Health and Safety Policy

Reviewed March 2025

Next Review See review schedule on I AM Compliant

Sign:

Chair of Governors

Date:

Fairfields School

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Fairfields School
Health and Safety Policy

1. Aims

Our school aims to:

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

2. Legislation

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

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

The school follows national guidance published by Public Health England when responding to infection control issues.

3. Roles and responsibilities

3.1 The local authority and governing board

Northamptonshire West County Council has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing body.

The governing body delegates operational matters and day-to-day tasks to the Headteacher and staff members.

3.2 Headteacher

The Head Teacher is responsible for the following health and safety activities:

- Implementing the health and safety policy with support of the school Business Manager and Health and Safety Lead.
- Ensuring there is enough staff to safely supervise pupils.
- Providing adequate training for school staff
- Reporting to the governing board on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held.
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff

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

3.3 School Business Manager

The School Business Manager alongside the Health and Safety lead are responsible for health and safety day-to-day. This involves:

- Ensuring that the school building and premises are safe. This involves regularly inspections with support of the Health and Safety Lead
- Ensuring all risk assessments are completed and reviewed with support of the Health and Safety Lead

In the School Business Manager's absence, the Headteacher will pick up the day-to-day health and safety responsibilities.

3.4 Health and safety lead

The nominated health and safety lead is the Site Supervisor. This involves:

- Ensuring that the school building and premises are safe and regularly inspected with support of the School Business Manager.
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary.

3.5 Staff

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

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

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

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

4. Site security
Site Supervisors 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 intruder alarm is always monitored when it is set. Scorpion security would be notified if the alarm is activated and are responsible for making sure the site is secure and the intruder alarm reset after activation.

The Site supervisors, Headteacher and deputy Headteacher are all key holders who will respond to an emergency if called upon by Scorpion security.

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

Emergency evacuations are practised at least three times a year, primarily during the Autumn and Summer terms. Fire Alarm testing will take place once a week by the site supervisor. The fire alarm is a loud continuous bell.

New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.
In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately.
- Staff and pupils will congregate at the assembly points.
- A member of the office admin team will take a register of all staff using inventory.
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter
- The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

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

- Chemicals
- Products containing chemicals
- Fumes

- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Site Staff are required to complete an online COSHH training certificate.

Control of substances hazardous to health (COSHH) risk assessments are completed by the site supervisor. These will be circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

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

Assessed hazardous substances will be stored safely in appropriate storage areas. Refer to COSHH file in site supervisor's office for location of substances.

All hazardous materials will be purchased through recognised suppliers who provide hazard data sheets and/or appropriate labels with each substance purchased. A copy of any data hazard sheet can obtained is kept in the site supervisors office. It is their responsibility as purchaser to obtain any hazard data sheet so these must be requested as part of any order.

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

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

7. Legionella

- Water risk assessments are carried out by a suitably qualified contractor. This risk assessment is reviewed every 2 years and every 12 months when significant changes have occurred to the water system and/or building footprint.
- The Site Supervisor / Assistant Site Supervisor are responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book. (these records are stored online.)
- The risks from legionella are mitigated by the following:
  - temperature checks
  - dead leg flushing
  - disinfection of shower head & spray taps.

- The Site Supervisor is required to complete Legionella training.

8. Asbestos

- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work.

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

- The Site Supervisor is required to complete Asbestos Training.

9. Equipment

- All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place.
- When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards.
- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

9.1 Electrical equipment

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

9.2 PE equipment

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

9.3 Display screen equipment

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

9.4 Specialist equipment

Parents are responsible for the maintenance and safety of their children's wheelchairs. In school, staff promote the responsible use of wheelchairs.

- Oxygen cylinders are stored in a designated space, and staff are trained in the removal, storage and replacement of oxygen cylinders. Location of storage is clearly marked on the Fire Map.
- Mobility equipment e.g. hoists are regularly maintained and checked. Records of these checks are stored in the Site Supervisors office.(online in shared folder)

10. Lone working

Lone working may include:

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

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

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

A lone working device is made available to all site staff while lone working.

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

11. Working at height

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

In addition:

- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safe
- Access to high levels, such as roofs, is only permitted by trained persons.

- The Site Supervisor is required to complete an online 'Working at Height / Ladder Safety' training certificate.

12. Manual handling

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

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

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

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

- At Fairfields School all staff attend Manual Handling Training.

- Also refer to Manual Handling Policy.

13. Off-site visits

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

- Risk assessments will be completed where off-site visits and activities require them. These are uploaded on E-Visit.
- All off-site visits are appropriately staffed.
- Staff will take a mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details.
- There will always be at least one first aider on school trips and visits (KS1-KS2).
- There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

14. Lettings

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

Also refer to the Lettings Policy.

15. Violence at work

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

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/headteacher immediately.

16. Smoking

Smoking is not permitted anywhere on the school premises.

17. Infection prevention and control

We follow national guidance published by Public Health England (PHE) when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

17.1 Handwashing

- Wash hands with liquid soup and warm water, and dry with paper towels.
- Always wash hands after using the toilet, before eating or handling food, and after handling animals.
- Cover all cuts and abrasions with waterproof dressings.
- Hand sanitiser is available at all entrances to school.

17.2 Coughing and sneezing

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

17.3 Personal protective equipment

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing).
- Use the correct personal protective equipment when handling cleaning chemicals.

17.4 Cleaning of the environment.

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

17.5 Cleaning of blood and body fluid spillages

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

17.6 Laundry

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

17.7 Clinical waste

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

17.8 Animals

- Wash hands before and after handling any animals.
- Supervise pupils when playing with animals.

17.9 Pupils vulnerable to infection

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

17.10 Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by Public Health England.

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

18. New and expectant mothers

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

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

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

19. Occupational stress

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

Systems are in place within the school for responding to individual concerns and monitoring staff workloads, these include adoption of the individual NCC Stress Management Form.

20. Accident reporting

20.1 Accident record

- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. An accident form template can be found in the appendix.
- As much detail as possible will be supplied when reporting an accident.
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.
- Assessment of the completed form will be made by the Head Teacher.

20.2 Reporting to the Health and Safety Executive

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

The Headteacher will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

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

20.3 Notifying parents

Class teachers or Learning Support Assistants will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

20.4 Reporting to Ofsted and child protection agencies

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 of any serious accident or injury to, or the death of, a pupil while in the school's care.

21. First Aid Procedures

First Aid arrangements will be in accordance with the Council's and DfE Guidelines.

The names of first aid personnel are displayed on the First Aid notices in the school.

A record is kept in the school office and any treatment given to pupils is recorded, noting:
Name, date, injury sustained and treatment given. Each entry has to be signed.

First aid supplies are available to be taken by staff in charge of outside school trips.

Disposable gloves and aprons should be used in line with hygiene guidelines.

Administration of medicines in school will be undertaken as per the Managing Medical Needs Policy.

21.1 First Aid Boxes

First aid boxes for every day general use i.e. plasters and small dressings for minor cuts are kept in various locations throughout the school and staff should make themselves aware of their locations. The location of first aid boxes and the list of appointed qualified first aiders are in Appendix 4

Should there be any requirement for the first aid box to be taken out of the school for outside events, these can be obtained from medical room.

First aid boxes/equipment are checked every term. When the first aid box needs replenishing with plasters and dressing, it is the responsibility of the First aider where the boxes are located to ensure this task is carried out.

21.2 Qualified First Aiders

Provision will be made for adequate trained first aid personnel to be available at all times during school hours. The Head and Assistant Headteacher will ensure that there are adequate first aiders available. The list in Appendix 4 will be amended accordingly when changes occur and circulated to all staff.

First aiders must be specially trained and certified by organisations approved by the Health and Safety Executive. All staff holding this certificate should re-qualify within the required timeframe.

They should give treatment only in the techniques they have been trained to carry out, otherwise they could cause further injury.

22. Training

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

23. Monitoring

This policy will be reviewed by the Headteacher, School Business Manager and Site Supervisor annually.

At every review, the policy will be approved by the Governing Body.

The Supporting School Structures Committee will carry out health and safety inspections. These will examine health and safety policies and working practices as well as a visual check of the school site.

Inspections will be carried out by the School Business Manager (or Head Teacher in their absence), Site Supervisor and a nominated Governor. A Health and Safety Inspection Report together with the recommendations will be completed following the inspection.

24. Links with other policies

This health and safety policy links to the following policies:

- Critical Incident Plan
- Manual Handling Policy
- Intimate Care Policy
- Behaviour Policy
- Supporting pupils with medical conditions
- Accessibility plan