

# **REGENT FARM**

# **FIRST SCHOOL**



## **Health and Safety Policy**

## **INTRODUCTION AND RATIONALE**

Every student has the right to be taught and all members of staff have the right to work in a safe and healthy environment. It is recognised that the duties of the Governing Body are to ensure, so far as is reasonably practicable, that students, staff and others using the school premises are not exposed to risks to their health and safety. A safe and healthy working and learning environment for staff, students and visitors is expected.

Only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. The School's health and safety responsibilities derive from the Health and Safety at Work Act 1974 and the associated Management of Health and Safety at Work Regulations 1999. The legislation is based on the duty to assess and manage risk and is usually enforced by the Health and Safety Executive (HSE).

The Governing Body, will so far as is reasonably practicable, ensure that all activities under its control are carried out in accordance with the Health and Safety at Work Act 1974, relevant regulations, approved codes of practice, guidance notes, the Health and Safety Policy of Newcastle City Council and with due regard to advice and information provided by the Authority's advisors.

### **1. AIMS**

- To provide a safe and healthy working and learning environment for staff, students and visitors.
- To identify and evaluate risk control measures.
- To establish emergency procedures.
- To establish reporting systems.
- To ensure that all staff are aware of their individual responsibilities in relation to health and safety.
- To provide supervision, training and instruction so that all staff and students can carry out activities in a healthy and safe manner.
- To be aware of stress and its effect on health and safety issues.

## **2. ORGANISATION AND RESPONSIBILITIES**

### **2.1 Governing Body**

Governors are responsible for the strategic overview of health and safety including that of ensuring full implementation of the Schools Health and Safety at Work Policy. This will be achieved by ensuring there is an effective plan for safety that sets clear areas of responsibility and achievable standards for all school staff.

The Governors consider the best means of developing and progressing this policy, thus providing effective management of health & safety, is to delegate the responsibility to the Finance and Premises Committee. The role of the committee will be to act as a communication link between the Governing Body, Head Teacher, Trade Union Appointed Safety Representatives and members of staff generally.

Its terms of reference are to:

- Identify and develop practicable arrangements for health & safety
- Develop strategies/arrangements to actively monitor their enforcement
- Consider/assess any safety issues for new equipment or in anticipation of organisational change
- Identify opportunities for further improvement to safety arrangements
- Carry out a review of the policy/risk assessments and its arrangements annually and recommend necessary improvements on general strategic matters of health & safety
- Update governors in Premises committee meetings
- Bring any matter of concern relating to health and safety, that cannot be resolved through the schools management structures or by the Head Teacher, to the immediate attention of the Chair of Governors

A clear intention is to seek continual improvement through the development of a safety culture built on a common understanding of safety and a commitment by all staff to meet their challenging goals.

Members of the premises committee will include Governors, representation of senior leaders of the school and, when needed the caretaker or School Business Manager. Additional members will be co-opted where appropriate to discuss safety matters relating to specific areas of work. Each committee member will be confirmed annually by their respective bodies as appropriate and confirmed by a full governing body at a meeting in the autumn term.

The committee will meet at least termly and more often at the request of one committee member, the Head Teacher or the Governing body.

## **2.2 Supervisory School Staff**

Members of staff who manage, or supervise other staff/trainees, or are responsible for pupils/members of the public, who may be affected by work activities, have a particular responsibility for the health and safety of those under their charge.

They will carry out and/or assist in the process of undertaking a suitable assessment of the risks to health and safety arising out of or, in connection with their undertakings. These assessments shall be reviewed periodically, following accidents and in light of improved knowledge or technical change.

Supervisory staff will instruct those under their charge/control precisely and clearly on their duties with regard to the health and safety of themselves and others, and will inspect their designated area of responsibility at periodic intervals.

## **2.3 Head Teacher**

The Governors charge the Head Teacher, with the day-to-day responsibility of managing and enforcing Regent Farm First School's Health and Safety at Work Policy. Where necessary the Head Teacher will initiate, support and assist all staff in the risk assessment process and, take appropriate steps and make the final decision on any safety question where

matters are unable to be resolved satisfactorily through delegated responsibility arrangements within this safety policy.

#### **2.4 Health and Safety Co-ordinator (HSO)**

The caretaker will assist the Head Teacher in the day-to-day implementation of the School safety plan. As HSO her role is to ensure that other members of staff are familiar and clear as to their duties and responsibilities stated in this Health and Safety Policy.

The HSO will provide/arrange assistance and support to relevant staff to ensure that risk assessments are actually carried out. She will endeavour to keep up-to-date with safety regulations and initiate steps that ensure arrangements for health and safety at Regent Farm First School conform to both current regulations and best-known practice.

#### **2.5 Classroom Teachers**

Will be responsible for initiating/undertaking/assisting in the risk assessment process in areas and for tasks relating to pupils and trips. They will inspect their designated areas regularly to identify hazards and raise any concerns with the HSO.

Where significant hazards are identified a formal risk assessment process will be undertaken to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the risk.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting exposure to the hazard before reporting the matter to the Head Teacher.

Classroom Teachers will also assist in the implementation of other safety arrangements considered necessary to comply with health & safety regulations and codes of practice as may be determined from time to time and approved by the Governing Body/Head Teacher.

#### **2.6 All Other Staff**

A vital role and responsibility for implementing Regent Farm First School safety plan is that of the individual member of staff who has a statutory duty to co-operate with the schools managers and comply with all arrangements considered necessary for the health, safety and welfare of pupils, themselves and their work colleagues.

They will assist in the process of undertaking a suitable assessment of the risks to health and safety arising out of or, in connection with their work. In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting exposure to the hazard before reporting the matter to their line manager.

### **3. ARRANGEMENTS**

The Governing Body will ensure that those appointed and charged with responsibility for implementing Regent Farm First School Health and Safety at Work Policy and its arrangements will be adequately trained to fulfil their delegated responsibilities.

Where specialist knowledge is required under a Service Level Agreement (SLA) advice and support can be sought from Newcastle City Council or Services to School to advise/assist directly or where appropriate identify other competent persons to provide support.

The arrangements for managing health and safety within Regent Farm First School are designed to eliminate hazards or adequately control risks to staff and pupils are as follows:

### **3.1 Education Safety Services Policies for Safety**

Useful information, guidance and policies can be viewed on the Schools internal network for staff and hard copies of all the schools policies and procedures and risk assessments can be requested at any time.

### **3.2 Staff Induction**

All staff are assigned a mentor who guides them through the induction process. The Head Teacher will also complete induction training with the staff member.

### **3.3 Fire Safety**

The HSO will ensure a fire risk assessment is carried out to comply with the Regulatory Reform (Fire Safety) Order 2005. There is a separate Fire Safety Policy which details the risk assessment and also sets out detailed arrangements for staff training and on procedures to be followed in the event of a fire emergency. The Policy will be reviewed annually or in the event of change and significant findings will be processed onto a priority action plan of remedial steps needed to be taken. The school also has a three yearly detailed fire survey. All documentation including records of fire drills and equipment test will be retained in the caretakers fire records file.

### **3.4 Safeguarding/Security/Lone working**

The school will undertake a review of security annually. This will be undertaken by the Finance and Premises Committee. Findings will be recorded in the governors minutes. Staff and pupils will be urged to bring any concerns they may have to the immediate attention of the HSO. The school has a separate policy in place for safeguarding and risk assessments outlining what to do in the event of a security risk, intruder etc.

### **3.5 Supporting Pupils at School with Medical Needs and administering medication**

The school has a separate First Aid and Medical Needs policy in place.

This policy will incorporate arrangements requiring that steps are taken to identify any consequential health & safety risk to staff or pupils in the support provided for pupils with medical needs. Training will be provided for staff who volunteer to administer medication and for the staff who volunteer to witness the administration of medication. Training will also be provided for management of specific medical conditions such as allergies, peg feeding asthma, and diabetes when needed.

### **3.6 Safety Training**

Training needs for staff will be identified through the induction process. Future training needs will be identified through the staff development review process or in light of changed responsibilities. The HSO keeps a record of all staff training in relation to health and safety. The caretaker keeps a record of any training he has attended.

### **3.4 Premises Safety Sweeps**

Will be carried out on a continuous basis so that physical type hazards are identified as soon as possible. This will be achieved by the caretaker sweeping the school and recording any findings. Any appropriate action is taken or advice sort on what steps could be taken to manage any safety concerns.

These arrangements will be closely monitored annually by the Finance and Premises Committee. Any failure to comply with these arrangements must be brought to immediate attention of the Head teacher/Governing Body.

### **3.5 Play Area and Grounds Safety Sweeps**

Will be carried out on a continuous basis so that physical type hazards are identified as soon as possible. This will be achieved by the caretaker sweeping the playgrounds or grounds and recording any findings. Staff are reminded to report any issues immediately to the HSO. The school also has an annual playground inspection.

### **3.6 Working at Height**

Managers and Teachers must not instruct staff under their charge to undertake any 'work at height' tasks unless a suitable and sufficient risk assessment has been carried out and approved/recorded. Closer supervision must be exercised at all times when asking vulnerable persons to undertake 'work at height' tasks. These will include young persons, student placements and new or expectant mothers.

All staff are instructed not to undertake any 'work at height' task unless they have been authorised to do so and have been informed of the risk assessment findings, trained and instructed as appropriate.

While not an exhaustive list such work at height tasks may include the following:

- Storing and/or retrieving materials
- Placing and/or removing displays at height
- Cleaning windows and light fittings
- Maintenance tasks

The caretaker attends training on ladder use and working at height from the local authority.

### **3.7 External Educational Visits**

The Head Teacher, has been appointed as Educational Visit Co-ordinator (EVC). The EVC will ensure all external visits are planned and detailed arrangements are recorded. Staff conducting the trip are responsible for carrying out the risk assessment and recording this on the staff drive. This will include ensuring additional risk assessments are undertaken where necessary. As part of the planning process for external educational visits the EVC will consider whether there are any opportunities to involve the pupils in understanding how they could be harmed during the visit in order to underpin their understanding and cooperation in control measures.

### **3.8 Stress/Well-being**

The school will endeavour to support any member of staff experiencing anxiety or stress even though this may not be work related and a strict need to know confidence will be observed at all times.

Any member of staff who considers their well-being is being compromised due to work related pressures are to be encouraged to raise concerns with their line manager in the first instance, if this is not possible then with the Chair of Governors or Head Teacher. If necessary external advice will be sought from NCC or Occupational Health.

The School will endeavour to support any member of staff experiencing anxiety or stress even though this may not be work related and a strict need to know confidence will be observed at all times.

### **3.9 First Aid**

The school has a separate First Aid policy in place.

### **3.10 Accident(Slip, trips and falls) Reporting and Investigation**

Accidents and emergencies involving any pupils, staff, contractors or visitors must be recorded on the local authority accident form which are kept in the main office. The HSO must see the completed form, to ascertain what actions to take next, this may included:

- No action and the form to be sent to the Local Authority
- Review of the area the accident/incident occurred
- Review/complete a risk assessment
- Discussion with other staff members, NCC H and S Team or Chair of Governors

Outcomes of any RIDDOR investigations would be shared at the next full governing body meeting.

The HSO will review accidents periodically and report any concerns to the Finance and Premises committee.

### **3.11 Key Holders**

The key holder/s for Regent Farm First School are:

- Caretaker (full set)
- Head Teacher (full set)
- Deputy Head Teacher(full set)
- All other staff have access to the main school doors during working hours.

### **3.12 Statutory Testing**

As a result of delegated responsibilities, schools and other establishments are responsible for managing significant elements of building maintenance to include statutory testing on a various items of plant and equipment at appropriate frequencies. This is not an option as failure to comply will contravene Health & Safety legislation and may result in fine or even imprisonment of the offender.

The HSO closely monitors and ensures that all the necessary tests are completed in a timely manner. Certificates of works/tests are stored within the folders stored in the caretakers cupboard.

### **3.13 Asbestos Management**

Recognising the absolute duty to manage asbestos containing materials (ACMs) effectively in the premises there will be strict compliance of the policy issued by Education Safety Services Health & Safety:

- The Asbestos Management Survey has been completed and a management plan has been developed to determine the likelihood of exposure during normal day-to-day activities or maintenance. This information is stored in the folder which is stored in the caretakers cupboard. An additional copy is stored by the HT.
- To reinforce this policy members of staff are instructed not to undertake any work that may disturb the fabric/surface finish of the building unless specifically authorised to do so by the HSO/NCC who will take regard of the Asbestos Survey, Management Plan and Guidance.
- Contractors will be made aware of the Asbestos Management Survey and have their own dedicated contractors handbook, which provides guidance around any works they undertake and considered the possibility of disturbing asbestos. Where necessary an Intrusive Survey will be undertaken in areas to be disturbed before any work begins.
- In order to prevent an unplanned disturbance of asbestos and before the fabric/surface finish of the building is disturbed a 'Permit to Work' system will be employed.

### **3.14 Substances Hazardous to Health**

Where small quantities of harmful substances are used in classrooms, such as aerosols these will be used in accordance with manufactures safety advice and stored away from pupils.

All cleaning chemicals will be used and stored to comply with suppliers Safety Data Sheets and subjected to a detailed assessment to meet the requirements of the Control of Substances Hazardous to Health Regulations 2000 (COSHH 2000).



### **3.15 Electrical Equipment**

All electrical equipment used in school must be authorised for use. In addition to the Statutory Portable Appliance Testing, staff are reminded to regularly carry out a visual inspection of electrical equipment and should any defects be identified they must stop using the equipment and bring concerns to the immediate attention of a member of the SLT or Caretaker.

### **3.16 Tools and equipment**

The school will have a record of all specialist tools and equipment used in classrooms. Where required this log will record an inspection regime as required. All equipment will be properly stored to ensure no unauthorised or unsupervised use where there is a risk of harm. Only rounded blunt scissors will be used by pupils. As part of the planning process for curriculum activities that involve tools and equipment, Teachers will consider whether there are any opportunities to actively involve the pupils in order that they understand better how they could be harmed using such tools or equipment. This will underpin their understanding, cooperation and ownership in control measures.

### **3.17 Visitors and Contractors**

All visitors to the school must sign in at reception. Contractors must report to the school office who will contact the caretaker or HT who will ensure appropriate Contractor School Rules are adhered to.

### **3.18 Holiday Shut Down**

Where deep cleans and refurbishment work is undertaken during holidays the caretaker will be responsible for ensuring staff members and contractors have undertaken a risk assessment to identify potentially hazardous tasks and put control measures in place to ensure safe working practices.

### **3.19 Safety Audit Arrangements**

The Governor with responsibility for safe guarding will audit health and safety policies and procedures within the school on at least an annual basis. The Finance and Premises Committee will receive a health and safety verbal report on a termly basis; these will be recorded in the minutes of meetings.

### **3.20 Risk Assessment**

Risk assessments are designed to assist the school in fulfilling their legal duties in assessing risks. Risk management is the consideration of the risks that arise in the workplace and then putting in place sensible health and safety measures to control them.

In accordance with our duties under the Management of Health and Safety at Work Regulations 2000, the school is required to undertake regular risk assessments and take any necessary action arising from these according to provisions set out in the Health and Safety policy and elsewhere.

The HSO and other staff as required, are responsible for making sure that risk assessments are completed, logged and effectively monitored. Reviews are conducted when there is any change to equipment or resources, any change to the school's premises, or when particular needs of a child or other visitor necessitate this.

The HSO is further responsible for conducting any necessary reviews or making changes to the school's policies or procedures in the light of any potential risks that they or other members of staff discover.

A visual inspection of both the equipment and the entire premises – both indoor and outdoor – will be carried out daily. This will, ordinarily, be carried out by a designated member of staff (Caretaker) on arrival at the school and will be completed before any children arrive.

During the school day, staff will be vigilant and continuously aware of any potential risks to health and safety arising from:

- the School's environment, both indoors and outdoors;
- all surfaces, both indoors and outdoors;
- all equipment used by children or staff.

On discovering a hazard, staff will take all steps necessary to making themselves and any other people potentially affected safe. They will then notify the HSO or caretaker, school is then responsible for ensuring that any necessary action is taken. As already stated, the Management of Health and Safety at Work Regulations (NI) 2000 require that suitable and sufficient assessments of the risk arising out of work are carried out.

Put simply, a risk assessment is finding out what could cause harm to people and deciding if you have done enough or need to do more to protect them.

### **3.20.1 The Process of Risk Assessment**

#### ***What can be risk assessed?***

A risk assessment can be undertaken on an object or substance, a process, a location, an activity, or a person. It is a five step process:

- Step 1: Identify the hazards
- Step 2: Decide who might be harmed and how
- Step 3: Evaluate the risks and decide on precautions
- Step 4: Record your findings and implement them
- Step 5: Review your assessment and update if necessary

#### ***What is a hazard?***

A hazard is anything which can cause harm e.g. electricity, chemicals, etc

#### ***What is risk?***

Risk is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

#### ***Evaluating the risk:***

Having spotted the hazards, you then have to decide what to do about them. The law requires you to do everything 'reasonably practicable' to protect people from harm. You can work this out for yourself, but the easiest way is to compare what you are doing with good practice. There are many sources of good practice, for example HSENI's website ([www.hseni.gov.uk](http://www.hseni.gov.uk)) CLEAPSS, etc.

### 3.20.2 What is a risk assessment?

The Health and Safety Executive (HSE) defines a risk assessment as “a careful examination of what in your work could cause harm to people so that you can weigh up whether or not you have taken enough precautions or should do more to prevent harm”. The assessment will help you to identify the likelihood of harm and whether you can reduce the risk to a reasonable level, through the introduction of control measures.

#### **The five step process is as follows:**

Step 1: Identify the hazards.

Step 2: Decide who might be harmed and how

For each hazard you need to be clear about who might be harmed, identify the groups of people – such as staff members or members of the public/pupils. Identify how they might be harmed i.e. what type of injury or ill health might occur.

Step 3: Evaluate the risks and decide on precautions

Consider how likely it is that each hazard will occur and what control measures you already have in place. Have the control measures in place got rid of the hazard altogether or reduced the risk so that harm is unlikely, if the task has not been adequately controlled what further actions are required. If any further actions are required the name of the person responsible for actioning the task should be recorded along with the projected completion date with the actual completion recorded in the completed column.

Step 4: Record your findings and implement them

Putting the results of your risk assessment into practice will make a difference when looking after our staff. Writing down the results of your risk assessment, and sharing them with the staff, encourages you to do this.

Step 5: Review your assessment and update if necessary Risk assessments need to be reviewed and if necessary updated every year. However a review will be required sooner if an incident or accident occurs, or there are significant changes to the premises, staff or procedures.

### 3.20.3 Definition of a hazard and a risk

**Hazard:** A hazard is anything that may cause harm such as chemicals, electricity, working from ladders, etc.

**Risk:** The risk is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be

### 3.20.4 Types of risk assessments

There are three different types of risk assessments. These are generic, specific and dynamic.

**Generic** activities are those which although they are carried out at different times and locations, the hazards and risks are largely the same and do not change. For this type of activity generic risk assessments can be produced as a model for guidance only.

A **specific** risk assessment may be applicable where the hazards and risks are only applicable to a certain activity and also where there is a requirement in legislation to undertake a specific assessment for example COSHH, new and expectant mothers.

A **dynamic** risk assessment is a continuous process of identifying the hazards that occur in for example an emergency situation or global pandemic, assessing the risks and taking immediate action to eliminate or reduce these to an acceptable level.

### 3.21 Alcohol & Drug Misuse

The Governing Body acknowledges that alcohol, drug and substance misuse is defined as “the intermittent or continual use of alcohol or any drug or other substance which causes detriment to a member of staff’s health, functioning, or performance at work, and which affects efficiency, productivity, safety, attendance, time keeping or conduct in the workplace”.

The Governing Body recognise that we have a responsibility to ensure a safe and healthy working environment for all staff and pupils. The governors do not condone the excessive and/or inappropriate use of alcohol, or the misuse of drugs/substances, whether illicit or prescribed. Governors recognise that a safe and healthy working environment is put at risk by employees who use alcohol and other drugs/substances in such a way that their health, work performance, conduct or relationships at work are adversely affected.

Governors/head teacher do not permit any member of staff to be at work if they are under the influence of alcohol (or smelling of alcohol) and drugs. We will take appropriate action through the absence control procedures and the disciplinary process if we judge that absenteeism, presenteeism or misconduct has arisen out of the inappropriate use of alcohol or drugs.

The head teacher will encourage staff with alcohol and drug/substance related problems to seek help voluntarily and will fully support the member of staff through this process. The head teacher will get support and advice from the Local Authority and occupational health.

### 3.22 Smoking

Smoking and second hand smoking has been shown to cause cancers, heart and respiratory diseases. There is considerable evidence regarding the impact of smoking behaviours on children.

As smoking is the single most preventable cause of premature death and ill health in our society, as a school we believe it is our responsibility to promote a no smoking policy and to give everyone the right to breathe clean air and to avoid the dangers of second hand smoke.

### **3.22.1 The Smoke-Free Environment**

The following statements apply to all staff, pupils and visitors to the school e.g. parents, visiting suppliers, temporary staff, contractors and governors.

- Smoking is not permitted in any part of the school site at any time. This includes all school buildings and the outside areas of the school including playgrounds, sport's field or car parks. This also includes vaping.
- Smoking by anyone on a school visit or trip is not permitted.
- Smoking on public footpaths at the entrances and exits to the school site will be strongly discouraged.
- A no smoking statement will be included in the school's prospectus and staff handbook.
- The relevant signage should be displayed around school.

### **3.23 Anti - Violence, Aggressive & Anti-social Behaviour**

The Governing Body has a duty under the Health and Safety at Work Act 1974 to ensure the health and safety of school personnel and it is our duty as stated in the Management of Health and Safety at Work Regulations 1999 to manage risks in the workplace.

Therefore, we aim to create a safe and secure school environment where violence, threatening behaviour or abuse to any member of the school community is not tolerated.

We treat any form of physical attack, attack against property or possessions, serious verbal abuse and threats or anti-social behaviour as acts of violence or aggression as unlawful and we will take the appropriate legal action if need be.

We take seriously all acts of violence and aggression against school personnel and we will do everything reasonably practicable to reduce risk.

We expect all parents/carers and other visitors to behave in a reasonable and acceptable manner towards all school personnel. We expect all school personnel to behave professionally at all times and when confronted with difficult situations to attempt to defuse them.

#### **3.23.1 Dealing with a face to face aggressive incident**

When confronted with an incident school personnel should:

- stay calm;
- stand back and listen;
- concentrate at all times;
- look for signs that could result in unpredictable behaviour;
- seek assistance from another member of the school personnel;
- act in a calm controlled manner;
- speak in a quiet, slow and friendly voice;
- not turn their back on the 'aggressor';
- defuse the situation by listening and suggesting that the conversation takes place at some other time and place;
- move to a place of safety and if required telephone the police;

- only use restrictive physical intervention with a pupil as a last resort;
- record the incident at its conclusion.

### **3.23.2 Dealing with an anti-social telephone conversation**

When confronted with an anti-social telephone conversation school personnel should:

- inform the caller that the conversation is being placed on speaker so that the conversation can be witnessed;
- if the inappropriate conversation continues then inform the caller that the tone of the conversation must improve or it will be terminated;
- terminate the call if there is no improvement;
- record the incident at its conclusion.

### **3.23.3 Recording and reporting incidents**

- All school personnel must report all incidents of violence and aggression to the head teacher in the first instance
- All incidents resulting in injury must be reported to the Local Authority.
- The Local Authority will report any incident that involves a member of the school personnel having more than 3 days off work to the Health and Safety Executive.

### **3.23.4 Investigating incidents**

The Headteacher will investigate all incidents and may decide to:

- conduct further investigation;
- offer counselling to the victim;
- liaise with the police;
- take legal action;
- liaise with Trade Unions and the Local Authority;
- exclude a pupil or temporarily withdraw service from the party that was responsible for the incident. Parents could also be banned from the school site.

### **3.23.5 Counselling**

After any aggressive or anti-social incident the Headteacher / line manager will meet with the member(s) of the school personnel in order to offer support, to talk over the incident, to allay any stressful fears and to give reassurance and support the member of staff with an occupational health referral for counselling if required.

## **3.24 Communicable diseases including Covid 19**

We acknowledge that outbreaks of many communicable diseases in schools are actually a reflection of infection spreading in the general community and are difficult to prevent.

We are aware that some communicable disease can be passed on before a person becomes unwell while others can be transmitted by apparently-well carriers of a disease. Therefore, it is very important for us to maintain high standards of basic cleanliness and hygiene at all times.

We have a duty to inform school personnel and parents of any outbreak of an infectious disease and of the incubatory periods for infectious and contagious diseases. We will advise anyone showing symptoms of a communicable disease or infection to stay away from school until they are fit enough to return.

Likewise we expect any member of the school personnel to inform the Headteacher if they are developing systems of any communicable disease or infection. Also, parents/carers have a duty to inform the Headteacher if their children are developing systems of any communicable disease or infection.

Governors have a legal responsibility under the Management of Health and Safety at Work Regulations 1999 to protect any member of the school personnel who is or in the future could be a new or expectant mother.

We have a duty under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 to report to the local authority and to the Health and Safety Executive any member of the school personnel who is suffering from one of the following:

Ebola, food poisoning, Leptospirosis, measles, meningitis, meningococcal septicaemia, mumps, paratyphoid fever, rubella, scarlet fever, smallpox, tetanus, tuberculosis, viral hepatitis A, B, C, whooping cough and yellow fever.

The HT will liaise with PHE. The Head Teacher/governors will follow advice given on the next steps in regards to assessing the risks to all school personnel and will undertake what is reasonably practicable to control those risks. This will include any hazards/risks to new and expectant mothers when conducting this risk assessment.

### **3.25 Sharps, blades, needles and syringes**

We believe sharps, blades; needles and syringes present a potential health and safety risk to pupils, school personnel and to others who use the school site. We have a duty to ensure that every effort is made for the safe management of sharps, blades, needles and syringes and that a safe procedure is in place to assist in the prevention of needle stick injuries.

We have a duty to make all school personnel aware that there is a risk of affection should they receive an injury when attempting to handle certain hazardous items. All discovered sharps, blades, needles and syringes will be removed to a safe and secure place prior to disposal.

The school will:

- provide training for staff who may support children administering medication of hazardous items such as sharps, blades, needles and syringes;
- ensure that safe and practical storage facilities for hazardous items are in place
- arrange for the collection and disposal of all sharp boxes by the Local Authority or by a private contractor
- undertake risk assessments when required

### **3.26 Pregnant new expectant mothers**

The school has a separate pregnant new expectant mother's risk assessment in place. Additional Covid information is also included.

### **3.32 Policy Review Date**

This policy will be reviewed annually. Should any changes be made to conditions, arrangements or designated staff with responsibilities, this policy will be amended immediately. Such changes will be brought to attention of staff at the earliest possible opportunity

| Health, Safety and Welfare Induction Checklist                       |   |   |    |
|--|---|---|----|
| Fire and Emergencies   |   |   |    |
| Has the person been shown or informed of the following?              | Y | N | NA |
| • The premises fire action procedures                                |   |   |    |
| • The type of alarm sound  |   |   |    |
| • The means of escape from each work area that they may use          |   |   |    |
| • The external assembly points                                       |   |   |    |
| • The location of the nearest fire fighting equipment                |   |   |    |
| • Evacuation arrangements for disabled persons                       |   |   |    |
| Security Arrangements  |   |   |    |
| Has the person been shown or informed of the following?              | Y | N | NA |
| • The security door entry system(fob)                                |   |   |    |
| • Security procedures-for visitors                                   |   |   |    |
| • Been given a photo lanyard   |   |   |    |
| • Have they been assigned a place to leave their personal belongings |   |   |    |
| First Aid/administrating medicine/children with allergies/medication |   |   |    |
| Has the person been shown or informed of the following?              | Y | N | NA |
| • The list of the workplaces first aiders                            |   |   |    |
| • Location of the first aid areas                                    |   |   |    |
| • Location of first aid boxes  |   |   |    |
| • How to complete a medication form                                  |   |   |    |
| • How to find out if a child has a medical need or allergy           |   |   |    |
| Reporting Accidents / Incidents/hazards                              |   |   |    |



|  |   |   |    |
|--|---|---|----|
| Has the person been shown or informed of the following?  | Y | N | NA |
| <ul style="list-style-type: none"> <li>Procedures for reporting accidents/incidents/hazards</li> </ul>                                 |   |   |    |
| Smoking  |   |   |    |
| Has the person been shown or informed of the following?  | Y | N | NA |
| <ul style="list-style-type: none"> <li>The No Smoking Policy</li> </ul>  |   |   |    |
| Health and Safety Policies & Literature  |   |   |    |
| Has the person been shown or informed of the following?  | Y | N | NA |
| <ul style="list-style-type: none"> <li>Health &amp; Safety Policy</li> </ul>   |   |   |    |
| <ul style="list-style-type: none"> <li>Location of policies and risk assessments on server</li> </ul>                                  |   |   |    |
| <ul style="list-style-type: none"> <li>Computer and use of the internet guidelines</li> </ul>  |   |   |    |
| Electrical Hazards   |   |   |    |
| Has the person been shown or informed of the following?  | Y | N | NA |
| <ul style="list-style-type: none"> <li>Procedures dealing with faulty electrical equipment</li> </ul>                                  |   |   |    |
| Welfare  |   |   |    |
| Has the person been shown or informed of the following?  | Y | N | NA |
| <ul style="list-style-type: none"> <li>Location of toilet facilities</li> </ul>  |   |   |    |
| <ul style="list-style-type: none"> <li>Location of staffroom</li> </ul>  |   |   |    |
| <ul style="list-style-type: none"> <li>Plan of the school</li> </ul>   |   |   |    |
| <ul style="list-style-type: none"> <li>School timetable-lunchtimes/breaks/staff meeting</li> </ul>                                     |   |   |    |
| <ul style="list-style-type: none"> <li>Use of mobiles/school cameras</li> </ul>  |   |   |    |
| <ul style="list-style-type: none"> <li>Hours of work and how to obtain permission for leave of absence</li> </ul>                      |   |   |    |
| <ul style="list-style-type: none"> <li>What to do if they are ill and cannot attend work</li> </ul>                                    |   |   |    |
| <ul style="list-style-type: none"> <li>Who they can go to for support/advice</li> </ul>  |   |   |    |
| <ul style="list-style-type: none"> <li>Do we have the correct persons emergency contact details and next of kin information</li> </ul> |   |   |    |

|  |  |  |  |
|--|--|--|--|
| <ul style="list-style-type: none"> <li>Does the person have any medical, disability or religious needs that we may need to know about</li> </ul>                             |  |  |  |
| <ul style="list-style-type: none"> <li>Do they know where to obtain information relating to all the school policies and procedures, risk assessments and planning</li> </ul> |  |  |  |

