Health & Safety Policy

Rationale

Sandal Primary School and Nursery recognise the duties and obligations of the Health & Safety at Work Act 1974 and the additional responsibilities placed on us by the 1992 Health & Safety Regulations.

The Health & Safety Policy at Sandal Primary School and Nursery is designed to cater for the health, safety and welfare of all children, staff and all persons on the premises in line with Bradford's Health & Safety Policy.

Aims

Our school aims to:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely, and are regularly inspected

Legislation

This policy is based on advice from the Department for Education on health and safety in schools and the following legislation:

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

The school follows national guidance when responding to infection control issues. https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/preventing-and-controlling-infections

Sections of this policy are also based on the statutory framework for the Early Years Foundation Stage.

Roles and responsibilities: The local authority

Bradford LA has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board.

The governing board delegates operational matters and day-to-day tasks to the headteacher and staff members.

The governing board

The governing board has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the 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:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided

The governor who oversees health and safety is Ewen Gordon

Headteacher

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

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

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

Health and safety lead

The nominated health and safety lead is Sarah Lester, School Business Manager

Staff

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

Staff will:

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

Pupils and parents

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

Contractors

Contractors will agree health and safety practices with the headteacher before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

Arrangements for Implementation of Policy Document at Sandal Primary School and Nursery.

The site supervisor will report any issues identified from daily/weekly /monthly checks to the SBM.
All staff to be made aware of all related health and safety policies; new members of staff, students and other people working in the school will be made aware of the policy on their induction.

All documentation regarding testing and maintenance to be kept with the premise's records in the Business Manager's office.

Health and Safety issues to be reported to the governing body through the Finance and General Purposes committee.

This policy to be reviewed annually by the Finance and General Purposes committee.

Site security

The Site Supervisor (Graham Webster) 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 Supervisor, Headteacher, Deputy Headteacher and School Business Manager are key holders and will respond to an emergency. Emergency contact numbers are held by the LA.

Fire *See also Fire Safety Policy*

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

Emergency evacuations are practiced at least once a term.

The fire alarm is a loud continuous buzzer

Fire alarm testing will take place 9am Monday weekly.

New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- When the fire alarm sounds the following procedure must be followed by all members of staff and children.
- Everybody will immediately stop whatever it is they are doing.
- All children will remain still whilst the teachers and other adults issue clear and precise instructions as to what they should do.
- The nearest or safest exit will be used. Children will be required to walk in an orderly and quiet manner and line up at the exit, which will be opened by the teacher or adult. 3S and 5S should use the LHS of the stairs and the fire escape on the first floor - care to be taken especially when wet. To avoid bottlenecks, 5P and 3P should use the RHS of the stairs to the bottom (if no fire there) and out through the playground entrance or through to Y4 or Y6 if these rooms are empty.
- The children will leave in an orderly manner under the supervision of the adult. The adult must make sure that all the children have left the premises and take their paper register with them.
    - All adults and children will **walk** to the main body of the playground and line up in their normal class lines at the appropriate muster point (see below) Children with mobility problems will walk or be pushed in a wheel chair into the main body of the playground where they will assemble near their class. All kitchen staff and clerical staff will leave by the nearest or safest exit and assemble in the playground.

Nursery playground	Top Playground	Bottom Playground
Nursery	A Reception - two separate lines B 1S C 1P VISITORS - VISITORS AND VOLUNTEERS D 3S E 3P F 5S G 5P	H 2S I 2P J 4S K 4P L 6S M 6P

- The presence of all children will be immediately checked by the class teachers. Once all accounted for, the teacher in charge of the class should raise their hand.
- Other adults in the class should stand at the front of the line to allow for easy identification.
- The Kitchen Supervisor will ensure all her staff are present. A member of the office staff will check on all other members of staff.

- At no time until the **All Clear** is given will any member of staff or any child enter the building.
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
- Office staff will take a register of all staff
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter

The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

Other actions to be taken.

- If the fire alarm sounds, the most senior member of staff or the Site Supervisor will contact the emergency services and, if appropriate, consult the alarm panel to find the source of the fire.
- Office staff will be responsible for ensuring the side gate by the car park is unlocked and a sign "Fire No entry" is put on the main door to school.
- Children need to be taught what to do if they find themselves without adult supervision when the alarm sounds. E.g. in the library or at the toilet. They must immediately leave the area they are in and walk from the nearest or safest exit and meet the rest of the school in the main body of the playground.
- Members of staff must not attempt to fight any fire other than when it is of a very minor nature and any attempt to prevent injury to others must not put their own safety at risk. Their main concern should be to evacuate the building and take a head count.
- The building should be evacuated within 3 minutes and all staff and children accounted for within about 5 minutes.
- The Fire Drill is to be performed once per term at varying times of the day and on different days of the week and all personnel and children to be made aware of their assembly points on the playground.
    - The fire evacuation procedure must be displayed in every room throughout the school.

Other Fire Procedures and Policy

- All Fire Exits are to be clearly marked and kept clear.
- Fire Extinguishers are to be placed at appropriate points as discussed with Fire Prevention Officer from the local Brigade and checked annually. Staff to be informed of the location and use of Fire Extinguishers in school.
- The Headteacher is responsible for ensuring that correct procedures, reporting of incidents and emergency drills are carried out correctly.

A fire safety checklist can be found in appendix 1.

Invacuation and Lock Down

- In the event of children needing to be brought inside for emergency or other unusual reasons, the alarm will sound and long blows on a whistle blown outside until all children are in. Children should walk into school immediately to the hall or other directed place. Staff should go to the playground and/ or doorways immediately to help with the invacuation.
- In the event of the need for lock down, the alarm will ring continuously. Teachers should account for all children immediately and inform the office by phone of any child missing from their room. If adults are working with a small group or individual child away from the class, they should let the office know where you are and who you have got. If it is possible, you could join the nearest class. Children working in shared areas etc should be taken to their classroom immediately. Children who find themselves on their

own eg at the toilets, should return to their class immediately. Blinds should be closed and doors locked or barricaded where possible. All staff should remain with their class.

COSHH

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

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

Control of substances hazardous to health (COSHH) risk assessments are completed by the site supervisor 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. Where required, products are kept in a locked cabinet.

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.

Gas safety

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

Legionella

- A water risk assessment are completed by the site supervisor; he is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book
- This risk assessment will be reviewed annually and when significant changes have occurred to the water system and/or building footprint
- The risks from legionella are mitigated by the following: temperature checks, heating of water, disinfection of shower heads after use, etc.

Asbestos

- Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work

- Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe
- A record is kept of the location of asbestos that has been found on the school site

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

Electrical equipment

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported to SBM or Site supervisor immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs
- Where necessary a portable appliance test (PAT) will be carried out by a competent person
- All isolator switches are clearly marked to identify their machine
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

PE equipment

- Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely
- Any concerns about the condition of the gym floor or other apparatus will be reported to the Site Supervisor

Display screen equipment

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

Lone working

Lone working may include:

- Late working
- Home or site visits

- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office

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

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

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

Working at height

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

In addition:

- The site supervisor retains ladders for working at height
- Pupils are prohibited from using ladders.
- Ladders must only be used by a person who has been formally trained in their safe use. In both cases insurance could be invalid if these rules have not been adhered to. Working at height operations is always risk assessed. See LA guidance.
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons
- Chairs, windows, ledges and other items of furniture or fixtures SHOULD NOT be used to climb on without assessment of risk and without due care and attention. Swivel or wheeled furniture MUST NOT be used for such purposes. Stepladders are available from the site supervisor - please read instructions displayed with them and consult the site supervisor for further advice if required.

Manual Handling

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

School staff are not expected to life or move heavy items. The site supervisor will coordinate this kind of work. 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.

Staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is award or heavy then the site supervisor must be contacted. If it is awkward or heavy, he will 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

Staff should not lift, move or restrain children unless properly trained. (see positive handling and team teach below)

Musculoskeletal Disorders

Employers must protect workers from the risks of musculoskeletal disorders (MSDs) being caused or made worse by work. MSDs include injuries and conditions that can affect the back, joints and limbs. (see also display screen equipment)

Further guidance and advice can be found at https://www.hse.gov.uk/msd/msds.htm

Off-site visits

See Educational Visits policy

Lettings

See Lettings policy

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

Violence at work

See Managing Aggression at Work policy

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.

Smoking

Smoking is not permitted anywhere on the school premises both inside and outside. This includes the use of vapes.

Infection prevention and control

See appendix 2

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

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

Coughing and sneezing

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

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

Cleaning of the environment

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

Cleaning of blood and body fluid spillages

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

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

Clinical waste

- Always segregate domestic and clinical waste, in accordance with local policy
- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins
- Remove clinical waste with a registered waste contractor
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

Animals

- Wash hands before and after handling any animals
- Keep animals' living quarters clean and away from food areas
- Dispose of animal waste regularly, and keep litter boxes away from pupils
- Supervise pupils when playing with animals

- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet

Pupils vulnerable to infection

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

Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by UK Health Security Agency, summarised in appendix 4.

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

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

Occupational stress

See Well-being policy

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.

Accidents - reporting

In addition to the below, maintained schools should check whether they have any obligations to report accident and first aid records to their local authority.

Accidents - record keeping

- Medical Tracker will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. As much detail as possible will be supplied when reporting an accident
- Information about serious injuries will also be kept on CPOMS
- Records will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of

Accidents - Reporting to the Health and Safety Executive

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, 7).

The School Business Manager will report any incidents on the Sphera Incident Reporting Online system as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These are:
    - Fractures, other than to fingers, thumbs and toes
    - Amputations
    - Any injury likely to lead to permanent loss of sight or reduction in sight
    - Any crush injury to the head or torso causing damage to the brain or internal organs
    - Serious burns (including scalding)
    - 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 24h
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where an accident leads to someone being taken to hospital
- Where something happens that does not result in an injury, but could have done
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
    - The collapse or failure of load-bearing parts of lifts and lifting equipment
    - The accidental release of a biological agent likely to cause severe human illness
    - The accidental release or escape of any substance that may cause a serious injury or damage to health
    - An electrical short circuit or overload causing a fire or explosion Information on how to make a RIDDOR report is available here:

How to make a RIDDOR report – http://www.hse.gov.uk/riddor/report.htm

Accidents - Notifying parents

Medical tracker will automatically send a notification to parents – best practice would be to inform parents of any serious injury prior to medical tracker being completed before a notification is triggered. The class teacher will inform parents of any accident or injury sustained by a pupil in the Early Years Foundation Stage, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

Accidents - Reporting child protection agencies

The Headteacher/DSL will notify local child protection agencies of any serious accident or injury to, or the death of, a pupil in the Early Years Foundation Stage while in the school's care.

Accidents - Reporting to Ofsted

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil in the Early Years Foundation Stage while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

Bombs

All warnings/calls received will be treated as serious and subsequent procedures will be in line with LEA recommended guidelines and welfare at work policy.

Administration of Medicine

see medical policy

Medicine will not be administered to any child unless a "Parental Agreement for School to Administer Medicine" form has been completed and signed. These forms are kept in the office and medicine should be stored appropriately in the office kitchen. Unless agreed with the Headteacher, only prescribed medicine will be administered. In exceptional cases, age appropriate paracetamol may be administered after verbal permission has been given by a parent. Medicine should only be administered in the office kitchen (with the exception of nursery children); before administering medication, the form should be checked to ensure the correct dosage is administered at the correct time. Once administered, the medicine diary, which is kept in the school office, must be updated immediately.

Anaphylaxis

Care plans will be reviewed annually and teachers made aware of any child in their class who may require epipen administration. Staff will be trained annually through NHS training.

Epipens must be kept in the medical cupboard in the office kitchen. It is the responsibility of parents to ensure these are within date.

An epipen trained member of staff must accompany any child requiring epipen administration on school visits.

Further details and guidance can be found at www.anaphylaxis.org.uk

Asthma

A register of children who suffer from asthma and require inhalers is kept on medical tracker. A blue inhaler must be kept in the class medicine box in the medical cupboard in the office kitchen; it is the responsibility of parents to ensure these are within date. Emergency inhalers are kept in school.

Children are to be reminded to take inhalers on visits and also to PE lessons especially if these are in the outdoor areas or swimming. Younger children may need to be reminded to take pre-exercise medication.

IN THE EVENT OF AN ASTHMA ATTACK

1. Make sure that the inhaler is taken promptly.

2. Stay calm and reassure the child. Try to offer comfort but do not put an arm around the child as this may restrict breathing.

3. Allow the child to find the position which suits them best (ie. do not tell them to lie down).

4. Encourage the child to breathe slowly and deeply.

5. Repeat the inhaler after 5 minutes if there is no improvement.

6. Record on medical tracker that a child has used their inhaler (this allows parents to note any increase in use)

MEDICAL HELP

The senior person in school should take the decision to call for a doctor of ambulance if:

1. The child is distressed and unable to breathe.
2. The child's lips turn blue.
3. The child is exhausted.
4. The child is no better after 15 minutes.

If no senior person is available staff should not delay in ringing for an ambulance.

Further details and guidance can be found at www.asthma.org.uk

Contractors and Grass Cutting

School will only appoint appropriately competent contractors. All contractors and their employees will report to a nominated person/office prior to starting and when finishing their work, or in accordance with agreed patterns at pre-site and/or co-ordinating meetings. They will also ensure that their work activities are carried out by competent employees in a safe manner.

The Asbestos register should be shown where appropriate and any other relevant file regarding health and Safety. Contractors working with hot equipment will not be allowed to work on site whilst children are in attendance unless in an emergency and with the permission of the Headteacher. Arrangements will be made to ensure the safety of all children and adults in such cases. Grass Cutting (other than the small garden area using a domestic lawn mower) is not permitted to take place during the school day.

Emergencies

In the event of the school building and premises needing to be evacuated, staff will escort all children to Titus Salt School or Hoyle Court School. The Headteacher will remain on site with the Site supervisor. The school will update and revise its Emergency Plan annually. A list of DBS checked adults who can help maintain staffing levels in an emergency such as a pandemic will be kept as part of the emergency plan.

First Aid

See also First Aid Policy

The school has designated first aiders and paediatric first aiders; their names are prominently displayed in the office and staffroom. Other members of staff are trained in basic first aid. A trained first aider should be present at any out of school activity as far as this is possible. First aid packs should be taken on all visits.

It is the responsibility of the designated first aiders to monitor and update the content of first aid boxes.

All injuries should be recorded on Medical Tracker and parents must be informed as soon as possible by phone of any injury of a serious nature.

See also Administration of Medicine, Anaphylaxis and Asthma

Inspection Checks and Servicing – *see also premises management policy*

Health and safety legislation requires the provision of safe plant, equipment and premises, therefore it is the LEA's policy that the following servicing and checks are carried out by competent persons:

a. Smoke detectors - every 12 months
b. Fire alarm systems - every 12 months
c. Heaters - gas, electric and otherwise - every 12 months
d. Gas equipment and burners - every 12 months
e. Gas services - every 36 months
f. Fixed wiring test every 5 years
g. Fire extinguishers and firefighting equipment - every 12 months
h. Battery maintenance for emergency lighting and fire alarms - every 12 months
i. PE equipment - every 12 months

j. Portable electrical appliance test - every 12 months
k. Playground equipment - termly in addition to daily checks for wear and tear.

Kitchen

Staff should not enter the school kitchen unless it is part of their role as Breakfast Club or After School Care Club staff. Appropriate shoes (flat with good grip) must be worn by care club staff so that they can enter the kitchen safely.

Photographs and photographing and recording school events

Parents are requested on entry to give permission for photographs to be used on the school website and also for publication in newspapers. This information is stored on the school MIS.

Parents are requested to only take photographs of their own child (and their friends with their own parents' permission) at the end of productions etc. Any parent wishing to photograph or record assemblies or productions do so on the understanding that this is for their own personal use and must not be shared on any social media website or shared in any other way.

Prevention of Work Related Violence Including Lone Working

see Lone Worker Policy

The school is committed to providing a safe and secure working and educational environment for staff, pupils and any other persons on its site. Where applicable, in addition to the control measures identified in the site specific violence and assaults risk assessment and lone working risk assessment, the following procedures are in place:

- Staff are advised to:
    - avoid confrontation if possible
    - withdraw from situation
    - arrange seating so that a clear escape route from the room to a place of safety is available. Sit near the door, or use a room with two doors
    - follow measures/ procedures identified in violence and assaults risk assessment
    - contact emergency services, as appropriate.
    - inform the Head Teacher or a member of the senior management team if confrontation has taken place

- Sandal Primary School will:
    - Ensure the Head Teacher or member of the senior management team attends site on being informed of an incident, if considered necessary
    - have in place procedures for the reporting of incidents
    - offer counselling/ support through Occupational Health
    - debrief individuals following any incident

- provision of training on how to manage conflict and aggression as required
- review the violence and assaults risk assessment following any incident.

No member of staff should work on the premises alone without the knowledge of the headteacher and or Site Supervisor.

Positive Handling and Team Teach

Where children display difficult or challenging behaviour, adults must follow the behaviour policy and physical restraint policy. They should use strategies appropriate to the circumstance and situation. The use of physical intervention can only be justified in exceptional circumstances and must be used as a last resort when other behaviour management strategies have failed. Only those staff who have been team teach trained should use physical restraint. A list of trained staff is displayed in the staff room.

Where a child has specific needs in respect of particularly challenging behaviour, a positive handling plan may be drawn up and agreed by all parties. Only in these circumstances should an adult deviate from the behaviour management policy of the school/service. Parent should be made aware of the likely restraint techniques which may be required as part of a behaviour management plan. A record of any Team Teach Restraint must be made on CPOMS.

Risk Assessments

Periodic risk assessments for all areas and aspects of school will be carried out by the appropriate people. These include those for educational visits, classrooms and outside areas, all aspects of EYFS, the school building including access. Risk assessments will be reviewed and monitored by the Headteacher, School Business Manager and Health and Safety Governor as part of their termly audit of Health and Safety.

Sun Protection

See Sun safety Policy

Parents are asked to ensure their children are adequately protected with sun cream before coming to school; those children who are able to can apply their own sun cream. Staff can apply a child's own sun cream only with permission from parents. Sun hats are to be worn. In extremely hot weather, it may be necessary for children to remain indoors if there is insufficient shade available.

Science

Teaching staff should be aware of the rules pertaining to safety in science - refer to Association of Science Education.

Security locks

All doors are fitted with security locks; access into the school can only be gained by the buzzer on the front door, which is also covered by a security camera. All visitors to school should sign in and wear the appropriate badge. All doors should remain closed except during playtime when they should then be monitored. School gates a controlled by magnetic locks; staff must ensure that they are shut after use.

Safety Rules Pertaining to Children

- It is the responsibility of the teacher or ancillary staff on duty to ensure that any gates are closed during morning playtime and dinnertime.

- Staff are reminded that no teacher or classroom assistant should leave a class or group without ensuring the presence of another adult. Please send a child to request assistance from either a non-teaching assistant or Headteacher using the green (not urgent) or red (urgent) hand system.

- Similarly, staff are reminded that when the bell rings at the end of playtime or dinner time, they should go at once to supervise the children coming back into school.

- Reception and KS1 staff should frequently reinforce the rule that children in these classes should not leave the school building at 12 midday or 3.20pm unless it is with a known adult.

- They must be shown the school boundaries of any play areas used and made to realise that they must not go beyond them.

- No child must be sent to escort a stranger anywhere in the building. Please send a child to contact either the office or alternatively give the visitor directions to either of the offices.

- Within school, children should be encouraged, indeed are expected, to behave in an orderly and courteous manner at all times. They must learn that it is important to walk within the building and not run.

Safety Rules Pertaining to Adults

- All registers will be completed at the beginning of each session and at any time immediately after the evacuation of the premises. Paper registers are to be kept available in case of emergency and should be taken outside/ to the hall during evacuation/Invacuation.

- Staff should sign in and out of the building outside the office. If key Fobs are mislaid, this MUST be reported to the SBM as soon as possible so that the fob can be deactivated.

- All staff will be trained once a year in school safety policy and procedures. Each member of staff should familiarise him or herself with the procedure to be followed in the case of fire or explosion.

- Staff should not use ladders unless trained to do so; small step ladders are available.

- The maintenance of records will be in line with the LA's Health & Safety policy.

- All electrical, gas, mechanical appliances and other equipment to be checked at regular intervals by the appropriate contractors and records of services kept on file. All faulty machinery/equipment will be taken out of service immediately.

- All visitors/contractors are to report to the office on arrival and departure to sign in.

- All parents, visitors and personnel working in the school on a short term basis are to be informed about emergency procedures and general safety procedures (the office staff or teacher supervising those persons to be responsible for giving the necessary information)

- All contractors to complete code of conduct and risk assessment forms before they start work – Caretaking Staff and Office Staff trained in the use of these forms – please refer contractors to them.

- All reasonable action will be taken to ensure that visitors are accompanied in areas where risks are known or that visitors are made aware of such risks.

- Dangerous substances and hazardous materials will at all times be kept in a suitable place under lock and key and may only be used under the direction of the Headteacher and only when appropriate training has been given. Refer to COSHH Manuals/Hazard Data Sheets. Particularly flammable materials eg sprays are kept in a metal cupboard.

- Smoking is not permitted on the school premises at any time nor by the school gates. This includes e-cigarettes and vapes.

- No dogs are allowed in the playground or school field to school at any time. Parents who walk their dog to school should keep away from school paths and entrances when waiting for their child.

- All staff and Governors are to feel free at any time to make suggestions to the Headteacher which may improve the health and safety of persons in their workplace so that appropriate suggestions may be placed before the Governing Body.

Transporting Pupils

All adults who are expected to use their own vehicles for transporting children should ensure that the vehicle is roadworthy appropriately insured and that the maximum capacity is not exceeded. All passengers should wear seat belts and where required (children less than 135cm tall) children should use booster seats.

There may be occasions where the child requires transport in an emergency situation or where not to give a lift may place a child at risk. Such circumstances must always be recorded and reported to a senior manager and parents /carers.

Vehicle Access

- Staff should take care when using car parks. Only staff and other authorised people may bring their cars onto the car park. A 5mph limit must be observed.

- No vehicle or other motorised access is permitted to the play areas or grass areas during the school day unless granted by the Headteacher. (see Grass Cutting Policy)

Visitors in school

See separate policy and "Contractors" above

Training

Our staff are provided with health and safety training as part of their induction process.

Staff who work in high risk environments, such as with woodwork equipment, or work with pupils with special educational needs (SEN), are given additional health and safety training.

Further information, guidance and documents

All Health & Safety Manuals and Risk Assessment files are kept in the School office.
Aquatrust File
YELLOW COSHH Manuals for Caretaking
Asbestos File

Monitoring

This policy will be reviewed by the Health and Safety governor annually.

At every review, the policy will be approved by the H&S governor and FGB.

Related Health and Safety and Well Being Policies:

Allergens and allergy Policy
Asthma Policy
Behaviour Policy
Critical Incident Plan
Educational Visits Policy
Fire Safety Policy
Letting Policy
Lone Working Policy
Medical Policy
Online Safety Policy

Premises Management Policy
Running off Site Policy
Safeguarding and Child Protection Policy
Stress Management Policy
Violence and Aggression at Work Policy

Also:
CLEAPSS:
https://www.bradford.gov.uk/hands/documents/Schools%20Information/CLEAPSS%20%20Information.pdf

Date Policy written:	Spring 2022;
Reviewed by:	Ewen Gordon, Paul Douglass, Sarah Lester
Approved by:	Finance & Resources committee
Last reviewed on:	Spring 2026
Next review due by:	Spring 2027

Appendix 1. Fire safety checklist

ISSUE TO CHECK	YES/NO
Are fire regulations prominently displayed?	
Is fire-fighting equipment, including fire blankets, in place?	
Does fire-fighting equipment give details for the type of fire it should be used for?	
Are fire exits clearly labelled?	
Are fire doors fitted with self-closing mechanisms?	
Are flammable materials stored away from open flames?	
Do all staff and pupils understand what to do in the event of a fire?	
Can you easily hear the fire alarm from all areas?	

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

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

Infection or complaint	Recommended period to be kept away from school or nursery
Athlete's foot	None.
Campylobacter	Until 48 hours after symptoms have stopped.
Chicken pox (shingles)	Cases of chickenpox are generally infectious from 2 days before the rash appears to 5 days after the onset of rash. Although the usual exclusion period is 5 days, all lesions should be crusted over before children return to nursery or school. A person with shingles is infectious to those who have not had chickenpox and should be excluded from school if the rash is weeping and cannot be covered or until the rash is dry and crusted over.
Cold sores	None.
Rubella (German measles)	5 days from appearance of the rash.
Hand, foot and mouth	Children are safe to return to school or nursery as soon as they are feeling better, there is no need to stay off until the blisters have all healed.
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
Measles	Cases are infectious from 4 days before onset of rash to 4 days after so it is important to ensure cases are excluded from school during this period.
Ringworm	Exclusion not needed once treatment has started.
Scabies	The infected child or staff member should be excluded until after the first treatment has been carried out.
Scarlet fever	Children can return to school 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the school or nursery, the health protection team will assist with letters and factsheet to send to parents or carers and staff.

Slapped cheek syndrome, Parvovirus B19, Fifth's disease	None (not infectious by the time the rash has developed).
Bacillary Dysentery (Shigella)	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.
Diarrhoea and/or vomiting (Gastroenteritis)	Children and adults with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course is completed. For some gastrointestinal infections, longer periods of exclusion from school are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, school health advisor or environmental health officer will advise. If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.
Cryptosporidiosis	Until 48 hours after symptoms have stopped.
E. coli (verocytotoxigenic or VTEC)	The standard exclusion period is until 48 hours after symptoms have resolved. However, some people pose a greater risk to others and may be excluded until they have a negative stool sample (for example, pre-school infants, food handlers, and care staff working with vulnerable people). The health protection team will advise in these instances.
Food poisoning	Until 48 hours from the last episode of vomiting and diarrhoea and they are well enough to return. Some infections may require longer periods (local health protection team will advise).
Salmonella	Until 48 hours after symptoms have stopped.
Typhoid and Paratyphoid fever	Seek advice from environmental health officers or the local health protection team.
Flu (influenza)	Until recovered.

Tuberculosis (TB)	Pupils and staff with infectious TB can return to school after 2 weeks of treatment if well enough to do so and as long as they have responded to anti-TB therapy. Pupils and staff with non-pulmonary TB do not require exclusion and can return to school as soon as they are well enough.
Whooping cough (pertussis)	A child or staff member should not return to school until they have had 48 hours of appropriate treatment with antibiotics and they feel well enough to do so or 21 days from onset of illness if no antibiotic treatment.
Conjunctivitis	None.
Giardia	Until 48 hours after symptoms have stopped.
Glandular fever	None (can return once they feel well).
Head lice	None.
Hepatitis A	Exclude cases from school while unwell or until 7 days after the onset of jaundice (or onset of symptoms if no jaundice, or if under 5, or where hygiene is poor. There is no need to exclude well, older children with good hygiene who will have been much more infectious prior to diagnosis.
Hepatitis B	Acute cases of hepatitis B will be too ill to attend school and their doctors will advise when they can return. Do not exclude chronic cases of hepatitis B or restrict their activities. Similarly, do not exclude staff with chronic hepatitis B infection. Contact your local health protection team for more advice if required.
Hepatitis C	None.
Meningococcal meningitis/ septicaemia	If the child has been treated and has recovered, they can return to school.
Meningitis	Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed.
Meningitis viral	None.

MRSA (meticillin resistant Staphylococcus aureus)	None.
Mumps	5 days after onset of swelling (if well).
Threadworm	None.
Rotavirus	Until 48 hours after symptoms have subsided.