

ALAMEDA MIDDLE SCHOOL



Ambitious ■ Motivated
Confident to Soar

HEALTH & SAFETY POLICY

March 2026

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1 INTRODUCTION

1.1 Statement of Intent

Alameda Middle School acknowledges and accepts its legal and moral responsibilities for the health, safety and welfare of employees, pupils, contractors and others who may be affected by the school's activities, so far as is reasonably practicable.

The school is committed to promoting a positive health and safety culture through effective communication, cooperation, teamwork and consultation.

We will achieve these aims by:

- Ensuring that adequate resources are provided to manage safety, including planning, organising, controlling, monitoring and reviewing safety arrangements
- Developing management systems to maintain, monitor, and where necessary, continually improve our safety performance.
- Providing appropriate information, instruction, training and supervision to employees of all levels to ensure that work is carried out safely.
- Monitoring health and safety performance and taking action where it falls below expected standards.
- Ensuring that staff responsibilities for health and safety responsibilities are clearly defined.
- Ensuring that workplace and equipment, for which the school is responsible, are maintained and without risks to health.
- Providing adequate welfare facilities.
- Engaging competent professional support where specialist expertise is required.
- Having systems in place to report, investigate and learn from incidents and accidents.
- Ensuring that contractors engaged by the school are competent and work safely.
- Ensuring that appropriate and adequate insurances are maintained and reviewed annually.
- Reviewing this policy statement annually or more frequently if there are significant organisational changes occur.

We expect all employees working for us at all levels to: -

- Take responsibility for their own safety whilst at work and for others who may be affected by their actions or omissions.
- Cooperate on safety matters to enable us to fulfil our obligations
- Comply with risk assessments and safe working procedures relevant to their work and activities.
- Report hazards, incidents or health and safety concerns.
- Not to interfere, misuse or damage anything provided in the interest of Health & Safety.

Signed 
Print: Nicolette Ford
Position: Chair of Governors
Date: 11/5/26.

Signed 
Print: Jacqueline Ross
Position: Headteacher
Date: 7th May 2026.



2 LEGISLATION

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

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings.
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees.
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training.
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health.
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept.
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test.
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register.
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff.
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height.
- The Control of Asbestos Regulation 2012
- The Environmental Protection Act 1990 for safe disposal of waste.

The school follows national guidance published by UK Health Security Agency (formerly Public Health England) government guidance on [living with COVID-19](#) when responding to infection control issues.

This policy complies with our Funding Agreement and Articles of Association.

The school carries out risk assessments in accordance with the Risk Assessment Policy, which outlines how risks are identified, assessed and managed across school activities and premises.

3 ROLES AND RESPONSIBILITIES

3.1 The Governing Board

The Governing Board has ultimate responsibility for health and safety matters in the school, but delegates day-to-day responsibility to the Headteacher.

The Governing Board has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The Governing Board, as the employer, also has a duty to ensure:

- A clear written policy statement is created that promotes the correct attitude towards safety in staff and pupils.
- Responsibilities for health, safety and welfare are allocated to specific people and that these persons are informed of these responsibilities.
- Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- Sufficient funds and resources are set aside with which to operate safety systems within the school.
- Health and safety performance is measured both actively and reactively.
- The school's Health and Safety Policy is reviewed annually.

3.2 Headteacher

The Headteacher is responsible for health and safety day-to-day. This involves:

- Implementing the Health and Safety Policy.
- Ensuring there are sufficient staff to safely supervise pupils.
- Ensuring that the school building and premises are safe and regularly inspected.
- Providing adequate training for school staff.
- Reporting to the Governing Board on health and safety matters.
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held.
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff.
- Ensuring all risk assessments of the premises and activities undertaken (both in and out of the curriculum) are completed and reviewed.
- Ensure appropriate health and safety notices displayed as required

In the Headteacher's absence, the Deputy Headteacher assumes the above day-to-day health and safety responsibilities.

3.3 School Business Manager supported by Lettings and Facilities Manager

The Business Manager supported by the Lettings Facilities Manager is responsible for:

- Co-ordinating and managing the risk assessment process for the school.
- Co-ordinating the termly general workplace monitoring inspections and performance monitoring process.
- Making provision for the inspection and maintenance of work equipment throughout the school.
- Keeping records of all health and safety activities.
- Advising the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- Ensuring that staff are adequately instructed in safety and welfare matters in connection with their specific work place and the school generally.
- Carrying out any other functions devolved to him/her by the Headteacher or Governing Body.
- Ensuring unsafe conditions are reported and dealt with to agreed timescales.

3.4 Teaching/Non-teaching Staff Holding posts/Positions of Special Responsibility

This includes Assistant Headteachers, Heads of Year, Heads of Departments, HR & Administration Manager, Technicians and Site Agents. They must:

- Apply the school's 'Health and Safety Policy' (this policy) to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.
- Heads of Department for DT and science to keep up to date a departmental health and safety policy following CLEAPSS guidance.
- Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Headteacher.
- Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.
- Resolve health, safety and welfare problems that members of staff refer to them. Or refer matters further to the Business Manager any problems to which they cannot achieve a satisfactory solution themselves, with the resources available to them.
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and

activities are safe and record these inspections where required.

- Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.

Ensure all accidents are investigated appropriately.

3.5 Special Obligations of Class Teachers:

Class teachers are expected to:

- Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- Follow the health and safety procedures applicable to their area of work.
- Give clear oral and written health and safety instructions and warnings to pupils as often as necessary.
- Ensure the use of personal protective equipment and guards where necessary.
- Make recommendations to their Headteacher or Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.
- Report all accidents, defects and dangerous occurrences to their Headteacher or Head of Department.

3.6 Health and Safety Lead

The nominated Health and Safety Lead is the School Business Manager. The School Business Manager is supported in this role by the Lettings and Facilities Manager.

3.7 Obligations of all employees

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

Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work.

- Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- Co-operate with the school on health and safety matters.
- Work in accordance with training and instructions.
- Report all accidents and near misses in accordance with school procedure.
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken.
- Model safe and hygienic practice for pupils.
- Understand emergency evacuation and invacuation (lock down) procedures and feel confident in implementing them.

Know and apply the procedures in respect of first aid and other emergencies.

3.8 Pupils

Pupils, in accordance with their age and aptitude, are expected to:

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene.
- Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.

Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

3.9 Parents/carers

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

3.10 Contractors

Contractors will agree Health and Safety Practices with the Headteacher and the Health and Safety Lead before starting work.

All contractors must:

- take reasonable care of their own safety
- take reasonable care of the safety of pupils, school staff and others affected by their actions
- observe the safety rules of the school
- Before work begins the contractor needs to provide evidence-they have completed an adequate

risk assessment of all their planned work and a method statement where deemed appropriate by the Health and Safety Lead. These will be stored by the Health and Safety Lead.

- comply with and accept the school's health and safety policy, where applicable
- dress appropriately, sensibly and safely when on school premises and for the task being undertaken
- conduct themselves in an orderly manner in the work place and refrain from any antics or pranks
- use all safety equipment and/or protective clothing as required by the school and as indicated in the risk assessment for the task
- avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others
- maintain all equipment in good condition, not use any defective equipment and ensure that any portable electrical equipment bears a current test certificate
- report any safety hazard or malfunction of any item of plant or equipment to their supervisor
- report all incidents to their supervisor and to the school whether an injury is sustained or not
- ensure that their employees only use equipment for which they have been trained
- observe all agreed procedures for processes, materials and substances used
- observe the fire evacuation procedure and the position of all fire equipment and not obstruct fire exit routes or inhibit fire alarm sensors or devices
- provide adequate first aid arrangements unless otherwise agreed with the school
- may be required to provide evidence of asbestos awareness training

Where work may disturb the building fabric, contractors must review the school's Asbestos Register and Management Plan before commencing work and confirm they have done so

3.11 Visitors

All visitors are required to sign in at the reception. Visitors will be collected from reception by the member of staff concerned or escorted to the appropriate area of the school.

- Hirers of the school premises must use plant, equipment and substances correctly and use the appropriate safety equipment. They will be made aware of their obligations in relation to health and safety when making the booking.
- Whilst on site, all visitors and contractors must wear a visitor's badge. Cleaning contractor's employees must wear an identifiable uniform or an identity badge at all times. Temporary teaching staff on cover duties will be required to record their presence by reporting to reception.
- If a member of staff meets someone on site whom they do not recognise and is not wearing a visitor's badge, they should, if they do not feel threatened, enquire if the person needs assistance

and accompany them either to the reception or off the site, as appropriate.

- If an intruder is uncooperative about going to the reception or leaving the site, or a member of staff feels threatened, or is threatened with violence or a violent attack takes place, immediate help from the police should be sought by telephone.

3.12 Health and Safety Competent Person

Alameda Middle School uses the services of an external OSCHR Consultant, Sherryl Cousins, Cousins Safety Limited, to provide a Health and Safety Competent Person's advice and is also contracted to:

- fulfil the role of 'Competent Person', providing advice and assistance on Health and Safety issues
- provide for us a telephone advisory service
- provide crisis help if we have a serious accident or incident involving the Enforcement Authorities
- provide legal fees insurance, the terms of which are defined in our insurance policy document
- provide briefings to help keep us up to date with new and forthcoming legislation

4 SITE SECURITY

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

The Site Agent and Assistant Site Agent will respond to an emergency. A spare set of keys is kept in the front office as a contingency. An Assistant Headteacher is familiar with the procedures and can step in if the site team are unavailable.

5 FIRE

All reasonable steps will be taken to prevent a fire occurring. In the event of fire, the safety of life will override all other considerations, such as saving property and extinguishing the fire.

- Employees must comply with all laid down emergency procedures
- Employees must not obstruct any fire escape route, fire equipment or fire doors.
- Employees must not misuse any fire-fighting equipment provided. Fire-fighting equipment should only be used by trained staff and only where it is safe to do so.
- Employees must report any use of fire-fighting equipment to the site team.
- Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed at least annually.

- Emergency evacuations are practised at least once a term.
- The fire alarm is a loud continuous two tone siren.
- Fire alarm testing takes place once a week.
- New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks. The Fire Evacuation Policy is included in the Staff Handbook provided to every member of staff.
- In the event of a fire the school will be evacuated in line with the **Fire Evacuation Policy**.

6 COSHH

Schools are required to control hazardous substances, which can take many forms, including, but not limited to:

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

Control of Substances Hazardous to Health (COSHH) risk assessments are completed by the Health and Safety Lead and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

6.1 Gas Safety

Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer.

Gas pipework, appliances and flues are regularly maintained and all rooms with gas appliances are checked to ensure that they have adequate ventilation in line with the PPM schedule.

6.2 Legionella

Alameda Middle School will undertake to ensure compliance with the relevant legislation with regard to the Control of Legionella in hot and cold water systems for all pupils and staff and to ensure best practice by extending the arrangements as far as is reasonably practicable to others who may also be affected by our activities.

Legionella is a generic term for a type of bacteria which is common in natural and artificial water systems. Legionellosis is the name given to a group of pneumonia-like illnesses caused by Legionella.

The HSE Approved Code of Practice L8, "Legionnaires' disease, the control of legionella bacteria in water systems" requires that a written scheme for controlling the risk from legionella is prepared, implemented and properly managed so that all water services systems are routinely checked for temperature, water demand and inspected for cleanliness and use.

The school will ensure that:

- Risk assessments are carried out every two years, or any time there is a significant change to the water systems in school.
- Monitoring, inspection and maintenance procedures are carried out according to the L8 Approved Code of Practice, by a Competent Person
- Records of Monitoring, maintenance and inspection are retained for five years.
- The Competent Person is provided with suitable and sufficient training and information.

6.3 Asbestos

Alameda Middle School recognises and accepts the responsibility to ensure effective and safe management of Asbestos Containing Materials (ACM) within its premises in accordance with the Health and Safety at Work Act 1974 and the Control of Asbestos Regulations 2012 and Approved Code of Practice. We also commit to the safe disposal of any asbestos waste in accordance with the appropriate legislation.

Alameda Middle School acknowledges the health hazards arising from the exposure to asbestos and therefore it is our policy to ensure that so far as is reasonably practicable no persons are exposed to risks to their health due to the exposure to any ACM that may be present in any of the school buildings, without

exception. This includes pupils, teachers, staff, parents, visitors, contractors and others who are reasonably expected to be present on the premises

The Asbestos Management Plan and Register is updated annually or after significant building works.

This is completed by certified and competent contractors.

Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it.

Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work. Contractors must view the Asbestos Log before work and must stop work immediately until the area is declared safe. Contractors must sign to show they are aware of these requirements on arrival at the school.

6.4 Asbestos Management

All those who have responsibility for the control and maintenance and/or repair of the school premises have a duty to manage the ACM present in the premises. The Headteacher, on behalf of the Governing Body will ensure that:

- Reasonable steps are taken to determine the location and condition of materials likely to contain asbestos.
- In all cases where works are proposed, it will be presumed materials contain asbestos unless there is strong evidence that they do not.
- An up to date record of the location and condition of the ACM or presumed ACM in the premises is maintained. The Asbestos Report is kept in the main reception office. This is to be reviewed at least annually and updated following any treatment or removal works.
- To ensure that an appropriate system is installed, maintained and implemented for the management of all ACM identified in the register.
- To provide information on ACM to all contractors, sub-contractors and others who may be working in areas with, or near, asbestos as identified (or assumed to be present) in surveys. This includes a separate signing in book for contractors (the Hazard Log), that requires them to consult the ACM register.
- To annually review the Asbestos Management Policy and Procedures.
- To promote awareness of the risks from ACM to all staff, and provide adequate resources to ensure the provision of appropriate information, instruction and training.

- Ensure that only licensed contractors and/or subcontractors, in accordance with HSE recommendations, carry out all work to the ACM, irrespective of the length of time any job is to take or the type of ACM to be worked on.

7 EQUIPMENT

All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place

When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards.

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

7.1 Electrical Equipment

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely and in accordance with manufacturer instructions.
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them.
- Any potential hazards will be reported to the Site Agent immediately and referred to the Health and Safety Lead for recording as soon as practicable.
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed. Maintenance, repair, installation and removal of permanently installed electrical equipment is carried out only by a competent person.
- Only trained staff members can check plugs.
- Where necessary a portable appliance test (PAT) will be carried out by a competent person annually (or where required) in line with PPM and Health and Safety Executive (HSE) guidance.
- All isolators switches are clearly marked to identify their machine.
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions.

7.2 PE Equipment, including outdoor gym equipment

- Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff must check that equipment is set up safely.

- Staff to complete a visual check prior equipment use and follow Risk Assessment. Pupils are supervised when using outdoor play gym equipment.
- Any concerns about the condition of the floor of the sports hall or other apparatus will be reported to the Site Agent. This equipment must be clearly labelled “Do not use” and/or removed to prevent accidental use.
- Any concerns about the playground or sports field will be reported to the Site Agent. Action will be made to ensure its safety and where this is not possible it will be fenced off and not used.

7.3 Display Screen Equipment

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out annually in line with DSE guidance. ‘Significant’ is taken to be continuous/near continuous spells of an hour or more at a time. The DSE self-assessment form can be found in **Appendix 3**. The Health and Safety Lead is responsible for monitoring this and reviewing any issues identified.
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter (usually every 2 years), by a qualified optician. Staff are encouraged to source a free eye test schemes where available. If none are available, the school will contribute ~~then~~ £20 towards the cost of the test and £50 towards corrective glasses if they are required specifically for DSE use-(not for bi-focal or reading glasses).

8 LONE WORKING

We will try to avoid lone working situations on the school site. Lone working is, however, unavoidable and may include:

- Late working.
- Home or site visits.
- Weekend working.
- Site manager duties.
- Site cleaning duties.
- Working in a single occupancy office.

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

The Site Agent must inform the School Business Manager and the Lettings and Facilities Manager if they intend to undertake lone working.

In the case of staff working on the school site during the school holidays, or at weekends, this must only be on dates pre-approved by the Headteacher and the member of staff must ensure the Site Agent is informed. The member of staff must sign in and out using the book in the main reception.

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

The lone worker will ensure that they are medically fit to work alone.

9 WORKING AT HEIGHT

Any work at height will be properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work. A risk assessment will be undertaken for all working at height activities.

In addition:

- The Site Agent retains ladders for working at height.
- Ladders must be visually inspected before use and are checked annually by our insurers.
- Pupils are prohibited from using ladders.
- Staff, other than those who have received training, are not permitted to use ladders.
- Staff will wear appropriate footwear and clothing when using ladders.
- Contractors are expected to provide their own ladders for working at height. Access to high levels, such as roofs, is only permitted by trained persons.

10 MANUAL HANDLING

Manual handling means: the transporting or supporting of a load by hand or by bodily force including lifting, putting down, carrying, pushing or pulling.

Typical manual handling tasks in school are:

- moving tables and chairs
- carrying piles of books or stationery
- putting out PE equipment

- maintenance activities
- receiving and putting away food deliveries.

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

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

To prevent injuries and long-term ill-health from manual handling the school will ensure that activities which involve manual handling are eliminated, so far as is reasonably practicable. Where it is not practical the school will carry out an assessment to determine what control measures are required to reduce the risk to an acceptable level.

- adequate information and training is provided to persons carrying out manual handling activities including details of the approximate weights of loads to be handled and objects with an uneven weight distribution, where appropriate
- any injuries or incidents relating to manual handling are investigated, with remedial action taken
- employees are properly supervised
- where relevant, employees undertaking manual handling activities are suitably screened for reasons of health and safety, before doing the work
- special arrangements are made for individuals with health conditions which could be adversely affected by manual handling operations

To reduce the risk of injury staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

No employee will be required to lift any item that they do not feel confident of doing without risking personal injury.

11 OFF SITE VISITS

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

- Risk Assessments will be completed where off-site visits and activities require them.
- All off-site visits are appropriately staffed.
- Staff will take a school mobile phone, a portable first aid kit and information about the specific medical needs of pupils along with the parents' contact details.
- There will always be a trained member of staff responsible for first aid on trips and visits.

Further details about safety on trips and visits is included in the Educational Visits policy.

12 LETTINGS

This policy applies to lettings. Those who hire the school site or facilities are made aware of the content of the school's Health and Safety Policy and have responsibility for complying with it. See Lettings Policy.

13 VIOLENCE TO STAFF AT WORK

We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their Line Manager/Headteacher immediately. This applies to violence from pupils, visitors or other staff.

The school recognises that in certain situations violent behaviour towards staff may occur and therefore will take all reasonable measures to protect staff from violence and aggression. We define violence and aggression as:

- actual or threatened physical assaults on staff
- psychological abuse of staff
- verbal abuse which includes shouting, swearing and gestures
- threats against employees

To achieve this objective we will:

- carry out risk assessments of potential conflict situations to determine the control measures necessary to protect staff

- ensure that premises are kept secure
- inform all employees of the procedure following a violent or challenging behaviour incident
- not tolerate violence or challenging behaviour towards our employees
- train our employees who may be exposed to violence or challenging behaviour situations
- support the employees involved in any incident
- support their decisions regarding the pressing of criminal charges
- provide any counselling or post-incident assistance required by the employees
- keep records of all incidents of violence and aggression and review the control measures with a view to continual improvement in employee safety

14 SMOKING

Smoking and the use of e-cigarettes is not permitted anywhere on the school premises which includes the car park adjacent to Parkside.

15 INFECTION PREVENTION AND CONTROL

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

15.1 Effective Handwashing

- Wash hands with liquid soap and warm water, and dry with paper towels
- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with waterproof dressings

Please see the correct hand washing technique Appendix 1 to this policy

15.2 Coughing and sneezing

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

15.3 Personal protective equipment

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals
- Use personal protective equipment (PPE) to control the spread of infectious diseases where required or recommended by government guidance and/or a risk assessment
- All staff who are at risk of coming into direct contact with body fluids or who are performing personal care should use disposable gloves and disposable aprons.

15.4 Cleaning of the environment

- Clean the environment frequently and thoroughly

15.5 Cleaning of blood and body fluid spillages

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment: protective disposable gloves and aprons provided.
- When spillages occur, clean using a product that combines both a detergent and a disinfectant, and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses, and suitable for use on the affected surface
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below
- Spillage kits are available for blood spills in the First Aid Room.

15.6 Accidental Contamination with Body Fluids

Blood borne viruses do not invade the body through intact skin, they can however penetrate through open wounds, mucous membrane (mouth), conjunctivae (eyes) and puncture wounds (so-called “sharp issues” injuries).

In the event of an accident with body fluids that results in possible contamination the following procedures should be followed:

IMMEDIATE ACTION by the person involved, first aider and line manager:

- make the wound bleed for a few seconds, but do not suck the wound.
- wash the wound with soap and warm running water, do not scrub
- cover the wound
- conjunctivae (eyes) and mucous membrane (mouth) should be washed well under running water.
- Report the incident to the School Business Manager
- Accident form completed as soon as possible.

AS SOON AS POSSIBLE (WITHIN THE HOUR)

- Report the matter to your GP or the local A&E department.
- Take the accident form with you to the GP.
- If you have had Hepatitis B vaccination in the past you should remind your GP of the fact.
- However, if you have not had a vaccine within the last six months the doctor will probably decide to give a booster.
- Blood should be taken and tested for Hepatitis B.

15.7 Laundry

Staff must adhere to the following procedures for school laundry:

- Wash laundry in a separate dedicated facility.
- Wash soiled linen separately and at the hottest wash the fabric will tolerate.
- Wear personal protective clothing when handling soiled linen.
- Bag children's soiled clothing to be sent home, never rinse by hand.

15.8 Clinical waste

Staff must adhere to the following procedures:

- Always segregate domestic and clinical waste, in accordance with local policy.
- Used nappies/pads, gloves, aprons and soiled dressings must be disposed of in yellow bags in foot-operated bins.
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection. Clinical waste is double bagged when removed by the Site Agent from the foot operated bin.
- Sanitary waste is disposed of by a competent, registered waste contractor

15.9 Animals

If animals are brought onto site it will be for educational purposes and the following will be applied:

- Staff and pupils will wash hands before and after handling any animals.
- The responsible member of staff will keep animals' living quarters clean and away from food areas.
- Animal waste will be disposed of regularly, and litter boxes kept away from pupils.
- Pupils will be supervised when playing with animals.
- The member of staff responsible will seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet.

15.10 Infectious disease management

The school will follow Government guidance on managing cases of infectious diseases in schools and other childcare settings. <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>

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

- Good hygiene practices
- All staff and pupils are encouraged to regularly wash their hands with soap and water or hand sanitiser, and follow recommended practices for respiratory hygiene. Where required, we will provide appropriate personal protective equipment (PPE)
- Implementing an appropriate cleaning regime
- Keeping rooms well ventilated

15.11 Pupils vulnerable to infection

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

15.12 Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by UK Health Security Agency, in the guidance [Health protection in schools](#) and [Managing specific infectious diseases: A to Z](#)

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

16 NEW AND EXPECTANT MOTHERS

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

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

17 OCCUPATIONAL STRESS

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

Support is available from leaders in school and all staff have access to counselling services via our staff health insurance programme. All staff are made aware of this and details are displayed in the staffroom.

Employees who experience unreasonable stress which they think may be caused by work should raise their concerns with their Manager or through the school's grievance procedure. Refer to the Stress Management policy for more details.

18 ACCIDENT AND NEAR-MISS REPORTING

- An **accident/incident/near-miss** form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. An accident form template can be found in appendix 1
- As much detail as possible will be supplied when reporting an accident
- The accident/incident/near-miss reporting form is completed by the member of staff who referred the child to First Aid or the member of staff who witnessed it or to whom it was first reported. In these cases, the First Aider tells the member of staff who referred the child to first aid of the treatment given.
- When completed, they are returned to the School Business Manager or Headteacher for signature. Accident/incident/near-miss recording forms are kept in the front office
- Accident/incident/near-miss recording forms are then uploaded on Medical Tracker by designated members of admin staff or a Lead First Aider. Medical Tracker is then used to report any reportable injury, disease or dangerous occurrence as defined in RIDDOR 2013 legislation to the Health and Safety Executive (HSE).
- All treatment given by First Aiders in school is recorded on Medical Tracker. For more information, refer to the First Aid Policy.
- Accident/incident/near-miss reporting forms must also be completed where necessary, even in cases where a child or adult does not receive First Aid treatment.
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with Data Retention Policy.

18.1 Incidents Requiring Completion of an Accident/Incident/Near-Miss Reporting Form

- Where a child is required to be collected from school and/or miss time from school.
- Where an adult is required to take time off from work.
- Any bumps on the head.
- Fractures (or suspected fractures).
- Any injury involving eyes.
- Any burns or scalds.
- Where a visit to the doctor is required.
- Near-miss events are events that do not result in injury, but could have done. Examples of some near-miss events include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment.
 - The accidental release of a biological agent likely to cause severe human illness.

- The accidental release or escape of any substance that may cause a serious injury or damage to health.
- An electrical short circuit or overload causing a fire or explosion.
- A serious near-miss involving cars or other vehicles.

18.2 Reportable Injuries, Diseases or Dangerous Occurrences

The School Business Manager will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

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

18.3 School staff: reportable injuries, diseases or dangerous occurrences

- Death.
- Specified injuries which are:
 - Fractures other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding) which:
 - Covers more than 10% of the whole body's total surface area; or
 - Causes significant damage to the eyes, respiratory system or other vital organs
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours.
 - Work-related injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive working days (not including the day of the incident). In this case, the School Business Manager will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident.
 - Where an accident leads to someone being taken to hospital.

- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
 - Carpal tunnel syndrome
 - Severe cramp of the hand or forearm
 - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
 - Hand-arm vibration syndrome
 - Occupational asthma, e.g. from wood dust
 - Tendonitis or tenosynovitis of the hand or forearm
 - Any occupational cancer
 - Any disease attributed to an occupational exposure to a biological agent
- Near-miss events that do not result in injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

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

These include:

- Death of a person that arose from, or was in connection with, a work activity*
- An injury that arose from, or was in connection with, a work activity* and the person is taken directly from the scene of the accident to hospital for treatment

*An accident “arises out of” or is “connected with a work activity” if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

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

<https://www.hse.gov.uk/riddor/report.htm>

The School Business Manager will report incidents to the Health and Safety Executive (HSE) in accordance with RIDDOR requirements.

19 TRAINING

The nominated management representative as the person in charge of induction covers health and safety arrangements as part of the induction process.

Staff who work in high risk environments, such as in science labs or with woodwork equipment, or work with pupils with special educational needs and disabilities (SEND), are given additional specific Health and Safety training.

20 MONITORING

This policy will be reviewed by the School Business Manager annually.

At every review, the policy will be referred to the Resources Committee for approval.

APPENDIX 1 Correct Hand Washing Technique

Removing all dirt and contaminants from the skin is extremely important. Hands and other soiled parts of the body should be cleaned frequently throughout the shift and the following times:

- when entering the school
- after going to the toilet
- before and after any break
- after nappy changing/personal care
- when visiting the toilet.
- when leaving the school

The correct method of cleaning is also important. Developing a good hand washing technique is imperative to ensure hands are thoroughly clean. Particular attention should be paid to the backs of the hands and fingertips as these are frequently missed.

It is usual to wet hands before dispensing a dose of soap into a cupped hand, however for heavily soiled hands it is advisable to apply the appropriate specialist hand cleanser directly to the skin before wetting. In all cases, it is important to follow the manufacturer's recommended instructions.



1. Rub palm to palm



2. Rub palm over back of hand, fingers interlaced



3. Palm to palm, fingers interlaced



4. Fingers interlocked into palms



5. Rotational rubbing of thumb clasped into palm



6. Rotational rubbing of clasped fingers into palm

The skin should always be properly dried to avoid risk of chapping particularly during cold weather.

Clean disposable towels should be available at all times as the use of 'communal' towels can lead to contamination.

Where it is not possible to wash hands then alcohol gel (at least 60% alcohol content) must be used.

APPENDIX 2 ACCIDENT / NEAR-MISS REPORT FORM

Name of injured person		Role/class	
Date and time of incident		Location of incident	
Incident details			
Describe in detail what happened, how it happened and what injuries the person incurred			
Action taken			
<i>Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards</i>			
Follow-up action required			
<i>Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again</i>			
Name of person attending the incident			
Signature		Date	



APPENDIX 3

DISPLAY SCREEN EQUIPMENT (DSE) WORKSTATION ASSESSMENT FORM

This form should be completed by employees who regularly use a computer or screen as part of their work. It helps the school comply with the Display Screen Equipment Regulations.

This workstation assessment is based on guidance from the Health and Safety Executive (HSE) Display Screen Equipment workstation checklist: <https://www.hse.gov.uk/pubns/ck1.pdf>

Employee Details

Name:

Job Role:

Department:

Workstation Location:

Date of Assessment:

Workstation Checklist

Is your screen positioned so the top is roughly at eye level? ☐ Yes ☐ No

Is the screen clear and easy to read (no glare or reflections)? ☐ Yes ☐ No

Is your keyboard positioned comfortably for typing? ☐ Yes ☐ No

Is your mouse or pointing device easy to reach and use? ☐ Yes ☐ No

Is your chair adjustable and supportive? ☐ Yes ☐ No

Are your feet flat on the floor or supported by a footrest? ☐ Yes ☐ No

Do you have enough desk space for equipment and documents? ☐ Yes ☐ No

Is the lighting comfortable for working at your workstation? ☐ Yes ☐ No

Do you take regular breaks or change activity when using the screen? ☐ Yes ☐ No

Health and Comfort

Do you experience any of the following when using your workstation?

Eye strain ☐ Yes ☐ No

Headaches ☐ Yes ☐ No

Back pain ☐ Yes ☐ No

Neck or shoulder pain ☐ Yes ☐ No

Wrist or hand discomfort ☐ Yes ☐ No

If you answered 'No' to any question or reported discomfort, please describe the issue:

Manager / Health & Safety Review

Actions required (if any):

Employee signature: _____

Line Manager/ School Business Manager name & signature: _____

Review date: _____