



## Health and Safety Policy

**Adopted by: Full Governing Body**

**On: 9<sup>th</sup> November 2023**

**Review: Autumn 2024**

### SECTION 1 - POLICY STATEMENT

#### 1. Aims

Our school aims to:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely, and are regularly inspected

In discharging these responsibilities we recognise that:

- Children should be able to experience a wide range of activities. Health and Safety measures should help them to do this safely, not stop them.
- It is important that children learn to understand and manage the risks that are a normal part of life.
- Common sense should be used in assessing and managing risks of any activity. Health and safety procedures should always be proportionate to the risks of an activity.<sup>1</sup>

#### 2. Legislation

This policy is based on advice from the Department for Education on health and safety in schools and the following legislation:

- **The Health and Safety at Work etc. Act 1974**, which sets out the general duties employers have towards employees and duties relating to lettings
- **The Management of Health and Safety at Work Regulations 1992**, which require employers to make an assessment of the risks to the health and safety of their employees
- **The Management of Health and Safety at Work Regulations 1999**, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- **The Control of Substances Hazardous to Health Regulations 2002**, which require employers to control substances that are hazardous to health
- **The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013**, which state that some accidents must be reported to the Health and

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<sup>1</sup> *Health & Safety: Advice on legal duties and powers For local authorities, school leaders, school staff and governing bodies*, DfE, December 2012, pg 4

Safety Executive and set out the timeframe for this and how long records of such accidents must be kept

- **The Health and Safety (Display Screen Equipment) Regulations 1992**, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- **The Gas Safety (Installation and Use) Regulations 1998**, which require work on gas fittings to be carried out by someone on the Gas Safe Register
- **The Regulatory Reform (Fire Safety) Order 2005**, which requires employers to take general fire precautions to ensure the safety of their staff
- **The Work at Height Regulations 2005**, which requires employers to protect their staff from falls from height

The school follows national guidance published by Public Health England when responding to infection control issues.

Sections of this policy are also based on the statutory framework for the Early Years Foundation Stage.

### **3. Roles and responsibilities**

#### **3.1 The governing board**

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

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

The governing board as the employer, also has a duty to:

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

The governor who oversees health and safety is Tommy Norton.

#### **3.2 Headteacher**

The headteacher is responsible for health and safety day-to-day. This involves:

- Implementing the health and safety policy
- Ensuring there is enough staff to safely supervise pupils
- Ensuring that the school building and premises are safe and regularly inspected
- Providing adequate training for school staff
- Reporting to the governing board on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held

- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

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

### 3.3 Health and safety lead

The nominated health and safety lead is the School Business Manager.

### 3.4 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

### 3.5 Pupils and parents

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

### 3.6 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.

## 4. Site security

The Premises Manager and Maintenance Officer are responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

Key holders, who will respond to an emergency are listed below:

Date	Key / Fob number	Name	Signed
10/01/19	SPS Master x1 AHS Master x1 Fob 1 x1	W Riley	

10/04/21	SPS Master x1 AHS Master x1 Fob 2 x1	B Debnath	
10/01/19	SPS Master x1 AHS Master x1 Fob 3 x1 SPS 4/2 Safe key x1	J Wright	
10/01/19	SPS Master x1 AHS Master x1 Fob 4 x1 SPS 4/3 Safe key x1	M Roy	
10/01/19	SPS Master x1 AHS Master x1 Fob A5 x1	C Cossar	
10/01/19	SPS Juniors door x1 SPS Studio3 x1 SPS CR 2/4 x1 SPS Stairwell 5/1 x1 SPS Staffroom 5/2 x1 Fob L9 - 3816	Church Group R Ilderton	
07/09/21	SPS Juniors door x1 FB Key x1 Fob L11 - 1906	Perform Drama	

## 5. Fire

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

Emergency evacuations are practised at least once a term.

The fire alarm is a loud continuous alarm, with a flashing light in the school kitchen.

Fire alarm testing takes place once a week, on a Wednesday afternoon at approximately 4pm.

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, or the smoke/heat detectors will trigger the alarm automatically and emergency services will be contacted via the alarm monitoring system or via phone from the school. 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 (St Paul's Site – the main playground, in lines in front of the green portacabin, Alexandra House Site – the main playground, in lines facing East (towards Berkley House flats).
- class teachers or the adult responsible for the class at the time of evacuation, will take a register of pupils, which will then be checked against the attendance register of that day
- The School Business Manager/SLT members 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 (see accessibility plan) will also pay particular attention to those with disabilities. These arrangements are determined and set in place whilst completing an accessibility survey for the pupil/adult concerned.

A fire safety checklist can be found in appendix 1.

## **6. COSHH**

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

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

Control of substances hazardous to health (COSHH) risk assessments are completed/commissioned by the Premises 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 products are kept in locked cleaning store cupboards. Chemicals needed by the school's kitchen are stored in the yellow COSHH cupboard in the SPS kitchen. We also have a flammable liquid cage near the bin store on the Alexandra House Site.

Any hazardous products are disposed of in accordance with specific disposal procedures. Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

## **6.1 Gas safety**

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

## **6.2 Legionella**

- A water risk assessment has been completed on 22/03/21 commissioned from Aqualogic by the Premises Manager. The Premises Manager is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book
- This risk assessment will be reviewed every year, with a 6 monthly control visit and when significant changes have occurred to the water system and/or building footprint.
- The risks from legionella are mitigated by the following: The Premises Manager completes weekly, monthly and quarterly checks. These include temperature measurement, running water through to flush access points etc.

## **6.3 Asbestos**

- Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it
- 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
- Industry standard labelling is used to indicate the location of possible asbestos, following our asbestos survey.

## **7. Equipment**

- All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place
- When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards
- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents

### **7.1 Electrical equipment**

- 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 Premises Manager immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs

- Portable appliance testing (PAT) is carried out annually 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

## **7.2 PE equipment**

- Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely
- Any concerns about the condition of the gym floor or other apparatus will be reported to the Premises Manager.
- The school commissions an annual check of PE equipment from an external contractor.

## **7.3 Display screen equipment**

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)

## **8. Lone working**

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office

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.

## **9. Working at height**

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

In addition:

- The Premises 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

## **10. Manual handling**

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

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

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

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

## **11. Off-site visits**

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

- Risk assessments will be completed where off-site visits and activities require them
- All off-site visits are appropriately staffed
- Staff will take a mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details
- For trips and visits with pupils in the Early Years Foundation Stage, there will always be at least one first aider with a current paediatric first aid certificate
- For other trips, there will always be at least one first aid trained member of staff on schools trips and visits

## **12. Lettings**

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

## **13. Violence at work**

We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff. We display signage, stating this at the entrance to both school sites.

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.



## **14. Smoking**

Smoking is not permitted anywhere on the school premises.

## **15. 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.

### **15.1 Handwashing**

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

### **15.2 Coughing and sneezing**

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

### **15.3 Personal protective equipment**

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

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

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

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

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

### **15.6 Laundry**

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

### **15.7 Animals**

If staff wish to bring an animal on site then the permission of the headteacher must be sought. Hygiene and welfare arrangements for the animal must be in planned for.

Farm visits and other off-site contact with animals are subject to EV (Educational Visit) risk assessment.

Parents are not allowed to bring dogs on to the school site.

We operate the following, when animals are on site:

- 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

### **15.8 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.

### **15.9 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.

### **16. New and expectant mothers**

Risk assessments will be carried out whenever any employee notifies the school that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to 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

## **17. 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.

We support staff wellbeing in a number of ways including:

- Diarising regular planning and CPD meetings and regular school events in advance, sharing the school calendar of events at the start of the year and providing weekly updates
- Discouraging a 'late hours' culture by encouraging staff to come and go at times which are best for them
- Encouraging staff to take a break at lunchtime and make use of the staffrooms
- Providing tea and coffee as well as a food preparation area in each staffroom
- Encouraging team planning to reduce individual workload
- Providing clear curriculum plans, using high quality commercial schemes of work for some subjects, detailed topic planning and school developed plans for other subjects.
- Facilitating PPE provision and supplying additional cover to staff when available
- Using CPD sessions to support some subject leadership and assessment tasks
- Using email communication to avoid holding daily briefing meetings
- Using the first INSET day of the academic year and providing key documents, including a staff handbook, policy supplement etc. To enable staff to get an overview of school procedures, in order to feel comfortable in their role.
- Holding a staff induction with any new staff joining the school in year.
- Providing staff with the contact information for the *Education Support Network* and the school's employee assistance partner.
- Making pro-active use of the school's Occupational Health provider to support staff when ill.

## **18. Accident & first aid reporting**

### **18.1 Accident reporting**

- All accidents which occur in school are reported using the electronic portal to the local authority.
- As much detail as possible will be supplied when reporting an accident
- Where necessary, risk assessments, site photos and other information will be completed/collected after 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.

### **18.2 Reporting to the Health and Safety Executive**

The School Business Manager 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 School Business Manager 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 – <http://www.hse.gov.uk/riddor/report.htm>

### **18.3 Notifying parents**

The Class Teacher/EYP will inform parents of any accident or injury sustained by a pupil in the Early Years Foundation Stage, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

The school contacts the parent of every child who receives a head injury/bump on the day of the injury.

First aid care provided to children by the school's welfare team is recorded in a carbon copy book, with a slip shared with the parent, via the teacher or school book bag.

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

The Designated Safeguarding Lead/Assistant Designated Safeguarding Lead will notify Hounslow Children's Services, Front door service 020 8583 6600 (option 2) of any serious

accident or injury to, or the death of, a pupil in the Early Years Foundation Stage while in the school's care.

### **18.5 Reporting to Ofsted**

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

### **19. Training**

Our staff are provided with health and safety training as part of their induction process. Staff who work in high risk environments, such as in science labs or with woodwork equipment, or work with pupils with special educational needs (SEN), are given additional health and safety training.

### **20. Links with other policies**

This health and safety policy links to the following policies and documents:

- Generic Site Risk Assessments
- School Visits Policy
- Fire Evacuation Routes
- Fire Risk Assessment
- Child Protection
- Staff and Volunteer Handbook
- Supporting children with medical needs
- Emergency Response Plan
- Accessibility Plan
- Security Policy
- Premises Management Documents

### 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

<b>Name of injured person</b>		<b>Role/class</b>	
<b>Date and time of incident</b>		<b>Location of incident</b>	
<b>Incident details</b>			
Describe in detail what happened, how it happened and what injuries the person incurred			
<b>Action taken</b>			
Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards			
<b>Follow-up action required</b>			
Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again			
<b>Name of person attending the incident</b>			
<b>Signature</b>		<b>Date</b>	

**Appendix 3. Asbestos record**

The text in this table are suggestions only. The table will need to be adapted to your school’s specific circumstances.

Location	Product	How much	Surface coating	Condition	Ease of access	Asbestos type	Comment



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

Information on the recommended actions for schools and potential absence periods is available on the UK Health Protection Agency Website:

[Managing specific infectious diseases A-Z](#)

## SECTION 3 – ADDITIONAL HEALTH AND SAFETY PROCEDURES AND ARRANGEMENTS

### CORE SITE HOURS AND PUPIL SUPERVISION

The core site hours for staff are from 7:30am to 5:45pm. Staff wishing to access the site outside these hours should refer to the Solitary Working Policy and Procedures.

The school day hours are 8:55 – 3:30

Responsibility for pupils on the premises is accepted for 10 minutes on either side of these hours.

A breakfast club operates from 8am until the start of the school day. Children who have been registered with the club can be left in the supervision of the school by their parents from 8am.

An aftercare club operate from 3:30 until 5:45pm.

### ASTHMA & ALLERGIES

Asthma inhalers and Epi Pens are available in class welfare bags. The welfare officer is responsible for informing class teachers of cases of asthma amongst their pupils. Medical conditions are also listed on the school's MIS system and can be accessed by school staff. For nursery children, inhalers are kept in the nursery.

Children are encouraged to self-medicate with their inhalers. Class Teachers record the use of inhalers in the record book, kept in the bag.

Prescribed anti-histamine medications are kept in clearly labelled boxes in the welfare space. Staff are given training on the symptoms for anaphylaxis and the administration of epi-pens. The welfare space is accessible to all staff.

During the admissions process specific medical information is sought. This information is shared with teachers and other staff by the welfare officer. An easily-accessible, visual record of significant health conditions and allergies is kept on the wall of the staff rooms. It is the responsibility of the welfare officer to keep this up-to-date. Medical condition details are kept on the school's IT management system and are accessible to all staff.

Inhalers, epi-pens and other prescribed medications are carried on all off-site activities and returned to the welfare officer on return.

### BOMB PROCEDURE

Any suspicious package or object found on site should be reported immediately to the Premises Manager or, in their absence, a member of the SLT. The police

will be called and the area evacuated if it is believed to be suspicious and it is safe to evacuate.

Should the school receive a bomb threat, the administrator/SLT member will record the message accurately taking account of background noise. We will then phone 999. The Police will advise whether: i) the bomb call is a hoax; ii) to conduct a search, iii) to evacuate.

The fire alarm is NOT SOUNDED, unless there is little time to evacuate the building.

If the school has to be evacuated, the staff and children will be directed to the designated refuge point – St Paul's Church or Brentford School For Girls.

Once the site has been vacated, the fire alarm will be switched on and a notice placed on all school entrance gates stopping people from entering the premises.

#### BUILDING MAINTENANCE

If an area is unsafe it is immediately sectioned off and reported to the Headteacher or member of the SLT. The Premises Manager will either repair the problem or, with the agreement of the headteacher, contact the relevant contractor.

The Premises Manager checks contractor work before signing it off and the headteacher checks work completed by the Premises Manager.

#### CLEANING

The school employs its own cleaning staff, under the line management of the Premises Manager. Cleaning on both sites takes place at the start and end of the school day.

The premises team are responsible for emergency cleaning during the school day. In their absence, basic cleaning materials are available in the cleaners' store cupboards. The key code for this store room is shared with all staff.

When there are incidents of communicable illnesses, such as vomiting, the welfare officer/admin team will advise the Premises Manager. The Premises Manager will ensure that the cleaners use an appropriate anti-bacterial product to clean all hard surfaces, including all door handles and door push covers, tables, switches etc.

#### CLEANING – BODY FLUIDS

Staff will:

- Wear disposable, non-permeable gloves when dealing with body fluid. Then use an anti-bacterial hand-cleaning product after cleaning up body fluids.

- Used gloves, soiled dressings, swabs and vomit bowls, cleaning granules etc. are disposed of in the bins marked 'first aid waste' in the welfare area.
- Body fluid cleaning granules or disinfectant sawdust are used to soak up and disinfect spills. A dedicated brush, dustpan, mop and bucket are kept in the cleaners' store on each site to clean up the cleaning granules. Staff wear a disposable apron and gloves when cleaning up body fluids.
- Any staff or children who are bitten (where the resulting injury breaks the skin) will be taken to the A & E unit for advice and possible post exposure immunisation.

#### CLEANING – BROKEN GLASS

Broken glass is wrapped thoroughly in newspaper and labelled clearly as 'broken glass'. It is then kept safely and passed to the premises team for safe disposal. Glass is not used in school unless it is essential or unavoidable.

#### FOOD HYGIENE

The school's catering provider, Nourish, is responsible for food hygiene in the provision of school meals.

Packed lunches are stored on trolleys. They are stored away from radiators and sunlight, by the classrooms.

Food Hygiene rules are taught as part of any cooking activity in the curriculum.

#### INTRUDERS ON SITE

The school sites are secured during the school day. Entry is only permitted through the visitors' entrance on SPS, via the intercom entry system. The Headteacher will exclude people from the premises if pupils or staff feel threatened. The Police will be called if an intruder presents a threat. Staff have the responsibility (where safe) to challenge or report to the SLT any adult found on site without visitors identification.

#### MAINTENANCE OF EQUIPMENT

The following plant and equipment are tested by appropriately qualified contractors. Records of the checks are kept in the health and safety file:

Annual checks:

- Gas appliances
- Chimneys/flues
- Portable appliance testing – see section on Electrical safety
- Water quality sampling
- Portable fire fighting equipment

The following are other checks with alternative time frames:

- Gas boilers: three times a year
- Fixed electrical wiring installation: five-year test

- Fire alarms: quarterly
- Air conditioning units: every year Fluorinated Greenhouse Gases check every 5 years for energy efficiency.

Local exhaust ventilation: timescale as required (annually or less)

#### MEDICAL CONDITIONS

Information on children's medical conditions is collected on admission and stored in the school's *Management Information System*. The Welfare Officer keeps a list of all significant medical conditions requiring regular or emergency medication. A health care plan is completed by the Welfare Officer for all relevant pupils and kept in a file in the welfare room.

The Welfare Officer works closely with the assigned school nurse to ensure that medical conditions are managed effectively in school.

#### MENSTRUATION

Sanitary Towels and disposal bags are kept by the Welfare Officer. Year 5 and 6 children are taught about menstruation as part of the Health Education element of the curriculum. An appropriate member of staff in the upper juniors explains and supports girls who need to use and dispose of sanitary products.

#### PHYSICAL RESTRAINT

The school has arrangements for physical restraint, which is always a last resort, in the behaviour policy.

#### PLAYGROUND SAFETY

A minimum of two members of staff are on duty at break times for the main playgrounds on St Paul's site and Alexandra House Site. SMSAs are on duty during lunchtime.

The school's behaviour code is shared through staff training and induction with all staff.

The premises team conducts a daily check of the playgrounds and apparatus within it before school. Potential hazards are addressed before school opens or reported to a member of the SLT.

#### RISK ASSESSMENTS

There are comprehensive risk assessments for premises and equipment. These are located in the health and safety section of the staff portal on the website and in the health and safety folder. These are renewed and added to throughout the year and audited on an annual basis.

The premises team inspects the site daily for potential risks. Any problems are reported to a member of the SLT if they cannot be resolved before the school opens.

A site inspection is made termly by the Premises Manager, the governor with responsibility for Health and Safety and a member of the SLT. Remedial actions are noted and executed.

It is the duty of all staff to report potential hazards and risks to the Premises Manager.

#### ROAD SAFETY

Assemblies, curriculum activities and Travel Plan workshops are used to teach and remind children of road safety issues. Members of the SLT regularly monitor traffic during the drop-off and pick-up times and work with the Local Authority to resolve traffic risks.

#### SAFETY REPRESENTATIVES

The school works with employees and representatives from professional bodies to develop and disseminate effective health and safety procedures and address potential hazards.

#### SCHOOL TRIPS

Risk Assessments are conducted for all off site trips, as appropriate to the nature of the activity. Written assessments are prepared and authorised by a member of the SLT for visits out of the local area for a full day or longer.

Parental permission is sought at admission, using the DfE's 'one-off' *CONSENT FORM FOR SCHOOL TRIPS AND OTHER OFF-SITE ACTIVITIES*. The completed form is kept on the pupil file. Parents are always informed when a trip outside the immediate locality is planned. Details of the activity, the curriculum area, the arrangements for transport, lunchtime arrangements and any cost are outlined. Parents have the opportunity to withdraw their child from any particular school trip or activity covered by the form.

#### SLIPS AND TRIPS

Slip hazard signs are used when surfaces have been recently mopped or when they are wet. External doors have doormats inside them to wipe wet feet on. The premises team is informed if a surface needs drying.

#### SCHOOL SECURITY - VISITORS & VOLUNTEERS

Exterior Gates are kept locked and are managed on a keycode/intercom system.

In the morning, the main gates are opened at 8:45am and closed at 8:55am. The school dismisses pupils from the both sites at 3:30pm. Gates are opened at 3:15 (Reception) and 3:25 (Alexandra House and St Paul's Site). They are closed at 3:25 (Reception) and 3:40 (Alexandra House and St Paul's Site). It is the responsibility of the SLT, admin staff or premises team allocated to the gate to open and secure the gates. The nursery gates are closed at 9am, once the

session starts. Arrival and dismissal from the nursery takes place in the nursery playground.

Children staying for after-school clubs are dismissed by the activity leader, who supervises their exit from the school premises.

All visitors sign in at the school's reception desks. They are given a visitor's pass, which they wear whilst in the school. Essential Health and Safety information is printed on the reverse of the visitor's pass.

Visitors who are or are likely to come into contact with children and work with them in isolation should produce evidence of ID and DBS numbers. Where such a visitor is unable to supply a DBS number or ID, they need to be supervised by a member of staff. The lanyards on the staff badges indicate types of visitors and whether or not they need supervision.

Regular visitors are required to follow the school's health and safety policy. Volunteers are briefed on the school's health and safety procedures through the school's induction procedure. Parents helping out in school are made aware of the school's health and safety policy through briefings with the recruiting staff member and through guidance published for volunteers.

#### SUN CARE

We have a winter and summer uniform. During summer months, pupils are encouraged to wear a sun hat and appropriate sun cream. There are shady areas in the playgrounds and children are encouraged to make use of them in hot weather. There are external water fountains. In classrooms children are encouraged to bring a water bottle to school. Staying safe in the sun is taught as part of the PSHE curriculum in both key stages.

#### SWIMMING

Parents are informed through the curriculum plans and a letter, before the unit of work starts, that their child will be attending swimming lessons as part of the PE curriculum. The school uses Brentford Leisure centre pool. The allocated class travels to and from the pool by coach. Parents are advised what equipment is needed. Medications (inhalers, epi-pens etc.) are taken to the pool. Children changing are supervised by a member of staff. Instructors from the pool conduct the lessons. St Paul's staff remain at the pool side in case of emergency and to support discipline.

Children needing to go to the toilet should go in pairs, with a member of staff providing appropriate supervision – being by the entrance to the toilets and checking their return to the pool.

The school collects an annual Risk Assessment checklist (SV10) from the Brentford Leisure centre management. This is shared with the class teachers leading swimming groups.

## TRAINING & INDUCTION

We have a staff handbook and an induction checklist, which the relevant member of the SLT works through with new staff and regular volunteers. The Health and Safety Policy is included in the induction checklist. We also have a staff handbook, which is updated annually and shared with all staff in the Autumn term INSET days. This includes essential Health and Safety information including first aid, accident, fire and emergency.

Staff are aware that failure to follow health and safety procedures is a disciplinary offence.

Health and Safety training is provided in-house or through an appropriate training provider e.g. the LA or the school nurse.

## VIOLENCE TO STAFF

All staff arriving early or leaving the premises late are aware that these are particularly vulnerable times in respect of personal attack. Staff are encouraged to avoid working late where possible and to follow the school's solitary working policy and procedures where it cannot be avoided.

Through the school's CPD programme we address working with parents and other adults in school. We recognise that in extreme situations, parents and other adults may react violently. To deter this we train staff to be emotionally astute. We encourage staff to meet with a member of the SLT where potential conflict or difficulties are anticipated. Meetings take place at times when colleagues are present on site and in rooms, which allow for appropriate monitoring by colleagues. Staff should always sit nearest the door, so that they can leave the room if they need to.

If an adult becomes angry during a meeting staff should:

- Remain calm;
- Diffuse the situation by arranging to meet on another day with a member of the SLT;

If a member of staff is concerned for the safety of a colleague, they should:

- Where safe, interrupt the meeting and ask to have a word with colleague – waiting outside for them to come.
- Send for a member of the SLT to help diffuse the situation.

The Headteacher can order any person off the school site if they present a danger to staff or pupils. If they fail to leave immediately, the Police will be called to intervene.

In the case of assault taking place, the Governors recognise the traumatic effect it can have on the victim. In such circumstances, an appropriate colleague will be released to support and look after the victim.



Assaults against staff are fully recorded, evidence is kept and reported to the appropriate authority where necessary.

#### Publicising the Policy

The policy is shared with staff as part of the induction process.

SECTION 4 – SITE & GENERIC ACTIVITY RISK ASSESSMENTS

SECTION 5 – FIRE EVACUATION PROCEDURES

SECTION 6 - INSPECTION & MAINTENANCE SCHEDULES, LOGS & SERVICE RECORDS

SECTION 7 – HEALTH & SAFETY ACTION PLAN

SECTION 8 – HEALTH & SAFETY SITE WALK RECORDS

SECTION 9 – SCHOOL ASBESTOS REPORT & MANAGEMENT PLAN

SECTION 10 – BOROUGH H&S RETURNS/COMMUNICATIONS

SECTION 10 - APPENDIX – SUPPLEMENTARY DOCUMENTATION