Wessex Gardens
Primary & Nursery School

Health and Safety Policy
2026 – 2027

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 14th July 2026

Review Date:	**July 2027**

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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)
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)

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

- DfE (2022) 'Health and safety: responsibilities and duties for schools'
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- HSE (2024) 'Sensible health and safety management in schools'
- DfE (2022) 'First aid in schools, early years and colleges'
- UK Health Security Agency (2024) 'Health protection in children and young people settings, including education'
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This policy operates in conjunction with the following school policies:

- 10. Premises Management Policy 2025 - 2026.docx
- First Aid Policy 2023 - 2026 (with Analphylaxis and Allergens Policy).docx
- Supporting Pupils with Medical Conditions Policy
- Educational Trips and Visits Policy
- Invacuation, Lockdown, Evacuation & Bomb Threat Policy 2025-2028
- Social, Emotional and Mental Health (SEMH) Policy 2025-28.docx

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 School Business Manager 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.

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. Training and First Aid

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

Staff will be provided with regular training opportunities and have access to support where needed. Staff 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.
- Meet their roles and responsibilities identified within this policy.

Where relevant to their role, staff will receive specific training in:

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

First aid - See **First Aid Procedures 2026 - 2029 (with Analphylaxis and Allergens Policy).docx**

4. 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 pupil, **office staff** will contact the pupil's parent. Where necessary, all pupils will be evacuated from the building and taken to the designated emergency assembly point.

Staff will be aware of any pupils who have PEEPs. Staff will be responsible for the safety of pupils and responding to any questions from the emergency services, as best they can.

5. Accident reporting and investigation

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.

The school will always record and report work-related injuries to staff members or pupils.

Reporting 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 school will always report 'specified injuries' to the HSE without delay. These injuries 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
- Serious burn injuries (including scalding) which cover more than 10 percent of the whole body's 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 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, or oil folliculitis/acne
- Lung diseases including, but not limited to: occupational asthma, farmer's lung, asbestosis, or mesothelioma
- Infections including, but not limited to: leptospirosis, hepatitis, anthrax, legionellosis, or tetanus
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome

The school will also report occupational diseases upon receipt of a written diagnosis from a doctor that a staff member has a reportable disease linked to occupational exposure. These include the following:

- Carpel tunnel syndrome
- Severe cramp of the hand or forearm
- Occupational dermatitis, e.g. from work involving strong acids or alkalis
- Hand-arm vibration syndrome
- Occupational asthma, e.g. from wood dust and soldering using rosin flux
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to an occupational exposure to a biological agent

Work-related stress and stress-related illnesses will not be reported since they are not usually just one distinct event. RIDDOR stipulates that to be reportable, an injury must have resulted from an accident arising out of or in connection with work.

The school will only report accidents that are:

- Discrete.
- Identifiable.
- Unintended incidents which cause physical injury.

Reporting procedures

Should an incident require reporting to the Incident Control Centre (ICC) (part of the HSE), the health and safety officer, or a person appointed on their behalf, will file a report as soon as is reasonably possible. The person will complete the relevant report on the HSE website: http://www.hse.gov.uk/riddor/report.htm. The school will not submit written accident reports to the HSE, except for 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 8.30am to 5pm.

Reporting hazards

Staff, pupils, 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 School Business Manager as soon as possible, who will then inform the headteacher as appropriate. Serious hazards will be reported using the appropriate form available in the **school office**.

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. They will then identify patterns and trends in order to take corrective action and minimise the reoccurrence of any incident or illness.

6. 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.

7. Risk assessment

The headteacher has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas in the school. The health and safety officer will be consulted when risk assessments are being carried out.

There are no high-risks areas, such as laboratories. Annual risk assessments will be conducted for the school. Risk assessments will consider the needs of staff, pupils, visitors and contractors. Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.

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 related matters.
- The governing board will be informed of risk assessments, allowing issues to be prioritised and actions to be authorised, along with funds and resources.

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

The Headteacher will ensure risk assessments are completed by staff leading day trips or residential stays.

8. 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:

a) Identify the hazards – risk factors considered include:

- Environmental (floor, steps, slopes, etc.)
- Contamination (water, food, litter, etc.)
- Organisational (task, safety, culture, etc.)
- Footwear (footwear worn for evening events may not be in line with the School Uniform Policy)
- Individual factors (rain, supervision, pedestrian behaviour, etc.)
-

b) 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
- The school will remain especially vigilant to the following hazards:
- Members of staff or pupils running or carrying heavy or awkward items

- Wearing unsuitable footwear
- Poor lighting – particularly where there are uneven surfaces and level changes
- Contamination
- Obstructions, e.g. bags and trailing cables

9. Fire safety

All staff fully understand and effectively implement the fire evacuation plan, which will be implemented in the event of a fire.

The headteacher is responsible for certifying that procedures for ensuring that safety precautions are properly managed will be discussed, formulated and effectively disseminated to all staff. Staff will receive fire safety training to ensure they understand the procedure for fire drills and 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 school office. Emergency lighting will be tested on a six-monthly basis, and records will be maintained and held in the school office.

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

The school will implement its Fire Safety Policy 2025 - 2028.docx to ensure that staff, pupils and visitors are safe and aware of the potential risks of fire.

10. Sharps

For the purposes of this policy, "sharps" is defined as sharp objects such as needles, scalpels, razor blades and broken glass which pose a risk of an accidental penetrating injury or laceration or puncture to skin.

Sharps are not likely to be found commonly on school premises; however, staff will be vigilant towards the following circumstances in which sharps may be found:

- During school-based vaccination programmes
- Where an individual within the school requires injections to manage a health condition
- Where a pupil brings a sharp into the school
- Where glass is broken within the school, or broken glass is found on or around the school premises
- Where drug paraphernalia, e.g. heroin needles, is found on or around the school premises (this is a risk from the presence of pigeons nesting on the school roof).

Handling and disposing of a sharp

All staff members will receive health and safety training as part of their induction, which will be refreshed annually. This training will include:

- The safe collection and disposal of sharps.
- Assembling sharps boxes and verifying that they are compliant with the accepted standards.
- The procedure to log incidents and who to inform.
- Immediate action in the event of sharps or needlestick injury.

Where an individual brings a sharp onto the school premises, e.g. a needle to manage a health condition, they will be responsible for its disposal. The use of needles for medication for an individual on the school premises will be managed in line with the Administering Medication Policy.

The headteacher will ensure that all pupils are informed that, where they see a sharp, they must alert the nearest staff member immediately and avoid touching the sharp.

Where a sharp is found, the nearest staff member will move all pupils away from the area in order to prevent accidental injuries and will guard the sharp while alerting another staff member to bring the sharps retrieval kit. Sharps retrieval kits will contain:

- Protective gloves.
- A pair of long-stemmed tongs.
- A pincer tool, e.g. tweezers.
- Brush and pan.
- Sharps box for disposal.

Sharps boxes will be marked 'Danger: Contaminated Sharps' and 'Destroy by Incineration'. They will be kept off the floor and out of the reach of pupils. Sharps boxes must not be filled above the designated fill line on the outside of the box. Once filled, boxes will be sealed immediately and removed by a clinical waste contractor or a specialist collection service.

The staff member will check the surrounding area carefully to ensure that no other sharps are in the vicinity. Where the sharp cannot be removed immediately, e.g. due to a delay in obtaining the sharps retrieval kit, the nearest staff member will place a cone or box on top of the sharp to prevent anyone from touching or finding it.

The following procedure will be followed in the event that sharps are found on the school premises:

- Stall will wear protective gloves and will not handle sharps with bare hands.
- Staff will not handle sharps while barefoot or wearing open shoes, as injury may occur if the sharp is dropped on feet.
- Only one sharp will be handled at a time and, where there are multiple, sharps will be carefully separated using the pair of tongs.
- Sharps will be picked up using the relevant equipment, e.g. pair of tongs or brush and pan for broken glass, and place it into the sharps box, which will be brought to the sharp rather than the other way around.
- The appropriate staff, including the headteacher and site manager, will be informed.
- The incident will be recorded, with details of when, where and by whom the sharp was found.
- Sharps will be disposed of quickly and safely into the school's sharps bin.

Sharps injury

First aid staff will be trained in handling sharps injuries, and will adhere following guidelines in case of injury from a contaminated sharp:

- Encourage the wound to bleed gently, ideally by holding it under running water
- Wash the wound using water and soap
- Avoid scrubbing the wound while washing
- Avoid sucking the wound
- Dry the wound and cover it with a waterproof dressing
- Seek medical advice

Injuries will be handled in line with the First Aid Procedures 2026 - 2029 (with Analphylaxis and Allergens Policy).docx

11. Evacuation, invacuation, lockdown and bomb threat procedure

The school will follow the procedure outlined in the Invacuation, Lockdown, Evacuation & Bomb Threat Policy and any PEEPs in place in the event of a crisis.

12. Visitors to the School

The procedures outlined in the Visitor Policy and the Contractors Policy will be implemented by relevant staff when receiving visitors to the school.

Anyone hiring the premises will be made aware of their health and safety obligations when making the booking.

Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, pupils or visitors to the school.

13. Construction and maintenance

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, including:

- 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 the principal contractor and/or 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.

14. Personal protective equipment (PPE)

The school will provide employees who are exposed to a hazard at the school, which cannot be controlled by other means, with PPE where appropriate. Visitors will also be supplied with PPE when appropriate.

Staff will use the PPE provided, and care for it according to the instructions and training given. Supervising staff will ensure PPE fits the wearer properly. Where more than one item of PPE must be worn, the items should be compatible and remain effective. PPE will not be worn if wearing it causes a hazard greater than the hazard it is intended to protect the wearer from.

Thorough risk assessments will be 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 and pupils will receive appropriate 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. When not in use, PPE will be properly stored, kept clean, and in good repair.

The school will 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 SBM will keep a record of all expenses related to PPE and uniform for HR and finance 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

The school will always use PPE in line with UK Health Security Agency guidance.

15. Employee 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 reimburses 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

16. Work-related hazards

Manual handling

Manual handling can prove hazardous when it has the potential to cause a musculoskeletal disorder. This can be due to repetition of the action, the force and/or posture involved in the completion of a handling task, and/or a person's ability to hold or grasp the particular item in a safe and balanced manner.

The school will, as far as practicable, will reduce the need for members of staff to carry out any manual handling tasks that involve a risk of injury. Where manual handling tasks are necessary, the school's Manual Handling Risk Assessment will be implemented. The control measures will be monitored to ensure they are reducing the risk of injury and being implemented correctly.

The capability and circumstances, e.g. age, of staff will be taken into account where manual handling tasks are required. Where there is an unacceptable risk of injury or harm, no manual handling tasks will take place.

All members of staff will receive manual handling information and training as needed.

In order to manage these risks, the school will implement and follow its Manual Handling Policy - See APPENDIX ONE .

Working at heights

Policy and procedures concerning employees working at heights will be addressed in the Working at Heights Policy - See APPENDIX TWO

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.

Lone working

Policy and procedures concerning employees' lone working will be addressed in the Lone Worker Policy - See APPENDIX THREE.

Staff members will be required to sign statements confirming that they have received, read and understood the relevant policies, prior to being allowed to undertake lone working.

Stress management

Staff will be aware of the symptoms of stress, including sleeping problems, dietary problems, mood swings, feeling lethargic, fatigue, emotional problems, chest pains and elevated heart rate, lack of focus, inability to concentrate and increased sweating.

Staff members who suffer from any of these symptoms are advised to consult their GP as soon as possible.

All staff wellbeing matters are managed in line with the Social, Emotional and Mental Health (SEMH) Policy 2025-28.docx

Display screen equipment

Display screen assessments will be carried out by the health and safety officer for teaching staff and administrative staff who regularly use laptops or desktops computers.

Further policy and procedures concerning display equipment are addressed in the Display Screen Equipment (DSE) Policy - See APPENDIX FOUR.

17. Maintaining equipment

The school will ensure that staff and pupils can expect that any equipment they use is suitable for its intended use and is properly maintained. Inspectors, or a trained health and safety technician, will inspect all electrical appliances for health and safety issues annually.

It will be the responsibility of the health and safety officer to ensure new equipment meets the appropriate standards and conforms to all health and safety requirements. A health and safety technician will be consulted if necessary.

Any portable electrical equipment will be visually inspected on a daily basis by the site manager and undergo PAT at intervals suitable for the type of equipment and its frequency of use.

The school will make use of automated external defibrillator (AED) as part of its first aid equipment through the DfE's arrangements to buy, install and maintain an AED.

18. Hazardous materials

The school will act in accordance with the school's COSHH Policy - See APPENDIX FIVE

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 will be 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 Hazard – the latter is provided from CLEAPPS, recognised by Ofsted and HSE as a definitive basis for undertaking practical work safely.

The site manager, 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 site manager on a termly basis to ensure continued effectiveness, even when they are known to be reliable.

The headteacher will ensure that at least two staff members are suitably trained in the handling of hazardous chemicals and materials.

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. Storage life will be considered by department leaders. All COSHH and ionising radiations 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 pupil will ever 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 site manager 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 site manager 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.

19. Asbestos management

In accordance with HSE guidance, an asbestos management survey was undertaken on 3rd May 2025 by Supernova Asbestos Surveys, which is a United Kingdom Accreditation Service accredited surveying organisation.

As a result of the asbestos management survey, risks were identified and remedial measures are to be undertaken.

See 2026-06-23 Asbestos Management Plan

20. Cleaning

Contract cleaners will be monitored by the site manager and 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 site manager and caretaker. Special consideration will be given to the disposal of sanitary and nappy waste.

21. Temperature

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

Areas	Temperature
Where there is a below-normal level of physical activity due to ill health or a physical disability, e.g. isolation rooms; however, this does not include sleeping accommodation	21°C
Where there is a normal level of physical activity associated with teaching, private study or examinations	18°C
Where there is a high level of physical activity, e.g. PE sports halls, washrooms, sleeping accommodation and circulation spaces	15°C

22. Infection control

The school will actively prevent the spread of infection through the following measures:

- Routine immunisation
- Maintaining high standards of personal hygiene and practice
- Maintaining a clean environment

The school will keep up to date with national and local immunisation scheduling and advice. All pupils' immunisation status is checked at school entry and at the time of any vaccination. The school encourages parents to have their children immunised.

All staff will be subject to a full occupational health check before starting employment at the school.

The school will ensure that arrangements are in place to minimise any health risks, e.g. flu, by ensuring hygiene standards are maintained and pupils and staff are not permitted in school if they are unwell. Staff and pupils displaying signs of infection will be sent home and recommended to see a doctor.

Further information concerning the schools' policies and procedures addressing infection control can be found in the Infection Control Policy - See APPENDIX SIX

23. Allergens and anaphylaxis

The school's First Aid Procedures 2026 - 2029 (with Analphylaxis and Allergens Policy).docx will be implemented consistently to ensure the safety of those with allergies.

Parents will be required to provide the school with up-to-date information relating to their children's allergies, as well as the necessary action to be taken in the event of an allergic reaction, such as any medication required. Staff will also be required to provide the headteacher with a list of their allergies. Information regarding pupils' and staff members' allergies will be collated and stored securely.

Under The Human Medicines (Amendment) Regulations 2017, the school is able to purchase adrenaline auto-injector (AAI) devices without a prescription, for emergency use on pupils who are at risk of anaphylaxis, but whose device is not available or is not working. The school will purchase spare AAIs from a pharmaceutical supplier, such as the local pharmacy.

The headteacher and catering team will ensure that all pre-packed foods for direct sale (PPDS) made on the school site meet the requirements of Natasha's Law, i.e. the product displays the name of the food and a full, up-to-date ingredients list with allergens emphasised, e.g. in bold, italics or a different colour. The catering team will also work with any external catering providers to ensure all requirements are met and that PPDS is labelled in line with Natasha's Law. Further information relating to how the school operates in line with Natasha's Law can be found in the Whole-School Food Policy.

Staff will receive appropriate training and support relevant to their level of responsibility, in order to assist pupils with managing their allergies.

24. Medication

The school's Supporting Pupils with Medical Conditions Policy will be read, understood and adhered to at all times. Staff will receive annual training in supporting pupils with medical conditions.

The school will obtain notification from parents regarding any medication that pupils are required to take. Only trained staff will administer medication.

A record will be kept of any medication that pupils take – this will be checked prior to administering any non-prescription medication.

25. Smoking

The school is a non-smoking premises and no smoking will be permitted on the grounds. The school's Smoke-Free Policy will be read and understood by all staff. All staff, pupils, visitors and contractors will be made aware of the policy.

26. Security and theft

CCTV systems will be used to monitor events and identify incidents taking place. CCTV systems may be used as evidence when investigating reports of incidents. CCTV footage is personal data, so will be handled in accordance with the school's Data Protection Policy.

Money will be held in a safe and banked on a weekly basis to ensure large amounts are not held on site. Money will be counted in an appropriate location, such as the school office, and staff should not be placed at risk of robbery.

Staff and pupils will be responsible for their personal belongings and the school accepts no responsibility for loss or damage. Thefts will be reported to the police and staff will be expected to assist police with their investigation.

All staff will be 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 staff member.

The school will install access control and security measures to ensure the safety of the school, e.g. security glazing on windows. 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 by their local context, e.g. recent arson attacks.

27. Severe weather

The school will act in accordance with the Adverse Weather Policy - See APPENDIX SEVEN where the weather could pose a risk to individuals on school site.

The headteacher, in liaison with the governing board, will make a decision on school closure due to severe weather on the grounds of health and safety. If a closure takes place, the governing board will be promptly informed.

28. School trips and visits

Health and safety policy and procedures concerning school trips and visits, including trips abroad, are contained in the school's Educational Visits and School Trips Procedures 2026 - 2029 .docx.

29. Near misses

A 'near miss' is an event not causing harm but has the potential to cause injury or ill health.

If staff members, pupils, contractors, or visitors see or are involved in a near miss, they will report it in order to allow consideration of how to prevent a possible accident happening in the future.

Reporting will be conducted verbally to the health and safety officer as soon as possible, who will then inform the headteacher as appropriate.

The school will report near misses that constitute as dangerous occurrences to the HSE. A ‘dangerous occurrence’ includes any incident which results in requiring hospital treatment or further attention.

All accidents and near misses, however small, will be reported and investigated by the health and safety officer and the outcomes recorded. The length of time dedicated to each investigation will vary depending on the seriousness of the accident.

After the investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

30. Monitoring and review

The effectiveness of this policy will be monitored continually by the headteacher and the governing board. Any necessary amendments will be made immediately.

The next scheduled review date for this policy is July 2027.

The school will establish a monitoring system that is backed up by performance measures and this will be reviewed following an incident

31. APPENDIX ONE - MANUAL HANDLING POLICY

Legal Framework

This policy complies with:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Manual Handling Operations Regulations 1992
- RIDDOR 2013
- Provision and Use of Work Equipment Regulations 1998

Aims

- Promote a safe working environment for all staff
- Ensure awareness and accountability around manual handling tasks.
- Provide practical solutions, training, and appropriate equipment.
- Reduce injury risk through safe handling practices and legal compliance.
-

Responsibilities

Headteacher: Ensures tasks are carried out safely and by appropriate staff.

Staff: Assess their fitness to perform manual handling tasks and follow safety protocols.

Exemptions:

Staff with recent injuries or health conditions must not undertake risky tasks.

Pregnant and postnatal staff are subject to risk assessments and must not perform high-risk tasks.

Age and physical ability are considered when assigning tasks.

Definitions

Manual handling includes **lifting, lowering, pushing, pulling, carrying, or moving loads** by hand or body.
Risks may arise from **awkward postures, repetitive movement, heavy loads**, or the person's physical capacity.

Risk Management

Process: Avoid – Assess – Reduce

Avoid manual handling where possible.

Assess where necessary, considering:

- Load characteristics (weight, shape, stability)
- Posture and movements required
- Task duration and frequency
- Staff capabilities (age, strength, experience)
- Environmental conditions (space, surfaces, lighting)
- Task organisation and support availability
- **Reduce risks through:**
- Workplace and task redesign
- Use of mechanical aids with proper training
- Clear guidance and training for staff

Monitoring and Records

Risk assessments and control measures are monitored by the School Business Manager.
Reports are shared with relevant staff and centrally stored by the Business Leader.

Risk Reduction Measures

Consider manual handling risks in building and room planning.
Provide lifting aids and equipment where needed.
Deliver regular training and updates to all staff.

32. APPENDIX TWO - WORKING AT HEIGHTS POLICY

Purpose

To ensure all work at height is planned, supervised, and carried out safely, in compliance with the Work at Height Regulations 2005, thereby minimising risk of injury to staff, pupils, contractors and visitors.

Scope

Applies to any activity where a person could fall and be injured, including but not limited to:

- Use of ladders and stepladders
- Accessing roofs, gutters and high-level windows
- Working on elevated platforms, scaffolds or mezzanine floors
- Installing or maintaining high-level fixtures (e.g. lighting, signage

Legal Framework

Work at Height Regulations 2005

Health and Safety at Work etc. Act 1974

Management of Health and Safety at Work Regulations 1999

Key Definitions

Work at Height: Any work in which, if precautions were not taken, a person could fall a distance liable to cause personal injury.

Suitable and Sufficient Risk Assessment: A documented process identifying hazards, evaluating risks and specifying control measures.

Responsibilities

Role	Responsibilities
Headteacher/Principal	Overall policy oversight; allocate resources; ensure compliance.
Health & Safety Lead	Develops and reviews policy; ensures risk assessments and inspections are done.
Site Manager/Caretaker	Maintains equipment; arranges training; supervises work at height activities.
Line Managers/Supervisors	Authorise and oversee work at height; verify competence and equipment condition.
Staff & Contractors	Follow safe systems, use equipment correctly; report defects or incidents.

Risk Assessment & Planning

Avoid Work at Height where possible by doing tasks from ground level (e.g., extendable tools).

Assess any remaining work at height using a written risk assessment that considers:

- Task details (duration, frequency, weight to be moved)
- Equipment selection and condition
- Environmental factors (weather, lighting, footing)
- Personnel competence and health

Select Controls in the hierarchy of:

- Eliminate the risk
- Use work equipment or measures to prevent falls (guardrails, platforms)
- Use work equipment to minimise distance and consequences of falls (harnesses, nets)
- Plan the work: timing, supervision, emergency procedures (rescue plan).

Equipment & Inspection

Ladders/Stepladders:

- Only for low-risk, short-duration tasks.
- Must conform to BS EN 131 and be inspected before each use.

Mobile Elevating Work Platforms (MEWPs) & Scaffolds:

- Operated/erected by trained, certified personnel.
- Inspected by a competent person at intervals not exceeding statutory requirements.

Personal Fall Protection (PFPE):

- Harnesses, lanyards and anchors must meet EN standards.
- Equipment inspected before each use and undergoes formal examination every 6 months.

Record Keeping

All inspections and maintenance logged and retained for audit.

Training & Competence

Basic Training for all staff on risks of working at height, ladder safety, fall prevention principles.

Role-Specific Training for supervisors, scaffold erectors, MEWP operators, and rescue team members.

Refresher Training at least every 3 years or following an incident.

Emergency & Rescue Procedures

A rescue plan must be established before work starts, detailing:
Method of rescuing a suspended person

- Personnel responsible and their rescue training
- Location of rescue equipment
- First aid provision appropriate to potential injuries is readily available.

Monitoring & Review

Routine inspections of equipment and workplace conditions by the Site Manager.

Periodic audits of work at height activities by Health & Safety Lead.

Incident investigations to identify root causes and update controls.

Annual policy review or sooner if regulations change, new equipment is introduced, or after a serious incident.

33. APPENDIX THREE - LONE WORKER POLICY

Definitions

For the purpose of this policy, 'lone working' refers to situations where staff, in the course of their duties, work alone either on or off the school premises and are physically isolated from colleagues, possibly without immediate access to assistance.

Due to the possibility of buildings creating isolated areas, it is possible for a staff member to be 'lone working' with other staff members in the building.

Aims of the policy

This policy aims to:

- Increase staff awareness of safety issues relating to lone working.
- Ensure that the risk of lone working is assessed in a systematic and ongoing way, and that safe systems and methods of work are put in place to reduce that risk so far as is reasonably practicable.
- Ensure that appropriate support and training is available to all staff that equips them to recognise risk and provides practical advice on staying safe when working alone.
- Encourage full reporting and recording of all adverse incidents relating to lone working.
- Reduce the number of incidents and injuries to staff related to lone working.

Roles and responsibilities

The headteacher is responsible for:

- Ensuring that there are arrangements for identifying, evaluating and managing the risks associated with lone working.
- Providing resources for putting the policy into practice.
- Ensuring that there are arrangements for monitoring incidents linked to lone working.
- Reviewing this policy on an annual basis.

Line managers are responsible for:

- Ensuring that all staff are aware of this policy.
- Taking all possible steps to ensure that lone workers are at no greater risk than other employees.
- Identifying situations where staff work alone and deciding whether systems can be adopted to avoid workers carrying out tasks on their own.
- Ensuring that the relevant risk assessments are carried out and reviewed regularly.
- Putting procedures and safe systems of work into practice which are designed to eliminate or reduce the risks associated with lone working.
- Ensuring that staff identified as lone workers are given appropriate information, instruction and training that is updated as necessary.
- Managing the effectiveness of preventative measures through a robust system of reporting, investigating and recording incidents.
- Ensuring that appropriate support is given to staff involved in any incident.
- Providing lone workers with personal safety equipment, e.g. a mobile phone, where necessary.

Lone workers are responsible for:

- Taking reasonable care of themselves and others affected by their working.
- Following the school's policies and procedures for safe working.
- Reporting all incidents that may affect the health and safety of themselves or others and asking for advice as appropriate.
- Taking part in training related to lone working as required.
- Reporting any dangers or potential dangers they identify or any concerns they might have in respect of working alone.

- Seeking the permission of the headteacher before working alone.

Authorisation

The headteacher, in conjunction with relevant staff members, will develop an approved list of lone working activities, outlining situations where lone working may be authorised and the necessary precautions and work methods to be followed.

Staff members will request authorisation from the headteacher to undertake lone working.

Subject to the completion of a risk assessment, the lone working will be authorised if it is on the approved list. If the lone working is not on the approved list, it can only be undertaken following explicit authorisation from the headteacher.

Risk assessment

Prior to a member of staff undertaking lone working, a risk assessment will be conducted by the site manager, business leader or headteacher.

The risk assessment will cover all work proposed to be undertaken alone and where risk may be increased by the work activity itself or by the lack of available assistance should something go wrong.

Depending on the tasks the lone worker is proposing to undertake, the risk assessment will cover the following as appropriate:

- The staff member's medical fitness and suitability to work alone
- Channels of communication
- Any specific risks related to the lone working activity
- The risk of violence
- Access and egress
- Reporting and recording arrangements
- The ability to trace the staff member's whereabouts
- Situational hazards

A log of known risks, including locations, individuals and tasks, will be kept, updated and regularly reviewed. This log will be kept securely in the headteacher's office and lone workers can request to see parts of the log relevant to their lone working.

It is the responsibility of the lone worker to ensure all necessary precautions and procedures are adhered to at all times.

Any person who becomes aware of circumstances involving lone working, where the existing control measures may not be fully effective, will inform the headteacher as soon as possible.

Procedures for lone workers

A record will be kept in the school office containing details of all staff members that undertake lone working, including the tasks they undertake, where they undertake them and when.

During working hours, all loner workers leaving their workplace will leave written details with the school office of where they are going and their estimated time of arrival back at the school.

If, in the course of a trip away from the school, a lone worker's plans change significantly, they will contact the school office to inform the school of changes to their schedule.

All lone workers will be permitted to use their personal mobile phone if needed or the nearest telephone extension (all classrooms and learning areas have a telephone).

Lone workers will ensure they have any personal safety equipment required with them prior to lone working, and that the equipment is working.

Lone workers will avoid organising meetings where they will be alone with an individual or group. Where this is unavoidable, the lone worker will obtain prior approval from the headteacher who will make any arrangements to ensure the staff member's safety. Any appointments of this nature will be recorded.

If a staff member is required to work alone with a child or vulnerable adult, they will follow the procedures outlines in the Child Protection and Safeguarding Policies.

Lone workers will have access to adequate first aid facilities and mobile workers will carry a first aid kit suitable for treating minor injuries.

Under no circumstances should a lone worker compromise their personal safety. If a lone worker feels in danger, they will remove themselves from the situation immediately.

The school operates a 'buddy' system where the member of staff informs the site manager if they are lone working. The site manager will:

- Be aware of the schedule and movements of the lone worker.
- Have all necessary contact details of the lone worker.
- Attempt to contact the lone worker if contact is not made as agreed.
- Follow agreed escalation procedures and notify the headteacher of any incidents.

Contingency arrangements will be in place for a member of staff to take over the 'buddy' role in case the nominated person becomes unavailable.

Where there is a genuine concern about the whereabouts or safety of a lone worker, the headteacher will use the information held on record to try and ascertain the whereabouts of the worker. If contact cannot be made, the headteacher will decide on the best course of action depending on the circumstances, which could include contacting the emergency services.

Home visits

A list of home visits is kept securely in the school office. This record includes details of the following:

- The address the lone worker is visiting
- Details of the persons whom they are visiting
- A known contact number for the lone worker and the persons they are visiting
- How long the lone worker expects to be at the location

Once in place, appointment arrangements should be adhered to. The lone worker will notify the headteacher or office manager of any changes to their schedule.

Visits deemed high risk, e.g. where there is a history of violence or the location is high risk, will only be undertaken if absolutely necessary. In these cases, the lone worker may request a meeting in a more suitable location and should be accompanied by another member of staff.

During a home visit, the lone worker will:

- Carry an ID badge and be prepared to identify themselves.
- Carry out a ’10 second risk assessment’ when they first arrive at the location. If they feel in danger, they should have a reason ready to not enter the house and arrange an alternative appointment.
- Be aware of any animals in the house and ask for them to be secured in a separate room.
- Ensure that they shut the door behind them and make themselves familiar with the door lock, in case an emergency exit is required.
- Not position themselves in the corner of a room or in a situation where it is difficult to escape.
- Remain calm and focussed at all times and keep their possessions close to them.

Safeguarding

A lone worker should never be on the premises with a pupil.

Training

All lone workers will be fully trained in safe working practices.

Lone workers will undertake additional training that is relevant to their lone working, e.g. first aid.

Monitoring safety issues

Lone workers will report incidents such as accidents, near misses and threatening situations to the headteacher who will make a record.

Lone workers should raise any safety concerns with their line manager, who will arrange for additional precautionary measures to be put in place.

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34. APPENDIX FOUR - DISPLAY SCREEN EQUIPMENT (DSE) POLICY

Purpose

The purpose of this policy is to ensure the health, safety, and well-being of staff who use display screen equipment (DSE) as part of their normal work activities. It outlines the school's approach to risk assessment, workstation setup, training, and the responsibilities of staff and management in line with the **Health and Safety (Display Screen Equipment) Regulations 1992** (as amended).

Scope

This policy applies to:

- All employees who use DSE daily for **continuous periods of an hour or more**.
- All types of DSE including computers, laptops, tablets, and other screen-based devices used for work purposes.
- Teaching, support, and administrative staff.

Responsibilities

Headteacher / Senior Leadership Team

- Ensure compliance with DSE regulations.
- Provide appropriate resources, training, and risk assessments.
- Review the DSE policy annually or following a significant change in working practices.

Line Managers

- Identify staff who are DSE users.
- Ensure staff complete DSE risk assessments.
- Address any concerns or issues identified in assessments.
- Arrange appropriate training or workstation adjustments if needed.

Staff Members (DSE Users)

- Complete the DSE self-assessment annually or when there is a significant change to their workstation or role.
- Follow safe working practices and report any discomfort or health concerns.
- Make reasonable adjustments based on guidance provided.

Risk Assessment

- All DSE users must complete a **DSE self-assessment form**.
- The assessment should review workstation layout, posture, lighting, screen glare, breaks, and equipment.
- Line managers are responsible for reviewing assessments and addressing any issues.
- Reassessments should be carried out:
  - When a user changes workstation.
  - After reported discomfort or ill health.
  - After changes in DSE equipment.

. Workstation Setup

Key principles for a safe workstation include:

- **Chair**: Adjustable height and backrest. Feet should be flat on the floor or a footrest provided.
- **Desk**: Adequate space for documents and equipment. Avoid clutter.

- **Screen**: Top of screen level with eyes, free from glare or reflection.
- **Keyboard/Mouse**: Positioned to allow relaxed shoulders and straight wrists.
- **Lighting**: Suitable ambient lighting; blinds or anti-glare screens if needed.
- **Posture**: Encourage upright sitting position with lower back support.
- **Laptops**: Should be used with docking stations, separate keyboards, and mice for prolonged use.

Breaks and Changes of Activity

- Users should take **short, frequent breaks** rather than long, infrequent ones.
- The recommendation is a **5–10 minute break every hour** of screen work.
- Alternating screen-based and non-screen-based tasks is encouraged.

Training and Information

- All DSE users must complete basic **DSE training** and understand how to set up their workstation.
- Information and guidance on good posture and workstation ergonomics will be made available.

Reporting Issues

Staff must report:

- Any health concerns such as eye strain, headaches, or musculoskeletal discomfort.
- Equipment faults or problems with workstation setup.

Reports should be made to the line manager or school office for appropriate action.

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35. APPENDIX FIVE - COSHH POLICY

This policy applies to:

- All areas of the school where hazardous substances may be used or stored, including cleaning stores and the swimming pool plant room.
- All employees, including teaching, support, and cleaning staff.
- Contractors, volunteers, and external users of the premises.

Responsibilities

Headteacher:

Ensure implementation of the COSHH policy.
Allocate appropriate resources for COSHH compliance.

Site Manager / School Business Manager:

Maintain an up-to-date inventory and COSHH assessments.
Ensure safe storage, handling, and disposal of hazardous substances.
Ensure that pool chemicals (e.g., chlorine, sodium hypochlorite, pH adjusters) are managed properly.
Arrange appropriate training for staff handling hazardous substances.

Staff:

Follow COSHH instructions and risk assessments.
Report any spills, leaks, or concerns to the Site Manager.

Identification of Hazardous Substances

The following are examples of hazardous substances used within the school:

General Cleaning Products: Bleach, disinfectants, floor cleaners.
Swimming Pool Chemicals: Chlorine (e.g., calcium hypochlorite or sodium hypochlorite), pH adjusters (acid or alkali, e.g., hydrochloric acid, sodium carbonate), Flocculants or water clarifiers

COSHH Assessments

COSHH assessments will be completed for all hazardous substances. These assessments will include:

- The name and form of the substance.
- Hazards associated with the substance (e.g., irritant, toxic, corrosive).
- Who may be exposed and how.
- Control measures in place.
- Emergency procedures (e.g., spills, first aid).
- Safe disposal instructions.

Assessments will be reviewed annually; when there is a change in substances used; after an incident or near-miss.

Control Measures

Safe Storage:
Chemicals will be stored in locked cupboards with clear hazard signage.
Pool chemicals stored separately from incompatible substances (e.g., acids away from chlorines).

Use of PPE:
Appropriate PPE (gloves, goggles, aprons) must be worn during handling.

Ventilation:
Plant rooms and cleaning storage areas must have adequate ventilation.

Training:
Staff handling chemicals receive annual COSHH awareness training and are supervised appropriately.

Swimming Pool-Specific Controls

- Chemical dosing equipment is maintained and checked by trained personnel.
- Manual handling of pool chemicals is minimized.
- Emergency procedures for pool chemical exposure (e.g., eye wash, shower, first aid) are in place and known by staff.
- Warning signs posted in chemical storage and dosing areas.
- Chemicals are only handled by trained staff (e.g. trained pool operatives).

Monitoring and Review

- COSHH assessments are reviewed annually or when substances/processes change.
- Regular audits of storage areas and record keeping.
- Incident records are reviewed to inform policy updates.

Record Keeping

- COSHH assessments.
- Training records.
- Safety Data Sheets (SDS) for all substances.
- Inspection and maintenance logs for storage and dosing equipment.

36. APPENDIX SIX - INFECTION CONTROL POLICY

Purpose

To minimise the risk of infection transmission among pupils, staff, visitors and contractors by establishing clear prevention, monitoring and response procedures in line with UK public-health guidance.

Scope

Applies to all school activities, premises and personnel, including:

- Classrooms, corridors, toilets and communal areas
- Kitchen and dining facilities
- After-school clubs and external lettings

Key Responsibilities

Role	Responsibilities
Headteacher	Overall policy oversight; ensures resources for infection control; liaises with public-health bodies.
Business Manager	Maintains records; oversees cleaning contracts; arranges training.
Site Manager/Caretaker	Ensures adequate supplies (soap, sanitizer, PPE); implements cleaning schedules; reports issues.
Staff	Model and enforce hygiene routines; report illness outbreaks; follow exclusion guidance.
Parents/Carers	Keep unwell children at home; report notifiable diseases promptly.

Prevention Measures

Hand Hygiene

- **Frequent handwashing** with soap & water for at least 20 seconds:
  - On arrival,
  - before/after eating,
  - after toilet use,
  - after coughing/sneezing.
- **Alcohol-based sanitisers (min. 60% alcohol) in classrooms and at office entrances.**

Respiratory Etiquette

- "Catch it, Bin it, Kill it" approach:
  Provide covered bins in every classroom.
  Teach and remind pupils to use tissues when coughing or sneezing.

Cleaning & Disinfection

- **Daily deep-clean** of:
  - Toilets,
  - Door handles,
  - light switches,
  - desks,
  - dining tables.
- **Spill response**:
  - Use disposable gloves, standard detergent, then disinfectant on contact-prone surfaces.

- **Soft-furnishing**:
  - Launder washable items weekly; steam-clean carpets quarterly.

Personal Protective Equipment (PPE)

- **Routine care**:
  - No PPE needed for healthy children or routine supervision.
- **First-aid/Intimate care**:
  - Staff to wear gloves & apron; face mask if splashes likely.
- **Cleaning staff**:
  - Gloves and aprons when handling waste or cleaning bodily-fluid spills.

Illness Monitoring & Exclusion

Condition	Exclusion Period
Diarrhoea & vomiting	48 hours after last episode
Scarlet fever	24 hours after antibiotic start
Chickenpox	Until all lesions crusted over
Slapped cheek (Fifth disease)	None once rash appears (unless unwell)
Measles	4 days after rash onset
Impetigo	Until lesions crusted or 48 hours of treatment
COVID-19	Follow current UKHSA guidance

All suspected notifiable diseases to be reported to the Local Health Protection Team immediately.

Outbreak Management

1. **Identify**: Monitor attendance and illness patterns.
2. **Notify**: Inform Local Authority and Health Protection Team if >10% absence due to similar symptoms.
3. **Isolate**: Send unwell pupils/staff home; provide safe waiting area if awaiting collection.
4. **Review**: Convene incident team to assess need for deep-clean, temporary class closures or other controls.
5. **Communicate**: Issue clear advice to parents, staff and governors; maintain confidentiality.

Immunisation

- Promote routine childhood immunisations via parent newsletters.
- Coordinate annual flu-vaccination campaigns for eligible pupils and staff.
- Maintain up-to-date records of immunisation status in Integris.

Training & Awareness

- **Induction**: All new staff briefed on infection-control procedures.
- **Annual refresher**: Whole-staff training on hygiene, PPE use and outbreak protocols.
- **Pupil education**: Age-appropriate lessons on handwashing and germ transmission.

Waste Management

- **Clinical waste** (e.g., dressings, nappies) disposed in yellow-lidded bins via contracted specialist.
- **Sharps** (e.g., broken glass) in puncture-proof containers.
- **General waste** in covered bins, emptied daily.

Monitoring & Review

- **Monthly checks** on supplies (soap, sanitiser, PPE).
- **Termly audit** of cleaning quality and record-keeping.
- **Annual policy review** or sooner in response to a serious incident or updated UKHSA guidance.

37. APPENDIX SEVEN - ADVERSE WEATHER

School policies and procedures

This policy will be implemented in accordance with the following school policies and procedures:

First Aid Policy 2023 - 2026 (with Analphylaxis and Allergens Policy).docx

Roles and responsibilities

The headteacher is responsible for:

- Deciding whether the school will close due to adverse weather.
- Informing parents/carers and staff of any closure.
- Deciding whether children should be kept indoors during break times, and reporting this decision to staff at the earliest opportunity on the day.
- Reviewing this policy on an annual basis.

The site manager is responsible for:

- Ensuring the school has an adequate supply of rock salt.
- Completing a risk assessment that covers adverse weather and gritting.
- Ensuring the school is fully stocked with snow clearing equipment.
- Ensuring gritting is carried out in line with the procedures outlined in this policy.
- Ensuring all equipment is maintained and stored properly, notifying the headteacher or business leader of any damages.

Staff members are responsible for:

- Adhering to the requirements of this policy.
- Reporting any concerns relevant to this policy to the headteacher.
- The safety of children, colleagues and themselves.
- Wearing appropriate footwear and clothing during periods of adverse weather.
- Liaising with one another before the end of the day to discuss an exit plan for children, this may include escorting children to the entrance for collection by parents/carers.

Parents/carers are responsible for:

- Using the designated and cleared areas whilst on the school premises.
- Collecting their children promptly when the school needs to close.
- Keeping their contact information up-to-date.
- Ensuring they, and their children, wear the appropriate footwear and clothing for adverse weather.

Decision to close

The decision to close the school will be made by the headteacher.

The site manager and the chairman of governors will be consulted when making a decision about school closure.

In the absence of the headteacher, the deputy headteacher will assume the responsibility of the headteacher in relation to the Adverse Weather Policy.

The school will be closed if one or more of the following conditions apply:

- Conditions on site are considered unsafe and likely to present danger to users of the site.
- Staff numbers are insufficient for the school to operate safely.

In the event of school closure:

- The headteacher will inform staff and parents/carers via SchoolPing.
- The office manager or ICT leader will post an update on the school website.
- The site manager will display 'closure' signs on the school's entrance gates.
- The headteacher will call the local authority. Parents/carers/carers are reminded via SchoolPing that announcements concerning the closure of the school will be posted on the school website and the Local Authority's website.

In the event of the school having to close during the day, parents/carers will be contacted via SchoolPing or telephone, using the number provided on the emergency contacts list, and asked to collect their child from the school.

A closure of the school during the day and an early release of staff will only be considered in extreme circumstances.

Remaining open in adverse weather conditions

When deciding whether the school will remain open, risks will be assessed.

If the school remains open when there has been snowfall or the site is icy, access to the site for pedestrians will be restricted to the pedestrian gates only.

The site manager will place health and safety caution signs to warn users of the increased hazards on site.

All pathways, wherever practical, will be cleared and gritted before children arrive on the premises

At the headteacher's discretion, during periods of adverse weather conditions, the playground may be out-of-bounds to children and parents/carers.

All persons entering the school buildings are asked to ensure they wipe their feet thoroughly, in order to reduce slip hazards.

Procedures for gritting

The first phase of gritting will prioritise those areas which are most used by children and staff. This includes the main entrances to the school, as well as the following areas:

- Car park
- A walk way to the nursery, middle corridor and Rainbow House entrances

The second phase of gritting will include areas that are not covered by phase one, but are likely to be used. These include, but are not limited to, the following areas:

- Infant playground
- Early Years playground
- Junior playground

The headteacher decides which areas of the school are designated 'first phase' and 'second phase' for gritting.

The site manager ensures that the correct areas have been gritted and are safe for children and staff.

Any areas that have not been cleared or gritted are clearly marked or cordoned off, so that children so not enter them.

The site manager ensures that the correct equipment is used during gritting. Any damaged equipment is reported to the business leader so that it can be replaced.

The supply of rock salt is monitored – if supplies are low, a supply is ordered and the business leader is notified.

A log is kept of the areas that have been gritted, along with the frequency of gritting. The site manager provides this information to the headteacher daily during adverse weather.

Health and safety

The school has a duty of care to anyone accessing the site and surrounding grounds.

The school will be liable if it is found to have been negligent in its responsibilities and not taken all reasonable measures, given the circumstances, to ensure the health and safety of children, staff/placements, volunteers, visitors and parents/carers entering the school site.

The headteacher is responsible for ensuring safety on the school site, in accordance with the school's Health and Safety Policy.

Staff, visitors and parents/carers have the personal responsibility to express caution and take responsibility for their own health and safety whilst on the school grounds.

Individuals must take responsibility for the health and safety of any children under their supervision.

If anyone believes that the site is unsafe after a Risk Assessment has been completed, it is advised that they do not enter the school grounds and inform either the headteacher or site manager so the safety can be reassessed.

In the event of adverse weather conditions, the site manager will assess the school site and inform the headteacher at 7.30am of the state of site.

A risk assessment of the site will be conducted in order to assess any potential hazards due to the weather conditions.

Closing the school is a reasonable decision if children or staff are at risk of serious injury due to the weather conditions.

When roads are impassable, the health and safety issue is overridden by the practical issue of access.

Limited staff numbers

During periods of adverse weather conditions, staff members are expected to make all reasonable efforts to attend work, whether this means they will be late or not.

Staff members are expected to assess the availability of all public transport and consider the feasibility of walking to work, if they live relatively close and are fit and able to do so, in order to attend work.

The school understands that, whilst staff members are expected to make all reasonable efforts to attend work, it is essential to minimise personal risk.

It is therefore at the discretion of staff members as to whether they are able to attend work in adverse weather conditions.

Staff members are required to consider local weather conditions, distance, availability of public transport and fitness to walk when making their decision.

Staff members are required to liaise with the headteacher to discuss difficulties attending work due to adverse weather.

In order to comply with health and safety regulations, different age groups may be brought together to be taught under the supervision of the available teachers and support staff:

- There is no maximum key stage 2 class size limit.
- A limit of 30 children per class will apply if the majority of children will reach the age of five, six or seven (reception and key stage 1) during the academic year.
- The school will continue to strive to provide high-quality education in the given circumstances.

Attendance

Where the school is officially closed, all absence is coded as school closure.

When a child cannot attend school due to adverse weather conditions, the child will be marked in the register as having an authorised absence.

If the headteacher believes the child could have safely made it to school but did not attend, the child will be marked in the register as having an unauthorised absence.

Parents/carers acting on the assumption that the school would be closed, without seeking confirmation, or failing to inform the school of the circumstances that prevent the child coming into school, risk their child's absence being registered as an unauthorised absence.

Emergency plan

In the case of an emergency relating to adverse weather, the school will follow their planned emergency procedure, in accordance with the First Aid Policy.

Monitoring and review

The effectiveness of this policy will be monitored by the headteacher, and any necessary amendments will be made when needed.