

# Wessex Gardens Primary & Nursery School



## Health and Safety Policy 2024 – 2025

At Wessex Gardens we believe that every child has the right to feel safe and to be protected from any situation or practice that could result in them being harmed. Each child's welfare is of paramount importance and we are committed to safeguarding and promoting the welfare of all children in our care and we expect all staff, governors, placements and volunteers to share this firm commitment.

Growing Together

Wessex Gardens Primary and Nursery School is a place where we grow kind, confident, resilient and independent lifelong learners in a trusting and honest environment. Here everyone is welcome and valued. We are motivated and supported to reach our full potential as we continue to aspire to excellence.

The policy was ratified by the Governing Body on

<b>Approved by:</b>	<b>Alexander Banks</b>	<b>Jill Summers</b>
<b>Designation:</b>	<b>Headteacher</b>	<b>Chairman of the Governing Body</b>
<b>Signed:</b>		
<b>Review Date:</b>		

## Contents:

### Statement of intent

1. [Legal framework](#)
2. [Roles and responsibilities](#)
3. [Construction and maintenance of the premises](#)
4. [Training](#)
5. [First-aid](#)
6. [Contacting the emergency services](#)
7. [Fire safety](#)
8. [Accident reporting](#)
9. [Significant accidents](#)
10. [Reporting procedures](#)
11. [Reporting hazards](#)
12. [Accident investigation](#)
13. [Our active monitoring system](#)
14. [Bomb threat procedure](#)
15. [Evacuation](#)
16. [Visitors to the school](#)
17. [Personal protective equipment \(PPE\)](#)
18. [Any other clothing](#)
19. [Maintaining equipment](#)
20. [Hazardous materials](#)
21. [Asbestos management](#)
22. [Medicine and drugs](#)
23. [Smoking](#)
24. [Housekeeping and cleanliness](#)
25. [Infection control](#)
26. [Risk assessment](#)
27. [Slips and trips](#)
28. [Security and theft](#)
29. [Severe weather](#)
30. [Hot drinks](#)
31. [School trips and visits](#)
32. [Manual handling](#)
33. [Working at heights](#)
34. [Lone working](#)
35. [Stress management](#)
36. [Display equipment](#)
37. [Monitoring and review](#)

### **Appendices**

- a) [Classroom Checklist](#)
- b) [Register of Appointed Persons](#)
- c) [Construction Phase Plan](#)
- d) [Register of Construction Phase Plans \(CPC\)](#)
- e) [Hot Drinks Guidance](#)

## Statement of intent

At Wessex Gardens Primary and Nursery School, we are committed to the health and safety of our staff, children and visitors. Ensuring the safety of our community is of paramount importance and this policy reflects our dedication to creating a safe learning environment.

We are committed to:

- Providing a productive and safe learning environment.
- Preventing accidents and any work-related illnesses.
- Compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff and representatives in health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop the school's culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our school.
- Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable.

## 1. Legal framework

This policy has due regard to all relevant legislation including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Construction (Design and Management) Regulations 2015
- The Personal Protective Equipment at Work Regulations 1992
- The Education (School Premises) Regulations 1999
- The Ionising Radiation Regulations 2017 (IRR17)

This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2018) 'Health and safety: responsibilities and duties for schools'
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- HSE (2014) 'Sensible health and safety management in schools'

This policy operates in conjunction with the following school policies:

- Premises Management Policy
- First Aid Policy
- Medical Needs Policy
- Educational Trips and Visits Policy
- Manual Handling Policy
- Working at Heights Policy
- Lone Working Policy
- Surveillance and CCTV Policy
- Adverse Weather Policy
- Invacuation, Lockdown and Evacuation Procedures
- Fire Risk Assessment
- Personal Emergency Evacuation Plans
- Fire Evacuation Plan
- Staff Wellbeing Policy
- Administering Medication Procedures

## 2. Roles and responsibilities

The governing body, in conjunction with the headteacher, will:

- Ensure they provide a safe place for all users of the site including staff, children and visitors.
- Oversee that staff receive training and instruction so that they can perform their duties in a healthy and safe manner.
- Ensure whole-school familiarity with the requirements of the appropriate legislation and codes of practice.
- Create and monitor a management structure responsible for health and safety in the school.
- Ensure there is a detailed and enforceable policy for health and safety, and that the policy is implemented by all.
- Assess the effectiveness of the policy and ensure any necessary changes are made as and when required.

- Identify the risks relating to possible accidents and injuries and make reasonable adjustments to prevent them occurring.
- Ensure the school has safe means of entry and exit for all site users.
- Ensure the school can provide equipment, grounds and systems of work which are safe.
- Ensure safe arrangements are made for the handling, storage and transportation of any articles and substances.
- Ensure staff have safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- Where necessary, ensure the school can provide protective equipment and clothing, along with any necessary guidance and instruction for safe use.

The headteacher will:

- Have overall responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, children and visitors.
- Set the direction for effective health and safety management.
- Introduce management systems and practices that ensure risks are dealt with sensibly, responsibly and proportionately.
- Review this policy and its effectiveness annually.
- Take all reasonably practicable steps to ensure this policy is implemented by all staff.
- Designate a competent person who will be responsible for ensuring the school meets its health and safety duties – the competent person will be the health and safety officer.

The health and safety officer will:

- Assist with the creation and implementation of this policy.
- Be responsible for investigating accidents and incidents, to understand causes and amend risk assessments as required.
- Be the designated contact with the Local Authority (LA) and the HSE where necessary.
- Support staff with any queries or concerns regarding health and safety.
- Identify hazards by conducting risk assessments.

Senior leaders will:

- Be familiar with the requirements of health and safety legislation.
- Be responsible for the implementation and operation of the school's Health and Safety Policy, and for areas of responsibility delegated by the headteacher.
- Be responsible for adhering to the aspects of health and safety that are outlined in their job descriptions.
- Take a keen interest in health and safety and assist in ensuring that all staff, children and visitors comply with it.

All members of 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 their employers on health and safety matters.
- Carry out their work in accordance with training and instructions.
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- Familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety.
- Avoid any conduct which puts themselves or others at risk.

- Ensure that children and visitors adhere to any rules, routines and procedures in place.
- Ensure all machinery and equipment is in good working order and safe to use.
- Prevent use of equipment that is broken or out of use awaiting a repair.
- Use the correct equipment and tools for the job and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and that it is stored and labelled as appropriate.
- Report any defects in equipment or facilities to the designated health and safety officer.
- Take an interest in health and safety matters, and suggest any appropriate changes.
- Make suggestions as to how the school can reduce the risk of injuries, illnesses and accidents.
- Exercise good standards of housekeeping and cleanliness.
- Act as a prudent parent/carer would when in charge of children.

Children will:

- Exercise personal responsibility for the health and safety of themselves and others.
- Dress in a manner that is consistent with safety and hygiene standards.
- Respond to instructions given by staff in an emergency.
- Observe the health and safety rules of the school.
- Not misuse, neglect or interfere with items supplied for their, and other children', health and safety.

### **3. Construction and maintenance of the premises**

When undertaking construction or maintenance work, the school will do so in accordance with The Construction (Design and Management) (CDM) Regulations 2015. Construction work means the carrying out of any building, civil engineering or engineering construction work and includes:

- The construction, alteration, conversion, fitting out, commission, renovation, repair, upkeep, redecoration or other maintenance, decommissioning, demolition or dismantling of a structure;
- The preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion;
- The installation, commission, maintenance, repair or removal of mechanical, electrical, gas, compressed, air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure;
- The assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure;
- The removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure.

The headteacher will ensure that all construction and maintenance projects have a formally appointed principal designer and principal contractor. The headteacher will liaise with the principal contractor to identify if the scope of the project means that it should be notified to the HSE. The headteacher will also ensure that:

- The principal designer and principal contractor are provided with a 'client brief/CDM pre-construction information' at the earliest opportunity, to contain relevant information which should, as a minimum, include the following:
  - What the school wants built or maintained
  - The site and existing structures
  - Information about hazards, such as asbestos
  - Timescales and budget for the build

- How the school expects the project to be managed
- CDM appointments of principal contractor/principal designer
- Welfare arrangements
- Details of the nearest A&E department
- The principal contractor draws up a [Construction Phase Plan](#) that explains how health and safety risks will be managed – permission will not be given for construction or maintenance work to begin until this is in place.
- The principal designer prepares a health and safety file containing information that will help the school manage risks associated with any future maintenance, repair, construction or demolition work.
- The roles, functions and responsibilities of the project team are clearly defined in writing, e.g. in the project plan.
- Sufficient time and resources are allocated, and effective mechanisms are in place to ensure good communication, cooperation and coordination between all members of the project team.
- The principal contractor has made arrangements for adequate welfare facilities for their workers before the construction or maintenance work starts.
- Following completion of the project, the health and safety file is handed over to the headteacher, kept up-to-date by the health and safety officer, and is made available to anyone who needs to alter or maintain the building.

The headteacher will hold weekly progress meetings with the project team to ensure that all members are carrying out their roles as required. Where the project is for a new workplace or alterations to an existing workplace, it must also meet the standards set out in The Workplace (Health, Safety and Welfare) Regulations 1992.

#### **4. Training**

The school will ensure that staff members are provided with the health and safety training they need for their job. This may not mean attendance at training courses; it may simply involve providing staff with a health and safety induction, basic instructions and information about health and safety in the school.

The headteacher will ensure that at least two staff members are suitably trained in the handling of hazardous chemicals and materials. The headteacher will also ensure that there is an appropriate number of first-aid trained staff members working in the school.

Staff members will be provided with regular training opportunities and have access to support where needed. Staff members are expected to undertake appropriate CPD in order to further contribute to the running and success of the school. Staff will be trained on how to assess risks specific to their role.

The health and safety officer will ensure staff know how to meet their duties outline in this policy. Where relevant to their role, staff will receive specific training in:

- Using machinery.
- Managing asbestos.
- Having responsibility for the storage and accountability for potentially hazardous materials.

## **5. First aid**

The school will act in accordance with the First Aid Policy at all times. The school will ensure that sufficient provision is made for both trained personnel and first-aid equipment on-site.

The list of first aid staff is displayed in the office and staff room.

First aid boxes are located in the medical room, and the assistant headteacher / inclusion leader and SENDCO is responsible for their use secure storage of medication.

## **6. Contacting the emergency services**

The headteacher will certify that procedures for ensuring safety precautions are properly managed are discussed, formulated and effectively disseminated to all staff.

Staff will contact the emergency services in an emergency. Staff will alert their colleagues to the incident, if it is safe and appropriate to do so.

Where an ambulance is called for a child, the admin team or a senior leader will contact the child's parents.

Where necessary, all children will be evacuated from the building and taken to the designated emergency assembly point in the playground. Staff will be aware of any children who have specific evacuation needs. Staff will be responsible for the safety of the children and will respond to any questions from the emergency services, as best they can.

## **7. Fire safety**

All staff members fully understand and effectively implement the Fire Evacuation Plan.

The headteacher is responsible for certifying that procedures for ensuring that safety precautions are properly managed, discussed, formulated and effectively disseminated to all staff. Staff will receive fire safety training to ensure they understand the procedure for fire drills and, if applicable, the use of fire extinguishers.

The school will test evacuation procedures on a termly basis. Firefighting equipment will be checked on an annual basis by an approved contractor. Fire alarms will be tested weekly from different 'break glass' fire points around the school, and records will be maintained and held in the caretaker's folder. Emergency lighting will be tested every six months, and records will be maintained and held in the caretaker's folder.

The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working with.

## **8. Accident reporting**

All accidents and incidents, including near-misses or dangerous occurrences, will be reported as soon as possible to the health and safety officer using the standard Accident Report Form.

The health and safety officer will be responsible for informing the headteacher if the accident is fatal or a 'major injury', as outlined by the HSE.

More in-depth information concerning reporting accidents and near-misses can be found in the following sections of this policy.



## 9. Significant accidents

Significant accidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will be reported to the HSE at the earliest opportunity. The 'specified injuries' which must be reported include the following:

- Accidents to employees causing either death or major injury
- Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days (this seven-day period does not include the day of the accident)
- Fractures, other than to fingers, thumbs and toes
- Amputation of an arm, hand, finger, thumb, leg, foot or toe
- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes
- Any crush injury to the head or torso, causing damage to the brain or internal organs
- Any burn injury (including scalding) which covers more than 10 percent of the whole body's surface area or causes significant damage to the eyes, respiratory system or other vital organs
- Any degree of 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 that requires resuscitation or admittance to hospital for more than 24 hours

Additional reportable occurrences include the following:

- The collapse, overturning or failure of any load-bearing part of any lifting equipment
- The explosion, collapse or bursting of any closed vessel or pipe work
- Electrical short circuit or overload resulting in a fire or explosion
- Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, or injury caused by an explosion
- Any accidental release of a biological agent likely to cause severe human illness
- Any collapse or partial collapse of scaffolding over five metres in height
- When a dangerous substance being conveyed by road is involved in a fire or is released
- The unintended collapse of any building or structure under construction, alteration or demolition, including walls or floors
- Any explosion or fire resulting in the suspension of normal work for over 24 hours
- Any sudden, uncontrolled release in a building of: 200kg or more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas, or 500kg or more of these substances if the release is in the open air
- Accidental release of any substances which may damage health
- Serious gas incidents
- Poisonings
- Skin diseases including, but not limited to: occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne
- Lung diseases including, but not limited to: occupational asthma, farmer's lung, asbestosis, mesothelioma
- Infections including, but not limited to: leptospirosis, hepatitis, anthrax, legionellosis, tetanus
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome

## **10. Reporting procedures**

Should an incident require reporting to the HSE Incident Control Centre (ICC), the health and safety officer, or a person appointed on their behalf, will file a report as soon as is reasonably possible by completing the relevant report on the HSE website: <http://www.hse.gov.uk/riddor/report.htm>. The HSE no longer accepts written accident reports, except in exceptional circumstances. The school will report all accidents and injuries online where possible using the above web address. Fatal and specified injuries, as outlined in section 9, may only be reported using the telephone service on 0845 300 9923, open Monday to Friday between 8.30 am and 5:00 pm.

## **11. Reporting hazards**

Staff, children, contractors and visitors have a legal duty to report any condition or practice they deem to be a hazard. In most cases, reporting should be conducted verbally to the caretaker as soon as possible, who will then inform the headteacher as appropriate. Serious hazards will be reported using the appropriate form available from the health and safety officer.

## **12. Accident investigation**

All accidents, however minor, will be investigated by the health and safety officer and the outcomes recorded. The length of time dedicated to each investigation will vary on the seriousness of the accident. After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

The health and safety officer will undertake monthly evaluations of all reported incidents to identify patterns and trends in order to take corrective action and minimise the reoccurrence of any incident/illness.

## **13. Our active monitoring system**

To prevent accidents monitoring is in place which involves regularly checking compliance procedures and the achievement of objectives. Our procedure for monitoring includes:

- Annual audits, including fire risk assessments and health and safety audits.
- Termly review of documents to ensure compliance with standards.
- Termly inspection of premises, plants and equipment.
- Termly reports and updates to the headteacher.
- External measures, such as surveys by contractors and service providers, along with visits from Environmental Health and Ofsted.

## **14. Bomb threat procedure**

All staff members fully understand and effectively implement the school's Bomb Threat Policy.

In the event of an emergency, the procedures outlined in the Bomb Threat Policy, Invacuation, Lockdown and Evacuation Policy, and Lockdown Procedure will be followed. All staff members are trained in handling bomb threats and have easy access to instructions of the procedure, which can be found in the Bomb Threat Policy.

Upon receipt of a bomb threat or a suspicious package, staff members will ask the following types of questions, regardless of the call's source (this includes a call from the police):

- Where is it?
- In which building is it and on what floor?
- What time will the bomb go off?

- What does the bomb look like and what colour is it?
- What type of bomb is it and what type of explosive?
- Who are you?
- Why are you doing this?
- Do you have a code word?

The appropriate evacuation procedure will be followed whether staff members believe the threat to be a hoax or not. Where possible, caller ID or dialling the 1471 service will be used to identify the caller. Staff should note the time of the call and write down exactly what was said by the person calling, and pass this information to the police. Where possible, recording devices will be used whilst receiving a bomb threat.

The staff member receiving the call will contact the headteacher immediately, who will then alert the police and the LA. The headteacher will decide whether or not to evacuate the building.

## **15. Evacuation**

The school will follow the procedure outlined in individual Personal Emergency Evacuation Plans in the event of a crisis.

In the event of a fire, the Fire Evacuation Plan will be implemented.

If a bomb threat evacuation is deemed necessary, the following procedure will take place:

- All senior staff will be informed of the situation either in person or via the internal VoIP system, not by the use of mobile phones. The evacuation will take place as per fire drill procedures, except staff will be instructed to:
  - Leave all doors and windows open (excluding the area in which the bomb or suspicious package is positioned; this room should be sealed with all windows and doors closed).
  - Take all essential personal items with them, to avoid unnecessary searching.
  - Make their way to the normal fire assembly area (the area will be moved if close to the area of the bomb or suspicious package).
  - Staff will be positioned at all gates leading into the school and nobody will be allowed in or out except emergency personnel.
  - Staff will await further instruction from the emergency services.

## **16. Visitors to the school**

The procedures outlined in this policy will be implemented by relevant staff when receiving visitors to the school.

All visitors and contractors will sign in on VPass at reception desk, and complete relevant forms to their visit. Once signed in, visitors and contractors will be collected from reception by the member of staff they are visiting, or escorted by a member of the admin team.

Temporary teaching support staff will provide photo ID and their DBS certificate on arrival; they will be asked to complete a safeguarding form and provided with the child protection policy and staff code of conduct.

Contractors will not carry out work on the school site without the express permission of the headteacher, other than in an emergency or to make the site safe following theft or vandalism. Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will agree not to constitute a hazard to staff, children or visitors to the school.

Anyone hiring the premises will be made aware of health and safety obligations that are outlined in the letting terms and conditions when making the booking.

Visitors and contractors will wear a visitor's badge at all times while on school grounds. Cleaning contractors will wear an easily identifiable uniform or badge at all times.

Staff members who encounter an unidentifiable visitor will enquire if they require assistance and direct them to reception or off site. Staff members who encounter uncooperative visitors threatening violence, refusing to leave the site, or carrying out physical or verbal abuse will seek immediate help by calling the school office who will call 999.

## **17. Personal protective equipment (PPE)**

PPE means all equipment worn, or held, by staff or children which is designed to protect them from specified hazards. The school will provide employees and children who are exposed to a hazard at the school, which cannot be controlled by other means, with PPE. Visitors will also be supplied with PPE when appropriate.

Staff and children will use the PPE provided, and care for it according to the instructions and training given. The PPE will fit the wearer properly. Where more than one item of PPE must be worn, they should be compatible and remain effective. PPE will not be worn if the hazard caused by wearing it is greater than the hazard it is intended to protect the wearer from.

PPE includes workshop equipment, such as tools, protective clothing, safety footwear and face masks, PE equipment, ICT equipment, photocopiers and other office equipment, lifting equipment, and respiratory protective equipment. Clothing that is not specifically designed to preserve the health and safety of the wearer does not constitute as PPE.

Thorough risk assessments are carried out by the health and safety officer to determine the suitable PPE to be used for each hazard and these are reviewed on a termly basis.

Staff will receive health and safety training in order to ensure they know how to properly use, maintain and store PPE, and how to detect and report faults. Equipment manuals are readily available and warning signs are clearly displayed in areas, and on equipment, where PPE is mandatory. Staff and children can expect that any equipment they use is suitable for its intended use and is properly maintained.

The school understands its duty to cover the costs of purchase, cleaning and repair for all clothing that is:

- Protective clothing that staff require to fulfil their roles.
- A uniform that employees only wear to work.

The finance assistant will keep a record of all expenses related to PPE and uniform for audit purposes. In accordance with HM Revenue and Customs (HMRC), the school will pay any tax and national insurance on uniforms and PPE that are not [exempt](#). Using a [P11D](#) form, the school will report the cost of the following to HMRC, unless they are exempt:

- Buying the clothes for employees
- Lending clothes to employees
- Cleaning or repairing clothing

The school will not report the above to HMRC if it is provided as part of a salary sacrifice arrangement. If the school follows either of the below procedures, we will not report uniform costs as detailed in section 17 to HMRC:

- Paying a flat rate to employees as part of their earnings – either a benchmark rate or a special (bespoke) rate approved by HMRC
- Paying back the employee's actual costs

## **18. Any other clothing**

If the school purchases clothing for employees, or lends it to them, we will:

- Report the costs on P11D form.
- Pay Class 1A National Insurance on the value of the benefit.
- If employees purchase clothing that is necessary to complete their role and the school reimburses them, the school will:
  - Add the value of the benefit to employees' earnings.
  - Deduct and pay PAYE tax and Class 1 National Insurance through payroll.

If employees purchase non-durable clothing, e.g. rubber gloves and the school reimburse them, the school will:

- Add the value of the benefit to the employees' other earnings.
- Deduct and pay PAYE tax (not Class 1 National Insurance) through payroll.
- If employees pay to have clothing cleaned or repaired, the school will:
  - Add the value of the benefit to employees' earnings.
  - Deduct and pay PAYE tax and Class 1 National Insurance through payroll.

The value of clothing for tax and reporting will depend on whether the school has given or lent clothing to employees. If clothing is given to employees, the school will use the higher of the following to work out the value of clothing for tax and reporting purposes:

- The second-hand value of the clothing when it is given to employees
- The initial cost of the clothing

If clothing is lent to employees, the school will use the higher of the following to work out the value of clothing for tax and reporting purposes:

- 20 percent of the clothing's market value when first provided to employees
- Any annual rental or hire charges the school pays for it

## **19. Maintaining equipment**

When not in use, PPE will be properly stored, kept clean, and in good repair. Inspectors, or a trained health and safety technician, will inspect the following equipment for health and safety issues annually:

- All electrical appliances
- All fixed gymnasium equipment
- Any workshop equipment, e.g. glue guns
- Pool plant room

It is the responsibility of the health and safety officer to ensure new equipment meets the appropriate standards and conforms to all health and safety requirements.

## **20. Hazardous materials**

The school will act in accordance with the school's Control of Substances Hazardous to Health (COSHH) Policy at all times.

The school will only purchase hazardous materials from a reputable source, making sure that the relevant material safety data sheet (MSDS) is provided by the retailer on delivery. The school will only order supplies of hazardous materials when existing stocks are no longer adequate, and in quantities that are no larger than necessary. No chemicals or other hazardous materials will be used without the permission of the headteacher.

The health and safety officer is responsible for ensuring all products that may be hazardous to health are risk assessed before being used, taking into account the advice on the relevant MSDS or Hazcard – the latter is provided from CLEAPPS, recognised by Ofsted and HSE as a definitive basis for undertaking practical work safely.

The caretaker, in liaison with the health and safety officer, will ensure that the relevant control measures and appropriate guidelines are put in place to manage the risks identified in risk assessments. Control measures will be checked and reviewed by the caretaker on a termly basis to ensure continued effectiveness, even when they are known to be reliable.

All equipment, materials and chemicals will be held in appropriate containers and areas conforming to health and safety regulations. Hazardous substances will be labelled with the correct hazard sign and contents label. All COSHH regulations will be adhered to.

Low-toxic products, such as corrective fluid and aerosol paints, will be stored securely and only used under supervision in a well-ventilated area. Dust and fumes will be safely controlled by local exhaust ventilation equipment.

No staff member or child will be put at risk through exposure to any hazardous substance used in our practical curriculum. No potentially hazardous materials will be used in lessons without the approval of the health and safety officer. The health and safety officer will ensure staff are appropriately trained to use hazardous materials.

Where a substance has a workplace exposure limit, control measures will ensure that exposure is below the limit.

The caretaker will keep an up-to-date inventory of all the hazardous chemicals and materials held at the school. A termly audit of hazardous materials will be undertaken by the caretaker with routine surveillance to ensure that they remain safe to store. Unwanted or surplus chemicals and materials, including those that have become unsafe, will be disposed of by a registered waste carrier, in accordance with school procedures.

## **21. Asbestos management**

In accordance with HSE guidance, an asbestos management survey was undertaken on 18<sup>th</sup> July 2018 by Adams Environmental, which is a United Kingdom Accreditation Service accredited surveying organisation. As a result of the asbestos management survey, risks were identified and dealt with on a priority basis. This survey will be undertaken again following any changes of use to a location or prior to any significant building work.

## **22. Medicine and drugs**

The school's Medical Needs Policy will be followed at all times.

The school will obtain permission from parents/carers regarding any medication that children are required to take. Only trained staff will administer the medication. Staff will receive annual training in supporting children with medical conditions. A record will be kept of any medication that children have been prescribed, and the record and parental permission slip will be checked prior to administering any non-prescription medication.

## 23. Smoking

All areas of the school are strictly non-smoking, and the school expects all staff, contractors and visitors to adhere to the LA's no smoking policy at all times.

## 24. Housekeeping and cleanliness

Contract cleaners will be monitored by the caretaker. The standard required will be clear in the service level agreement held with the contracted cleaners. Special consideration will be given to hygiene areas.

Waste collection services will be monitored by the caretaker. Special consideration will be given to the disposal of clinical waste.

The headteacher is responsible for ensuring that the school is at a safe temperature for staff and children to work in. The school will adhere to the provisions as outlined in The Education (School Premises) Regulations 1999, which state:

Area	Temperature
Where there is a below-normal level of physical activity due to ill health or a physical disability, e.g. the medical room	21°C
Where there is a normal level of physical activity associated with teaching and learning	18°C
Where there is a high level of physical activity, e.g. halls, cloakrooms, and corridors	15°C

## 25. Infection control

The school actively prevents the spread of infection through the following measures:

- Routine immunisation by the NHS in school
- Maintaining high standards of personal hygiene and practice
- Maintaining a clean environment

The school employs good hygiene practices in the following ways:

- Displaying posters throughout the school, encouraging all children, staff members and visitors to wash their hands after using the toilet, before eating or handling food, and following any other actions that increase the risk of the spread of infection, such as coughing or sneezing.
- Ensuring there is sufficient liquid soap, warm water and paper towels available in all areas of the school.
- Employing cleaners to carry out thorough daily cleaning that follows national guidance.
- Providing PPE where necessary.
- Immediately cleaning any spillages of bodily fluids with a combination of detergent and disinfectant, and always wearing PPE. Mops will not be used to clean up body fluid spillages; instead, paper towels will be used and discarded properly, following the procedures for clinical waste.
- Washing all laundry in a separate dedicated facility and washing any soiled linens separately.
- Hygienically bagging any children's soiled clothing to go home and never rinsing it by hand.
- Storing all clinical waste in clinical waste bags and in a secure, dedicated area, before it is removed by a registered waste contractor.
- Providing a secure sharps bin, out of reach of children, for the disposal of sharps.

- Discouraging children, staff members and visitors from touching any stray animals that may come onto the school premises.
- Staff and children displaying signs of infection such vomiting, diarrhoea, etc., will be sent home and asked to stay at home for 48 hours.
- Staff or children with a rash are sent home and asked to see a doctor.
- All cuts and abrasions will be covered with waterproof dressings.

All staff are subject to a medical health check before starting employment at the school.

The school keeps up-to-date with national and local immunisation scheduling and advice. The school encourages parents/carers to have their children immunised.

The school will ensure that arrangements are in place to minimise any pupil health risks, e.g. flu, by ensuring hygiene standards are maintained and children and staff are not permitted in school if they have a temperature or are feeling ill.

Wall-mounted hand sanitisers are available in all toilets, medical room, staff room and in other areas of the school. Hand sanitisers are available at reception and classrooms.

Further information concerning our policies and procedures addressing infection control can be found in specific risk assessments (this includes Covid-19).

## **26. Risk assessment**

The headteacher has overall responsibility for ensuring potential hazards are identified and the Covid-19 risk assessments are published on the school's website and reviewed following changes to government guidance.

Risk assessments are reviewed annually with the aim to prevent defects that are potential risks and implement solutions or control measures, taking into consideration staff, children, visitors and contractors.

Risk assessments will be reviewed if:

- There is any reason to suspect that they are no longer valid.
- There has been a significant change in legislation or guidance.
- The governing body will be informed of risk assessments that require corrective action in order that funds and resources are prioritised when needed.

The school will record any significant findings of any risk assessments, including the following:

- The identified hazards
- How people might be harmed by them
- What the school has implemented to control the risk

A designated staff member will ensure risk assessments are completed by class teachers prior to day trips or residential stays.

## **27. Slips and trips**

In line with HSE guidance, control measures are in place to effectively control slip and trip risks. The school utilises the following procedure:

- Identify the hazards – risk factors considered include:
  - Environmental such as floors, steps, slopes, etc.
  - Contamination for example from water, food, litter, etc.



- Organisational such as who is undertaking the task
- Footwear for example summer footwear such as sandals are not in line with the school's uniform.
- Individual factors such as adverse weather conditions, supervision, behaviour.
- Decide who might be harmed and how.
- Consider the risks and decide if existing precautions are sufficient, or if further measures need to be introduced.
- Record the findings.
- Review the assessment regularly and revise if necessary.

## **28. Security and theft**

Policy and procedures to reduce security risks are addressed in the school's Surveyance and CCTV Policy.

CCTV systems will be used to monitor the playgrounds and cloakrooms. They may be used to identify incidents that have taken place and used as evidence when investigating reports of incidents.

Money will be held in a safe and banked on a fortnightly basis to ensure large amounts are not held on-site. Money will be counted in an appropriate location, such as secure admin offices where staff are not at risk from robbery.

Staff and children are responsible for their personal belongings and the school accepts no responsibility for loss or damage. Thefts may be reported to the police, and staff members are expected to assist police with their investigation.

All members of staff are expected to take reasonable measures to ensure the security of school equipment being used. Missing or believed stolen equipment will be reported immediately to a senior leader.

The school have in place access control and security measures to ensure the safety of the school. The school will ban individuals from the premises if they pose a risk to any member of the school community. The school will consider any risks that are posed locally, such as arson attacks.

## **29. Severe weather**

The school will act in accordance with the Adverse Weather Policy at all times.

The headteacher, in liaison with the governing body, will make a decision on school closure due to severe weather on the grounds of health and safety. The headteacher will consult with the chairman of the governing body prior to closing the school.

## **30. Hot drinks**

All staff, visitors, work experience placements, governors, parents/carers, agency staff, volunteers, contractors and anyone else who visit the school must adhere to the Hot Drinks Guidance (appendix e)

Hot drinks in an open top mug may be consumed in the staffroom where there are no children present. All hot drinks taken out of the staffroom to the work room, or school offices, must be in a securely sealed thermostat drinking cup that has been approved by a member of the SLT. Under no circumstances must hot drinks be taken to any area where children may be present.

If a child comes into the staff room, school offices or the designated staff work room, where hot drinks are being consumed, every effort must be taken to minimise the potential risk to the child.

Hot drinks consumed in learning areas when children are not in school (including the after-school clubs) must be transported in cups fitted with a securely sealed lid.

### **31. School trips and visits**

Health and safety procedures concerning school trips and visits, including residential trips, are addressed in the school's Educational Trips and Visits Procedures.

### **32. Manual handling**

The school's policy and procedures concerning manual handling are addressed in the Manual Handling Policy. Manual handling is covered during inductions for staff, volunteers and placements.

### **33. Working at heights**

The school's policy and procedures concerning employees working at heights are addressed in the Working at Heights Policy. Staff members are required to sign statements confirming that they have received, read and understood the policy, prior to being allowed to work at heights.

### **34. Lone working**

The school's policy and procedures concerning employees' lone working are addressed in the Lone Working Policy. Staff members are required to sign statements confirming that they have received, read and understood the relevant policies, prior to permission being granted for lone working.

### **35. Stress management**

Staff members suffering from symptoms of stress such as problems with sleeping, dietary problems, mood swings, feeling lethargic, fatigued or emotional, chest pains and elevated heart rate, lack of focus, inability to concentrate and increased sweating are advised to consult with their GP as soon as possible.

All staff wellbeing matters are managed in line with the school's Staff Wellbeing Policy.

### **36. Display equipment**

Display screen assessments will be carried out by the health and safety officer for staff that are required to use laptops or desktops computers for their normal and continuous work. Further policy and procedures concerning display equipment are addressed in the Display Screen Equipment (DSE) Policy.

### **37. Monitoring and review**

The effectiveness of this policy will be monitored continually by the headteacher and the governing body, and any necessary amendments may be made immediately.

The next scheduled review date for this policy is July 2022.

The school will establish a monitoring system supported by performance measures that is reviewed following an incident.

## Appendix a

### Classroom Checklist

Please note, this is not an exhaustive list and you should identify any other hazards associated with the daily use of the classroom in additional tables, including any further actions needed. If necessary, discuss your concerns with a senior leader in your school.

	Questions you should ask concerning classroom environment:	Yes/No:	Further action required:
<b>Movement around the classroom (slips and trips)</b>	Is the internal flooring in good condition?		
	Are there any changes in floor level or type of flooring that need to be highlighted?		
	Are gangways between desks kept clear?		
	Are trailing electrical leads and cables prevented wherever possible?		
	Is lighting bright enough to allow safe access and exit?		
	Are procedures in place to deal with spillages, e.g. water?		
<b>Work at height (falls)</b>	Do you have a secure step-stool or stepladder available for use where necessary?		
	Is a window-opener provided for opening high-level windows?		
<b>Furniture and fixtures</b>	Are permanent fixtures in good condition and securely fastened, e.g. cupboards, display boards, shelving?		
	Is furniture in good repair and suitable for the size of the user, whether adult or child?		
	Is portable equipment stable, e.g. placed on a suitable trolley?		
	Where window restrictors are fitted to upper-floor windows, are they in good working order?		

	Are hot surfaces, such as radiators, protected where necessary to prevent the risk of burns to vulnerable young people?		
<b>Manual handling</b>	Have trolleys been provided for moving heavy objects, e.g. computers?		
<b>Computers</b>	If you use computers as part of your regular and continuous work, has a workstation assessment been completed?		
	Have children been advised about good practice when using computers?		
<b>Electrical equipment and services</b>	Are fixed electrical switches and plug sockets in good repair?		
	Are all plugs and cables in good repair?		
	Has portable electrical equipment, e.g. laminators, been visually checked and tested at suitable intervals to ensure that they are safe to use? (There may be a sticker to show it has been tested.)		
	Has any damaged electrical equipment been taken out of service or replaced?		
<b>Asbestos</b> <b>Not applicable at Wessex Gardens</b>	If the school contains asbestos, have details of the location and its condition in the classroom been provided and explained to you?		
	Have you been provided with guidance on securing pieces of work to walls or ceilings that may contain asbestos?		
<b>Fire</b>	If there are fire exit doors in the classroom, are they unobstructed, unlocked and easy to open from the inside?		
	Is fire-fighting equipment in place in the classroom?		
	Are fire evacuation procedures clearly displayed?		

	Are you aware of the evacuation drill, including arrangements for any vulnerable adults or children?		
<b>Ventilation and heating</b>	Does the room have natural ventilation?		
	Can a reasonable room temperature be maintained during use of the classroom?		
	Are measures in place, e.g. blinds, to protect from glare and heat from the sun?		

## Appendix b

### Register of Appointed Persons

Below is a list of all staff members who have a role in ensuring the effective implementation of this Health and Safety Policy – schools should ensure that the register is kept up-to-date.

Role	Appointed person	Telephone number	Email address
Health and safety governor			
Headteacher			
Competent person			
Health and safety officer			
Caretaker			

## Appendix c

### Construction Phase Plan

Under The Construction (Design and Management) Regulations 2015, the school, as a client, has a duty to ensure that a Construction Phase Plan is completed by the principal contractor before any construction or maintenance project is commenced. You have been appointed under CDM 2015 by the client and should be aware of your duties and obligations under these regulations. You should complete this Construction Phase Plan or submit your own before starting work. Completion of this form will indicate that you are aware of your duties under CDM 2015 and will discharge them accordingly.

N.B. Construction phase plans should be proportionate to the scale and complexity of the project, and to the risks involved – if the job will last longer than 500-person days or 30 working days (with more than 20 people working at the same time) it is likely that the below plan format will be too simple.

<b>Your name/company:</b>					
<b>Name and address of client:</b>					
<b>Wessex Gardens Primary and Nursery School Wessex Gardens London NW11 9RR</b>					
<b>Principal designer</b>					
<b>Name of principal designer:</b>					
<b>Address:</b>					
<b>Phone number:</b>					
<b>Email address:</b>					
<b>What is the job?</b>					
<b>Is there anything the client has made you aware of?</b>					
<b>Key dates</b>					
<b>Start:</b>		<b>Finish:</b>		<b>Other:</b>	
<b>Where are your toilets, washing and rest facilities?</b>					
<b>What are your fire and emergency procedures?</b>					

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<b>Other employees of the contractor working on site</b>
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<b>Name</b>	<b>Contact details</b>

<b>What are your site induction arrangements?</b>
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<b>How will you keep everyone on site updated during the job?</b>
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<b>Risk assessment</b>
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<b>What are the main dangers on site?</b>	<b>Is hazard present? (Y/N)</b>	<b>What controls do you have?</b>
<b>Falls from height</b>		<ul style="list-style-type: none"><li>● Ladders are kept in good condition, at the correct angle, and secured.</li><li>● Guardrails, midrails and toeboards are used to prevent people and materials falling from roofs, gable ends, working platforms and other open edges.</li></ul>
<b>Collapse of excavations</b>		<ul style="list-style-type: none"><li>● Excavations are shored, either with a cover or a barrier, to stop people and plant from falling in.</li></ul>
<b>Collapse of structures</b>		<ul style="list-style-type: none"><li>● Props are installed by a competent person to support structures.</li></ul>



<p><b>Exposure to building dusts</b></p>		<ul style="list-style-type: none"> <li>● Dust is prevented by using cutting and vacuum extraction on tools.</li> <li>● Vacuum cleaners are used instead of sweeping.</li> <li>● Suitable and well-fitted masks are used.</li> </ul>
<p><b>Exposure to asbestos</b></p>		<ul style="list-style-type: none"> <li>● Where the presence of asbestos is suspected, work is not started until a demolition/refurbishment survey is carried out.</li> <li>● Everyone on site is made aware of the outcome of the survey,</li> </ul>
<p><b>Activities or workers requiring supervision</b></p>		<ul style="list-style-type: none"> <li>● The appropriate supervision is provided.</li> </ul>
<p><b>Electricity</b></p>		<ul style="list-style-type: none"> <li>● The electricity supply and other services are turned off before drilling into walls.</li> <li>● Excavators and power tools are not used near suspected buried services.</li> </ul>
<p><b>Risks to members of the public, the client and others</b></p>		<ul style="list-style-type: none"> <li>● The site is kept secure in order to prevent unauthorised access.</li> <li>● Net scaffolds are used.</li> <li>● Rubbish chutes are used.</li> </ul>



## **Appendix e**

### **Hot drinks guide**

#### **The Facts**

- Each day 10 children are admitted to hospital with serious burns or scalds.
- A child's skin is 15 times thinner than the skin of an adult.
- A child exposed to hot water liquid of 60 degrees Celsius (140 degrees Fahrenheit) for 3 seconds can sustain third degree burns.
- The emotional cost of a burn or scald to both children and families is significant and lifelong.

#### **Aim**

- To eliminate the risk of children sustaining burns and scalds as a result of hot drinks in the school.
- To recognise potential dangers.
- To take action to avoid / remove the danger.
- To remove risks to reduce and eliminate accident and injury.

#### **Policy Statement**

- All staff must adhere to the Hot Drinks Policy.
- Visitors, work experience placements, governors, parents/carers, agency staff, volunteers, contractors and anyone else who visit the school must adhere to the Hot Drinks Policy.
- Hot drinks in an open top mug may be consumed in the staffroom where there are no children present.
- All hot drinks taken out of the staffroom to the work room, or school offices, must be in a securely sealed thermostat drinking cup that has been approved by a member of the SLT. Under no circumstances must hot drinks be taken to any area where children may be present.
- If a child should inadvertently be brought into the staff room, school offices or the designated staff work room, where hot drinks are being consumed, every effort must be taken to minimise the potential risk to the child.
- Hot drinks consumed in learning areas when children are not in school (including the after-school clubs) must be transported in cups fitted with a securely sealed lid.

#### **Risk Assessment**

A hot drinks risk assessment is reviewed annually against the effectiveness of the Hot Drinks Policy and, if needed, followed by the implementation of control measures