergencies and Critical Incidents Response	Procedure	School Policies Portal
13	Employee & Visitor Information	Policy	School Policies Portal
14	Fire and Evacuation Procedures	Procedure Fire Risk Assessment Fire Safety Check list	Appx 1
15	First Aid	Policy	School Policies Portal
16	Gas		
17	Good Housekeeping		
18	Ice & Snow	Gritting policy	School Policies Portal
19	Inspections and Monitoring		
20	Key Cupboard		
21	Kitchens		
22	Legionella (Water Safety)	Policy	Water Management
23	Lone Working		
24	Manual Handling		
25	Medication for Pupils	Administration of medicines policy	School Policies Portal
26	Noise		
27	Office Safety		
28	Outdoor/Indoor Play Equipment		
29	Pregnant Personnel		
30	Risk Assessments		Risk Assessments file
31	Road Safety	Road Safety Policy	School Policies Portal
32	Security		
33	Slips and Trips		
34	Smoking		
35	Stress & Well-being	Wellbeing policy	School Policies Portal
36	Sun Protection	Sun protection policy	School Policies Portal
37	Training		
38	Trees		
39	Vehicles and Driving		
40	Violence and Aggression		
41	Visitor Management	Visitor & Volunteer policy	Policies portal
42	Waste Disposal		
43	Working At Height		

1. Accident/Incident Reporting & Investigation

1.1 Accident record book

- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. An accident form template can be found in appendix 2
- As much detail as possible will be supplied when reporting an accident
- Information about injuries will also be kept in the pupil's educational record
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

1.2 Reporting to the Health and Safety Executive

The Headteacher will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

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

Reportable injuries, diseases or dangerous occurrences include:

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

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

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

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

1.3 Notifying parents

The office staff 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.

1.4 Reporting to Ofsted and child protection agencies

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

The Headteacher will also notify the local authority of any serious accident or injury to, or the death of, a pupil while in the school's care.

Arrangements regarding first aid provision are set out the *First Aid* policy. The names and locations of the first aid trained staff on site are listed in the *First Aid* policy appendix and also clearly signposted at the School Office and around the school.

Any accident, incident or injury involving pupils, staff, visitors or contractors is to be reported and recorded on an accident/incident form. Relevant accidents/incidents to be submitted to Wiltshire Council in accordance with Children's Services Safety Guidance Procedure SGP 17-07.

Serious Accidents

The Headteacher will ensure that the governing body is appropriately informed of all accidents and aggressive incidents through the HT's report. All accident/incident reports will be monitored by the Headteacher who will carry out trend analysis order that repetitive causal factors may be identified to prevent re-occurrences.

Third party users must report all incidents related to unsafe premises or equipment to the unit/centre/school/premises staff, who will appropriately report and investigate each incident. Incidents related to the user's own organised activities are to be reported by them line with their own reporting procedures.

Accidents and Aggressive Incidents

- All staff are made aware of the need to report and record all accidents and aggressive incidents as part of their induction.
- Any incident subject to RIDDOR¹ (ie, fatality, major injury, over-seven-day injury, hospitalised public and specified diseases/dangerous occurrences) will be reported to Wiltshire Council. The Headteacher is responsible for reporting all incidents subject to RIDDOR.
- Other, non-RIDDOR, incidents will also be recorded and reported to Wiltshire Council.
- All incidents will receive an appropriate level of investigation by teaching staff who will discuss with the Headteacher.
- Accident and aggressive incidents will be monitored and reported through the Headteacher's report to the FGB order to identify issues/trends and put place measures to reduce the number of incidents.
- Additional advice and guidance regarding what is reportable under RIDDOR, along with support investigating serious incidents is available from WC if required.

The school has a **Physical Intervention Policy**, detailing strategies to deal with aggressive incidents, which all staff revisit regularly.

2. After School Activities

We actively promote and support after school activities. Staff are reminded that:

¹ The Reporting of Injuries, Disease and Dangerous Occurrences Regulations

- If a parent has put a restriction on a child's activity on medical grounds, it is the parent alone who can remove it.
- If a child taking part an unaccustomed physical activity is known to be disabled, or has an ongoing medical condition (such as asthma), rigorous supervision should be maintained.
- A note of consent must be received from the parent/guardian before a child may take part swimming and any other after school activities.

3. Animals

The purpose of Animals on school premises is to allow animals in the classroom while providing for the health and safety of school staff, pupils and animals.

There is a policy place which identifies categories of animals and the procedures to be followed in order to bring animals on school premises. It specifies conditions under which animals must be removed from school premises. Please refer to the policy for further information.

4. Asbestos Management

- 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

5. Audits

There are a number of audits that take place at the school from a variety of interested organisations:

- The school will undertake one audit a year coordinated by the Resources Committee, plus biennial Accessibility Audits. There will be three recorded Health & Safety Inspections by the Resources Committee;
- Wiltshire Council will conduct audits;
- Food Safety Inspection/Audit;
- Wiltshire Environmental Health Organisation (EHO); and
- Fire Safety audits.

6. Child Protection

We fully recognise that the responsibility for child protection lies with all staff, governors and volunteers working the school, and must act in line with the school's Safeguarding & Child Protection Policy. We recognise that, because of the day-to-day contact with children, school staff are well placed to observe the outward signs of abuse.

We will follow the procedures set out by the Local Safeguarding Children Board and take account of guidance issued by the Department for Children Schools and Families.

7. Community Users & Lettings

This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy, and will have responsibility for complying with it.

Please also refer to the school's Lettings Policy.

8. Contractors on Site

Amesbury CE Primary school will ensure the following:

- Any work commissioned by or for the school is safe, and does not put the H&S of our staff or others using our premises at risk. We will also ensure that we inform contractors of any issues on site that might affect their health & safety;
- Where we commission work ourselves we will ensure that appropriate H&S checks on the contractors take place. This includes checks on policies, method statements and monitoring of performance, including supervision arrangements, on site. Any practices or action deemed unsafe will be stopped immediately;
- Before contractors are allowed to start on site, they must submit risk assessments and method statements for all works they will carry out. The school may carry out its own risk assessment based on the information provided;
- Contractors will be shown the Asbestos Register, if appropriate; and
- Contractors must ensure that they share all relevant information with any sub-contractors they use.

Please also refer to the school's **Visitors Policy**.

9. Control of Substances Hazardous to Health (COSHH)

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

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

Control of substances hazardous to health (COSHH) risk assessments are completed by the Site Manager and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information. Hazardous cleaning chemicals are kept locked in a CoSHH cabinet.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

10. Display Screen Equipment (DSE)

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be in excess of 50% of the working day.
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)

11. Electrical Safety

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

12. Emergency and Critical Incident Response

The school will maintain a *Emergency and Critical Incident Response Procedure* adopted from Wiltshire Council. Key management staff at the Amesbury CE Primary school will attend appropriate training. Key management staff include:

- Headteacher;
- Deputy Headteacher;
- Site Manager
- School Business Manager

13. Employee and Visitor Information

The Headteacher will ensure that information systems are established so that members of staff are periodically provided with information regarding safety arrangements on the premises. Methods by which information is provided include staff meetings, signature based receipt of information and the staff board.

The school will maintain a **Visitors Policy** and a **Volunteers Policy**.

14. Fire

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.

Emergency evacuations are practised at least once a term.

The fire alarm is a loud continuous bell.

Fire alarm testing will take place weekly.

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 on the middle playground and the school field.
- Class teachers will take a register of pupils, checking against the attendance register of that day.

- The School Business Manager 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.

A fire safety checklist can be found in appendix 1.

15. First Aid

Please refer to the school **First Aid Policy**.

16. Gas

- 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

Please refer to the **Wiltshire Council H&S manual**. Gas leaks will be dealt with under Emergency Response Procedures.

17. Good Housekeeping

Tidiness, cleanliness and efficiency are essential factors the promotion of H&S. The following is to be adhered to at all times:

- Keep corridors and passageways free from obstruction;
- Ensure shelves storerooms are stacked neatly and not overloaded;
- Heavy items are to be placed on lower shelves to assist manual handling;
- Keep floors clean and dry;
- Do not obstruct emergency exits;
- Storage of supplies to be correct location; and
- Rubbish & litter to be cleaned & removed at the end of each working day.

18. Ice and snow

Amesbury CE Primary is, as far as is reasonably practical, committed to ensuring that provision is made to enable all staff, children and visitors to move around the school grounds safely during periods of adverse weather. All paths (a pathway giving access to key buildings) and steps shall be kept clear of ice and snow, and gritted order to provide safe access and egress for personnel within the school grounds. Key paths across the school grounds will be gritted (see gritting policy). You will be expected to keep to these for your own safety.

The Site Manager shall ensure that the school holds a sufficient stock of rock salt.

It is the Headteacher's responsibility and discretion for any closure of the school the rare event that it is unsafe to open the school. Any closure of the school will be communicated to Wiltshire Council, Spire FM Radio, Heart FM, and reported on the school website at the earliest opportunity.

19. 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.

19.1 Handwashing

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

19.2 Coughing and sneezing

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

19.3 Personal protective equipment

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals

19.4 Cleaning of the environment

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

19.5 Cleaning of blood and body fluid spillages

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

19.6 Laundry

- Wash laundry in a separate dedicated facility
- Wash soiled linen separately and at the hottest wash the fabric will tolerate
- Wear personal protective clothing when handling soiled linen
- Bag children's soiled clothing to be sent home, never rinse by hand

19.7 Clinical waste

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

19.8 Animals

- Wash hands before and after handling any animals
- Keep animals' living quarters clean and away from food areas

- Dispose of animal waste regularly, and keep litter boxes away from pupils
- Supervise pupils when playing with animals
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet

19.9 Pupils vulnerable to infection

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

19.10 Exclusion periods for infectious diseases

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

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

20. Inspections and Monitoring

A suitable inspection programme will be put place.

Defects identified during these routine documented inspections are to be immediately reported to the School Office and recorded the Site Managers folder. Any identified high level risks or safety management concerns are to be discussed with the Headteacher and Chair of Governors immediately.

21. Key Cupboard

The School Business Manager is responsible for managing the key cupboard and is to ensure that at least one spare set is kept within the cupboard.

Arrangements regarding security are based on the premises security risk assessment and are set out the *Security* section of this policy.

22. Kitchens

Main School

This is an in-house facility - we will ensure that only authorised staff are allowed access to the school kitchen. All catering staff are to operate within the requirements of the Food Standards Act and follow the Food Standards Agency and WC guidance. They are to ensure an up to date risk assessments are place. Risk Assessments are maintained and reviewed annually by the Head Cook.

Children's kitchen

Pupils using the kitchen are to be supervised at all times by a member of staff.

General kitchen Points

- Housekeeping in this area needs to be of a high standard, and passageways must be kept free for safe movement;
- Coats and bags are to be stored outside the kitchen area;
- The floor and food preparation areas are to be kept clean, and a 'clean as you go' policy is to be adopted;
- Spillages must be cleared up immediately, and the area dried to prevent slipping;
- All utensils and appliances are to be cleaned to a high standard after use;

- Fire fighting equipment is to be suitably located within the kitchen area and is to be checked or replaced accordance with the Fire Risk Assessment by a professional company.
- All faults and defects any of the electrical or gas appliances are to be immediately reported to the Site Manager;
- Third parties using the school premises for after school activities or other commercial activities are restricted from using the kitchen and must have authorisation from the Headteacher; and
- The School Cook is to monitor cleanliness of the kitchen area at regular intervals and report any issues with regard to the cleanliness to the Headteacher.

23. Legionella (Water Safety)

- A water risk assessment has been completed by Churchills. The Site Manager is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book
- This risk assessment will be reviewed every 3 year and when significant changes have occurred to the water system and/or building footprint
- The risks from legionella are mitigated by the following: the school's checks are done under the Wiltshire Council compliance programme and carried out by Churchills.

24. 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

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

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

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

New employees will be made aware of the school's lone working arrangements during their induction.

25. 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

26. Medication for Pupils

Details for health and safety are contained in the **Administration of Medicines Policy**.

27. Noise

Amesbury CE Primary operates a policy that respects local residents from noise produced by any activity taking place at the school.

Lettings are to ensure that noise levels (such as music or performances) are reasonable given the volume and the time of day or night. It is the responsibility of staff to inform the Headteacher if they suspect that an activity may be causing a noise hazard to pupils, or other users of the school. Amesbury CE Primary is committed to achieving the following standards:

- To reduce to the lowest level reasonably practicable the risk of damage to the hearing from exposure to noise;
- To provide information, instruction and training as required regarding noise.

Contractors on site

Where outside contractors are required to use equipment or engage any activity at the school which may give rise to a noise hazard, and that equipment is to be provided by themselves for the purpose of carrying out the work, noise surveys and assessments shall be carried out by the contractor prior to the work commencing.

It is the responsibility of the contractor to provide their staff with any necessary hearing protection identified the assessments.

The school will plan where possible for contractor activity to be scheduled during holiday periods.

28. Office Safety

The appropriate H & S guidelines laid down by Wiltshire Council are followed. It is the responsibility of the School Business Manager (or delegated staff member) to carry out annual DSE risk assessments.

29. 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.

30. Outdoor/Indoor Play Equipment

- Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely.
- Any concerns about the condition of the gym floor or other apparatus will be reported to the Site Manager.
- All Teachers are responsible for ensuring that they carry out a visual inspection on indoor equipment every time they set it up to use for lessons.

- Annual inspections of all equipment are carried out by a professional.

31. Pregnant Personnel

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

32. Risk Assessments

General risk assessment management will be co-ordinated by the Headteacher and School Business Manager accordance with guidance from Wiltshire Council.

Risk assessments must be undertaken for all areas where a significant risk is identified or a possibility of such risk exists. The trained risk assessors will oversee the correct completion of risk assessments as appropriate. Risk assessments will be carried out by those staff with the appropriate knowledge and understanding each area of work.

All risk assessments and associated control measures are to be approved by the responsible manager/Headteacher or their delegated member of staff prior to implementation.

Completed risk assessments are to be held the Risk Register and will be reviewed periodically accordance with each risk assessment's review date.

33. Road Safety

Please refer to the school's **Road Safety Policy**.

34. Security

The School Business Manager and Site Manager is responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

The School Business Manager, Site Manager, Headteacher and Deputy Headteacher are key holders and will respond to an emergency.

Security is a significant element of the school's daily operation. All external doors are controlled through a fob operating system. These can be obtained from the School Office with the authorisation of the Headteacher. The School Office is to hold a record of those staff who have been issued a fob.

All visitors arriving at the school must sign in at the school reception and will be issued with a visitors' badge.

Enhanced DBS checks are carried out for all unsupervised visitors or contractors who regularly come on to the school premises, and may have contact with pupils. If they do not hold a DBS then they will be escorted at all times.

35. Slips & Trips

Risk assessments are undertaken to establish risks such as slips and trips. The following is also considered:

- Risk assessments have been undertaken to help prevent slips and trips the school, these include controls to help reduce water and other contaminants being brought into our buildings on people's shoes and measures to effectively clean any material that gets onto our floors. They also include an assessment of floor surfacing high risk areas such as kitchens.
- Staff will clean any spillages when they occur or use suitable warning signs until such time as the spillage can be cleaned up. No floors will be left a wet condition (including after cleaning).

36. Smoking

Amesbury CE Primary School operates a no-smoking policy. Smoking is not permitted school buildings or anywhere on the school site. We discourage smoking within the proximity of the school entrance gates.

37. Stress & Well-being

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.

CE Primary School is committed to promoting high levels of health and wellbeing and recognises the importance of identifying & reducing workplace stressors.

The school has adopted the Wiltshire Council **Well-Being Policy**. We will liaise with Wiltshire Council OH&S for guidance where appropriate.

38. Sun Protection

Please refer to the school's **Sun Protection Policy**.

39. Training

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

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

We will ensure that all staff, including temporary and agency staff, are competent and are given appropriate health & safety training to undertake their role safely and carry out duties assigned to them (eg, risk assessments).

All staff will receive a H&S induction when they commence employment at Amesbury CE Primary school.

40. Trees

Amesbury CE Primary is responsible for monitoring and managing all trees on site through a recognised County contractor. The Site Manager should regularly check if any of the trees or branches encroaching on the school grounds present a safety risk to personnel on school grounds.

41. Vehicles and Driving

No vehicles (except bicycles being pushed) are allowed on the main drives between 08:25hrs and 08:50hrs, drop off times and 14:50hrs and 15:10hrs. Emergency or agreed vehicle access is allowed at the top end of

the school at all times. Arrangements regarding on-site traffic safety are based on the premises traffic risk assessment.

Designated pathways will be provided with suitable barriers (eg, fencing) where required to protect pedestrians from vehicle movements.

42. Violence and Aggression

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.

Please refer to the school's **Physical Intervention Policy**.

43. Visitor Management

Please refer to details of the **Visitor Policy** and **Volunteer Policy**.

44. Waste Disposal

We will actively seek to minimise our impact upon the environment. The school will participate the Eco-Schools Scheme which will monitor waste and energy usage. This will be led by the Eco-Coordinator. We will comply with Wiltshire Council guidance.

45. 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
- 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

46. Links with other policies

This health and safety policy links to the following policies:

- First aid
- Risk assessment
- Supporting pupils with medical conditions
- Accessibility plan

47. Monitoring

This policy will be reviewed by the School Business Manager every 3 years.

At every review, the policy will be approved by the Governing Body and Headteacher.

Appendix 1. Fire safety checklist

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

Appendix 2. Accident report

Accident/Incident Recording Sheet



Nature of Incident: Accident / Near Miss / Incident of Assault or Abuse (circle)

1. Injured Person

Forename:		Last Name:	
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Status: Employee / Pupil / Member of Public / Contractor (circle)

If employee, give occupation:			
If contractor, give company name:			
If member of public, give address and contact details:		If under 18 give age:	

2. Incident Details

Description of incident eg what happened, what was the person doing?:			
Where did it happen?			
Incident date:		Time of Incident (if known):	
Type of injury: e.g.cut/bruise		Part/s of body injured:	
First aid given?	YES / NO	Went straight to hospital?	YES / NO
Causes / contributory factors:			
Preventative measures already taken:			
Names of witnesses:			
Name of person completing form:			
Have you informed the Headteacher about this accident / incident?			YES / NO
Headteacher's comments:			

Hand this completed form to your Admin Office so that an Online Incident Report can be raised.

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

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

Infection or complaint	Recommended period to be kept away from school or nursery
Athlete's foot	None.
Campylobacter	Until 48 hours after symptoms have stopped.
Chicken pox (shingles)	Cases of chickenpox are generally infectious from 2 days before the rash appears to 5 days after the onset of rash. Although the usual exclusion period is 5 days, all lesions should be crusted over before children return to nursery or school. A person with shingles is infectious to those who have not had chickenpox and should be excluded from school if the rash is weeping and cannot be covered or until the rash is dry and crusted over.
Cold sores	None.
Coronavirus	14 days (or in line with Public Health England recommendations)
Rubella (German measles)	5 days from appearance of the rash.
Hand, foot and mouth	Children are safe to return to school or nursery as soon as they are feeling better, there is no need to stay off until the blisters have all healed.
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
Measles	Cases are infectious from 4 days before onset of rash to 4 days after so it is important to ensure cases are excluded from school during this period.

Ringworm	Exclusion not needed once treatment has started.
Scabies	The infected child or staff member should be excluded until after the first treatment has been carried out.
Scarlet fever	Children can return to school 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the school or nursery, the health protection team will assist with letters and factsheet to send to parents or carers and staff.
Slapped cheek syndrome, Parvovirus B19, Fifth's disease	None (not infectious by the time the rash has developed).
Bacillary Dysentery (Shigella)	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.
Diarrhoea and/or vomiting (Gastroenteritis)	<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>
Cryptosporidiosis	Until 48 hours after symptoms have stopped.
E. coli (verocytotoxigenic or VTEC)	The standard exclusion period is until 48 hours after symptoms have resolved. However, some people pose a greater risk to others and may be excluded until they have a negative stool sample (for example, pre-school infants, food handlers, and care staff working with vulnerable people). The health protection team will advise in these instances.

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

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