



HOWE GREEN HOUSE

BISHOP'S STORTFORD

HEALTH AND SAFETY POLICY

ISI Reference	11
This policy is endorsed by	Governing Board and the Co-Headteachers
This policy is owned by	Governing Board and the Co-Headteachers
Review Body	Finance and Premises Committee

Most Recent Revision Date	Summer 2025
Last Reviewed by Governors	Michaelmas 2023
Period of Review	Every two years
Next Review Date	Summer 2027

To be made available	YES
To be on website	YES
Internal staff only	NO
Internal students only	NO
Internal staff and students	YES

Statement of Intent

The Governing Board and staff of Howe Green House School and Little Oaks Nursery (together “the School”) fully recognise the contribution it makes to safeguarding and promoting the welfare of children. We recognise that all staff, including volunteers, have a full and active part to play in protecting our pupils from harm.

All staff and governors believe that our School should provide a caring, positive, safe and stimulating environment, which promotes the social, physical and moral development of the individual child.

General Statement of Policy

The Co-Headteachers and Governors of the School recognises that it has overall responsibility for certain aspects of the organisation and implementation of a Health and Safety Policy, and that key personnel in the management structure, such as the Co-Headteachers and Operations and Compliance Officers, are identified and their health and safety roles defined.

The School recognises the importance of health, safety and welfare in the successful operation of its activities, and believes that the active participation of all employees is essential to maintain the highest practical standards of accident prevention.

All School activities will be conducted with due regard to all statutory requirements with appropriate safeguards being instituted to minimise the risk to the health and safety of our employees, pupils and all others who may be affected by our activities and operations.

These aims will be achieved as far as is reasonably practicable within the framework of the School’s organisational structure and in accordance with the Health and Safety Policy detailed herein.

This policy will be brought to the attention of all employees, and will be subject to review and revision as necessary.

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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

2. Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#), guidance from the Health and Safety Executive (HSE) on [incident reporting in schools](#), and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings

- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register
- The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff
- The Work at Height Regulations 2005, which require employers to protect their staff from falls from height

The School follows national guidance published by UK Health Security Agency (formerly Public Health England) and government guidance on living with COVID-19 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 Co-Headteachers.

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 Marie Calnan.

3.2 Co-Headteachers

The Co-Headteachers are 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 that statutory fire precautions and the provisions, set out in the fire certificate for the premises, are adhered to
- Ensuring that suitable numbers and types of fire-fighting equipment are provided and regularly maintained
- 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 Co-Headteachers' absence, the Operations and Compliance Officers assume the above day-to-day health and safety responsibilities.

3.3 Health and Safety Leads

The nominated health and safety leads are the Operations and Compliance Officers. The Operations Officer is Emily Brown. The Compliance Officer is Julie Martin.

3.4 Staff

School staff have a duty to take care of pupils in the same way that a prudent parent/carer 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/carers

Pupils and parents/carers 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 Co-Headteachers before starting work. Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

In addition, all contractors and trades people involved in repair, maintenance or installation work which involves the building, grounds or other facilities will be asked to provide evidence of their competence to complete such work.

3.7 Visitors (including parents during School teaching hours, contractors, peripatetic teachers and coaches, governors and other guests/visitors)

Visitors must report to the Reception Office located in the Bayford Hall immediately upon arrival. They will be asked to sign the visitors book and issued with a visitor's pass on a red or green (if DBS checked) lanyard. Any person, (other than an employee, parent or pupil) on the School site and not wearing a visitor's pass will be challenged and, if necessary, asked to leave.

Visitors must sign out before leaving the premises.

4. Hazards and Risk Assessment

The Co-Headteachers with the Operations and Compliance Officers are responsible for ensuring that risk assessments are carried out and reviewed, on a regular basis, as part of a safety audit. Audits and Health and Safety tours will be carried out once a year and more frequently if there have been any significant changes to buildings, machinery, equipment, work practices or personnel.

Risk assessments will be carried out by the person conducting the activity. The purpose of the risk assessment is to:

- Identify hazards

- Assess the nature and seriousness of the hazard and subsequent risks
- Avoid risks by elimination
- Control any remaining risks by:
 1. use of safety measures
 2. monitoring and supervision
 3. information and instruction

5. Site security and vehicle movement

5.1 Site Security

The Operations Officer 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 Co-Headteachers, Operations and Compliance Officers and Caretakers are key holders and will respond to an emergency.

5.2 Vehicle Movement on Site

Throughout the school day a number of vehicles will be entering or leaving the School these include the following:

- Coaches/buses, staff cars, parents cars, visitors vehicles, contractors vehicles, delivery/collection vehicles and emergency services

All the above will be subject to the following guidelines:

- All visiting drivers (as appropriate) will report to the Reception Office to sign in
- The speed limit within the School grounds is 10 MPH and shall be strictly enforced
- Vehicles will be restricted to the car park unless specific instructions have been given by the School
- All vehicles will be driven in a safe manner taking into account the nature of the School
- Parking will only be allowed in the designated areas unless specific instructions to the contrary have been issued
- All users shall adhere to clearly displayed signage
- Staff vehicles should park in the designated parking area
- Contractors and deliveries must be scheduled outside drop-off/pick-up times unless approved by the Operations Officer
- Vehicles wishing to reverse within the area of School buildings must have an audible alarm or have another adult in the area to warn pedestrians of the hazard
- Parents must park appropriately in the spaces provided or on the grass verge
- Staff may supervise pedestrian access points during busy times
- No parking is permitted in turning circles, in front of gates, on crossings, where traffic cones are placed or emergency routes
- The Operations and Compliance Officers are responsible for monitoring vehicle movement compliance
- Any breaches will be addressed by the Senior Leadership Team and may result in access restrictions
- All incidents or near misses must be reported immediately and recorded in the School's incident log.
- Emergency vehicles shall be granted immediate access at all times
- For SEND pupils, individual risk assessments may include specific vehicle access needs

5.3 Transport Off Site

Transport will be mainly using the School minibuses and 7-seater car – see separate Minibus Policy.

In the event that alternative transport is required, bookings will only be placed with reputable coach companies. All coaches and mini-buses dealing with our School transport must be fitted with working seat belts.

6. Fire

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. The 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 buzzer.

Fire alarm testing will take place once a week by the caretaker.

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 the Tennis Courts for Little Oaks and the Centre Field next to the car park for the School and visitors.
- Form tutors, class teachers or the person currently responsible for the pupils at that time will take a register of pupils, which will then be checked against the attendance register of that day
- The School Secretary will take a register of all staff and visitors using the visitor sign in book and the pupil and staff signing in/out book.
- 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. Details of special arrangements are contained in personal emergency evacuation plans (PEEPs).

Fire Equipment Safety Checks and Service Records

The following records are held in the Operations and Compliance Office:

- Visits by the Fire Brigade Officer
- Fire Drills - Record of Tests
- Fire Extinguishers - Record of Tests & Inspections
- Fire Risk Assessment

The following records are maintained by the Caretaker and Operations Officer:

- Fire Alarm System - Record of weekly tests
- Emergency Lighting System - Record of weekly tests
- Fire Alarm Panel six-monthly and annual inspection and checks
- Emergency Light six-monthly and annual inspection and checks

7. 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 Operations Officer 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.

Records for the storage of hazardous materials are maintained by the Caretaker.

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.

7.1 Oil Safety

The School uses oil-fired boilers for heating. To ensure the safety of pupils, staff, and the wider environment, the following procedures and controls are in place:

- Installation, maintenance and repair of oil tanks and fittings will be carried out by a competent registered engineer
- Oil pipework, tanks and oil-fired boilers are regularly maintained

Oil Storage

Heating oil is stored in bunded (double-walled) external tanks compliant with the Control of Pollution (Oil Storage) (England) Regulations 2001.

Regular inspections are carried out to ensure tanks, pipes and fittings are in good condition and free from corrosion or damage.

A spill response kit is kept near the storage area, and staff responsible for site maintenance are trained in its use.

Boiler Safety and Maintenance

Oil-fired boilers are professionally serviced at least annually by a qualified engineer in accordance with the manufacturer's instructions and relevant safety standards.

Maintenance and inspection records are kept securely in the Operation & Compliance Office.

Boilers are housed in designated plant rooms that are kept locked and are not accessible to pupils. These are situated in the plant room opposite the Art block (in Chestnut House), at Little Oaks Nursery and in the Bayford Hall (kitchen).

Emergency Procedures

Any oil leak or suspected leak must be reported immediately to the Operations Officer and the Co-Headteachers.

In the event of a significant spill, the School's emergency plan will be enacted, and the Environment Agency will be notified where required.

Fire extinguishers appropriate for oil fires (e.g. foam or dry powder) are available near boiler areas and checked regularly.

Staff Awareness

Relevant staff, including caretaking and site personnel, receive instructions on oil safety, including storage, spill response and emergency procedures.

7.2 Legionella

- A water risk assessment is completed externally by a specialist in Legionnaires compliance.
- The Operations Officer is responsible for ensuring that the identified operational controls are conducted and recorded in the School's water log book by the School Caretaker. This is kept in the Caretaker's office.
- This risk assessment will be reviewed every two years and when significant changes have occurred to the water system and/or building footprint
- The risks from legionella are mitigated by the following:
 - Monthly temperature checks by the Caretaker who records the results in the Legionella folder
 - Annual and six-monthly cold-water tank inspection and cleaning / disinfection by a professional and competent Legionnaire's specialist
 - Annual microbiological water testing and samples for specialist Legionella water testing carried out by a professional and competent Legionnaire's specialist
 - Annual cold water and hot water calorifier inspections and blow-downs

7.3 Asbestos

- Asbestos is not known to be present on site and a record of this is kept by the Operations Officer.
- Contractors and staff will be advised that if they discover material that they suspect could be asbestos, they will stop work immediately until the area is declared safe.

8. Premises and Maintenance

8.1 Premises Management

The Caretaker should endeavour to check the grounds every day to ensure the grounds are safe.

Specific areas which need to be regularly checked include the following:

- Perimeter Fencing - Must be in good repair and must not present a risk to anyone.
- Gates - Should either be secured in an open position or locked shut.
- Games Fields - The Environmental Protection Act 1990 requires school grounds to be free of litter and debris. Playing areas should be free of any material, such as broken glass, which could cause injury to anyone using those areas. Such areas should also be free of dog and fox faeces.
- Adventure Playground – check equipment is in safe condition.

Sand Pits - Must have regular checks carried out to ensure that the pits are free from animal faeces or any harmful objects.

8.2 General Maintenance

The Caretaker should endeavour to check the buildings each day to ensure they are safe.

The Caretaker will ensure that all users of the School's buildings will be alerted to the existence of wet floors, trailing leads and other unsafe temporary arrangements by use of appropriate signs, hazard tape or cones etc.

The Caretaker will ensure that at all times emergency exits are kept clear of obstructions.

Specific areas which need to be checked include the following:

- Tennis Court - surface should be kept free of loose gravel and debris by sweeping
- Gutters - Should be checked to ensure they are not blocked
- Toilets – should be checked and mopped on a daily basis

The Caretaker will be provided with personal protective equipment and clothing where required.

9. 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 it meets appropriate educational standards and does not present a hazard to employees, pupils and visitors.

To assist in this procedure employees ordering any substances or items for use in the workplace shall ensure that suppliers are able to provide all necessary product safety data sheets and any other relevant information as required by their duty as a supplier under the various relevant statutory provisions.

All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

Assessments will be made of the hazards and risks involved in the use of certain machinery and these shall be recorded.

9.1 Electrical Equipment

- All staff are responsible for ensuring 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 Operations Officer 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 annually
- All isolator 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
- A record of all such tests and inspections shall be kept in the Operations & Compliance Office
- If any item of electrical equipment fails to function properly, the user shall immediately report the fact to the Operations Officer.

9.2 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 sports facilities or other apparatus will be reported to the Operations Officer or the external provider if using external facilities

9.3 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).

10. Lone Working

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office
- Remote working, self-isolation and/or remote learning

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

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

The lone worker will ensure they are medically fit to work alone. The lone worker will be required to read the Lone Working Risk Assessment prior to commencing lone working.

11. Working at Height

The School 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:

- Caretakers retain 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
- Ladders must be formally examined by the Caretakers every six months.
- Defective ladders must be taken out of use immediately until repaired or disposed of
- Access to high levels, such as roofs, is only permitted by trained persons

When operating ladders these procedures should be followed:

- Ladders should be located on a firm level base with both stiles on the ground. A second person should hold the foot of the ladder at all times. Ladders must extend above the landing stage or the highest rung which is to be used.
- Footwear and rungs should be free from oil, grease and ice. Tools should be carried in pockets or a tool belt leaving hands free for climbing.
- Step ladders should only be used when they are fully open. The limiting ropes/chains/locks should be in good condition and of equal length. They should be used on a hard level surface and at right angles to the work being undertaken. The top step should not be used unless the supports extend higher.

Further guidance on the safe use of ladders can be found by visiting the Health and Safety Executive website: <https://www.hse.gov.uk/work-at-height/ladders/index.htm>

12. 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 on site 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
- Only those employees trained to handle heavy weights should be asked to move heavy weights, remembering to break down the load where possible
- Pupils will not be allowed to lift or move heavy or awkward weights
- Reference charts showing the correct way to lift are located in the maintenance staff workshop and reinforced with online Moving and Handling courses.

13. Off-site Visits

When taking pupils off the School premises, the School will ensure that:

- Risk assessments are completed where off-site visits and activities require them
- All off-site visits are appropriately staffed
- Staff will take a mobile phone, an appropriate portable first aid kit, information about the specific medical needs of pupils, along with the parents/carers' 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 aider on school trips and visits

Before employees take groups of pupils on visits away from School premises they will undertake to establish answers to the following questions. Only when staff are confident as to the validity of the information received and are confident that sufficient resources have been made available to ensure that safe systems of work exist will further detailed planning take place.

- Does the organisation responsible for the management of the centre being visited and/or the activity have an up to date Health and Safety Policy?
- Who is the person appointed as a competent person to assist the organisation in matters associated with Health and Safety? This person should be contacted if any doubts exist.
- Has the organisation responsible for the management of the centre being visited, and/or the activity, completed appropriate and sufficient risk assessments of all the activities in which pupils may be involved? This will include residential and social activities as well as those activities providing the focus of the visit or activity.
- Have safe systems of work been established and are copies of these available on request? These will include, not only, safe procedures for the activities, but also maintenance of any equipment, procedures for reporting accidents and the monitoring of safety standards.
- Has the organisation responsible for the management of the centre being visited and/or the activity produced an emergency plan?

- Are all members of staff who are likely to be involved in the training, tuition or supervision of pupils suitably qualified to do so?
- Have all members of staff had a Disclosure and Barring Service check carried out?

For some activities it will be expected that certain staff have received appropriate training and hold formal qualifications. These will be checked and verified before any visit takes place.

14. 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.

15. Violence at Work

The School believes that staff should not be in any danger at work, and will not tolerate violent, abusive or threatening behaviour, whether physical, verbal or other towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/Co-Headteachers immediately. This applies to violence from pupils, visitors or other staff.

All reports of violent or abusive conduct will be fully investigated and the necessary action taken.

16. Food Safety

A check of the following aspects of the food handling process will be carried out on a weekly basis in accordance with the Food Safety and Hygiene Regulations 2013:

- Food ingredients, drinks, rotation, 'use by' dates – **kitchen and maintenance staff**
- Storage – **kitchen and teaching staff**
- Maintenance of walls, floors, ceilings, ventilation, water and electrical supplies – **maintenance staff**
- Cleaning schedules – **maintenance staff**
- Food preparation surfaces and equipment including the fridge, washing up routines – **kitchen staff**
- Pest Control; refuse disposal – **maintenance staff**

Food Safety - Teaching

- It is recommended that all employees working with food will have the Level 2 Basic Food Hygiene Certificate. In cases where a member of staff is taking a lesson and they do not hold the Basic Food Hygiene Certificate they will ensure they are aware of the following:
- Knowledge of the ways and conditions that bacteria grow and multiply;
- Knowledge of the ways of preventing food poisoning and contamination;
- Knowledge of cleaning methods;
- Knowledge of the effect of food poisoning.
- Employees undertaking food-based work with pupils should be mindful of the difficulties associated with the storage of completed cookery. Therefore, ideally food should only be prepared at the end of the day in order that it is taken home straight away.

Food Preparation Equipment

- This should be carefully stored in a secure cupboard
- Strictest hygiene procedures will be followed at all times

Food Storage

- Only very small quantities of food will be stored in appropriate sealed containers.
- Sell by dates will be monitored.

Cooker and Microwave Oven

- These will only be used under teacher supervision.
- The cookers and microwave oven will be sited and maintained as per manufacturer's instructions.

Hot Oil and Boiling Sugar

- These will not be used by pupils.

Personal Hygiene when working with food

- All pupils will be taught the need for personal hygiene, and encouraged to wear clean cookery aprons, wash their hands, cover any cuts and scratches with blue waterproof dressings and tie back long hair.
- They will also be taught to re-wash their hands after breaks or visits to the toilet.

Classroom Hygiene

- Work surfaces, cookery aprons, utensils and washing-up equipment will be maintained in a clean and hygienic condition.
- All unwanted food will be disposed of carefully.
- All mouthpieces will be suitably sterilized.

17. P.E. and STEAM Activities

17.1 P.E. Activities

Before any activities are undertaken a full risk assessment will be carried out and appropriate control measures put into operation.

Only those employees who have been appropriately trained will offer pupils the full range of P.E. activities.

P.E staff will check that all equipment is in a safe working condition before engaging pupils in P.E. activities.

P.E. staff will check that individual pupils are physically and medically able to participate before engaging pupils in P.E. activities.

All P.E. equipment will be stored in such a way so as to reduce any potential hazards that may occur from pupils gaining unauthorised access.

All P.E stores will be arranged in such a way as to minimise possible manual handling injuries and be kept in a safe and tidy manner. Care will be taken to ensure that the access route is kept clear.

Employees involved in P.E. will have a first aid qualification.

Swimming

Swimming lessons will only take place at pools with adequate lifesaving personnel, instructors and facilities. As a minimum at least one person will hold an appropriate lifesaving proficiency certificate. A resuscitator, pole and ropes will be readily available. The location of an alarm and telephone should be noted by the members of staff accompanying the children.

To ensure the safety of pupils during swimming lessons the School will ensure that two employees are available and can react immediately to any situation which they feel constitutes a danger to the well-being of any pupil.

Before any swimming takes place teaching staff, supervisors and pupils must be aware of what to do in an emergency. At regular intervals this emergency procedure must be practiced.

17.2 STEAM Based Activities

Hazards associated with working with a range of materials will be reduced to an acceptable level recognising that many of the tools and materials used by the pupils and employees can be found in many domestic environments.

All employees will be given relevant medical/emergency information on those pupils who are likely to suffer allergic reaction to any of the materials or processes used in these areas.

Employees will make sure each pupil is physically fit for any activity or experiment they may undertake.

Employees will avoid situations that could result in stress to pupils.

Teaching staff will make sure that children know how to use the tools/equipment available to them and that they keep the working areas tidy. Where appropriate, pupils will be required to wear protective equipment. The School will monitor the safe working practices of pupils and employees.

Any tools, materials and processes that are considered to have the potential to cause injury will have an appropriate risk assessment carried out by the teacher carrying out the activity to mitigate risk and determine, in each case, safe working procedures. All activities will be monitored accordingly.

18. Smoking and Vaping

Smoking and vaping is not permitted anywhere on the School premises.

19. Waste Disposal

The School will ensure that all waste produced will be disposed of in accordance with the requirements of the Environmental Protection Act 1990 (Duty of Care Regs 1991).

Waste storage area/s and the burning of rubbish will be subject to a full risk assessment.

All sharp instruments, broken glassware and other sharp waste materials, aerosols and/or pressurized containers shall be disposed of safely or deposited with a member of the maintenance staff to dispose of.

20. Infection Prevention and Control

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

20.1 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

20.2 Coughing and Sneezing

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

20.3 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 (e.g. 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
- Use personal protective equipment (PPE) to control the spread of infectious diseases where required or recommended by government guidance and/or a risk assessment

20.4 Cleaning of the Environment

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

20.5 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
- Dry powder kit for vomit locations

20.6 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

20.7 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

20.8 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 school pet

20.9 Infectious Disease Management

The School will ensure adequate risk reduction measures are in place to manage the spread of acute respiratory diseases, including COVID-19, and carry out appropriate risk assessments, reviewing them regularly and monitoring whether any measures in place are working effectively.

The School will follow local and national guidance on the use of control measures including:

Following good hygiene practices

- The School will encourage all staff and pupils to regularly wash their hands with soap and water or hand sanitiser, and follow recommended practices for respiratory hygiene. Where required, the School will provide appropriate personal protective equipment (PPE)

Implementing an appropriate cleaning regime

- The School will regularly clean equipment and rooms, and ensure surfaces that are frequently touched are cleaned every day

Keeping rooms well ventilated

- The School will use risk assessments to identify rooms or areas with poor ventilation and put measures in place to improve airflow, including opening external windows, opening internal doors and mechanical ventilation

20.10 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 any of these, the parent/carer will be informed promptly and further medical advice sought. The School will advise these children to have additional immunisations, for example for pneumococcal and influenza.

20.11 Exclusion Periods for Infectious Diseases

The School will follow recommended exclusion periods outlined by the UK Health Security Agency and other government guidance, summarised in appendix 4.

In the event of an epidemic/pandemic, the School will follow advice from the UK Health Security Agency about the appropriate course of action.

21. 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 an antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly
- Some pregnant women will be at greater risk of severe illness from COVID-19

22. Occupational Stress

The School is committed to promoting high levels of health and wellbeing and recognises 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.

Whilst individual reactions to stress vary widely, the need to recognise and act upon potentially stressful situations is essential. Regular consultation with employees is to be encouraged in order that a pro-active approach may be taken on a continuing basis, in order that such situations may be avoided or their effects upon employees reduced.

It is accepted that major changes in working practices or management structures within any organisation can be stressful and therefore, it is the policy of the School that, where appropriate and practicable, employees will be kept informed of any major changes which may affect their own activities in the workplace.

Employees shall be encouraged to seek advice from management regarding any situation they feel is causing them undue stress. Such consultations will be treated without prejudice and in the strictest confidence.

The School actively supports staff's wellbeing and details of this support can be found in the School's mental health and wellbeing policy.

23. Accident Reporting

23.1 Accident record book

- An accident form on Medical Tracker will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. Accidents involving staff or the public are recorded on Medical Tracker.
- As much detail as possible will be supplied when reporting an accident
- Records held in relation to first aid and the 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.

23.2 Reporting to the Health and Safety Executive

The Compliance Officer 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 Compliance Officer will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

School staff: reportable injuries, diseases or dangerous occurrences

These include:

- Death
- Specified injuries, which 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) which:
 - Covers more than 10% of the whole body's total surface area; or
 - Causes significant damage to the eyes, respiratory system or other vital organs
 - 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
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the Compliance Officer will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
 - Carpal tunnel syndrome
 - Severe cramp of the hand or forearm
 - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
 - Hand-arm vibration syndrome
 - Occupational asthma, e.g. from wood dust
 - Tendonitis or tenosynovitis of the hand or forearm
 - Any occupational cancer

- Any disease attributed to an occupational exposure to a biological agent
- 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

Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences

These include:

- Death of a person that arose from, or was in connection with, a work activity
- An injury that arose from, or was in connection with, a work activity and the person is taken directly from the scene of the accident to hospital for treatment
- An accident “arises out of” or is “connected with a work activity” if it was caused by:
 - A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
 - The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
 - The condition of the premises (e.g. poorly maintained or slippery floors)

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

[How to make a RIDDOR report, HSE](#)

23.3 Notifying parents/carers

Parents/carers 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 via Medical Tracker or a phone call, as soon as reasonably practicable.

23.4 Reporting to child protection agencies

The Nursery Manager or Co-Headteachers will notify the local child protection agencies 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.

23.5 Near misses

All incidents, or near misses involving personnel, visitors or property will be reported and logged using the Near Miss Record Book located in the Operation and Compliance Office/Drive.

24. 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 the kitchen or with woodwork equipment, or work with pupils with special educational needs (SEND), are given additional health and safety training.

25. Emergency procedures

An emergency plan is in place, based on the outcome of fire and other conceivable emergencies which require the evacuation of the building, or a lockdown, and will be reviewed and revised on a regular basis.

The aim of the disaster recovery plan is to ensure that:

- in the event of a fire or other emergency everyone, including any contractors or visitors, is sufficiently familiar with the action they should take to ensure that the School can be safely evacuated or invacuated;
- all relevant information is made available to the emergency services;

- notices detailing the action to be taken in the event of an emergency are posted;
- those persons with specific duties are identified;
- those persons with specific needs or disabilities etc. are catered for.

The emergency plan will include line drawings showing the following details:

- essential structural features including escape routes, doorways, walls, corridors, stairways etc; and a designation of the room
- location of any flammable materials stores; oil etc.
- location and type of firefighting equipment;
- location of break glass alarm call points and the control equipment for the alarm;
- location of main electrical, oil and water valves and control systems;
- location of boundary stopcock
- location of the assembly points.

The emergency plan is kept in the following locations:

The School Operations and Compliance Office, Main Reception, Headteachers' Office.

The persons responsible for ensuring that it is passed to the emergency services upon their arrival at the premises are:

The School Operations or Compliance Officers, Co-Headteachers or Caretaker

26. Links with other policies

This Health and Safety Policy links to the following policies:

- First aid
- Risk assessment
- Accessibility plan
- Emergency or critical incident plan

Date of Policy Review: Summer Term 2025

Co-Headteachers: Paul Bailey & Anna Lipani

Co-Chair of Governors: Sam Bristow and Ed Fielding

Next Review: Summer Term 2027

Appendix 1. Recommended absence period for preventing the spread of infection

This list of recommended absence periods for preventing the spread of infection is taken from non-statutory guidance for schools and other childcare settings from the UK Health Security Agency. For each of these infections or complaints, there is further information in the guidance on the symptoms, how it spreads and some 'dos and don'ts' to follow that you can check.

In confirmed cases of infectious disease, including COVID-19, we will follow the recommended self-isolation period based on government guidance.

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.
Respiratory infections including coronavirus (COVID-19)	Children and young people should not attend if they have a high temperature and are unwell. Anyone with a positive test result for COVID-19 should not attend the setting for 3 days after the day of the test.
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 a 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 adviser 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)	<p>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.</p> <p>Pupils and staff with non-pulmonary TB do not require exclusion and can return to school as soon as they are well enough.</p>
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.