



HEALTH AND SAFETY POLICY

Policy Dated:	February 2026
Date of Next Review:	February 2027
Reason for Review/Revision:	As per Schedule
Publication Scheme	SharePoint and School Website
Version	1
Lead	Headteacher

CONTENTS

1. STATEMENT OF INTENT

2. ROLES AND RESPONSIBILITIES

- 2.1 Extol Academy Trust
- 2.2 Local Governing Body
- 2.3 The Headteacher
- 2.4 Health and Safety Risk Manager
- 2.5 Estate Manager
- 2.6 School Business Manager
- 2.7 Site Supervisor
- 2.8 All Employees, Trainees, Temporary Workers and Volunteers
- 2.9 Pupils and Parents/Carers
- 2.10 Contractors

3. ARRANGEMENTS AND PROCEDURES

- 3.1 Site Security
- 3.2 Health and Safety in the Curriculum
- 3.3 Risk Assessments
- 3.4 Flammable and Hazardous Substances
- 3.5 Gas Safety
- 3.6 Fire Safety
- 3.7 Emergencies
- 3.8 Training
- 3.9 Consultation with all employees
- 3.10 Accident/Incident Reporting
- 3.11 Reporting to H&S Executive / RIDDOR
- 3.12 First Aid
- 3.13 Educational Visits
- 3.14 Animal Handling/Visits
- 3.15 Visits to Petting Farms/Zoos
- 3.16 Water Based Activities
- 3.17 Jewellery
- 3.18 Physical Education (PE)
- 3.19 Administration of Medicines and Tablets
- 3.20 Manual Handling
- 3.21 Slips, Trips and Falls
- 3.22 Asbestos
- 3.23 Legionella

- 3.24 Waste Management
- 3.25 Grounds Maintenance
- 3.26 General Housekeeping / Cleaning
- 3.27 Heating
- 3.28 Female Hygiene Arrangements
- 3.29 Managing Nappies / Incontinence Aids
- 3.30 Removal / Cleaning of Biological Substances
- 3.31 Vulnerable Groups at Particular Risk of Infection
- 3.32 Coughing and Sneezing
- 3.33 Exclusion Periods for Infectious Conditions / Diseases
- 3.34 Handwashing
- 3.35 Smoking
- 3.36 Alcohol and Drugs
- 3.37 Plants and Horticulture Activities
- 3.38 Vehicles/Traffic
- 3.39 Severe Weather Arrangements
- 3.40 Food and Food Hygiene
- 3.41 Contractors
- 3.42 Equipment
 - Electrical
 - DSE
 - PE
 - Outdoor Play
 - Indoor Play
 - Maintenance
- 3.43 General Safety Rules for Staff/Adults
- 3.44 Violence at Work
- 3.45 Sun Safety
- 3.46 Supervision of Pupils
- 3.47 Lone Working
- 3.48 Working at Height
- 3.49 Workplace Health and Safety: Stress Management
- 3.50 New and Expectant Mothers
- 3.51 Bomb Threats and Suspicious Packages
- 3.52 Before and After School Clubs
- 3.53 Communicating the Health and Safety Policy
- 3.54 Monitoring

1. STATEMENT OF INTENT

Springwell School recognises and accepts the financial and legal responsibilities and duties that it has for the health, safety and welfare of its employees and others affected by Springwell School's activities.

Springwell School's commitments are:

- To prevent injury and ill health associated with school activities
- To provide a healthy and safe working environment
- To promote a positive health and safety culture throughout the organisation
- To have robust procedures in place to deal with emergency situations
- To satisfy applicable legal and other requirements
- To control health and safety risks through applying a hierarchy of control
- To continually improve the school's health and safety management system and performance
- To engage employees in developing and implementing a joint approach to the management of health, safety and welfare
- To set health and safety objectives and monitor their achievement.

The Governors are committed to integrating health and safety into decision making and risk management processes within Springwell School. Extol Academy Trust will support us in this role and together with the Leadership Team, will ensure the effective leadership of health and safety for Springwell School and others affected by the school's activities.

Employees with management responsibilities will ensure that all significant risks are properly assessed, controlled and any measures implemented to mitigate risk are appropriately monitored. Springwell School will regularly review these assessments to ensure we comply with legal requirements and strives to achieve best practice.

Springwell School will maintain arrangements to consult employees, HR representatives, trade union representatives and others who may be affected by the school's activities, to encourage a joint approach to the management of health, safety and welfare.

Springwell School expects all employees and those undertaking work on behalf of, or in partnership with the school, to take reasonable care of their own health and safety, for the health and safety of others and to co-operate with Springwell School in the performance of its moral and statutory duties.

Springwell School will monitor health and safety performance and review its policies and procedures to ensure the achievement of best practice in all aspects of health and safety management.

2. ROLES AND RESPONSIBILITIES

The Health and Safety at Work Act 1974 makes it the legal duty of both the employer and the employees to take reasonable care for the health, safety and welfare of themselves, other employees and all other persons who may be affected by their acts or omissions.

2.1 Extol Academy Trust

All Trustees ensure that all the decisions they make are in line with Trust policies and procedures. This ensures that they give due regard to health and safety and any relevant statutory provisions. This principle is upheld by all Trust committees and during all contact with employees and members of the public.

Reference should be made to the Trust's Health and Safety Policy for specific Trust and CEO responsibilities.

2.2 Local Governing Body

Extol Academy Trust, as the employer, has statutory duties under:

- the Health and Safety at Work Act 1974
- the Management of Health and Safety at Work Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health and Safety (Display Screen Equipment) Regulations 1992
- The Gas Safety (Installation and Use) Regulations 1998
- The Regulatory Reform (Fire Safety) Order 2005
- The Working at Height Regulations 2005
- The Control of Substances Hazardous to Health Regulations 2002

Members of the Local Governing Body have ultimate responsibility for the operational management of health and safety matters in school but delegates operational matters and day to day tasks to the Headteacher and staff members. The Local Governing Body has a duty to take reasonable steps to ensure that staff, pupils and visitors are not exposed to risk their health and safety. This applies to activities on or off the school premises.

The Local Governing Body 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 the risks and the measures in place to manage them;
- Ensure that adequate health and safety training is provided;
- Adopt and ensure the implementation of the Health and Safety Policy which will encourage high standards of performance by individuals at all levels and the developments of a culture of safety throughout the school's operations;
- Allocate at the strategic level, sufficient human and financial resources to permit the school's Health and Safety Policy to be fully implemented;
- Co-operate fully with school's Health and Safety Unit in carrying out inspections, audits, providing advice and guidance to staff and in other activities connected with safety;
- Receive reports, recommendations and other communications from the Health and Safety Unit and ensure that appropriate action is taken on these;
- Receive a termly report from the Headteacher and School Business Manager on health and safety issues;
- Nominate a member of the Local Governing Body for health and safety or to incorporate health and safety within the remit of an existing standing committee;
- Review the school's safety performance, consider reports concerning safety and ensure that appropriate action is taken to achieve and maintain high standards of safety at the school.

2.3 Headteacher

The Headteacher is responsible to the Local Governing Body for the management of all day to day aspects of health and safety in school. In carrying out these responsibilities, the Headteacher has the assistance and support of the school's nominated Health and Safety Unit.

Reference should be made to the Trust's Health and Safety Policy for specific Headteacher responsibilities.

2.4 Health and Safety Risk Manager

Springwell School commissions an appropriate Health and Safety Team as their competent person in accordance with the Management of Health and Safety at Work Regulations 1999. Their Health and Safety Risk Manager provides strategic health and safety advice and support to the school, managers and employees. However, neither under the terms of this Policy, or under health and safety statutory requirements, can the Health and Safety Risk Manager relieve either managers of their operational health and safety responsibilities.

Reference should be made to the Trust's Health and Safety Policy for specific Health and Safety Risk Manager responsibilities.

2.5 Estates Manager

Managers nominated to fulfil a premises management role are responsible for overseeing building related health and safety issues in all schools within the Trust.

Reference should be made to the Trust's Health and Safety Policy for specific Estate Manager responsibilities.

2.6 School Business Manager

The School Business Manager has some premises responsibilities with regard to overseeing relevant health and safety issues in school. They carry out, or support in, the following duties in consultation where appropriate with the Headteacher, the Estates Manager, the Health and Safety Risk Manager, and other appropriate personnel;

- Work in liaison with the Trust's Estates Manager for ensuring all school Health & Safety documentation is kept up to date and accessible for any relevant inspections.
- Assist in the arrangements for the safe reception of visitors and to liaise with contractors, agencies and service providers (caretaking, catering, cleaning etc.) as required.
- Take responsibility for specific areas of premises activity as requested by the school. This may include supporting the organisation of whole-school function events and activities e.g. Parents Evenings, PD Days, Social Events etc.
- Monitoring of relevant service contracts.
- Contribute to developing school procedure and practice to improve service delivery, which ensure compliance with legislation and/or national standards.
- Ensuring appropriate risk management arrangements for the school are in place.

2.7 Site Supervisor

Under the guidance and direction of the Headteacher, School Business Manager and/or senior colleagues:

- Ensure that the buildings and site are secure, including during out of school hours and take remedial action if required;
- Act as the designated key holder for the school premises (except during agreed holiday periods where alternative arrangements will be made);
- Operate and regularly check systems such as heating, lighting and security (including alarms);
- Undertake minor repairs (i.e. not requiring qualified craftsman) and maintenance of the buildings and site in a safe manner and in accordance with relevant guidance;
- Arrange emergency repairs using authorised and reputable contractors;
- Arrange and carry out regular maintenance and safety checks following agreed school schedules;
- Responsible for the operation of a planned preventative maintenance programme;
- Oversee and monitor the electrical testing of portable electrical appliances and update site records;
- Oversee onsite maintenance contractors, checking that work is carried out in a safe manner, in accordance with relevant guidance, is completed to required standards and within required timescales;
- Maintain site records relating to the maintenance of the school site;
- Monitor fire safety equipment and support in carrying out fire drills;
- Perform duties in line with health and safety and COSHH regulations and take action where hazards are identified, report serious hazards to line manager immediately;
- Assist with safety audits of the premises and contribute to risk assessment activity;
- Undertake regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment, in line with other schedules;
- Ensure that pathways and all other external hard surfaces are kept clean and free from obstruction, and that they are appropriately treated during wintry/icy conditions;
- Support with and monitor the work of cleaning and any other site staff;
- Operation and maintenance of specialised equipment, following training, e.g. sports equipment;
- Promote and ensure the health and safety of staff, pupils and visitors at all times.

2.8 All Employees, Trainees, Temporary Workers and Volunteers

All employees, trainees, temporary workers and volunteers have an important part to play in protecting themselves and others. Health and safety responsibilities are based on legal obligations and are subject to the Trust's disciplinary procedures.

Reference should be made to the Trust's Health and Safety Policy for specific responsibilities for all the above personnel.

2.9 Pupils, Parents/Carers and Other Visitors

Pupils, parents/carers and all other visitors are responsible for following the school's health and safety advice, on site and off site, and for reporting any health and safety issues or incidents to staff.

2.10 Contractors

Contractors will agree to follow all health and safety practices with the Headteacher, Estates Manager, School Business Manager or Site Supervisor before commencing any works on the school buildings or premises. All necessary Authorisation to Work paperwork and /or files (Asbestos Management Register) should be completed or reviewed before commencing any work and the contractor will provide all the necessary evidence that they have completed adequate risk assessments of all their planned work. They are also responsible for providing all other necessary evidence as required by the school (CHAS accreditation, DBS certificates, public liability

insurance etc). Contractors are responsible for the health and safety of their own employees and for ensuring they comply with the safe working practices.

3. ARRANGEMENTS AND PROCEDURES

The Headteacher and Local Governing Body will take all reasonable rights and practicable steps to meet their health and safety responsibilities in the school. In this regard, particular attention will be paid to the provision and maintenance of the following: -

3.1 Site Security

The Headteacher and the Site Supervisor are 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 following people are key holders and will respond in an out of hours emergency:

Site Supervisor
Headteacher
Deputy Headteacher
Assistant Headteacher

With regards site security, particular attention will be paid to the following: -

- The school will follow the DfE and their nominated Health and Safety Team's guidance on security.
- All external doors should only be able to be opened from the inside (with the exception of the main reception automatic doors which is necessary for initial entry to the building).
- In the main, visitors should only enter the building using the main reception, they should always sign in and out using the electronic visitor system and wear their visitor badge during their visit. Staff will ensure full supervision of visitors at all times and ensure all visitors have signed in. With the exception of school events, e.g. assemblies, staff should challenge or report anyone not wearing a visitor badge on the premises to a member of the Senior Leadership Team or the School Business Manager.
- Staff access to the building is via the main reception which is controlled by a fob entry system.
- No contractor will execute any work on the site without express permission and unless accompanied by the Site Supervisor (unless otherwise agreed by the Headteacher). All other contractor requirements for safe working must be in place and are referred to elsewhere in this policy.
- Procedures will be followed for safe recruitment of staff as set out in the 'Recruitment and Selection Policy and Procedure'.
- A small amount of cash is held in the school safe and collected termly during term time by the school's cash collection service. Each time that money is required to be taken to the bank directly, this should ideally only be small amounts (less than £500) and if possible two members of staff should carry out this task. Any trips to the bank should be notified to the Headteacher or School Business Manager in order to monitor and agree timescales for the safe return of staff from the bank.

All staff are expected to take reasonable measures to ensure the security of the school. Any concerns regarding security should be directed to the Headteacher or the Site Supervisor immediately.

3.2 Health and Safety in the Curriculum

The school will follow any appropriate health and safety guidance by the DfE, British Standards Institute and relevant national curriculum bodies in the following subjects/activities:

- Science
- Design Technology
- Art and Design
- PE
- ICT
- PSHE
- Educational Visits and Outdoor Education
- Use of Hydrotherapy pool

3.3 Risk Assessments (including COSHH)

It is accepted that some school activities may, unless properly controlled, create risks to staff, pupils or visitors. We will take all reasonable measures to reduce risks to an acceptable level. Risk Assessments will be undertaken and recorded for all tasks/activities/visits with a possibility of significant risk.

An additional risk assessment can be requested by any member of staff if they are concerned about an activity. Request should be made to the Headteacher / Deputy Headteacher, Assistant Headteachers or School Business Manager. Guidance on undertaking risk assessments will be provided by the school's Health and Safety Unit.

We also aim to ensure that all risk assessments will be:

- available at all times;
- made available to all new employees;
- provided to young or inexperienced students on work experience placements.

3.4 Flammable and Hazardous Substances

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the "Control of Substances Hazardous to Health Regulations 2002" (the COSHH Regulations). 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 legionnaire's disease.

Care will be taken when ordering hazardous substance supplies. Contractors will be asked to refrain from their use if safer alternatives are available. Safety data sheets will be obtained from the supplier for approved chemicals and cleaning agents. All hazardous products will be used and stored as per the product label instructions. All hazardous products will be stored in a secure and lockable facility to which pupils do not have access. All hazardous products will be in their original containers, with clear labelling and product information. All hazardous products are disposed of as per the specific disposal procedures.

Where hazardous material must be used, only the smallest practicable amount will be brought onto site, and will be stored under the personal responsibility of the Site Supervisor. If substances are brought onto site for a specific “one-off” purpose, any remaining quantities will be removed from site as quickly as possible and disposed of safely.

It is a legal requirement that the assessments of risk of all work activities including the use of substances hazardous to health are carried out and are reviewed at least bi-annually. The Headteacher will ensure that risk assessments are undertaken and are circulated to all employees who work with hazardous substances. Staff will be provided with PPE where necessary. All employees should undertake the initial assessment of work practices also. For specific duties that are not undertaken by school employees but which involve hazardous substances (i.e. cleaning staff), the cleaning contract provider will ensure that all relevant risk assessments are carried out, PPE is provided, assessment of work practices are carried out and storage facilities are adequate.

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

All staff are responsible for checking their own area of responsibility for any substances carrying a hazard warning and informing the Headteacher. Usual hazards are flammable, poisonous or irritant.

Staff must not bring in their own products (air fresheners, washing up liquid, deodorant sprays etc) as all substances within school must have a data sheet and COSHH assessment completed for each product. If products are needed within school, staff must raise this with the Site Supervisor to ensure that the appropriate procedures are carried out and relevant checks can be made prior to using the product.

Areas where flammable or hazardous materials are stored within school are highlighted on the site map contained in the Emergency Plan in case of an emergency.

3.5 Gas Safety

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

3.6 Fire Safety

A fire risk assessment will be carried out and a fire evacuation plan prepared. The Headteacher shall ensure that actions are taken as identified by the assessment and plan.

Fire information and procedures for the school will be shared with new staff on induction and be reviewed annually.

In the event of a fire, the Headteacher will co-operate and liaise fully with the fire brigade to ensure the safety of the premises.

Emergency exits and assembly points will be regularly reviewed, updated and clearly identified by safety signs and notices. All staff should ensure they are aware of the emergency exits by reviewing the signage in their allocated classroom/office/space.

Fire Wardens shall be appointed and trained as required also. Staff should only use fire extinguishers if trained in their use. If trained, they should only use the extinguisher if confident to do so and not put themselves at undue risk. Staff should ensure the alarm is raised **BEFORE** attempting to tackle a fire.

Personal Emergency Evacuation Plans (PEEPs) will be completed for any member of staff who may require assistance in the event of a fire evacuation. Health Care and Moving and Handling Plans are completed for all pupils who require them.

In the event of fire:

- The fire alarm will be raised immediately by whoever discovers a fire and the emergency services contacted. The fire alarm bell is a two-tone sounding bell.
- Evacuation procedures will begin immediately.
- Fire extinguishers may be used by staff only, and only by those staff trained in how to operate them and are confident they can use them without putting themselves or others at risk.
- Staff, pupils and visitors will gather at the nominated assembly points. All exit routes and assembly points are identified on notices in all classrooms/offices as well as signage throughout the building.
- Teachers will be responsible for the roll call of their class.
- The office staff will take a register check, using the Inventory evacuation app., of all staff and visitors on site. All staff, pupils and visitors will remain at assembly points until the emergency services confirm it is safe to enter (or the Headteacher in the case of a fire drill).

Servicing / Testing / Records

The Fire Alarm and associated equipment will be regularly serviced and records kept.

Fire drills will be undertaken at least once every term and records kept of drills including any issues arising. Records will also be kept of any false alarms.

Weekly checks are carried out on the fire alarm call points by the Site Supervisor and records kept. The call points are checked on a rota basis so that over a specific period, every alarm call point is tested.

Fire extinguishers will be serviced and maintained on an annual basis by the school's preferred supplier and records kept of inspections.

Emergency lighting checks take place monthly by the school's preferred supplier and records kept. Any defects arising from these checks are authorised and actioned immediately by the Site Supervisor.

3.7 Emergencies

Detailed information on how to deal with emergencies and the school's Lockdown Procedure can be found in the school's Emergency Plan document. This can be obtained from the Headteacher or School Business Manager and is located on Extol Trust's Sharepoint

Also refer to Section 3.12 for First Aid / medical emergencies.

3.8 Training

The responsibility for safety training (including refreshers) rests with the employer which is delegated to the Headteacher and Local Governing Body. The Headteacher is responsible for ensuring that he/she is sufficiently trained and that appropriate staff receive necessary training and that records are kept. This will include induction and update training.

All new employees will receive induction training and will be given access to the Health and Safety Policy. They will have the opportunity to discuss any concerns with the Headteacher.

Supply teachers/trainees/placements/volunteers will be made aware of any safety arrangements via the staff handbook and/or the induction process.

All employees will also receive:

- update training in response to any significant change;
- training in specific skills needed for certain activities (e.g. use of hazardous substances, working at height, food hygiene etc);
- refresher training where required;
- information regarding Health and Safety in general will be raised as necessary and/or communicated to all staff directly.

All staff are responsible for bringing to the Headteacher's attention their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence. All staff have some level of health and safety responsibility and will be expected to have knowledge on what to do if an accident or incident occurs, know the fire and first aid procedures and understand the basics of infection control and manual handling.

3.9 Consultation with All Staff

The commitment of all staff is central to the maintenance of high standards in health and safety. Consultation will be on an informal basis in addition to safety matters on the agenda of staff meetings.

3.10 Accident/Incidents Reporting

Accidents/Incidents to any Pupil, Staff or Visitor

Staff must report all accidents, incidents, dangerous occurrences, violent incidents, verbal abuse and near misses. Accidents/incidents to pupils, staff or visitors etc will be reported in the school's accident book located in the main office as soon as possible after the accident/incident occurs by the member of staff or First Aider who dealt with the accident/incident. All sections of the accident form must be completed and as much detail as possible should be provided when reporting an accident/incident. Parents/carers of any pupil receiving an injury to the head/face will be contacted by a member of staff by telephone to inform them of the situation. In instances where parents/carers are unobtainable, a bumped head letter will be sent home with the child for their information.

Where the accident/incident is more serious (staff, pupil or visitor attended an urgent care facility or hospital), an Accident Report Form (ARP1) will be completed by the member of staff that witnessed or dealt with the accident/incident. The form must be completed in full within 24 hours of the accident/ incident and provide as much information as possible. If necessary, further information can be added after the event when the outcome of any urgent care or hospital visit is known. The ARP1 form will be signed by the Headteacher and uploaded to the school's Health and Safety Team's online facility within the necessary timescale. The Headteacher will implement any recommendations provided by the Health and Safety Team where appropriate.

Some pupils are able to report to the nearest responsible adult in the event of an accident, other pupils will be appropriately supervised so that staff are aware of any accidents.

School accident reports will be monitored for trends and a report made to the Governors by the School Business Manager on a termly basis.

Any faulty equipment or damage to premises, buildings etc must be reported to the Headteacher and/or Site Supervisor immediately.

Dangerous occurrences/near misses will also be recorded and reported to the Headteacher to consider if any safety arrangements need to be reconsidered.

3.11 Reporting to Health & Safety Executive / Reportable Injury, Disease or Dangerous Occurrence Regulations (RIDDOR)

Any accident/incident which results in a reportable injury, disease or dangerous occurrence as defined in the RIDDOR 2013 legislation will be reported to the Health and Safety Executive (HSE) by the Headteacher as soon as is reasonably practicable and in any event within 10 days of the accident/incident. In relation to RIDDOR, an accident is a separate, identifiable, unintended incident, which causes physical injury. This specifically includes acts of non-consensual violence to people at work.

RIDDOR only requires you to report accidents if they happen 'out of or in connection with work'. The fact that there is an accident at work premises does not, in itself, mean that the accident is work-related – the work activity itself must contribute to the accident. An accident is 'work-related' if any of the following played a significant role:

- the way the work was carried out
- any machinery, plant, substances or equipment used for the work or
- the condition of the site or premises where the accident happened.

See **Appendix 1** for further information on the injuries that are reportable under RIDDOR when they result from a work related accident.

3.12 First Aid

The majority of full time permanent classroom based support staff hold the Level 3 Combined Paediatric First Aid qualification. A list of first aid trained staff is displayed in the staff room.

The HLTA with responsibility for medication/first aid will regularly check the first aid boxes within school and replenish stock as necessary. Records of checks will be kept. A mobile first aid kit is available for use off site and there is one on each school minibus. PPE (gloves, aprons etc) are provided for staff protection and the protection of others.

Location of First Aid Boxes

- In each classroom (11)
- Hydrotherapy pool
- DT room
- Staffroom
- First Aid Room
- Each school minibus (2)

Transport to Hospital

If a First Aider considers it necessary for a seriously ill or injured person to go to hospital, an ambulance will be called. If the First Aider considers it necessary for an injured pupil to visit an urgent care facility, parents/carers will be contacted to transport the pupil. If parents/carers cannot attend the emergency quickly, a member of staff will be nominated to take the injured person to the urgent care facility and arrangements made to meet the parents/carers there. The school bus is to be used to transport the injured person, if a bus isn't available then a member of staff with business insurance may use their own car.

If the First Aider considers it necessary for an injured adult to visit an urgent care facility, a member of staff with business insurance will be nominated to take the person there. Contact will also be made to a family member or next of kin if deemed appropriate. No casualty should be allowed to travel to hospital or an urgent care facility alone; a member of staff will be designated to accompany them.

Record Keeping

See section 3.10.

Automatic External Defibrillator (AED)

School holds an AED on site which is located in the Teachers Prep. Room (where the main photocopier is situated). This can be used in an emergency situation. However, calling 999 for the emergency services should be a priority. Several staff are trained in the use of the AED, however, as the AED speaks all instructions on how to use the device, any adult may use the AED in an emergency situation. The AED device is checked on a weekly basis by the HLTA with responsibility for medication/first aid for any battery issues, general damage and that the pads are in date. Records are kept of the checks carried out.

Managing Cuts, Bites and Nose Bleeds

Staff should refer such incidents to one of the nominated first aiders for the school.

3.13 Educational Visits

Reference should be made to the school's Educational Visits Policy for detailed guidance.

All visits will be considered and approved by the school's Educational Visits Co-ordinators and Headteacher in line with the school's current online educational visits system (EVOLVE).

Reference should also be made to the school's Emergency Plan for dealing with emergencies during off-site trips/visits etc.

Reference should also be made to Section 3.14 Animal Handling/Visits, Section 3.15 Visits to Petting Farms/Zoos and also Section 3.16 Water Based Activities.

3.14 Animal Handling / Visits

Animals in school can enhance the learning environment. However, contact with animals can pose a risk of infection including gastro-intestinal infection, fungal infections and parasites. Some people, such as pregnant women and those with a weakened immune system, are at greater risk of developing a severe infection. However, sensible measures can be taken to reduce the risk of infection to pupils and staff.

All animal related activities or external visits to petting farms/zoos (section 3.15) must have a risk assessment carried out in advance. A copy of the provider's own risk assessment and public liability insurance where applicable should also be requested and retained.

See Appendix 2 for good practice procedure to be followed.

3.15 Visits to Petting Farms and Zoos

There are a number of diseases that can be passed on from infected animals such as campylobacter, salmonella and cryptosporidium. It is not possible to know which animals are carriers so a standard approach to reducing the risk of transmission of infection to children and adults should be taken.

See Appendix 2 for good practice procedure to be followed.

3.16 Water Based Activities

There is a risk of infection associated with any water-based activity on rivers, canals, freshwater docks, by the seaside and also with the collection of specimens from ditches, streams, ponds and the ocean.

See Appendix 2 for good practice procedure to be followed.

3.17 Jewellery

Pupils should not wear jewellery in school except for a watch or wrist fitness device. Watches and wrist fitness devices should be removed for PE activities. All hair accessories should be removed except bobbles to tie long hair back. If a pupil has recently had their ears pierced, they can only participate in PE if the earwear are covered by a plaster. Parents/carers must provide plasters until the ears are healed sufficiently when earwear can be safely removed by the pupil. Pupils are responsible for the safe-keeping of earwear and watches/fitness devices within school.

3.18 Physical Education (PE)

Pupils must be suitably dressed to participate in physical education activities and abide by the following dress code for indoor PE activities:

- Black shorts, white t-shirt and black plimsolls (barefoot only when using the indoor gym apparatus).

Pupils must abide by the following dress code for outdoor PE activities:

- Black shorts or black jogging bottoms, white t-shirt and/or sports hoody
- Trainers should be worn for outdoor PE activities. However, if a pupil does not have trainers, the teacher must decide if the footwear they have is suitable for the activity taking place
- T-shirts should not be removed in hot weather. Activities in hot weather will be limited but teachers should also ensure all pupils have suncaps and water.

Staff must also wear appropriate gym wear and trainers during PE and sports activities.

3.19 Administration of Medicines and Tablets

Reference should be made to the school's policy statement for:

- Supporting children with medical conditions,
- Supporting children with medical conditions working at home
- First Aid in school and off site.

3.20 Manual Handling

Injuries can be caused by incorrect moving and handling of objects or people. No staff should undertake any moving or handling of objects or pupils until training has been undertaken. Training will be provided to all appropriate staff who are, at times, required to manually handle either children or loads.

A risk assessment is available for generic manual handling operations. Any work activities which involve the manual handling of loads which present a significant risk to the health and safety of any persons must be reported to the Headteacher who will arrange for a specific manual handling risk assessment to be carried out. This also includes activities where the load is quite small/light in weight but the activity is of a repetitive nature. The risk assessment will be provided to the staff who must follow the instructions given when carrying out the task. Staff should not lift heavy items or equipment unless they have received training and/or have access to appropriate aids/lifting equipment in order to do so safely.

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

- Plan the lift and assess the load. If it is an awkward shaped item or is 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 floor surface is clear and dry;
- Ensure the surface is stable;
- Sensible clothing and flat shoes are ideally worn;

- Finger nails should be kept short to avoid scratching or breaking;
- Minimum jewellery to avoid scratching;
- Assess their own capabilities and ability to complete the move;
- To lift: bend the knees, back straight, feet apart and angled out. Ensure the load is held close to the body with a firm grip. Lift smoothly, slowly, avoid twisting, stretching and reaching where possible;
- Take your time.

Staff must not ask pupils to carry out manual handling operations.

3.21 Slips, Trips and Falls

Any health and safety trip or slip hazard should be immediately reported to the Site Supervisor or appropriate line manager or removed if possible to eliminate the risk. Spillages should be cleaned up immediately by a member of staff. Staff should use the wet floor warning signage until the spillage is removed. Pupils should be kept away from the area during cleaning.

The general cleaning of floors will be undertaken when the majority of pupils are not in the building and wet floor warning signage should be used at all times. All pupils attending after school clubs in the building during general cleaning times should be reminded to follow the usual school rules.

The school has a separate Risk Assessment in place for slips, trips and falls.

3.22 Asbestos

There are a suspected 4 items of asbestos within the school building. The area is clearly indicated in the school's Asbestos Register and Management Survey which is located in the main school office. The school's SAMO is the Site Supervisor and is responsible for managing asbestos within the school. Other relevant staff (Headteacher) are trained in asbestos awareness and refresher training will be completed every year.

The authorised personnel shall ensure that:

- The asbestos register and management survey is maintained and kept in the site supervisor's office.
- All work on the fabric of the building or fixed equipment involving asbestos has a permit to work and relevant paperwork is filed within the Asbestos Register and Management Survey file. Paperwork relating to any works carried out involving asbestos must be kept for 40 years.
- A visual inspection of asbestos items on site should be conducted twice per year and recorded in the Asbestos Register. Any anomalies must be reported immediately to the Headteacher.

Any damage to materials known or suspected to contain asbestos should be reported to the Site Supervisor or Headteacher immediately who will notify the appropriate body.

Under no circumstances must staff or other personnel carry out work, however minor, to the fabric of the building unless it has been authorised by one of the SACOs.

3.23 Legionella

There are a number of water outlets in school such as sinks and showers and legionella could pose a risk if procedures to manage are not in place. On behalf of the school, the Local Authority conduct necessary monthly water temperature checks and disinfect/descale shower/spray heads quarterly. Any non-conformances are reported in a timely fashion in order that remedial works can be actioned.

A Risk Assessment and Water Hygiene Report is also in place. The risk assessment will be reviewed when there is a change to the water system or its use; a change to the use of the building where the system is installed; new information is available about the risks or control measures are no longer effective; changes to key personnel; a case of Legionnaires' disease/legionellosis is associated with the system.

The Site Supervisor undertakes regular checks such as identifying and flushing rarely used outlets on a weekly basis and after school holiday periods. These checks are recorded by the Site Supervisor.

3.24 Waste Management

All staff must ensure that their area of work (classroom, office etc.) is kept tidy and ensure bins do not become overfull. All bins are emptied each morning by the cleaning staff and all waste is collected every Thursday by the Local Authority Waste Team. If a bin is not emptied for any reason, staff should contact the Site Supervisor for emptying. A large recycling bin (for paper, cardboard and plastics) is also available at the main bin store (in the car park). Any items for disposal can be taken directly to the bins where possible or left outside of classrooms/offices for the Site Supervisor to dispose of. The Local Authority has introduced a Food Waste Collection, and all food waste is put in an outside bin and collected weekly.

Any items of equipment or furniture requiring disposal must be notified to the Site Supervisor who will gain authority to dispose from the Headteacher. All items of equipment or furniture recorded on the school's Asset Inventory Register must be accounted for and recorded as disposed of. The Site Supervisor will inform the School Business Manager of any items being disposed of in order to update the Asset Inventory Register.

Reference should be made to the Trust's Financial Regulations Policy for the procedure on disposals of value.

3.25 Grounds Maintenance

Grounds maintenance is provided by an external provider. Grass cutting takes place monthly during the warmer months as well as other pruning services. The Site Supervisor should be informed of any issues with regards grounds maintenance. The Grounds Maintenance staff are aware that works should only be carried out on the school field/playgrounds when not in use by pupils.

Grounds maintenance staff will sign in to school before commencing any works. Grounds maintenance staff are responsible for the safe use of their own equipment and machinery whilst on school grounds. They should also ensure all equipment and machinery is removed upon completion of the task.

3.26 General Housekeeping / Cleaning

Refer to Section 3.24 also.

The Site Supervisor carries out daily checks of the school grounds including the field for any litter or dangerous debris etc. and will arrange safe removal of any items found. The Site Supervisor should be informed of any litter, dog fouling, dangerous debris etc. found on the school premises to arrange cleaning/safe disposal.

Cleaners are in school daily to clean throughout the school. All staff should leave areas as tidy as possible for the cleaners coming into school. Any areas deemed to be an issue with regards general housekeeping or cleaning should be reported to the Site Supervisor for investigation.

3.27 Heating

The school heating system is managed in school remotely. The heating is programmed to be on at specific times of the day throughout the year as well as during very cold spells (temperature controlled). In addition, there are some areas that have access to portable electrical heaters. Staff using these heaters must ensure they are turned off after use and are only used in ventilated areas. Only heaters purchased by school and that are PAT tested should be used.

3.28 Female Hygiene Arrangements

Good hygiene practices depend on adequate facilities. A hand wash basin with warm running water along with a mild liquid soap are available in staff and pupil toilets. Disposable towels and/or hand dryers are also

available for hand drying. Bins are provided for disposing of used paper towels. Toilet paper is always available in each cubicle and supplies checked each morning for replacement.

Sanitary disposal units are provided for female staff and pupils. There are units in all of the ladies staff toilets, including the kitchen staff toilet, and also the girls toilets. Sanitary disposal units are collected on a monthly basis by a contracted agency.

School holds a small supply of sanitary products for pupils if required. These are kept in the main office.

3.29 Managing Nappies / Incontinence Aids

Please refer to the Intimate Care Policy and individual Care and Wellbeing Plans.

3.30 Removal / Cleaning of Biological Substances

Biological substances include saliva, blood, urine, nasal and eye discharges, vomit and faeces.

Spillages /cleaning of biological substances should be carried out immediately and the following procedure adhered to:

- Treat everyone as a potential risk.
- Cover any cuts on your hands with a plaster.
- Hand cream can provide a good barrier.
- Use appropriate personal protective equipment (disposable gloves, aprons etc.).
- Absorb any substances with paper towels or compound powder as appropriate.
- Clean the area using cleaning cloths or paper towels and an appropriate antibacterial solution following the manufacturer's instructions.
- Any cleaning cloths, paper towels and PPE or other waste should be disposed of using polythene bags and tying the neck ties before placing in a bin bag in the main waste bins (located near the kitchen entrance).
- Never use mops for cleaning up blood and body fluid spillages.
- Ensure hands are washed well to reduce any risk of contamination from substances.
- Any needles found on school premises should be reported to the Local Authority for safe collection and disposal. The area should be cordoned off if possible or supervised until the items can be collected.
- Any needle injuries should be reported to the school's nominated Health and Safety Team.

3.31 Vulnerable Groups at Particular Risk from Infection

Some children have impaired immune defence mechanisms in their bodies (known as immuno-compromised) and hence will be more likely to acquire infections. Also, the consequence of infection in the immuno-compromised is likely to be significantly more serious than in those with a properly functioning immune system (known as immuno-competent).

Impaired immunity can be caused by certain treatments such as those for leukaemia or other cancers, like cytotoxic therapy and radiotherapy. Other treatments such as high doses of steroids, enteral feeding and others, may also have a similar effect. Children and carers will have been fully informed by their doctor.

There are also some rare diseases, which can reduce the ability of a person to fight off infection. Any children who fall into these categories will have this identified in their Education, Health and Care Plan (EHCP).

If a vulnerable child is thought to have been exposed to a communicable disease, chickenpox or measles in the school setting, parents or carers of that child should be informed promptly so that they can seek further medical advice from their GP or specialist, as appropriate.

It is important that these children are also made known to the school by parents/carers on entry to the school.

3.32 Coughing and Sneezing

In any educational institution, it is important for all parties to share the responsibility of preventing the spread of germs. Coughs and sneezes spread diseases and therefore, pupils and adults should be encouraged to cover their mouth and nose with a disposable tissue and wash hands after using or disposing of tissues.

To avoid the spread of any cough/cold/flu like viruses and germs, any pupil with such symptoms should ideally refrain from being in school and if the pupil is particularly unwell, parents/carers should be contacted to take their child home. Parents/carers will be advised to keep their child(ren) at home until the symptoms have subsided sufficiently and the child feels well enough to return to school.

The school participates in the flu immunisation programme for pupils in Reception through to Year 6 in association with the Childhood Immunisation Team for Durham, Darlington and Teesside. Parents/carers give their consent directly to the above team for immunisation (nasal spray) and the school supports and facilitates this programme.

During periods when coughs/colds are more prevalent, the school will also instigate deep cleaning routines within school in order to minimise the spread of germs and viruses and any possible cross contamination.

3.33 Exclusion Periods for Infectious Conditions / Diseases

Prompt exclusion is essential to prevent the spread of infection in school. Staff will follow our procedure for contacting parents/carers when children become ill at school. Parents/carers should be reminded that if children are suffering from infection diseases, they should remain at home for the minimum period recommended by Public Health England (**see Appendix 3**). Formal exclusion of a pupil from school on medical grounds is enforceable by the Headteacher only, acting on behalf of The Trust or Governors of the school. In exceptional cases, when parents insist on the return of their child to school when the child still poses a risk to others, the school and/or Trust may, by serving notice on the parents/carers of the child, require that they keep the child away from school until they no longer pose a risk to others.

School will regularly remind parents/carers of the 48 hour exclusion policy regarding sickness and / or diarrhoea conditions.

In the event of any epidemic/pandemic, school will follow advice from Public Health England about the appropriate course of action. Further information is also contained within the school's Emergency Plan in this regard.

3.34 Handwashing

Hand washing is one of the most important ways of controlling the spread of infections, especially those that cause diarrhoea and vomiting and respiratory disease. Liquid soap, warm water and paper towels / hand dryers are provided for staff and pupil use.

All staff and pupils are encouraged to wash their hands after using the toilet, before eating or handling food and after touching animals.

3.35 Smoking

Springwell School is a no smoking site. This applies to all buildings, areas and grounds. The same rules apply to electronic or e-cigarettes. They are not allowed to be used anywhere on school premises and must not under any circumstances be plugged in within school.

3.36 Alcohol and Drugs

The abuse of alcohol or drugs is a health and safety hazard. If there is any suspicion that a member of staff or visitor is under the influence of drugs or alcohol during working hours, this must be reported to the Headteacher immediately.

3.37 Plants and Horticulture Activities

All teachers are responsible for their outside area/garden and will supervise and/or monitor all garden related activities as well as the provision of any plant / soil based items within school. Each teacher will also ensure that the risk assessment for garden related risks is reviewed regularly and any changes required are reported to the School Business Manager for update. Each teacher will ensure that all garden related items are stored securely but specifically any items that may cause harm.

3.38 Vehicles/Traffic

There is a car park for staff use. Any staff or visitor parking outside of Springwell School grounds should do so responsibly and give consideration to our neighbours. Any deliveries for school should park outside the main entrance giving consideration to other users where necessary.

3.39 Severe Weather Arrangements

Snow and Ice Clearing /Gritting

The Site Supervisor will follow the Snow and Ice Clearing Procedures and ensure snow and ice clearance is undertaken at the earliest possible time. This may involve requesting the Site Supervisor to attend work earlier than contracted. Should the Site supervisor be absent from work during snow and icy periods, the Headteacher will arrange for these tasks to be carried out by another suitably trained member(s) of staff. The Headteacher is responsible for ensuring the site is provided with appropriate snow clearing and protective equipment, and access to adequate stocks of rock salt/sand/grit etc.

A risk assessment and site zone plan is in place for the clearing of snow and ice including prioritisation of routes, manual handling issues, PPE and how the site will communicate to staff and visitors the appropriate access routes to use during bad weather. The Site Supervisor will adhere to the risk assessment and also follow and maintain the gritting record schedule during the cold/icy weather.

All staff should report any instances of snow/ice clearance not being carried out to the Site Supervisor or School Business Manager. Staff should wear appropriate clothing and footwear during severe weather.

School Closure due to Severe Weather

The Headteacher, in liaison with the Chair of Governors/CEO, will make any decision on school closure on the grounds of health and safety. School closures due to severe weather conditions can be viewed in more detail in the school's Emergency Plan and the Trust's Adverse Weather Policy.

3.40 Food and Food Hygiene

The school is a "nut aware school" as we may have pupils who have severe allergic reaction (anaphalaxis). Where required, epipens are kept in the classroom where such a pupil is based and staff trained to administer them. Parents/carers are responsible for informing school of any allergies in order that the appropriate measures can be taken within school.

Staff must ensure they wash their hands before and after handling any food for food tasting or food related activities. Staff will ensure that pupils preparing food will follow basic food hygiene guidelines. Staff will also

ensure they check the loco parentis forms for any food allergies before commencing food tasting activities. Staff should err on the side of caution and contact parents/carers in case of any query.

Pupils will be reminded to wash their hands before lunch.

Staff leading cookery sessions will complete food hygiene training as required.

Refer to Section 3.19 regarding specific dietary requirements for pupils with regard to the provision of any food from food tasting activities or via the school kitchen.

The kitchen staff, under the guidance of their own employer, will ensure its food hygiene procedures are adhered to at all times in order to achieve a satisfactory food hygiene rating from the school's Local Authority's annual visits. Their employer will ensure that all kitchen staff are fully trained as necessary.

3.41 Contractors

Refer to Section 2.10 for contractor responsibilities.

Prior to any contractor being allowed to work on site all contractors must:

- Complete an 'Authority to Start Work' form and hand it in to the Site Supervisor or School Business Manager for approval.
- View and sign the asbestos management plan/register to confirm they have viewed the information.
- Complete the Contractor Site Rules and Induction Record.
- Undertake any work under a "safe system of work" (RAMS) appropriate to the proposed working activities.
- Provide any relevant public liability insurance documentation and any applicable registration body accreditations, i.e. CHAS, Gas Safe Register etc.
- Abide by any local rules imposed by the school.
- Abide by any restriction imposed by the school in relation to traffic movement and deliveries within the school boundary.
- Ensure access for emergency vehicles is maintained at all times.
- Not carry out hot works.
- Ensure good housekeeping practices, including ensuring that escape routes are kept clear from obstructions and tripping hazards.
- Ensure appropriate control measures are implemented to prevent children, members of staff and others from coming into contact with any potentially hazardous conditions created by their work activities.
- Participate in any emergency evacuation of the school.
- Stop work immediately and report to the school any suspected asbestos containing material discovered or disturbed whilst carrying out their work activities.
- Not wander into areas of the school outside the agreed working area without express permission from the school.
- Hold appropriate DBS clearances where appropriate.

3.42 Equipment

Springwell School will comply with the Provision and Use of Work Equipment Regulations 1998 (PUWER) with regards the equipment we use within school. These regulations ensure that equipment provided for use at work is:

- suitable for the intended use;
- is safe for use, maintained in a safe condition and inspected to ensure it is correctly installed and does not subsequently deteriorate;
- used only by people who have received adequate information, instruction and/or training;
- accompanied by suitable health and safety measures, such as protective devices and controls;

- used in accordance with specific requirements.

Springwell School complies with the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) and all equipment, including the school minibuses, are tested every 6 months.

Electrical Equipment

It is important that all electrical equipment is visually inspected before use by the person using the equipment. Checks should also be made that the PAT test date and expiry sticker is visibly displayed and still current. The person carrying out the inspection should look for damage to the following:

- cabling: loose wires/leads, damage or fraying
- sockets : cracks or damage
- casing: any physical damage or deterioration of the equipment, which exposes any raw cabling or internal systems
- signs of overheating.

If the check reveals any signs of damage to the equipment, sockets, plugs or leads the item should be withdrawn immediately from use. Where any doubt exists, remove the equipment from use and all faults to be reported to the Site Supervisor or the School Business Manager.

Staff should only use personal electrical equipment in school with the Headteacher's permission and if the item has been PAT tested.

Portable Appliance Testing is carried out annually by an external company.

DSE (Display Screen Equipment)

Ill-health and injury can result from incorrect use of DSE. All significant users of DSE shall complete a DSE assessment annually. Any issues arising from the completion of the assessment should be raised with the Headteacher and any actions required be implemented where possible. Significant users are entitled to the reimbursement of any annual eye tests they may require.

Reference should be made to the Trust's DSE Policy.

PE Equipment

Some Pupils are taught how to carry out and set up small and lightweight items of PE equipment safely and efficiently. Any larger or heavier items will be carried and moved by staff. Staff will check that equipment is safe to use and has been set up correctly before allowing pupils to begin any activity.

Any concerns about the condition of the indoor gym, other PE apparatus or flooring etc. should be reported immediately to the Site Supervisor and/or Headteacher.

A risk assessment is also in place for PE activities that staff can access at any time.

Outdoor Play Equipment

External play equipment should only be used by pupils under staff supervision. Pupils are not allowed to use outdoor play equipment outside of school hours.

Staff should report any obvious defects or damage to the Site Supervisor immediately. Weekly checks are carried out by the Site Supervisor for any apparent defects, debris or contamination by animals. Any minor defects will be resolved as soon as is practicably possible. In the case of any major defects that would cause injury, the equipment will be taken out of use and signs put on the equipment advising of non-use. All teaching staff will be informed of any equipment taken out of use and inform their pupils. Duty staff will also be informed to ensure pupils do not use the defective equipment during break times.

All external play equipment will be inspected by a suitably registered inspection organisation at least annually and records kept. Any defects found as part of an inspection will be actioned accordingly.

Indoor Play Equipment

Trampoline

The trampoline should only be set up and used under supervision of a member of staff who has been trained to use the equipment. All pupils should be continually supervised whilst using the equipment and abide by the safety rules provided by staff. Pupils must wear socks/tights/trousers to use the trampoline/soft play equipment unless they wear splints then they may wear their splints and shoes that are provided to use the trampoline. Splints and shoes are not allowed in the soft play area, socks must be worn. The risk assessment will be reviewed on a regular basis by staff using the equipment.

Staff should report any obvious defects or damage to the Site Supervisor immediately. Regular checks are carried out on this equipment by the co-ordinator for any apparent defects or debris. Any minor defects will be reported to the installer as soon as is practicably possible for guidance on whether the equipment can continue to be used. For any major defects that would be highly likely to cause injury, the equipment will be taken out of use and signs put up on the equipment advising of non-use. All teaching staff will be informed of equipment taken out of use to inform their pupils.

The internal gym equipment will be inspected at least annually by a suitably registered inspection organisation and records kept. Any defects found as part of an inspection will be actioned accordingly.

Other Indoor Play Equipment

Other play equipment within classrooms should be monitored by the classroom teacher and any items that are damaged or broken should be reported to the Site Supervisor for repair or disposal.

General Equipment Maintenance

All staff have a level of responsibility to ensure the cleanliness and hygiene of equipment and should ensure that:

- Any physiotherapy equipment used in school is wiped after use;
- Any equipment that has come into contact with pupil saliva should be washed/wiped after use;
- Any equipment that is dirty from outdoor play etc. is cleaned appropriately before reuse;
- Fridges and kitchen areas (staff room/DT room.) are cleared of out of date foodstuff and cleaned every half term.

3.43 General Safety Rules for Staff/Adults

- Pupils should never be left unsupervised;
- If faced with a difficult parent/visitor, staff should ask them to see the Headteacher. If they refuse, they should send someone to fetch the Headteacher (or other senior leader);
- Pupils are not allowed to use the staple guns, guillotines/paper cutters or glue guns;
- Craft tools must not be left unattended and must only be used by pupils under close supervision;
- Pupils should not be asked to move any heavy or bulky items;
- The playground gates to external areas shall be kept secure at all required times;
- No access to school shall be allowed other than by the main reception and a visitor pass issued;
- Staff must be vigilant when carrying hot drinks around school. Hot drinks must only be carried around school during teaching times when pupils are in classrooms etc. Hot drinks must not be taken to classrooms when pupils are present.
- All pupil behaviour must be supported in line with the school's Behaviour Policy.

3.44 Violence at Work

By Children to Another Pupil or Member of Staff (including Supply, Placements, Volunteers etc.) Reference should be made to the school's Behaviour Policy for managing pupil behaviour and actions.

Incidents may occur in school whereby a child's inappropriate behaviour may put staff, or other children, at risk. A large number of staff within school are Team Teach trained. These staff may be called upon to deal with a situation whereby a pupil is displaying potentially harmful behaviour, either to themselves or others. Any worker who is the victim of, or witness to, violence at work must report this incident to the Headteacher who in turn will arrange to meet with the worker concerned to obtain the facts of the incident, offer appropriate support and assess the action required.

Staff should report such incidents and record on CPoms as well as complete an accident form/Team Teach Incident form.

Individual pupils who present a challenge should have individualised strategies for responding to incidents of violence and aggression and where appropriate should include directions for using physical interventions – Individual Behaviour Plan and if necessary Risk Assessment. Staff and parents/carers should agree this management plan and a copy placed in the pupil's file and sent to parents/carers. It is the class teacher's responsibility to ensure all adults working with the pupil are familiar with the management programme.

Behaviour Plan/Risk Assessments

Where the behaviour of a pupil is causing concern a Behaviour, Care and Well-being Plan should be actioned and all those working with the pupil be made aware of the plan. Where necessary, all relevant staff may be involved in compiling the plan and a copy should be kept in the pupil's file. The plan should be reviewed on a regular basis (at least for annual review) and amended where necessary.

If it is considered that a pupil is a danger to himself, other pupils or staff or to property, then a risk assessment should be carried out and recorded appropriately. It is the class teacher's responsibility to bring risk assessments to the attention of all who may work with a pupil.

By Any Other Adult to Any Employee of the School

Reference should be made to the Trust's Code of Conduct and the Trust's Disciplinary Policy and Procedure.

It is acknowledged that violence and aggression to any employee arising out of, or in connection with the work they undertake on behalf of the school is a possibility.

Employees must report, without avoidable delay, every incident of violence or aggression to the Headteacher or an appropriate member of the school leadership team. Any such incident will be reported to the school's Health and Safety Team via the use of its Accident Reporting Form (ARF1).

3.45 Sun Safety

To protect children from the effects of the sun, the school will:

- Educate pupils about the damaging effects of over exposure to the sun;
- Encourage children to wear clothes that provide good sun protection;
- Ensure children have access to and drink water regularly;
- Encourage pupils to use shady areas during breaks;
- Encourage staff to act as good role models by practising good sun safety;
- Actively discourage sunbathing and not allow the removal of t-shirts;
- Remind parents/carers to ensure that children have adequate suncream protection applied before attending school. Upon parent/carer's request, individual pupils may bring in and apply their own suncream under supervision. School may also where it is deemed necessary, apply their own suncream to pupils (where Loco Parentis permission is in place);
- Regularly remind staff, pupils and parents about sun safety during the summer months;
- Invite relevant professionals to advise and update school on sun safety;
- Ensure the efficacy of these points via regular monitoring.

3.46 Supervision of Pupils

The Headteacher will follow the appropriate guidelines to ensure pupils will be supervised by an acceptable number of staff during all break and lunch times. Staff supervising the playground must remain vigilant at all times and ensure pupils follow the agreed playground safety rules. Staff must immediately cease any pupil activity that does not comply with the agreed safety rules.

No pupil must be sent to or left on the playground unsupervised.

3.47 Lone Working

Lone working can include the following activities:

- Late working;
- Home or site visits;
- Weekend working;
- Site Supervisor duties;
- Site cleaning duties;
- Working in a single occupancy office;
- Whole time staff working throughout school holiday periods.

It is not permitted for anyone to work with dangerous machinery or at height without recourse to assistance in school during periods of lone working.

Reference should be made to the school's Lone Working Policy. A risk assessment for lone working is also available to staff.

3.48 Working at Height

Working at a height can present a significant risk. 'Work at height' means work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury (for example a fall through a fragile roof).

Staff will receive working at height awareness training at least once every 3 years from the school's preferred provider.

Staff should refer to the working at height risk assessment and Creating and Removing displays risk assessment prior to completing such tasks.

Any work at height must be properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the job. They must also use the right type of equipment and clothing/footwear for working at height.

Staff should ensure that every time a ladder is used, a pre-use check is carried out beforehand to make sure that it is safe for use. A pre-use check should be carried out:

- by the user
- before using the ladder for a work task
- after something has changed, i.e. a ladder dropped or moved from a dirty area to a clean area (check state or condition of feet)

Staff should take a sensible, pragmatic approach when considering precautions for working at height. Low-risk, relatively straightforward tasks will require less effort when it comes to planning and there may be some low-risk situations where common sense tells you no particular precautions are necessary.

All ladders are safety checked on a regular basis by the Site Supervisor. Any ladders not deemed to be safe should be disposed of immediately.

Control Measures

Firstly, assess the risks. Factors to weigh up include the height of the task, the duration, frequency and condition of the surface being worked on. Before working at height work through these simple steps:

- Avoid work at height where it is reasonably practicable. This means balancing the level of risk against the measures needed to control the risk in terms of money, time or trouble.
- Where work at height cannot be easily avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment
- Minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated.

For each step, always consider measures that protect everyone at risk (collective protection) before measures that only protect the individual (personal protection).

Collective protection is equipment that does not require the person working at height to act for it to be effective. Examples are permanent or temporary guardrails, scissor lifts and tower scaffolds.

Personal protection is equipment that requires the individual to act for it to be effective. An example is putting on a safety harness correctly and connecting it, with an energy-absorbing lanyard, to a suitable anchor point.

Dos and Don'ts of Working at Height

Do....

- as much work as possible from the ground
- ensure workers can get safely to and from where they work at height
- ensure equipment is suitable, stable and strong enough for the job, maintained and checked regularly
- take precautions when working on or near fragile surfaces
- provide protection from falling objects
- consider emergency evacuation and rescue procedures

Don't...

- use any other items to work at height – staff should never use chairs or tables etc to access items
- overload ladders – consider the equipment or materials workers are carrying before working at height. Check the pictogram or label on the ladder for information
- overreach on ladders or stepladders
- rest a ladder against weak upper surfaces, e.g. glazing or plastic gutters
- use ladders or stepladders for strenuous or heavy tasks, only use them for light work of short duration (a maximum of 30 minutes at a time)
- let anyone who is not competent (who doesn't have the skills, knowledge and experience to do the job) work at height

3.49 Workplace Health and Safety : Stress Management

Staff well-being is important and the Headteacher is responsible for ensuring that staff are not working at undue stress levels.

Staff or line management with any concerns about a member of staff should report them to the Headteacher. Staff should be encouraged to seek medical advice if they are experiencing symptoms of stress. The school will also offer support where possible and necessary advice sought from our HR provider and/or occupational health services.

The school's absence insurance policy provides additional free employee benefits with regard to telephone services for mental health, menopause counselling, financial wellbeing and much more. Staff are informed of how to access these services.

3.50 New and Expectant Mothers

A risk assessment should be carried out as soon as an employee, supply/casual member of staff, volunteer or placement student notifies the school that they are pregnant. A risk assessment will be shared with and signed by the employee and Headteacher. The risk assessment will also be shared with the pregnant person's line manager in order to ensure ongoing monitoring of risks.

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

- chicken pox can affect a pregnancy if a woman has not already had the infection. Expectant mothers should report exposures to their 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, she should inform her antenatal carer and GP immediately to ensure investigation.
- Slapped cheek virus (parvovirus B19) can occasionally affect an unborn child. If exposed early in the pregnancy (before 20 weeks), the pregnant woman should inform her antenatal carer and GP as this must be investigated promptly.

3.51 Bomb Threats and Suspicious Packages

The school will follow the procedure in its Emergency Plan.

3.52 Before and After School Clubs

All relevant health and safety considerations as detailed in this Policy and any other associated school policies and risk assessments will also apply to the provision of Breakfast Club and any after school clubs.

3.53 Communicating the Health and Safety Policy

The Health and Safety Policy will be communicated to all staff via the Every facility. A paper copy will be made available to other personnel where necessary. Staff will be asked to read the policy and by marking “As Read” via the Every system agree that they fully understand their role in relation to Health & Safety at Springwell School.

Any amendments or revisions to the policy will be notified to staff.

3.54 Monitoring

This policy will be reviewed by the Headteacher on an annual basis and in consultation with the Health and Safety Advisory Team. At every review, if changes are necessary, the policy will be approved by the Local Governing Body and subsequently shared with all appropriate personnel.

Reporting to Health & Safety Executive / Reportable Injury, Disease or Dangerous Occurrence Regulations (RIDDOR)

Any accident/incident which results in a reportable injury, disease or dangerous occurrence as defined in the RIDDOR 2013 legislation will be reported to the Health and Safety Executive (HSE) by the Headteacher as soon as is reasonably practicable and in any event within 10 days of the accident/incident.

In relation to RIDDOR, an accident is a separate, identifiable, unintended incident, which causes physical injury. This specifically includes acts of non-consensual violence to people at work.

RIDDOR only requires you to report accidents if they happen 'out of or in connection with work'. The fact that there is an accident at work premises does not, in itself, mean that the accident is work-related – the work activity itself must contribute to the accident. An accident is 'work-related' if any of the following played a significant role:

- the way the work was carried out
- any machinery, plant, substances or equipment used for the work or
- the condition of the site or premises where the accident happened.

The following injuries are reportable under RIDDOR when they result from a work-related accident:

- **The death of any person** (Regulation 6)
- **Specified Injuries** to workers (Regulation 4)
- Injuries to workers which result in their **incapacitation for more than 7 days** (Regulation 4)
- Injuries to non-workers which result in them **being taken directly from the scene of the accident to hospital for treatment**, or specified injuries to non-workers which occur on hospital premises. (Regulation 5)

Regulation 8 requires employers and self-employed people to report cases of certain diagnosed reportable diseases which are linked with occupational exposure to specified hazards. The reportable diseases and associated hazards are set out below.

- **Carpal Tunnel Syndrome**
- **Cramp of the hand or forearm**
- **Occupational dermatitis**
- **Hand Arm Vibration Syndrome**
- **Occupational asthma**
- **Tendonitis or tenosynovitis**

Regulation 9 requires employers and self-employed workers to report cases of occupational cancer, and any disease or acute illness caused by an occupational exposure to a biological agent. Cases of cancer must be reported where there is an established causal link between the type of cancer diagnosed, and the hazards to which the person has been exposed through work. These hazards include all known human carcinogens and mutagens, including ionising radiation. Cases of cancer are not reportable when they are not linked with work-related exposures to carcinogens or mutagens. As with other diseases, cancers are only reportable if the person's current job involves exposure to the relevant hazard.

Biological agents

All diseases and any acute illness needing medical treatment must be reported when it is attributable to a work-related exposure to a biological agent. The term biological agent is defined in the Control of Substances Hazardous to Health Regulations 2002 (COSHH) and means a micro-organism, cell culture, or human endoparasite which may cause infection, allergy, toxicity or other hazard to human health. Work with hazardous biological agents is subject to specific provisions under COSHH. Work-related exposures to biological agents may take place as a result of an identifiable event, such as the accidental breakage of a laboratory flask, accidental injury with a contaminated syringe needle or an animal bite. It may also take place as a result of an unidentified event, where workers are exposed to the agent without their knowledge (e.g. where a worker is exposed to legionella bacteria while conducting routine maintenance on a hot water service system). A report should be made whenever there is reasonable evidence suggesting that a work-related exposure was the likely cause of the disease. Acute illnesses requiring medical attention must be reported when they result from a work-related exposure to a biological agent, including its toxins or any infected material.

Dangerous Occurrences

The list of dangerous occurrences ^[1] is designed to obtain information primarily about incidents with a high potential to cause death or serious injury, but which happen relatively infrequently. Collecting the information allows the employer and authorities to learn about the circumstances and their causes. This provides valuable information which both regulators and business can use to help prevent accidents. Several types of dangerous occurrence require reporting in circumstances where the incident has the potential to cause injury or death. Schedule 2 of RIDDOR lists three kinds of reportable dangerous occurrence:

1. General (incidents occurring at any workplace)
Such occurrences apply to all workplaces and include incidents involving: lifting equipment, pressure systems, overhead electric lines, electrical incidents causing explosion or fire, explosions, biological agents, radiation generators and radiography, breathing apparatus, diving operations, collapse of scaffolding, train collisions, wells and pipelines or pipeline works.
2. Incidents occurring at any place other than an offshore workplace
These incidents do not require a report if they occur at an offshore workplace. They include structural collapses, explosions or fires, releases of flammable liquids and gases and hazardous escapes of substances.
 - a. **any structure, which involves a fall of more than 5 tonnes of material; or**
 - **arising from, or in connection with, ongoing construction work (including demolition, refurbishment and maintenance), whether above or below ground.**

Only structural collapses associated with ongoing construction, maintenance and demolition work are required to be reported under paragraph 23. However, the paragraph 24 requirement to report unintentional collapses of falsework applies whether construction work is taking place or not.

- **25 Any unintentional explosion or fire in any plant or premises which results in the stoppage of that plant, or the suspension of normal work in those premises, for more than 24 hours.**
- **26 The sudden, unintentional and uncontrolled release:**

This definition covers releases of flammable liquids or gases (eg due to the sudden failure of a storage vessel) where the release, if ignited, would cause a major explosion or fire. 'Flammable' includes those substances classified as highly flammable or extremely flammable.

The substances covered by this definition may be in any form: liquid, solid (eg powder), gaseous or vapour and may include, eg:

- substances which may be hazardous to health (eg asbestos, phosgene, toluene diisocyanate)
- substances which may be either corrosive or potentially hazardous by virtue of their temperature or pressure (eg nitric acid, molten metal, liquid nitrogen)

This definition includes incidents which present a fire or explosion hazard (eg combustible powders), but not in relation to releases of flammable liquids or gases, where the relevant thresholds in **26** [link to paragraph 26] are not exceeded.

Examples of the kinds of incident covered by the definition are escapes arising from the failure or breakage of plant, pipes, equipment or apparatus; failures of process control; the operation of a relief valve or bursting disc where the escaping substance is not safely controlled or directed, and spillages from containers and equipment.

Releases from plant etc during the normal course of operation or maintenance (eg during sampling, packaging or draining of lines) that are sufficiently well controlled to ensure that no person is put at risk would not be reportable.

In some cases, the decision as to whether or not an incident is reportable will be straightforward, eg if a person is exposed to a hazardous substance at a level which exceeds established safe limits (eg a Workplace Exposure Limit).

However, most incidents require judgement. Various factors are relevant including: the nature of the substance and its chemical, physical and toxicological properties, the amount which escaped and its dispersal, and whether people were, or could foreseeably have been, exposed to a significant risk as a consequence of the escape.

3. Incidents occurring at specific types of workplace

Industries with specific requirements are: offshore workplaces, mines, quarries and relevant transport systems.

Further information and guidance on how to make a RIDDOR report is available here:

<http://www.hse.gov.uk/riddor/index.htm>

The Headteacher will ensure parents are informed of any serious accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as is reasonably practicable.

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

The Headteacher will also notify the Local Authority Child Protection department of any serious accident or injury to, or the death of, a pupil while in the school's care.

Animal Handling / Visits

The Headteacher should ensure that a knowledgeable person is responsible for the animal activity. There should be a written agreement provided to the school detailing the types of animals that will be handled as part of the activity, how to manage them safely whilst on the premises and any insurance liability of owners and handlers.

The following good practice should be followed:

- Everyone involved in an animal related activity should wash their hands before and after handling;
- Animal holding pens should be kept away from any food areas;
- Any animal waste should be disposed of regularly and areas cleaned thoroughly afterwards;
- Pupils must be supervised by staff at all times during animal handling visits / activities;
- Staff should seek professional advice from the organiser or a veterinary on any animal welfare and animal health issues;
- If any person sustains an injury from the handling of animal, the appropriate medical care should be sought immediately. Refer to Section 3.12 for First Aid arrangements. If the injury is potentially life threatening or a pupil/adult has any reaction to an animal, call the emergency services immediately.

Visits to Petting Farms / Zoos

Before the Visit

- The Visit Leader should check that the farm is well managed, has easily accessible hand washing facilities, drinking water taps are clearly marked and sited in a clean area away from the animals.
- The Visit Leader should refer to the risk assessment for this activity and ensure all aspects are adhered to. Any changes or improvements required to the risk assessment should be reported to the School Business Manager for consideration and amendment.
- Staff and adults accompanying the visit should partake and emphasise the importance of regular and thorough hand washing to children during and after the visit.
- Staff should educate and encourage pupils not to eat, drink or put fingers in their mouths except when in designated eating areas and after they have washed their hands.

During the Visit

- If pupils are allowed to handle or feed the animals, staff should ensure they do not put their faces close to or against the animals or put their fingers in their own mouths afterwards.
- Staff and other adults on the visit should check that pupils wash and dry their hands thoroughly after contact with animals and particularly before eating and drinking. Younger children (EYFS/KS1) should be supervised particularly closely.
- Food should only be taken to and eaten in the designated picnic areas. Pupils should be reminded not to eat anything which may have fallen on the ground. They should not eat or drink unpasteurised products like milk, cheese or ice-cream, or taste animal feedstuff such as silage and concentrates.

Manure or slurry presents a particular risk of infection and children should be strongly warned against touching it. If they do, staff must ensure that their hands are promptly washed and dried.

At the End of the Visit

- Staff should ensure that all the children have washed and dried their hands before leaving.

Water Based Activities

Water based sports activities such as 'capsize drill' and 'rolling' should ideally be practised in swimming pools and never in stagnant or slow-moving natural bodies of water.

Pupils and staff should cover all cuts and scratches with a waterproof dressing prior to the activity. Food or drink should not be consumed until after hands have been thoroughly washed and dried.

The use of appropriate footwear is recommended to reduce the risk of cuts to the feet. Pupils and adults should always wash or shower after canoeing or rowing activities.

Anyone taking part in water-based activities who becomes ill within 3 to 4 weeks of the activity is advised to seek medical advice. It should be made clear to parents and carers that if their child becomes ill following participation in outdoor or water-based activities, the treating doctor should be made aware of the child's participation in these activities.

Children should refrain from swimming lessons/events in public swimming pools for 2 weeks after any occasions of diarrhoea and/or vomiting.

Exclusion Table

Infection	Exclusion period	Comments
Athlete's foot	None	Athlete's foot is not a serious condition. Treatment is recommended.
Chicken pox	5 days from onset of rash and all lesions have crusted over	
Cold sores (herpes simplex)	None	Avoid kissing and contact with the sores. Cold sores are generally mild and heal without treatment.
Conjunctivitis	None	If an outbreak/cluster occurs, consult local HPT.
Diarrhoea and vomiting	Whilst symptomatic and 48 hours after the last symptoms.	See section in chapter 9
Diphtheria *	Exclusion is essential. Always consult local HPT.	Preventable by vaccination. Family contacts must be excluded until cleared to return by local HPT.
Flu (influenza)	Until recovered	Report outbreaks to your local HPT.
Glandular fever	None	
Hand foot & mouth	None	Contact local HPT if large numbers of children are affected. Exclusion may be considered in some circumstances.
Head lice	None	Treatment recommended only when live lice seen.
Hepatitis A*	Exclude until 7 days after onset of jaundice (or 7 days after symptom onset if no jaundice)	In an outbreak of hepatitis A, your local HPT will advise on control measures.
Hepatitis B*, C*, HIV	None	Hepatitis B and C and HIV are blood borne viruses that are not infectious through casual contact. Contact local HPT for more advice.
Impetigo	Until lesions are crusted/healed or 48 hrs after starting antibiotics.	Antibiotic treatment speeds healing and reduces the infectious period.
Measles*	4 days from onset of rash and recovered	Preventable by vaccination (2 doses of MMR). Pregnant staff contacts should seek prompt advice from GP or midwife.
Meningococcal meningitis*/septicaemia*	Until recovered	Meningitis ACWY and B are preventable by vaccination (see national schedule @ www.nhs.uk). Local HPT will advise on any action needed.
Meningitis* due to other bacteria	Until recovered	Hib and pneumococcal meningitis are preventable by vaccination (see national schedule @ www.nhs.uk). Local HPT will advise on action.
Meningitis viral*	None	Milder illness than bacterial meningitis. Siblings and other close contacts of a case need not be excluded.
MRSA	None	Good hygiene, in particular handwashing and environmental cleaning, are vital to minimise spread. Contact local HPT for more info.
Mumps*	5 days after onset of swelling	Preventable by vaccination with 2 doses of MMR (see national schedule @ www.nhs.uk). Promote MMR for all pupils and staff.
Ringworm	Not usually required.	Treatment is needed.
Rubella (German measles)	5 days from onset of rash	Preventable by vaccination with 2 doses of MMR (see national schedule @ www.nhs.uk). Pregnant staff contacts should seek prompt advice.
Scarlet fever	Exclude until 24hrs of antibiotic treatment completed	A person is infectious for 2-3 weeks if antibiotics are not administered. In the event of 2 or more suspected cases, contact local HPT.
Scabies	Can return after first treatment	Household and close contacts require treatment at the same time.
Slapped cheek / Fifth disease/ Parvo virus B19	None (once rash has developed)	Pregnant contacts of case should consult with their GP or midwife.
Threadworms	None	Treatment recommended for child & household
Tonsillitis	None	Most cases are due to viruses and do not need an antibiotic treatment.
Tuberculosis (TB)	Consult HPT before issuing information to staff/parents/carers	Only pulmonary (lung) TB is infectious to others. Needs close, prolonged contact to spread.
Warts / verrucae	None	Verrucae should be covered in swimming pools, gyms / changing rooms.
Whooping cough (pertussis)*	2 days from starting antibiotics or 21 days from onset of symptoms if no antibiotics	Preventable by vaccination. After treatment, non-infectious coughing may continue for many weeks. Local HPT will organise contact tracing.

*denotes a notifiable disease. It is a statutory requirement that doctors report a notifiable disease to the proper officer of the local authority (usually a consultant in communicable disease control).

Roles

Headteacher (SLT)	Zoe Westley
Deputy Headteacher (SLT)	Sam Beacher
Assistant Headteachers (SLT)	Louise Hillan Caroline Derbyshire
Health and Safety Risk Manager	North Yorkshire Education Service
Estates Manager	Darron Pearson
School Business Manager	Heather Jennett
Site Supervisor	Dean Henson