

Compassion – Courage – Hope – Integrity – Justice
Respect – Responsibility - Wisdom



Herne Bay Junior School

Health & Safety Policy

Policy Agreed: 28 January 2019

Review Date: 28 January 2020

**HEALTH & SAFETY POLICY
STATEMENT**

OF

HERNE BAY JUNIOR SCHOOL

Responsible People named in this Policy

Head Teacher	Melody Kingman
Deputy Head Teacher	Chris Thomas
Site Manager	Nicholas Foreman
Governor with H&S Responsibility	Robert Newman
H&S Officer	Clare Davies
Teacher Governor	Sammy Black
School Business Manager	Karen Hall

NB – In the absence of the Head Teacher the Deputy Head Teacher will assume their responsibilities as described in this Policy.

**HEALTH AND SAFETY POLICY STATEMENT
OF
HERNE BAY JUNIOR SCHOOL**

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HEALTH & SAFETY POLICY STATEMENT

HERNE BAY JUNIOR SCHOOL

SECTION A – Statement of Intent

The Governors and Headteacher believe that Health and Safety of its employees, pupils and visitors is of the utmost importance.

They will aim to:

- Provide and maintain a safe and healthy environment
- Provide adequate control of the health and safety risks arising from the school's activities;
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site
- Ensure all staff are competent to do their tasks, and to give them adequate training to perform their work safely and efficiently;
- Provide and maintain safe plant and equipment;
- Ensure that the premises and equipment are maintained safely, and are regularly inspected.

SECTION B - 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.

SECTION C – ROLES AND RESPONSIBILITIES

The following section details the roles and responsibilities of individuals and groups.

- C.1 The Governing Body** has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the Headteacher. The governing board has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

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

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

The governor who oversees health and safety is Robert Newman.

C.2 Area Education Officers (AEOs) and Partnership Managers (PMs)

- The AEOs are responsible for monitoring health and safety matters in schools and reporting to the Assistant Director (Operations). They will raise specific health and safety issues with the Directorate's Health & Safety Unit and raise strategic issues of concern with the Directorate Health & Safety Group.
- The PM is responsible for providing management advice on day to day health & safety issues to schools in their Cluster. They will also collect statistical information about accidents, ascertain the existence of Health & Safety Policy Statements and disseminate health & safety information and advice.
- The Head Teacher is responsible for liaising with KCC Property Services and/or the building maintenance consultants and/or with contractors from KCC's Preferred Contractors List to resolve property maintenance issues.

C.3 The Headteacher is responsible for health and safety day-to-day:

This involves:

- Implementing the health and safety policy and to ensure this policy is reviewed annually, or before if there are any changes in circumstances;
- To ensure that employee responsibilities regarding health and safety are included in his/her job description and that it is properly received and understood;
- Ensuring there is enough staff to safely supervise pupils;
- Ensuring that the school building and premises are safe and regularly inspected;
- To ensure that the requirements of any enforcement officer (e.g. HSE Inspector, Environmental Health Officer, Fire Liaison Officer, or Environmental Agency Inspector) are properly addressed;

- Providing adequate training for school staff;
- To carry out regular health and safety inspections (at least three times a year) and take remedial action as appropriate;
- Reporting to the governing board on health and safety matters;
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held;
- To receive and deal promptly with raised issues or complaints about unsafe premises, equipment or work practices;
- Ensuring all risk assessments are completed and reviewed;
- To ensure that adequate first aid provision is available and kept up to date;
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary;
- To monitor and review all health and safety policies and procedures;
- To include health and safety issues in the school improvement plan, if necessary;
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff.

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

C.4 The Deputy Headteacher

The Deputy Headteacher will deputise for the Headteacher in their absence.

C.5 The Health & Safety Officer's responsibilities are:

The nominated health and safety lead the Health and Safety/Outdoor activities Coordinator, who is responsible to the Headteacher for all health and safety matters at the school, and for;

- Reporting to the Headteacher or Deputy Headteacher on a regular basis or whenever necessary, indicating the current state of health and safety matters at the school;
- Carrying out regular inspections at the school;
- Producing Health and Safety Reports as and when requested for the School's Governing Body;
- Work with the Site Manager;
- Attending Resource Committee meetings and acting upon requests and advice;
- Receiving and acting upon advice, information and reports received from the School Governing Body;
- Authorising, where necessary, relevant and appropriate remedial action;
- Investigating accidents, hazards and dangerous occurrences in school, and to make recommendations to the Headteacher/Deputy Headteacher;
- Investigating complaints by other employees which directly relate to health and safety, and to make recommendations if necessary to the Headteacher/Deputy Headteacher;
- Raising issues relating to Health & Safety regularly in Staff Meetings.

- Produce risk assessments for extracurricular activities, residential trips, external events, sports events and any other matters relating to staff, visitor and pupil risk management.

C.6 The School Site Manager is responsible for

- Monitoring the health and safety of the site, including the buildings and grounds;
- Supplying relevant information to the Health & Safety/Outdoor Activities Coordinator and the Headteacher;
- Carrying out checks and repairs whenever necessary or requested to do so;
- Attending all school Health and Safety meetings and Governors site Committee meetings, as requested;
- Monitoring the careful and correct use and storage of all cleaning materials;
- Ensuring that acts or omissions by site contractors do not prejudice the health and safety of school staff, pupils or visitors.
- Ensuring risk assessments are carried out by contractors prior to any work being carried out on the premises.
- Ensuring the Asbestos Register is signed by contractors prior to any work being carried out on the premises.

C.7 Class teachers/supply teachers are responsible for

- Checking that classroom and work area is safe;
- Checking equipment is safe before use;
- Ensuring safe procedures are followed;
- Ensuring protective equipment is used;
- Ensuring health and safety issues are reported;
- Ensuring guidelines and training are followed;
- Report near misses to the Health and Safety/Outdoor Activities Coordinator;
- Familiarise themselves with the position and type of fire extinguisher in their area and the nearest exit routes.

C.8 All Staff are responsible for

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;
- Ensuring protective equipment is used;
- 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.

C.9 The Catering Manager:

- Is responsible for the safe operation of the catering facilities/area;
- Required to be fully conversant and to comply with all necessary up to date health and safety legislation and regulations and to operate in accordance with the KCC Food Hygiene Policy and Procedures Document and the School's Canteen Policy;
- Must ensure all kitchen staff are informed and work in accordance with these documents;
- Must inform the Health and Safety/Outdoor Activities Coordinator or Headteacher of any potential hazards or defects.

C.10 Cleaning staff

Cleaning and kitchen staff must be aware of the health and safety standards required for the area for which they are working in and follow any guidelines for those areas. They must use warning signs when required, use equipment according to manufacturer's instructions and use personal protective clothing and equipment provided. They must be aware of COSHH regulations pertaining to chemical cleansers and follow instructions on those products. They must report any health and safety hazards to the Site Manager, Health and Safety/Outdoor Activities Coordinator, Business Manager or Headteacher.

C.11 Pupil 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.

C.12 Contractors

Contractors starting any work on site must provide relevant safety documents in the form of a risk assessment and method statement (RAMS) for that work being undertaken to the Site Manager.

Contractors conducting hot works will be required to complete a hot work permit before that work commences.

Contractors working on the school site are also provided with health and safety information summary card detailing fire drills etc.

C.13 Visitors

All visitors must report to the school reception, complete the electronic visitors register on arrival and departure plus wear an identifying label. Visitors will be provided with a health and safety information summary card which is available from reception.

SECTION D – ARRANGEMENTS

D.1 Site security

The Business Manager/Site Manager are responsible for the security of the school site during school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems. A contracted security company monitor the school site out of hours and attend if the security alarm is activated. If necessary they will contact the site manager for assistance.

The Headteacher, Deputy Headteacher and Site Manager, Business Manager are key holders and will respond to an emergency.

D.2 Supervision of Pupils

The Headteacher will maintain an adequate system of supervision to protect pupils at all times when the child is in the care of the school. Supervision ratios for specific activities will be in accordance with KCC guidelines for Pupil Teacher Ratios.

D.3 Visitors

For reasons of security and fire safety all visitors must report to the School Office, signed in and out of the school. The Headteacher will ensure that all visitors, including maintenance contractors, are informed of any potential hazards on site and will ensure that consideration is given to the possibilities of maintenance work affecting pupils and staff.

D.4 Emergency Procedures – Fire and evacuation

The Headteacher is responsible for ensuring the school's Policy for Fire and Emergency Evacuation is complied with and reviewed on an annual basis.

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.

The fire alarm is a loud continuous bell and or audible sounder

Fire alarm testing will take place on an ad hoc basis.

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
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
- Staff and pupils will congregate at the assembly points. These are either in the playground, or if required, under the sails in the top field.
- Class teachers will take a register of pupils, which will then be checked against the attendance register of that day
- The Office Manager will take a register of all staff
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter
 - The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

D.5 Bomb Alerts

In the event of a bomb alert, the building will be evacuated in an orderly manner by word of mouth in accordance with procedures given in the KCC "Emergency Guidelines for schools – East Kent" booklet. The fire alarm system will not be used as the

vibrations can detonate some devices. The School's Policy for Fire and Emergency Evacuation will be followed.

D.6 Suspicious Packages

The procedures for dealing with suspicious mail or packages is detailed in the are outlined in Appendix 3.

D.7 COSHH

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

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

Control of substances hazardous to health (COSHH) risk assessments are completed by the Site 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. .

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.

D.8 Gas Safety

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

D.9 Legionella

- A water risk assessment has been completed by the Site Manager. The Site Manager is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book.
- This risk assessment will be reviewed every year and when significant changes have occurred to the water system and/or building footprint
- The risks from legionella are mitigated by the following:

- Monthly water outlet temperature monitoring and recording
- Hot water storage temperature monitoring
- Weekly little use outlet flushing and recording
- 3 monthly descaling of all shower outlets and recording
- Weekly testing of water softener and recording
- Regular inspection/cleaning of TMV's
- Regular descaling of water outlet

D.10 Asbestos

- Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work
- Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe
- A record is kept of the location of asbestos that has been found on the school site.

D.11 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

D.12 Electrical equipment

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely
- Electrical items/apparatus/chargers etc. brought into school by staff must be PAT tested before used in school
- 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 Manager immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs
- Where necessary a portable appliance test (PAT) will be carried out by a competent person

- All 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

D.13 Other Emergency Procedures

Severe Weather Closure - In the event of the school needing to be closed due to severe weather, the Headteacher will inform the local media incorporating the appropriate code words.

D.14 Cleaning

Cleaning of the School is undertaken by the School's cleaning staff under the supervision of the School Business Manager who will ensure that the appropriate guidelines are followed. Regular checks are made by the School Business Manager and the Headteacher.

D.15 Display screen equipment

- All staff that use computers daily as a significant part of their normal work have 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)

D.16 Stacking and Storage

Materials, equipment and any other items will be kept in appropriate storage areas. Where this is not possible for temporary reasons, the staff responsible for those materials will ensure that they are stacked tidily, to a height which does not constitute a hazard and in such a way that they do not impede the movement of staff, pupils or visitors.

D.17 External Access

All children, parents and visitors will access the school via the main pedestrian access in the Kings Road. The vehicle access gate to the car park must not normally be used for children's pedestrian access.

D.18 Pond Area

The gate to the pond area shall be kept locked when not in supervised use.

D.19 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 area

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

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

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

D.20 Bank Runs

Arrangements for Bank Runs will be reviewed by the School Business Manager and the Headteacher from time to time so that the day, time, route, etc., are varied as much as possible and money banked frequently. Banks Runs will be carried out with a minimum of two members of staff.

D.21 Working at heights

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

In addition:

- The Site Manager retains ladders for working at height
- Pupils are prohibited from using ladders
- Staff will only use ladders if they have received the relevant training.
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons

D.22 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 are available in school, and that staff are trained in how to use them safely.

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

- Plan the lift and assess the load. If it is 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

D.23 Off-site visits

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

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

D.24 Lettings

This policy applies to lettings. No activity will take place in the school that is a risk to the health and safety of the participants. There must be strict compliance with all health and safety requirements regarding the use of buildings and the conduct of the occupants. A copy of the School's Health & Safety Policy and the School's Fire and Emergency and Evacuation Policy will be sent to all persons hiring the premises. See lettings policy.

D.25 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. This applies to violence from pupils, visitors or other staff.

D.26 Extra- Curricular Activities (clubs)

All clubs will comply with the health and safety requirements. All clubs will keep a register of attendance for fire and emergency reasons.

D.27 Extended School Activities (except clubs)

All clubs will comply with the health and safety requirements.

D.28 Smoking

Smoking is not permitted anywhere on the school premises.

D.29 First Aid/Illness (see also HBSJ Policy and Procedures for Administering First Aid – Pupil Healthcare Plan and C.16 below)

- The school will follow procedures as given in Trust Web H & S section "Framework for Health & Safety – pages 10.23 to 10.26" and DfES [Guidance on First Aid for Schools](#)
- The school will provide First Aid training for all support staff and some teacher to appointed person standard. Their names, locations and telephone numbers will be detailed in Appendix 4. These names will be posted at the First Aid Station and in the Staff Room and are updated as necessary and reviewed on an annual basis.
- The school will hold additional First Aid Boxes, First Aid Instructions and Instructions for the logging of treatment in each Year Group, the canteen, library and the Site Manager. First Aid belt bags will be used for school trips and playground/PE

sessions.

- The Healthcare/First Aid/Administration Assistant is responsible for the supply and upkeep of the first aid boxes and bags.
- If the First Aider or Headteacher considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians will also be informed.
- Serious and more general injuries will require immediate contact with parents.
- All head bumps will be reported by letter to parents.

D.30 Administration of Medicines/Medical Treatment (see also HBS Policy and Procedures for Administering First Aid – Pupil Healthcare Plan and C.12 above)

- Procedures will be carried out in accordance with the DfES document
 - (i) DfES document [Supporting pupils at school with medical conditions](#)
 - (ii) DfES document [Health and Safety of pupil on educational visits](#)
 - (iii) DfEE document [Guidance on First Aid for Schools](#)
- The Headteacher is responsible for ensuring that the schools Healthcare Policy is complied with and reviewed on an annual basis.

D.31 Accident Reporting and Recording (see also HBS Policy and Procedures for Administering First Aid – Pupil Healthcare Plan)

- The Headteacher, or their Deputy, is responsible for reporting accidents, diseases and dangerous occurrences to the relevant enforcing authority if they are reportable under duties imposed by the **Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 1995 (RIDDOR95)**. A summary of what accidents should be reported and where they should be reported to is detailed in **Appendix 5**.
- The accident file will be checked by the Health & Safety Officer every month and a report made to the Governors if necessary.
- All minor accidents will be recorded in the HBS Minor Accident/Incident Report Book at the First Aid Station.
- All other accidents, cases of work-related ill health and near misses are to be reported to the Headteacher or Deputy and recorded on the appropriate accident forms in the School Office.

D.32 Outside Play Equipment

The external play equipment will only be used when supervised. The equipment will be checked daily by the Site Manager responsible for any apparent defects; termly by the School's Health & Safety Inspection team and annually by the relevant equipment contractors.

D.33 Risk Assessments

Risk assessments will be undertaken and recorded for all tasks with a possibility of significant risk. The responsibility for ensuring that risk assessments are carried out rests with the Headteacher. The results of the risk assessments will be reported to all relevant staff and contractors who may be affected.

D.34 List of Risk Assessments, Procedures and Policies

The Headteacher, or their deputy, hold copies of the following risk assessments, procedures or policies. The documents include, amongst other things, the findings arising from undertaking risk assessments as required by the Management of Health & Safety at Work Regulations (MHSWR) 1999, the Control of Substances Hazardous to

Health (COSHH) Regulations 2002 and the Dangerous Substances and Explosive Atmosphere Regulations (DSEAR) 2002.

- Fire
 - HBS Policy for Fire and Emergency Evacuation
 - HBS Fire Risk Assessment
- KCC “Emergency Guidelines for schools – East Kent”
- Manual Handling
- Display Screen Equipment
- Asbestos Management
- Working at Height
- Educational Visits
- Child Protection
- HBS Policy for Security Procedures
- HBS Policy for Helpers
- KCC Guide to Safe use of Chemicals – COSHH
- HBS Policy for Administering Medicines in School
- KCC Lone Working Guidance
- KCC Needles & Syringes Disposal
- KCC Stress Management & Risk Assessment
- KCC Temperatures at Work
- KCC Preventing Violence at Work
- KCC Work Equipment Guidance
- KCC Work, Health, Safety & Welfare Guidance
- KCC Young Persons at Work Guidance

SECTION E - 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.

E.1 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

E.2 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

E.3 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

E.4 Animals

- Wash hands before and after handling any animals
- 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

E.5 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.

E.6 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.

E.7 New and expectant mothers

Risk assessments will be carried out whenever any employee 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

E.8 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

Section E Accident reporting-

F.1

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.

F.2

Reporting to the Health and Safety Executive

The Health and Safety/Outdoor Activities Coordinator 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 Health and Safety/Outdoor Activities Coordinator **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

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>

Appendix 1 – Staff Responsibilities

1. Overall and final responsibility for Health & Safety in the School is that of the Headteacher Mrs Melody Kingman.
2. Mrs Melody Kingman is responsible for this policy being carried out at the premises with Mr Chris Thomas as her Deputy.
3. The following people are responsible for Health & Safety in particular areas.

Name	Designation	Responsibility
Mrs C Davies	Health & Safety/Outdoor Activities Coordinator	Overall responsibility for Health & Safety in School. Risk assessment and reporting and H & S training.
	Fire Officer	Overall responsibility for Fire Safety in School.
	First Aid	Administers First Aid
Mrs J Botzet Healthcare/First Aid/Administration Assistant	Designated First Aid Officer	Administration of First Aid in more serious cases; overall responsibility for First Aid Provision. Monitoring of First Aid Boxes.
Mr N Foreman	Site Manager	Safe use of materials and supervision of safe cleaning practices. Grounds and Building Safety.
Mr C Thomas Deputy Headteacher	Technology	Online Safety and use of Technology Equipment
Ms C Pirie	PE and Games	Safety and use of PE Equipment
Mrs R Evett-Collins or (in her absence) Mr C Thomas Mrs M Kingman	Designated Child Protection Coordinator Deputy Headteacher Headteacher	Action to be taken in areas of Child Protection
Mr Robert Newman	Chair of Governors	Risk Assessment and reporting.

4. All Employees have the responsibility to co-operate to achieve a healthy and safe workplace and to take reasonable care of themselves and others.
5. Whenever a member of staff notices a health or safety problem which they are not able to put right, they must straight away tell the appropriate person named above. Any health and safety issues that cannot be resolved by the member of staff in situ should be referred to the Headteacher, Health & Safety Officer/Outdoor Activities Coordinator and/or the Site Manager immediately.

6. Consultation between management and employees is provided by the Health & Safety Officer. The Health & Safety Officer will draw the Headteacher's attention to any issues and a reply will be given within one working week. If this reply is considered unsatisfactory, the Chair of the Governors will be informed.

7. Other people responsible for –

Carrying out safety inspections	Health & Safety/Outdoor Activities Coordinator School Site Manager Headteacher Governors
Investigating accidents	Health & Safety/Outdoor Activities Coordinator Head Teacher Governors First Aid Assistant
Monitoring maintenance of plant and cleaning equipment	School Site Manager Health & Safety/Outdoor Activities Coordinator Headteacher
Manual Handling	Health & Safety/Outdoor Activities Coordinator Headteacher

Appendix 2 - Equipment

Technology Equipment

Teachers should ensure that:

- All children using the vibrating saws must do so only under supervision and must wear goggles
- Equipment must be checked before use
- No hot glue guns at all be used by any child
- All glue guns used in the classroom are used with adequate safeguards
- All lessons involving the use of tools, workbenches and 'technology' equipment should be supervised closely by the teacher and at least one other adult
- No repairs or modifications to machinery other than those associated with daily operations are attempted
- All electrical equipment is connected to a power breaker safety socket/plug.

P.E. Equipment

- All apparatus should be checked for safety by the teacher before all the children are allowed to use it
- P E equipment can be moved by children as long as the class teacher deems the arrangement is safe and is supervised
- Annual checks are conducted on all gymnastics apparatus – KCC Commercial/Technical Services

Appendix 3

Dealing with Suspicious Mail

There is no suggestion that we are likely to be the subject of a terrorist attack using chemical or biological substances via the mail services and the threat level has not increased over recent years. However, given the media comment on the potential for such events, the following guidance is provided for all members of staff handling post.

What to look for:

- A letter or package that has suspicious or threatening messages written on it.
- Letters with oily stains.
- Envelopes that are bulky, discoloured or have a strange smell.
- Excessive tape or string.
- Unusual weight in relation to size.
- Unexpected post from overseas.
- Post with no stamps or non-cancelled stamps.
- Post with incorrect spelling of common names, places or titles.
- Postmark that does not match a return address.
- No return address.

When opening post:

- Examine/feel unopened packages for unusual objects or powder.
- Use a letter opener or other means rather than fingers.
- Open with a minimum amount of movement.
- Do not blow into the envelope in order to open it.
- Look at the contents inside an envelope/package before tipping them out.
- Keeps hands away from mouth during mail opening.
- Always wash hands after handling mail.

If you are concerned about any item of post:

- Do not open or disturb it any further.
- Tell the Headteacher who will inform the police.

If you think you have opened a contaminated package:

- Do not touch the package further or move it to another location.
- Notify the Headteacher who will contact the police by 999 call.
- Shut windows and doors in the room and prevent anyone else from entering.
- Switch off any fans or room air conditioning equipment.
- If the package has not been opened leave the room, securing it if possible.
- Wash your hands as soon as possible.
- Keep yourself separate from other people and remain available for medical examination if that is subsequently deemed necessary.

- Remain calm! Remember, in order to be infected by a disease you have to get enough of the substance into your body through broken skin, swallowing it or inhaling it.
- Keep the package and its contents in the room where it was opened.

Appendix 4

Procedures for calling Emergency Services	
School Nurse	Tel: 0300 123 1807
Emergency services	Dial 999, ask for ambulance and be ready with following information
Your telephone no:	Main school: 01227 374608 Bay Centre: 07843 107112
Your location	Herne Bay Junior School, Kings Road
Postcode	CT6 5DA
Give exact location in the school	
Give your name	
Give name of child and brief description of child's symptoms	
Inform Ambulance Control of the best entrance and state that the crew will be met and taken to ...	
Complete 'Contacting Emergency Services' form (available from the office) and give to the Health and Safety/Outdoor Activities Coordinator.	

Appendix 5 - Recommended absence period for preventing the spread of infection

This list of recommended absence periods for preventing the spread of infection is taken from non-statutory guidance for schools and other childcare settings from Public Health England. For each of these infections or complaints, there [is further information in the guidance on the symptoms, how it spreads and some 'do's and don'ts' to follow that you can check.](#)

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

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

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

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