HEALTH & SAFETY POLICY

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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 requires employers to protect their staff from falls from height

The school follows national guidance published by UK Health Security Agency 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 body

The governing board has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the Executive Headteacher and the Interim Head of School.

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 body, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided
- Formulating a Health and Safety Statement detailing the responsibilities for ensuring health and safety within the School;
- Regularly reviewing health and safety arrangements and implementing new arrangements where necessary;
- Providing appropriate resources within the School's budget for the implementation of the attached arrangements;
- Receiving from the Headteacher, or any other nominated member of staff, reports on health and safety matters, and ensuring that any appropriate and necessary action is taken promptly;
- Seeking specialist advice on health and safety which the School may not feel competent to deal with;
- Promoting high standards of health and safety within the School.

The governor who oversees health and safety is Rachel Abbiss

3.2 Head of School

The Head of School is responsible for health and safety day-to-day. This involves:

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

In the Interim Head of School's absence, the Assistant Head will assume the above day-to-day health and safety responsibilities.

3.3 Health and safety lead
The nominated health and safety lead is Paula Murphy (Interim Head of School).

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

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

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

3.6 Contractors
Arrangements for security will be discussed with contractors before they start work, and detailed in their contracts. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work and adequate insurance cover will be verified.

All building and maintenance works must be adequately secured to prevent any access by pupils or other unauthorised persons.

Contractors will agree health and safety practices with the Head of School before starting work; these include signing in on arrival, arrangements for first aid, evacuation, vehicle parking and movement, no smoking rules, and advice on school activities which might give rise to risk to the contractors.

Contractors' vehicles accessing the school grounds will only be allowed to do so outside of the beginning and end of the school day.

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

Responsibility for ensuring that the premises and grounds are safe for use ultimately rests with the Governors, the Executive Headteacher and the Interim Head of School. However, the duty to ensure that regular inspections are carried out is delegated by them to members of staff.

An inspection of individual work areas (classrooms etc) will be carried out by the teacher in charge of that area. Every work area must be checked at the start of each day before pupils are allowed to enter, and any hazards dealt with immediately. Where a hazard cannot be adequately removed, the Interim Head of School should be informed, the area secured, and alternative arrangements made for accommodating the affected pupils.

Termly inspections of the whole school (including the grounds) will be made by the Health and Safety Committee and the Head of School.

4.1 Vehicle Movements

During school hours, no private vehicles are allowed to be brought onto school grounds, other than on designated roadways (i.e. the refuse area and car park).

Parents and guardians are reminded every term that the safety of all the pupils (including their own) whilst on and around the school is their own responsibility when delivering or collecting them. Any parent or staff member deemed to be putting children at risk by their driving immediately outside, the school premises will be advised verbally in the first instance, followed by a written notice if they persist.

All delivery vehicles will be asked to avoid calling at the beginning and end of the school day whenever possible. It is recognised that it is not possible for the school to totally control their arrival times, but every effort will be made to minimise vehicle movements at times when pupils will be liable to be on the roadway and car parks.

There are occasions when contractors need to bring vehicles onto the grounds. All contracts will state that the vehicles not on the driveway or car parks must be stationary at any times when pupils are outside. Arrival and departure times will be controlled to avoid the beginning and end of the school day.

Pupils are not permitted to cross the driveway or car parks, other than when being delivered or collected. Where a school activity necessitates pupils using these areas, adequate supervision will be provided.

5. Fire

See Appendix 3 for current arrangements

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

Emergency evacuations are practised at least once a term

The fire alarm is a loud continuous buzzer.

Fire alarm testing takes place once a week by the Site Manager.

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 automatically via our monitoring service. 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 at the rear playground for all EYFS, Staff, Visitors, KS1 and KS2. Class teachers will take a register of pupils, which will then be checked against the attendance register of that day.
- The Admin Officer will take a register of all staff.
- Staff and pupils will remain outside the building until the Interim Head of School and site Manager or 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.

The Fire Risk Assessment, and details of emergency arrangements, are kept in the Fire Log Book, which is kept in the Site Manager's Office for the duration of the building work and then in the Admin Office thereafter.

- The Administration Officer on duty will summon the emergency services as necessary;
- While evacuating premises staff should ensure that the premises and equipment are safeguarded as far as this is possible by closing doors, and windows;
- After any emergency event, the Executive Headteacher/ Interim Head of School should telephone the Chair of Governors and advise him/her of the situation;
- Inspections of the premises and grounds, including arrangements for fire safety, will be undertaken termly by the Premises and Health and Safety Committee;
- Details of service isolation points (i.e. gas, water, electricity) are located in the Fire Log Book:
- Emergency procedures for dealing with incidents outside normal working hours are contained within the Emergency Procedures Plan

These procedures will be reviewed annually by the Premises and Health and Safety Committee

5.1 Maintenance of Emergency Equipment

The arrangements for fire prevention inspections and testing of equipment etc are as follows:

Fire Log Book

A record of all tests will be kept in the Fire Log Book, which is kept by the Site Manager.

Testing of the Fire Alarm

The fire alarm is tested weekly and records kept, by the Site Manager
Defects on the system must be reported immediately to the maintenance engineer:
Name: Gallico Systems Ltd
Tel: 01440966963
Email: service@gallicosystems.co.uk

Inspection of Fire Fighting Equipment

The School's contractor undertakes an annual maintenance service of all extinguishers.
The contractor is currently:
Name: Complete Fire Protection
Tel: 08007316473
Email: info@completefireprofection.com

The Site Manager is responsible for checking that the servicing and maintenance has been done.
Defective equipment or extinguishers that need recharging should be reported directly to the Site Manager who will arrange to have them replaced/repaired.

Smoke Detection, Emergency Lighting and Other Fire/Emergency Systems

These systems will be checked as specified in the Fire Log Book

Designated Fire Marshals

Main Office Area (Downstair offices): Interim Head of School
Early Years: Theresa Dunne
KS1: Julie Ballantyne
KS2: Dawn Taylor
Temporary Building: Alex Hyatt

A fire safety checklist can be found in appendix 1.

The Fire Evacuation Plan can be found in appendix 3.

6. COSHH

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

- Chemicals
- Products containing chemicals

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

Control of substances hazardous to health (COSHH) risk assessments are completed by the Site Manager and Wettons (for cleaning products) 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.

Inventories of flammable and hazardous substances and risk assessments for their use are maintained by the Site Manager

The Site Manager ensures the safe use of these chemicals or substances in the areas they are responsible for, and ensures that adequate warning notices are properly displayed especially in storage areas.

Relevant safety information is given on posters displayed in cleaning and caretaking stores, the staffroom, and the kitchen. All staff should ensure they are familiar with the risk assessments for each substance they use, and follow the control measures given.

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

6.1 Gas safety

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

6.2 Legionella

- A water risk assessment was completed by Primec Ltd. The Site Manager is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book
- This risk assessment will be reviewed by a competent person every 2 years and when significant changes have occurred to the water system and/or building footprint

- The risks from legionella are mitigated by the following: temperature checks, chlorination of water tank and ensuring water is heated at 60 degrees before distribution following protocol in the legionella logbook.

6.3 Asbestos

- The asbestos log is kept in the Admin Office.
- An asbestos inspection is carried annually by a registered contractor
- Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work
- Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe
- A record is kept of the location of asbestos that has been found on the school site
- The premises asbestos log is kept in the Site Manager's Office
- Any damage to materials known or suspected to contain asbestos should be reported to The Site Manager, who will contact The Royal Borough of Kensington and Chelsea's Health and Safety Department.
- Under no circumstances must staff carry out work however minor to the fabric of the building unless it has been approved by an Authorising Officer
- Please note: even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air.

7. Equipment

- All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place
- When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards
- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents
- The following equipment has been identified as likely to involve specific health and safety risks and details are given below on inspection, use and repair.

EQUIPMENT	RESPONSIBLE PERSON (who can assess risk)	AUTHORISED USERS OF THE EQUIPMENT	AUTHORISED PERSON FOR INSPECTION AND REPAIR	INSPECTION PERIOD
Access equipment e.g. ladders, mobile access platform	Daniel Wilkinson	Daniel Wilkinson	Daniel Wilkinson	Annually
Caretaking/cleaning equipment including hand tools	Daniel Wilkinson	Daniel Wilkinson +Wettons Staff	Daniel Wilkinson +Wettons Staff	Termly
Grounds maintenance equipment	Daniel Wilkinson	Daniel Wilkinson	Daniel Wilkinson	Annually
PE and play equipment	Daniel Wilkinson	Teaching & support staff	Playdowns Ltd 01474607622	Annually
Technology Equipment	Jartech Consultants	All staff	Jartech Consultants	Annually
Art and Design Equipment	Daniel Wilkinson	All staff	Daniel Wilkinson	When required
Staging and Seating	Daniel Wilkinson	Teaching & support staff	Lunch Hall Seating is serviced by SICO 01303 234 000	Annually
Portable electrical equipment	Daniel Wilkinson	Teaching & support staff	PAT TESTING SOLUTIONS (PTS) PTS 07707104848	Annually

7.1 Electrical equipment

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported to The Site Manager immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs

- Where necessary a portable appliance test (PAT) will be carried out by a competent person
- All isolators switches are clearly marked to identify their machine
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

7.2 PE equipment

- Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely
- Any concerns about the condition of the gym floor or other apparatus will be reported to the Site Manager
- The member of staff on duty is responsible for making a visual check of all equipment before allowing it to be used by pupils. Where there is any doubt about whether the equipment can be used safely (e.g. wet or slippery conditions, damage to safety surfaces, etc), then the Head of School will be consulted for a decision based on their assessment of the risk presented.
- Pupils are not permitted to use any play or PE equipment without supervision.

7.3 Display screen equipment

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

8. Lone working

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Working during holiday periods
- Site manager duties
- Site cleaning duties

All staff should:

- Notify the Executive Headteacher/ Interim Head of School and obtain their permission on each occasion when lone working will occur.
- Take all appropriate steps to keep themselves safe when working alone. This will include:
  - keeping doors locked for security (but ensuring fire escapes are not locked)

- not carrying out hazardous work (including working at height, with noxious chemicals etc)
- ensuring help can be summoned if needed (mobile phone, access to office phone etc)

- Ensure they do not put themselves or others at risk.
- Report any incidents or situations where they may have felt 'uncomfortable'. Good communication between colleagues, in terms of personal safety is essential.
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so. If in doubt, police assistance must be called before attending the site.
- If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.
- The lone worker will ensure that they are medically fit to work alone.

9. Working at height

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

- The Site Manager retains ladders for working at height
- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons

10. Manual handling

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

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

All manual handling activities which present a significant risk to the health and safety of staff will be identified to the Site Manager. A risk assessment must be undertaken by the Site Manager before deciding to attempt such a task.

The written risk assessment will take into account the task, load, environment and individual and any other factors that might affect the risk to the health and safety of employees or other persons.

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

Notes:

- Activities where the load is quite small but the activity is of a highly repetitive nature are included in these arrangements, it is not only large loads which give rise to risk.
- People (pupils or adults) should not be lifted or moved, unless it is necessary to do so to remove them from danger. Where somebody is unable to get up themselves, medical assistance should be sought through the normal first aid arrangements.

11. Off-site visits

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

- Risk assessments will be completed using the Evolve system
- All off-site visits are appropriately staffed
- Staff will take a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details
- There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.
- All out of school visits and activities are run according to current best practice and advice, as set out in the DfE guidance document "Health and Safety on educational visits" (Published Nov. 2018)
- All out of school visits and activities must be authorised by the Interim Head of School at the planning stage. The Interim Head of School is responsible for ensuring that all necessary documentation (e.g. emergency contact details, medical notes, parental consents etc) is completed before any school party leaves.
- Leaders of groups must visit the site of a planned visit well in advance.
- Risk assessments, insurance cover details, and details of health and safety arrangements will be obtained by group leaders from the management of the intended visit site.
- Group leaders will prepare full risk assessments for every off-site visit. Where a visit is a regular event (e.g. weekly swimming pool trip), a 'generic' assessment can be made – there is no need to do a separate one every time unless there are specific factors which vary and which will affect the assessment.
- All group leaders will ensure that they have a mobile phone, or other means of contacting the school, for use in case of an emergency.
- All coaches used for school trips will be fitted with seat belts, and staff will ensure that all pupils are securely belted in before allowing the driver to move away.

12. Lettings

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

13. Violence at work

We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff.
All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/ Interim Head of School/ Executive Headteacher immediately. This applies to violence from pupils, visitors or other staff.

14. Smoking

Smoking is not permitted anywhere on the school premises.

15. First Aid

Please refer to the First Aid Policy

16. Infection prevention and control

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

16.1 Handwashing

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

16.2 Coughing and sneezing

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

16.3 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
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals

16.4 Cleaning of the environment

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

16.5 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

16.6 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

16.7 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

16.8 Animals

- Wash hands before and after handling any animals
- Keep animals' living quarters clean and away from food areas
- Dispose of animal waste regularly, and keep litter boxes away from pupils
- Supervise pupils when playing with animals
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet

16.9 Pupils vulnerable to infection

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

16.10 Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by the UK Health Security Agency summarised in appendix 2.

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

17. New and expectant mothers

Risk assessments will be carried out whenever any employee notifies the school that they are pregnant.
Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

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

18. Occupational stress

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment. Systems are in place within the school for responding to individual concerns and monitoring staff workloads.
The school has a separate Stress at Work Policy that is available to staff.

19. Accident reporting

19.1 Accident record book

- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it.
- As much detail as possible will be supplied when reporting an accident
- The Head of School will investigate accidents and incidents, and take remedial steps to avoid similar instances recurring. Investigation should be in proportion to the incident.
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

19.2 Reporting to the Health and Safety Executive

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

In the instance of a death, the police will be contacted and they will report to the next of kin and HSE.

Any major injury to pupils must be reported immediately by the Executive Headteacher/ Head of School to the Health and Safety Officer at RBKC. The Health and Safety Executive (HSE) will be advised as necessary by the Health and Safety Officer. The HSE should not be contacted directly by the school. A copy of the report containing any information given to the HSE will be sent to the school.

School staff: reportable injuries, diseases or dangerous occurrences include:

- Specified injuries. These are:
  - Fractures, other than to fingers, thumbs and toes
  - Amputations
  - Any injury likely to lead to permanent loss of sight or reduction in sight
  - Any crush injury to the head or torso causing damage to the brain or internal organs
  - Serious burns (including scalding)
    - Cover more than 10% of the whole body's total surface area; or
    - Cause 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
- Injuries where an employee is 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 Interim Head of School will report these to the Health and Safety Officer 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, eg from exposure to strong acids or alkalis including bleach
  - Hard-arm vibration syndrome
  - Occupational Asthma eg 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 (eg visitors): reportable injuries, diseases or dangerous occurrences 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 (eg inadequate supervision of a field trip)
- The way equipment or substances were used (eg lifts, machinery, experiments etc); and/or
- The condition of the premises (eg poorly maintained or slippery floors)

Information on how to make a RIDDOR report is available here:
How to make a RIDDOR report, HSE
http://www.hse.gov.uk/riddor/report.htm

19.3 Notifying parents
The appropriate member of staff (admin officer/first aider) will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

19.4 Reporting to Ofsted and child protection agencies
The Executive Headteacher/Interim Head of School will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.
The Designated Safeguarding and Child Protection Lead will also notify the LADO and any other relevant Child protection agencies of any serious accident or injury to, or the death of, a pupil while in the school's care.

20. Training
The Head of School is responsible for coordinating health and safety training needs, and for including details in the training and development plan. This includes ensuring that new staff are provided with health and safety training as part of their induction process.

The Head of School will also keep records of training undertaken and will arrange refresher training when necessary and will also be responsible for assessing the effectiveness of training received.

The Head of School is responsible for drawing the following health and safety matters to the attention of all staff:

- Emergency evacuation, e.g. fire drills and routines, etc
- Use of emergency fire fighting equipment
- First Aid
- Accident, incident reporting (including violent incidents and verbal abuse)
- Issues arising from safety inspections
- Good housekeeping including defect reporting
- Manual handling arrangements
- Safe use of work equipment (tools, machinery and other equipment)
- Personal safety and security including lone working policy
- Handling of chemicals
- Safe systems of work
- Visits, journeys and working off site with pupils
- Use of Display Screen Equipment (computers etc)
- Provision of training
- Use of personal protective equipment

21. Monitoring

The Premises and Health and Safety Committee will undertake a premises inspection at least once each term.
The Premises and Health and Safety Committee members 2025-2026 are:

Francesca Nelson Smith
Rachel Abbiss
Casey Wilson

The inspection will be minuted, and copies given to the Interim Head of School.

Responsibility for actions detailed in the safety inspection report will be delegated to relevant staff by the Head of School, who will follow up at regular intervals to ensure that the actions have been completed.

Governors, and the Head of School, should ensure that they also make termly inspections. They should accompany the Health and Safety Committee whenever possible on inspections, in order to simplify the process and aid consistency.

This policy will be reviewed by the Head of School and Finance and Premises Director annually. At every review, the policy will be approved by the Premises and Health and Safety Committee.

22. Links with other policies

This health and safety policy links to the following policies:

- Supporting pupils with medical conditions

- Accessibility plan
- Safeguarding and Child Protection Policy
- SEND Policy
- Stress at Work Policy
- Planned Preventative Maintenance Tracker (Shared SFA Premises Drive)
- First Aid Policy
- Intimate Care Policy

Appendix 1. Fire safety checklist

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

Appendix 2. Recommended absence period for preventing the spread of infection

This list of recommended absence periods for preventing the spread of infection is taken from non-statutory guidance for schools and other childcare settings from UK Health and Security Agency. For each of these infections or complaints, there is further information available at https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/managing-specific-infectious-diseases-a-to-z

Infection or complaint	Recommended period to be kept away from school or nursery
Athlete's foot	None.
Bacillary Dysentery (Shigella)	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.
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.
Diarrhoea and vomiting	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.

	For some gastrointestinal infections, longer periods of exclusion from school are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, school health advisor or environmental health officer will advise. If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.
Diphtheria	Children should not attend school. Family contacts should not attend school until notified by the local Health Protection Team.
Conjunctivitis	None
Flu (influenza)	Until recovered.
Glandular Fever	None. Children can return once they feel well
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.
Head lice	None.
Hepatitis A	7 days after onset of jaundice (or 7 days after symptom onset if no jaundice)
Hepatitis B, C, HIV	None. Not infectious through casual contact.
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.

Meningococcal meningitis/ septicaemia Meningitis due to other bacteria	Until recovered
Meningitis viral	None
MRSA (meticillin resistant Staphylococcus aureus)	None.
Mumps	5 days after onset of swelling
Respiratory infections including COVID-19	Children and young people should not attend if they have a high temperature and are unwell. Those who have a positive COVID-19 test should not attend school for 3 days after the day of the test. Children with mild symptoms such as runny nose who are otherwise well can continue to attend school.
Ringworm	Exclusion not needed once treatment has started.
Rubella (German measles)	5 days from the appearance of the rash.
Scabies	Return to school only once the first treatment has been carried out.
Scarlet fever	Children can return to school 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the school or nursery, the health protection team will assist with letters and factsheet to send to parents or carers and staff.
Slapped cheek syndrome, Parvovirus B19	None (not infectious by the time the rash has developed).
Threadworms	None. Treatment recommended for child and family

Tuberculosis (TB)	Pupils and staff with infectious TB can return to school after 2 weeks of treatment if well enough to do so and as long as they have responded to anti-TB therapy. Pupils and staff with non-pulmonary TB do not require exclusion and can return to school as soon as they are well enough.
Typhoid and Paratyphoid fever	Seek advice from environmental health officers or the local health protection team
Warts and verrucae	None. Verrucae should be covered in swimming pools, gyms and changing rooms
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.

Appendix 3. Fire evacuation Instructions

Fire Evacuation Instructions

Assembly Point	All Pupils, Staff and Visitors assemble in the **BACK PLAYGROUND**
Fire Marshals	Check that everyone has evacuated from their designated points **Upstairs:** Dawn Taylor **Downstairs (KS1):** Julie Ballantyne **Early Years:** Theresa Dunne **Downstairs (offices to kitchen):** Head of School **Temporary Building:** Alex Hyatt
Reception Building (indoor & outdoor)	Those **inside** the Reception Building should evacuate through the **main front door** and assemble in the playground for registration. Those in the **outdoor** area should evacuate through the **gate.**
Key Stage 1 Classrooms	Nursery Classroom, Year 1, Year 2 & Wraparound should use their **external fire exit doors** and assemble in the back playground for registration.
Key Stage 1 Downstairs Area	PPA rooms and store rooms should evacuate through the **nearest and safest door** and assemble in the playground for registration.
Front offices, Toilets, Store Room	Front office area, store rooms and toilets should evacuate through the **hall emergency exits or stairwell fire exit** and assemble in the playground for registration.
Hall	The Hall should evacuate through the **emergency exits** and proceed to the back playground for registration.
Kitchen	The Kitchen should evacuate through the **kitchen fire exit** and assemble in the playground for registration.
Key Stage 2, Upstairs Area	Year 3, Year 4, Staffroom, Library, Office and Girls and Staff WC's should evacuate through the **North Staircase (next to Staff Room)** using the fire exit door at the bottom of the stairwell, turn right if safe to do so and assemble in the back playground. Year 5, Year 6, Offices and Boys WC should evacuate through the **South Staircase (next to Year 6)** and use the fire exit door at the bottom of the stairwell and assemble in the back playground. *In the event of your closest staircase being unusable, turn around and use the alternative staircase.*
Temporary Building	The Temporary Building should evacuate through the **main front door** and assemble in the back playground for registering.