

### OUR SCHOOL VALUES AND VISION

#### **Barns Green Primary School**

Our Values are:

- Respect
- Responsibility
- Perseverance
- Compassion
- Community
- Inclusion

Our Vision is:

Promoting independent thought and learning

Providing a broad-based education

Respecting individuality and difference

Emphasising the importance of team work

Nurturing physical health, emotional security and spiritual richness

Our pupils will learn to become self-confident, enthusiastic, resilient and tolerant.

**2018**

# BARNS GREEN PRIMARY SCHOOL

## HEALTH AND SAFETY POLICY

### Contents:

1.	Aims .....	3
2.	Statement of Intent .....	3
3.	Legislation .....	3
4.	Roles and responsibilities .....	4
4.1	Headteacher .....	5
5.	Premises management and security .....	6
6.	Fire safety .....	7
7.	Emergency Provision/Business Continuity.....	8
8.	COSHH .....	8
9.	Equipment .....	10
10.	Lone working .....	11
11.	Working at height.....	12
12.	Manual handling .....	13
13.	Off-site visits .....	13
14.	Lettings.....	14
15.	Violence at work.....	14
16.	Smoking.....	14
17.	Food Safety .....	14
18.	Infection prevention and control .....	15
19.	New and expectant mothers .....	16
20.	Occupational stress .....	17
21.	Accident reporting.....	17
22.	Training .....	20
23.	Monitoring.....	20
24.	Links with other policies.....	20

Date approved  
9 November 2020

Review in:  
December 2021

# BARNS GREEN PRIMARY 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. Statement of Intent

The governing body acknowledges West Sussex County Council's (WSCC) Corporate Health and Safety Policy, acting as Local Education Authority and employer, and provides the following additional statement of intent to cover all school buildings, activities and undertakings for which it is responsible.

Under the Health and Safety at Work Act 1974, the governing body accepts that it has the responsibility to take all reasonably practicable steps to secure the health and safety of staff, pupils and others visiting and using the school premises.

The governing body believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils. It will be the governors' policy to encourage, where practicable, the co-operation of all users of the establishment by monitoring, review, discussion and consultation to promote and develop measures which ensure health and safety at work.

### 3. 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

Date approved  
9 November 2020

Review in:  
December 2021

# BARNS GREEN PRIMARY SCHOOL

## HEALTH AND SAFETY POLICY

- [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.

This policy complies with our funding agreement and articles of association.

#### 4. Roles and responsibilities

The Governing Body has strategic responsibility for health and safety within all areas of the school's undertakings and is answerable to the LEA for its actions, on behalf of whom it makes decisions. The governing body is responsible for ensuring that advice from competent health and safety advisers is available on health and safety matters in order to comply with regulatory controls.

The Head Teacher has responsibility for the day-to-day operation of health and safety and welfare policies and practices, as delegated by the governing body, within all areas of the school's undertakings. The Head Teacher is responsible for ensuring that advice from competent health and safety advisers is sought on health and safety matters in order to comply with regulatory controls.

All staff are responsible for ensuring that safe working conditions are maintained for all pupils, employees, visitors, members of the public and, where applicable, contractors throughout their individual work areas, as delegated by the Head Teacher or governing body and detailed in the organisation section of the policy. The Head Teacher is responsible for ensuring that advice from competent curriculum and health & safety advisers is sought on health and safety matters in order to comply with regulatory controls.

Date approved  
9 November 2020

Review in:  
December 2021

# BARNS GREEN PRIMARY SCHOOL

## HEALTH AND SAFETY POLICY

Employees are responsible for their own health and safety, that of their colleagues and members of the public who may be affected by their work activities.

### 4.1 Headteacher

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

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

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

### 4.2 Health and safety lead

The nominated health and safety lead is School Business Manager.

### 4.3 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

Date approved  
9 November 2020

Review in:  
December 2021

# BARNS GREEN PRIMARY SCHOOL

## HEALTH AND SAFETY POLICY

- Model safe and hygienic practice for pupils
- Understand emergency evacuation procedures and feel confident in implementing them

#### 4.4 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.

#### 4.5 Contractors

Contractors will agree health and safety practices with the headteacher before starting work.

Maintenance and servicing contractors receive an induction to the school site its facilities and emergency arrangements. Contractors undertaking large scale building work receive all of above and an induction pack which includes relevant school policies, procedures and risk assessments. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work. The school adheres to WSCC self-managed process and uses only WSCC approved contractors. Contractors are continuously monitored whilst on site. The School Business Manager is responsible for the management of contractors.

#### 4.6 Risk Assessments (from old policy)

Risk assessments are a legal requirement under health and safety law and the Head Teacher will assess all risks arising out of the curriculum and associated work which the school undertakes. In accordance with corporate guidance risk assessments will be recorded in writing and reviewed annually or following a significant accident and or incident.

### 5. Premises management and security

#### 5.1 Security

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

Simon Simmons, Tracey Newbold, Rachel Coxon & John Coxon are key holders and will respond to an emergency.

#### 5.2 Premises Maintenance

The internal and external premises will be inspected at regular intervals by the school Caretaker, the inspections are recorded and resulting issues reported to the Head teacher.

Date approved  
9 November 2020

Review in:  
December 2021

# BARNS GREEN PRIMARY SCHOOL

## HEALTH AND SAFETY POLICY

The school is to be kept clean, tidy and free from hazardous obstacles. Staff must report any defective equipment, furniture or premises issues to the school Caretaker using the defects log. The school Caretaker will sign and date completed actions in the log.

### 5.3 Glazing

The school holds an up to date Glazing Survey and regularly monitors glazing as part of the premises inspection. The School Business Manager is responsible for glazing management.

### 5.4 Monitoring, audit and review

The Governing Body shall receive termly reports on Health and Safety and will regularly inspect and monitor the premises.

Regular review of procedure shall be undertaken in the light of operational practice, new laws and new policy/directives of the Local Authority. The operational practice and procedure shall be constantly monitored by the head/local safety officer. The Governing body shall prepare an annual action plan to address deficiencies in health and safety arising from the Head teachers' annual report.

### 5.5 Water quality

The Caretaker is responsible for monitoring and recording water temperatures at the school to ensure water quality is maintained. A bi-annual water quality risk assessment is produced and reviewed by 3C.

## 6. Fire safety

The Head Teacher is the designated person for fire safety within the establishment. The designated person will ensure that:

- The school's fire risk assessment is kept up-to-date by annual review or in response to significant changes to premises or work arrangements.
- There is reasonable fire-fighting equipment in the school, it is maintained and maintenance records are kept.
- The fire safety equipment, e.g. fire alarm, emergency lighting, etc. is regularly checked, maintained and records are kept.
- There are no general fire hazards around the building, particularly near escape routes, escape routes are unobstructed and that there is access for fire fighters.
- Staff and pupils are practised in evacuating the premises by performing termly drills, monitoring their effectiveness and keeping records.
- Develop personal emergency evacuation plans (PEEP) for those staff and/or pupils who require additional assistance to evacuate the premises.

Date approved  
9 November 2020

Review in:  
December 2021

# BARNS GREEN PRIMARY SCHOOL

## HEALTH AND SAFETY POLICY

They will also ensure that the establishment has in place an up to date Emergency Fire Plan, which details the procedures to be followed in the event of a fire. The plan must be prepared to ensure that people within the establishment know the action to take if there is a fire, and to ensure the establishment can be safely evacuated.

Where necessary, the Emergency Fire Plan will include the following features:

- Action on discovering a fire and calling the fire service (these notices will also be displayed throughout the establishment)
- The location of the assembly point for roll call
- Liaison with emergency services
- Identification of key escape routes
- The type and location of fire-fighting equipment provided
- Specific responsibilities in the event of fire (adequate number of fire wardens to assist with the evacuation)
- Training (in house fire safety awareness training is carried out annually for all staff).
- Any need to co-operate or co-ordinate with other responsible persons that will be operating within the premises.

### **7. Emergency Provision/Business Continuity**

The Emergency Plan details procedures and arrangements to be used in the event of an emergency. This includes liaison with WSCC and the emergency services, provision for the continuation of school business and arrangements to contact interested parties i.e. parents and the press.

All staff are trained in the procedures contained within the emergency plan and are able to take the appropriate action if required. The emergency plan is regularly monitored and reviewed by the governing body.

### **8. COSHH**

All hazardous substances stored and used within the school are to be risk assessed and the precautions identified by the risk assessment shall be communicated to staff and implemented. These assessments will be held in the school's COSHH risk assessment file, along with the relevant data sheets and made available to all employees who are required to use these substances in their work.

The Head Teacher is the designated person for ensuring that the COSHH risk assessment file is kept up to date and communicated to relevant staff.

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

Date approved  
9 November 2020

Review in:  
December 2021



# BARNS GREEN PRIMARY SCHOOL

## HEALTH AND SAFETY POLICY

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

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

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

*Hazardous products are stored in the East and West locked cleaning cupboards and in locked cupboards in caretaker's office.*

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.

### 8.1 Gas Safety

The school ensures that the gas boilers and other gas appliances are serviced and maintained regularly. The Head Teacher is responsible for gas safety.

#### Induction

All new employees are informed of the school's health and safety arrangements and procedures using the induction checklist available within the Health and Safety A-Z on the WSSfS. Staff will also complete the eLearning 'Your Own and Others' and records will be kept. The school Business Manager is responsible for the induction of staff.

### 8.2 Legionella

- A water risk assessment review has been completed on 9/11/2020 by Joe Taylor from 3C. The School Business Manager is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book

Date approved  
9 November 2020

Review in:  
December 2021

# BARNS GREEN PRIMARY SCHOOL

## HEALTH AND SAFETY POLICY

- This risk assessment will be reviewed every six months and when significant changes have occurred to the water system and/or building footprint
- The risks from legionella are mitigated by the following: regular flushing of taps/showers, prevention of limescale build-up. Weekly temperature checks. Legionella tests bi-annually.

### 8.3 Asbestos

The school does not contain asbestos.

## 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

Electrical safety is managed by the School Business Manager.

- 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 School Business Manager immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs
- All portable electrical equipment within the school is to be tested annually and records of these tests will be held at the school.
- Private portable electrical equipment must not be brought into the establishment and used without the appropriate checks.
- A 5-yearly check of the fixed electrical installation is completed and records kept.

Date approved  
9 November 2020

Review in:  
December 2021

# BARNS GREEN PRIMARY SCHOOL

## HEALTH AND SAFETY POLICY

- All isolators switches are clearly marked to identify their machine
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- 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

External and internal play and physical education (P.E.) equipment is serviced by Universal Services. P.E. equipment is checked prior to every use by the teaching staff any defects are reported immediately to the Head teacher. The Caretaker regularly monitors external play equipment and defects are reported immediately to the Head teacher. Faulty equipment is immediately decommissioned.

### 9.3 Display screen equipment

- 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 Display Screen Equipment (DSE)

- NEW - 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
- Every DSE user will have a DSE risk assessment completed to make sure they know how to adjust and set up the workstation correctly.
- It is the responsibility of the school Business Manager to ensure assessments are completed by relevant staff. The risk assessment can be carried out by the workstation user through the e-Learning programme and assessment checklist. This is available on Health and Safety A-Z pages of the WSSfS. DSE user risk assessments will be reviewed periodically by the school Business Manager, at least annually, or if there have been any significant changes to the workstation. A review of the original assessment must be undertaken as soon as practicable by the line manager when an employee complains of musculoskeletal or other health issues that could be attributed to, or aggravated by, working with DSE
- 

## 10. Lone working

Date approved  
9 November 2020

Review in:  
December 2021

# BARNS GREEN PRIMARY SCHOOL

## HEALTH AND SAFETY POLICY

Lone working may include:

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

Lone working is to be discouraged. 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 and the risks should be assessed and adequate controls put in place.

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

The Head Teacher is responsible for risk assessing and producing lone working procedures.

### **11. Working at height**

Teaching staff should avoid working at height to put up displays. Ladders, step stools and other access equipment are kept on a ladder register and regularly inspected and maintained.

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

In addition:

- The Caretaker retains ladders for working at height
- 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 safety

Date approved  
9 November 2020

Review in:  
December 2021

- Access to high levels, such as roofs, is only permitted by trained persons

### 12. Manual handling

Manual handling is defined as the transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force. Consequently, the Manual Handling Operations Regulations apply to a wide range of operations; in this context, it applies to both the moving of inanimate loads (manual handling) and the moving and handling of children where they are unable to do this unaided (moving and 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 are available in school, and that staff are trained in how to use them safely.

Where manual handling or moving and handling tasks are undertaken, The Governing body will designate suitably competent staff to undertake risk assessments of the activities, and ensure staff working in these areas receive the necessary training and instruction.

The Head Teacher is responsible for developing and reviewing moving and manual handling risk assessment.

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

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

### 13. Off-site visits

All off-site activities are risk assessed using the WSCC system. The school's systems are audited by WSCC Outdoor Education Advisor. The Head Teacher is the school's Educational Visit Co-ordinator (EVC)

# BARNS GREEN PRIMARY SCHOOL

## HEALTH AND SAFETY POLICY

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

- Risk assessments will be completed where off-site visits and activities require them
- All off-site visits are appropriately staffed
- Staff will take a school mobile phone, a portable first aid kit, 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 (EYFS only)
- 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 (EYFS only).

### **14. 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.

### **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/head teacher immediately. This applies to violence from pupils, visitors or other staff.

### **16. Smoking**

Smoking is not permitted anywhere on the school premises.

### **17. Food Safety**

The lead for Food Safety is The School Business Manager. The Food Safety lead will ensure that there are arrangements for safely and hygienically receiving food from suppliers and preparing it for serving to pupils. The kitchen, servery and dining area are to be cleaned daily and after each use.

A risk assessment is in place for lunchtime meals (hot and cold). Midday Meals Supervisors must cordon off spillages, clear up immediately and the floor surface must be clean and dry before being opened up to pupils again.

All incidents are to be reported to the Food Safety Lead.

Date approved  
9 November 2020

Review in:  
December 2021

### 18. Infection prevention and control

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

#### 18.1 Handwashing

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

#### 18.2 Coughing and sneezing

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

#### 18.3 Personal protective equipment

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

#### 18.4 Cleaning of the environment

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

#### 18.5 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
- Make spillage kits available for blood spills

#### 18.6 Laundry

Date approved  
9 November 2020

Review in:  
December 2021

# BARNS GREEN PRIMARY SCHOOL

## HEALTH AND SAFETY POLICY

- 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

### 18.7 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 in foot-operated bins
- Remove clinical waste with a registered waste contractor
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

### 18.8 Animals

- Wash hands before and after handling any animals
- Keep animals' living quarters clean and away from food areas
- Dispose of animal waste regularly, and keep litter boxes away from pupils
- Supervise pupils when playing with animals
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet

### 18.9 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. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

### 18.10 Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by Public Health England, summarised in appendix 4. In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

## 19. New and expectant mothers

Date approved  
9 November 2020

Review in:  
December 2021



# BARNS GREEN PRIMARY SCHOOL

## HEALTH AND SAFETY POLICY

Any staff member who becomes pregnant is to inform the Head Teacher of this and an appropriate risk assessment is to be undertaken following the guidance contained within the Health and Safety A-Z on the WSSfS. The school recognises the changing nature of pregnancy and will regularly review risk assessments to ensure that working at the school will not pose any risk to their health and safety and that of their unborn child.

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

### **20. Occupational stress**

The governing body considers staff welfare of paramount importance, and seeks to promote a work/life balance amongst their staff. The Head teacher is constantly monitoring staff workload and every effort is made to make effective changes if staff are experiencing stress either at home or work. The school also utilizes the services of Health Assured and Occupational Health.

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.

### **21. Accident reporting**

All accidents and incidents, to staff, visitors and contractors are reported to WSCC using the online accident reporting system. Minor incidents to pupils are recorded locally major injuries and direct visits to hospital are also reported to WSCC using the online system.

The School Business Manager is responsible for reporting accidents

The Head teacher will monitor accidents and incidents in order to identify trends and report to the governing body.

Date approved  
9 November 2020

Review in:  
December 2021

# BARNS GREEN PRIMARY SCHOOL

## HEALTH AND SAFETY POLICY

### 21.1 First Aid

The lead First Aider is the School Business Manager. A list of trained First Aiders is detailed in Appendix II. Details of the school's first aid trained staff is displayed in the first aid room/area. The school Business Manager monitors first aid training to ensure certification remains in date.

- A first aid risk assessment has been completed and provision is in place, following the findings of the risk assessment.

Suitable and appropriate first aid cover is provided at all times during the working day and after hours to cover breakfast and after school clubs and all staff members are aware of the arrangements in place.

- The School Business Manager is the designated person for ensuring the first aid kits are kept fully stocked and items are within date, checks of first aid kits are recorded as completed.

### 21.2 Accident record book

- 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 appendix 2
- As much detail as possible will be supplied when reporting an accident
- Information about injuries will also be kept in the pupil's educational record
- 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.

### 21.3 Reporting to the Health and Safety Executive

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

The School Business Manager 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

Date approved  
9 November 2020

Review in:  
December 2021

# BARNS GREEN PRIMARY SCHOOL

## HEALTH AND SAFETY POLICY

- 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

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

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)

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

### 21.4 Notifying parents

The School Business Manager 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.

### 21.5 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.

Date approved  
9 November 2020

Review in:  
December 2021

# BARNS GREEN PRIMARY SCHOOL

## HEALTH AND SAFETY POLICY

The School Business Manager 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.

### **22. Training**

The school ensures that all staff are provided with adequate information, instruction and training to perform their roles. Training requirements are discussed during induction, professional development reviews and one to one supervision. Training records are kept and reviewed by The School Business Manager.

Our staff are provided with health and safety training as part of their induction process. Staff who work in high risk environments or work with pupils with special educational needs (SEN), are given additional health and safety training.

### **23. Monitoring**

This policy will be reviewed by the governing board and the head teacher every annually.

At every review, the policy will be approved by the head teacher and full governing board.

### **24. Links with other policies**

This health and safety policy links to the following policies:

- First aid
- Risk assessment
- Supporting pupils with medical conditions
- Accessibility plan

Date approved  
9 November 2020

Review in:  
December 2021