

# Church Hill C of E Junior School

*“Let Your Light Shine” (Matthew 5:16)*



**Together Everyone Achieves More**

## **Health and Safety Policy 2026**

Signed by: *D Bran*.....

Date: *11/2/26*.....

Approved by Governor

Date: *11/2/26*.....

Signed on behalf of the Governing body: *S M Hardy*.....  
(Chair of Governors)

Next Review Date: January 2027

Reviewed Jan 2026 by FGB

Next Review Date Jan 2027

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#### **Declaration of Intent**

As a responsible employer, the Academy Trust of Church Hill C of E school / academy will honour their legal obligations, in particular of the Health and Safety at Work Act 1974 and associated regulated and codes of practice.

The Academy Trust of Church Hill C of E Junior recognises and accepts its responsibilities and duties as the employer to conduct its operations in a manner which protects the health, safety and welfare of employees, students and visitors so far as is reasonably practicable.

In compliance with the Management of Health and Safety at Work Regulations, risk assessments will be undertaken and arrangements will be made, where significant risks are identified, for any necessary preventative and protective measures to be put into place as far as is reasonably practicable using a sensible risk management approach.

To achieve these objectives we will :

- Conduct all our activities safely and in compliance with legislation and where possible, best practice.
- Provide safe working conditions and safe equipment
- Ensure a systematic approach to the identification of risks and the allocation of resources to control them
- Provide suitable information, instruction, training and supervision
- Promote a positive health and safety culture that is demonstrated by open communication and a shared commitment to the importance of health, safety and welfare
- Promote the principles of sensible risk management
- Monitor, review and modify this policy and any arrangements as required
  
- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures among staff, pupils and all visitors to our school sites
- Have robust procedures in place in case of emergencies

All of Church Hill C of E Junior School's / Academy's employees have a duty of responsibility to take reasonable care of themselves and others and to co-operate to ensure statutory duties and obligations are fulfilled.

Signed

Mrs Diane Brown

Headteacher

Steve Hardy

Chair of Governors of the Academy Trust of Church Hill C of E Junior

Date : .....

Date : .....

### **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 Manual Handling Operations Regulations 1992 ([legislation.gov.uk](http://legislation.gov.uk))
- The Provision and Use of Work Equipment Regulations 1998 ([legislation.gov.uk](http://legislation.gov.uk))
- The school follows [national guidance published by UK Health Security Agency \(formerly Public Health England\)](#) and government guidance on [living with COVID-19](#) when responding to infection control issues.
- This policy complies with our funding agreement and articles of association.

### **Organisation – Roles and Responsibilities**

#### **Academy Trust**

Church Hill C of E Junior School is an academy whereby the academy has overall responsibility as the employer to ensure compliance with health and safety legislation and to ensure the health, safety and welfare of employees, pupils, visitors and contractors and the self employed.

The Academy Trust is responsible for :

- Determining the school's / academy's health and safety policy and its implementation
- Allocating sufficient funds for health and safety
- Periodically assessing the effectiveness of the policy and ensure that any necessary changes are made
- Identifying and evaluating risks relating to possible accidents and incidents connected with Church Hill C of E Junior school / academy
- Providing access to competent health and safety advice as required
- **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**

### **Head Teacher**

Without limiting the responsibility of the Academy, the Head Teacher will generally oversee the day-to-day management of safety and implementation of this policy within Church Hill C of E Junior School / Academy.

The Head Teacher will comply with Church Hill C of E Junior School / Academy's health and safety policy and in particular will :

- **Implementing the health and safety policy**
- Make herself familiar with any documentation and/or instruction referring to health and safety arrangements for staff, building maintenance or operations of Church Hill C of E Junior School / Academy and maintain an up to date file of policies and procedures.
- Work with trade unions and employee health and safety representatives and ensure that all employees are aware of and accountable for their specific health and safety responsibilities and duties.
- In the event of any hazard or risk to health and safety of any persons under their control, take appropriate action to remove the hazard.
- Ensure health and safety policies, procedures, action plans and risk management programmes are implemented as an integral part of business operational planning and service delivery
- Liaise with the Governing Body and Local Authority
- Undertake monitoring and ensure the provision of adequate resources to achieve compliance
- Ensure that local procedures for the selection and monitoring of contractors are in place
- Take appropriate action under the Disciplinary Procedures against anyone under their control found not complying with health and safety policies and / or procedures
- **Ensure the school / academy has access to competent health and safety advice as required.**
- 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 body on health and safety matters
- Ensuring appropriate evacuation, invacuation and lock down 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 Head Teacher's absence, the Deputy Head assumes the above day-to-day health and safety responsibilities.

In addition to their statutory duties, Head Teachers and teachers have a common law duty of care for pupils which stems from their position in law "in loco parentis"

### **Senior Leadership Team / Team Leaders**

The leadership team at Church Hill C of E Junior School / Academy will undertake general responsibility to ensure that all necessary health and safety activities, requirements and standards are undertaken and met within their respective areas of control. This will be done under the direction of the Head Teacher. Any member of staff with supervisory responsibilities will :-

- Make themselves familiar with and conform to this policy, including any instructions and requirements for safe methods of works
- Identify hazards, initiate risk assessments, record the significant findings and implement any necessary control measures
- Check and document that the working environment is safe; equipment, products and materials are used safely; that health and safety procedures are effective and complied with and that any necessary remedial action is taken
- Inform, instruct, train, supervise and communicate with employees and provide them with equipment, materials and clothing as is necessary to enable them to work safely; to complete the health and safety induction checklist for all new employees at the commencement of their employment
- Report all accidents, incidents and near miss events, undertake an investigation into the cause and take appropriate remedial action to prevent recurrence
- Be responsible for aspects of health and safety included in their job description
- Organise risk assessments where significant risks are identified and ensure, as far as is reasonably practicable, full implementation of any control measures
- Ensure that all statutory registers and records are adequately kept
- Ensure the reporting and investigation of all accidents, ensure all persons under their control are aware of the reporting procedure

### **All Staff**

All employees, agency and peripatetic workers and contractors must comply with the school's health and safety policy and associated arrangements and , in addition to any specific responsibilities which may be delegated to them, in particular are required to :-

- Take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- Co-operate with their line manager and senior management to work safely
- Comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety arrangements
- Support the school / academy in embedding a positive safety culture that extends to pupils and any visitors to the site
- Model safe and hygienic practises to pupils
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken

- Understand emergency evaluation, evacuation and lock down procedures and feel confident in implementing them

### **Pupils**

All pupils are expected to behave in a manner that reflects the school / academy's behaviour policy and in particular are expected to :-

- Take reasonable care for their own health and safety and of their peers, teachers, support staff and any other person that may be at the school / academy
- Co-operate with teaching and support staff and follow all health and safety instructions given
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety welfare
- Report to a teacher or other member of school / academy staff any health and safety concerns that they may have

### **Parents:**

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

### **Contractors**

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

### **Shared Site Users**

Where two or more employers share a workplace, each employer shall co-operate with the other employers concerned to enable them to comply with their duties under health and safety legislation. Church Hill C of E Junior School / Academy as the primary site user will have the lead responsibility.

All shared users of the site must agree to :

- Co-operate and co-ordinate with Church Hill C of E Junior School / Academy on health and safety matters
- Provide information relating to any additional risks or procedures which will be new or unusual to those of the school / academy that may arise from their activities
- Maintain a standard of health and safety which is reasonably practicable and at least equivalent to the standard maintained by the school / academy so as to ensure the health, safety and welfare of all school / academy staff and users
- Meet the insurance requirements of the school / academy and the school / academy's insurance provider
- Familiarise themselves with and communicate to their employees / users of the school / the academy's health and safety arrangements

Church Hill C of E Junior School / Academy will ensure that :

- The premises are in a safe condition for the purpose of use
- Adequate arrangements for emergency evacuation are in place and communicated
- Users are consulted with on health and safety matters
- The School / Academy's health and safety arrangements are made available to shared users

### **Lettings**

Church Hill C of E Junior School / Academy has a letting policy. The policy covers procedures for fire evacuation and security arrangements and the requirements relating to accident, assault and near miss reporting requirements and the provision of first aid.

Persons / Organisations letting the site must agree to :

- Co-operate and co-ordinate with the school/academy on health and safety matters
- Agree to the terms of the letting policy in relation to health and safety arrangements
- Provide information relating to any additional risks or procedures which will be new or unusual to those of the school/academy that may arise from their activities

Church Hill C of E Junior School/Academy will ensure that :

- The premises are in a safe condition for the purpose of use
- Health and safety arrangements are detailed in the lettings policy and that these are fully explained and communicated
- Adequate arrangements for emergency evacuation are in place and communicated

Please see the Lettings Policy for further information.

### **Organisation – Arrangements**

The following arrangements will be adopted to ensure that the Academy Trust and the Head Teacher fulfill their responsibilities and provide the foundation for securing health and safety of employees and all users of the site.

### **Setting Health and Safety Objectives**

The Head Teacher will specifically review progress of health and safety objectives at the termly meeting of the Audit, risk, finance and health/safety governor's meetings. Where necessary health and safety improvements will be identified and included within the school/academy's action plan.

### **Provision of Effective Health and Safety Training**

The Head Teacher will consider health and safety training on an annual basis in line with the school/academy's health and safety training matrix focussing on mandatory training as a priority.

### **Provision of an Effective Joint Consultative Process**

The school/academy health and safety committee will meet at least once per term. This committee will report to the Head Teacher, who will ensure that concerns are considered and addressed within a clear action plan, with identified responsibilities and target dates. The committee membership will include (as a minimum) a member of the senior leadership team, a member of teaching staff, a member of support staff, the site services premises officer, a member of Governing Body and trade union representatives (where applicable shared sites users).

### **Establishing Adequate Health and Safety Communication Channels**

Communication channels will be established for the exchange of health and safety knowledge and information. Where necessary, these communications will be recorded and include :

- Senior leadership team meetings and staff meetings
- Site health and safety committee
- Provision of information relating to safe systems of work and risk assessments
- Training provided
- Communications with relevant specialist advisors and bodies

Where health and safety issues cannot be resolved at local level, they will be escalated through the management structure as appropriate.

### **Financial Resources**

The Governors along with the Head Teacher will review the school/academy budget to determine, in the light of the past performance, if adequate resources are being deployed to ensure adequate health and safety management and control.

### **Specialist Advice / Support**

Church Hill C of E Junior School/Academy will ensure that we have access to competent technical advice on health and safety matters to assist us in meeting our objectives if required; we will do this by;

- Accessing the National College
- Contacting Health and Safety Advisor through Leicestershire County Council Health as required
- Occupational Health

## **Organisation – Other Arrangements**

### **Accident and Assaults**

All accidents, assaults and near miss incidents will be reported in the accident book or agreed reporting form within 24 hours of occurrence; RIDDOR reportable incidents, as per the HSE's Information Sheet (EDIS01), will be reported to the HSE within the required timescale.

All incidents will be investigated in an attempt to identify the root cause: relevant local policies, procedures and risk assessments will be reviewed and revised as required. All premises related issues will be addressed in a timely manner. Any relevant learning from investigations will be communicated to relevant staff, pupils etc.

Accident, assaults and near miss incidents will be monitored at least termly as part of the health and safety committee; identification of significant trends or major incidents will be reviewed by the senior leadership team as required with information communicated to the governing body.

Children and Adult forms/records related to health and safety incidents are retained until the child's 18 birthday plus 3 years relating to work related ill health and for the lifetime of the child if there are cognition difficulties (40 years where there has been potential exposure to radiation or asbestos; further guidance is obtained from Occupational Health).

The First Aider at Work 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 First Aider at Work will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

### **School staff: reportable injuries, diseases or dangerous occurrences**

These include:

#### **> Death**

#### **> Specified injuries, which 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) which:
  - Covers more than 10% of the whole body's total surface area; or
  - Causes significant damage to the eyes, respiratory system or other vital organs
- 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
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the First Aider at Work and Head Teacher will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include, but are not limited to:
  - Carpal tunnel syndrome
  - Severe cramp of the hand or forearm
  - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
  - Hand-arm vibration syndrome
  - Occupational asthma, e.g. from wood dust
  - Tendonitis or tenosynovitis of the hand or forearm
  - Any occupational cancer
  - Any disease attributed to an occupational exposure to a biological agent
- 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

**Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences**

These include:

- Death of a person that arose from, or was in connection with, a work activity
- An injury that arose from, or was in connection with, a work activity and the person is taken directly from the scene of the accident to hospital for treatment

An accident “arises out of” or is “connected with a work activity” if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

Information on how to make a RIDDOR report is available here: [How to make a RIDDOR report, HSE](#)

**Audit**

Church Hill C of E Junior School/Academy's health and safety management will be audited on a regular basis. The school/academy reviews this process as a positive assessment of our health and safety management system and take appropriate action to continually improve health and safety across the academy.

## **Contractor Management**

Church Hill C of E Junior School complies with the HSE's approved code of practice 'Managing health and safety in construction – Construction (Design and Management) Regulations 2007' (L144) relating to the management and control of contractors. The school/academy ensures that :

- Competent contractors are used
- Clear specifications of works are drawn up by a competent person
- Pre start meetings take place to discuss how work will be managed, responsibilities, codes of conduct and to assess new hazards that may be introduced to the site
- Key contacts are identified
- Regular update meetings take place throughout any works/projects
- Works are visually monitored and any concerns immediately reported
- Works are signed off and any associated certification and documentation is obtained
- All staff, pupils and other users of the site remain in a safe environment for the duration of the works.

## **Control of Hazardous Substances**

Schools are required to control hazardous substances, which can take many forms, including, but not limited to:

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

Church Hill C of E Junior School comply with the HSE's approved code of practice 'Control of substances hazardous to health' (L5) relating to the management and control of hazardous substances on the site. The school/academy will ensure:

- An inventory of all hazardous substances on site is kept and updated regularly
- Wherever possible non hazardous substances are used and if this is not possible the least harmful substance is used
- A COSHH risk assessment will be completed for all hazardous substances used and shared with relevant staff
- Wherever possible exposure to hazardous substances is prevented, where exposure cannot be prevented, a risk assessment will be carried out and control measures implemented
- Where identified as part of the risk assessment, appropriate PPE will be provided for staff
- Any need for exposure monitoring or health surveillance will be carried out
- Sufficient information, instruction and training is given to staff to ensure full understanding of the hazards to health posed by substances in the workplace, and the importance of control measures provided
- Training records are maintained for those who receive training
- Information will also be given to others who may be affected, such as contractors, temporary staff and visitors
- Only substance purchased through the school's procurement systems can be used on site
- Substances are stored correctly and those that are no longer used disposed of properly
- COSHH risk assessments are monitored quarterly and reviewed annually

Please see separate COSHH Policy.

## **Dealing with Health and Safety Emergencies – Procedures and Contacts**

As per legal requirements all dangerous occurrences and near miss incidents that are RIDDOR reportable incidents, will be reported to the HSE within the required timescale.

All incidents will be investigated in an attempt to identify the root cause: relevant local policies, procedures and risk assessments will be reviewed and revised as required. All premises related issues will be addressed in a timely manner. Any relevant learning from investigations will be communicated to relevant staff, pupils, etc.

### **Defect Reporting**

Church Hill C of E Junior school/academy has a defect reporting procedure whereby any damage or defect to the premises or equipment and furnishings is reported. There is a defect reporting book in the office which is checked by the premises officer and any subsequent maintenance work is recorded. Defective equipment is isolated and labelled as defective to prevent use until replaced or repaired. Where premises defects are identified a dynamic assessment is carried out to decide whether an area should be isolated or cordoned off whilst awaiting repair.

### **Display Screen Equipment (DSE)**

- Church Hill C of E Junior School acknowledges that staff that use DSE should have suitable equipment for which to undertake the tasks that they are required to carry out, know how to safely use the equipment and have a DSE assessment which is reviewed at regular intervals.
- 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)

### **Driving**

All staff that drive their own cars for work purposes must have a full UK driving license, business insurance and maintain their vehicle in a road worthy condition.

### **Electrical Systems and Equipment**

Church Hill C of E Junior School maintains and services electrical systems and equipment in line with statutory guidance and best practice. Electrical systems (hard wiring) is periodically inspected every 5 years by a competent contractor and records maintained; any remedial works recommended are acted upon in a timely manner.

Portable electric appliances have a portable appliance test (PAT) carried out, in line with HSE guidance 'Maintaining portable equipment in offices and other low environments' (INDG236), by a competent contractor with records maintained. Formal termly workplace inspections are undertaken whereby all equipment is visually inspected. Staff are instructed to undertake a visual inspection of equipment prior to use and not to use any equipment that appears damaged or defective. The school/academy's defect reporting procedure is followed as required.

- All staff are responsible for ensuring 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 premises officer immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs
- All isolator switches are clearly marked to identify their machine

- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

#### **PE equipment**

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

#### **Fire Safety**

The school/academy is committed to providing a safe environment for both staff and pupils. The school/academy manages the risk of fire by ensuring:

- A comprehensive fire risk assessment is in place, reviewed annually and any actions/improvements identified are progressed given consideration to risk and cost
- A detailed fire and emergency plan has been developed that clearly details actions to be taken when a fire is identified or suspected, individual responsibilities and arrangements for safe evacuation
- Statutory inspections are carried out on all fire related systems and equipment by competent contractors or in house by trained staff
- All staff receive fire awareness training that is regularly updated and fire marshalls receive role specific instruction
- A fire drill is undertaken at least termly to practice evacuation arrangements and ensure working as expected.
- Specific children have a personal evacuation plan when necessary.

Please see separate Fire Management Policy and Fire Risk Assessment.

#### **First-Aid and Supporting Pupils' Medical Needs**

Adequate first aid arrangements are assessed and maintained at the school/academy and for all activities that the school/academy leads. The school/academy ensures that:

- The number of first aiders and appointed people meet recommendations and adequate cover is available to cover for annual leave and unexpected absences.
- All first aiders and appointed people hold a valid certificate of competence, the school/academy maintains a register of all qualified staff and will arrange re-training as necessary
- First aid notices are clearly displayed around the school/academy
- Sufficient numbers of suitably stocked first aid boxes are available and checked monthly to ensure they are adequately stocked
- A suitable area is available for provision of first aid
- Staff are regularly informed of first aid arrangements within school/academy, through induction, teacher training days and the staff handbook which is issued annually
- Where first aid has been administered this is recorded in the first aid treatment book
- Correct reporting procedures are followed
- Individual risk assessments have been carried out which consider first aid provision for lone workers and employees who travel in works vehicles that carry passengers
- Information, instruction and training will be provided to staff on any specific medical conditions of pupils and the procedures to follow in case of emergency.

Please see First Aid Policy and Supporting Children with Medical Needs Policy.

#### **Management of Asbestos**

Church Hill C of E Junior School/Academy complies with the HSE's approved code of practice 'The management of asbestos in non-domestic premises' (L127). The school/academy is committed to preventing exposure to asbestos fibres to all persons that enter onto its premises. The school/academy has a whole site asbestos management (Type 2) survey from which a local asbestos management plan (lamp) has been developed.

A minimum six monthly visual inspection of all identified asbestos containing materials (ACMs) that are not encapsulated or in restricted access areas are undertaken and documented.

Any concern relating to known or suspected ACMs are addressed as per the procedures detailed in the school/academy's lamp. Where necessary more frequent checks of ACMs are undertaken. Prior to any works that will or has the potential to alter the fabric of building; a refurbishment and demolition (Type 3) survey will be procured in order to undertake a comprehensive assessment of the materials being disturbed prior to any works commencing.

- 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 that 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

Please see Asbestos Management Policy and Local Asbestos Management Plan.

### **Moving and Handling**

The procedures related to manual handling apply to activities where there is foreseeable risk of injury.

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 must seek further assistance.

We will ensure that a risk assessment is undertaken to identify the nature of manual handling in the trust, and that those who may be involved in manual handling activities are required to read it. We will ensure that proper mechanical aids and lifting equipment are available in the schools, 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

### **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
- **Some pregnant women will be at greater risk of severe illness from COVID-19**
- No manual handling or working at height.

### **Lone Working**

Lone working may include:

- Late working
- Site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office
- **Remote working, self-isolation and/or remote learning**

All staff will sign in and out of the school premises.

Lone workers to be issued with a mobile phone with the telephone numbers of the Head Teacher and Line Manager.

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. If the lone worker is unable to inform a colleague, friend or family member, they must report in to the Head Teacher via mobile phone on their return.

If working in an isolated part of the school site, the lone worker must inform their line manager beforehand and must check in afterwards.

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

Two people on the site between 7.30am and 4.30pm during term time.

School holidays, HT/PO/SBM must ensure a family member or Head Teacher knows where they are working and when to expect them home. Family member must have contact details of Head/Deputy Head to use in case of emergencies.

### **Occupational Health Services and Work-Related Stress**

Church Hill C of E Junior School/Academy acknowledges that there are many factors both work related and personal that may contribute to staff ill health including stress.

The school/academy will follow the principles of the HSE guidance 'Managing the causes of work-related stress' (HS(G) 218). The following arrangements are in place to locally manage staff health issues:

- Employees are advised that it is their responsibility to inform their line manager, the Head Teacher or another member of the senior leadership team of any health issues

- An appropriate senior member of staff will meet and discuss the ill health issue with the employee and consider what actions could be taken to support the staff member and where appropriate assist in reducing stress levels
- The member of staff will be offered a referral to an occupational health professional for advice and support, e.g. counselling, etc.
- The member of staff will be advised that support can also be provided through their trade union
- A series of regular review meetings will be scheduled to monitor ill health and stress levels where they have been identified
- If it is identified that there is a high occurrence of staff ill health or stress within the school, the Head Teacher will actively seek support to undertake a holistic assessment to identify what the possible root cause may be and implement a plan to improve the situation.

### **Off-Site Visits Including School-Led Adventure Activities**

Church Hill C of E School/Academy adopts the National Guidance for the Management of Off-Site visits and LOfC activities. A school/academy specific Educational Visits Policy details local arrangements.

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 with a minimum ratio of 1:10 for years 4, 5 and 6 and 1:8 for years 3.
- Staff will take a mobile phone, a portable first aid kit, information about the specific medical needs of pupils, including any medication required along with the parents' contact details
- There will always be at least one first aider on school trips and visits

### **Risk Assessment**

Risk assessments are undertaken for tasks/activities where significant hazards have been identified or where there is a foreseeable risk of injury/ill health.

Within the school/academy various persons are tasked with the development of risk assessments based on their knowledge, experience and competence. Relevant staff are involved in the development of risk assessments prior to consultation with all staff to which they are relevant to prior sign off. Risk assessments are accessible to staff at all times electronically/hard copy via the Common Server and the School Office.

### **School/Academy Security**

Church Hill C of E Junior School/Academy has a site security policy in place; this will be reviewed and updated on a regular basis or as necessary.

### **Infection Prevention and Control**

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

### **Handwashing**

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

### **Coughing and sneezing**

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

### **Personal protective equipment**

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

### **Cleaning of the environment**

- Clean the environment frequently and thoroughly – each area has a list of expected cleaning procedures

### **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

### **Laundry**

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

### **Clinical waste**

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

### **Infectious disease management**

We will ensure adequate risk reduction measures are in place to manage the spread of acute respiratory diseases, including COVID-19, and carry out appropriate risk assessments, reviewing them regularly and monitoring whether any measures in place are working effectively.

We will follow local and national guidance on the use of control measures which may include the following if necessary:

#### **Following good hygiene practices**

- We will encourage all staff and pupils to regularly wash their hands with soap and water or hand sanitiser, and follow recommended practices for respiratory hygiene. Where required, we will provide appropriate personal protective equipment (PPE)

#### **Implementing an appropriate cleaning regime**

- We will regularly clean equipment and rooms, and ensure surfaces that are frequently touched are cleaned.

#### **Keeping rooms well ventilated**

- We will use risk assessments to identify rooms or areas with poor ventilation and put measures in place to improve airflow, including opening external windows, opening internal doors and mechanical ventilation

#### **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.

#### **Exclusion periods for infectious diseases**

The school will follow recommended exclusion periods outlined by The UK Health Security Agency, summarised in Appendix 2.

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

#### **Statutory Inspections**

Church Hill C of E Junior School/Academy ensures that statutory inspections are undertaken at required intervals for all plant and equipment required. A table detailing required inspection, date of last inspection, date of next inspection and who is undertaking the inspection has been developed and this is monitored at the health and safety committee to ensure on track.

#### **Preventing Workplace Harassment and Violence**

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

- Staff are advised to:
  - ◆ Avoid confrontation if possible
  - ◆ Withdraw from the situation
  - ◆ Arrange seating so that clear escape routes from the room to a place of safety is available. Sit near the door, or use a room with two doors
  - ◆ Follow measures / procedures identified in violence and assaults risk assessment
  - ◆ Contact emergency services, as appropriate
  - ◆ Inform Head Teacher of a member of the senior management team if confrontation has taken place
  - ◆ Include an additional member of staff in situations that could become volatile
- Church Hill C of E Junior School/Academy will :
  - ◆ Head Teacher or member of the senior management team to attend site on being informed of an incident, if considered necessary
  - ◆ Have in place procedures for the reporting of incidents
  - ◆ Offer counselling / support through Occupational Health
  - ◆ Debrief individuals following any incident
  - ◆ Provision of training on how to manage conflict and aggression as required
  - ◆ Review the site security risk assessment following any incident

### **Water Hygiene Management**

The school/academy will comply with the HSE approved code of practice 'Legionnaires' disease – The control of legionella bacteria in water systems' (L8).

The School/Academy will:

- Employ an external person with relevant knowledge and a competence to obtain initial advice on any necessary actions
- Employ a competent external contractor to provide a suitable survey/risk assessment; with the risk assessment being reviewed at least every two years or whenever it is reason to expect there is no longer valid
- Ensure regular flushing of outlets is completed by a competent individual
- Employ a competent person to undertake monthly monitoring of water systems including temperature readings

### **Working at Height**

The school/academy will follow the principles of the HSE guidance 'The Work at Height Regulations 2005 (as amended) A brief guide' (INDG401). Church Hill C of E Junior School/Academy use a variety of access equipment for working at height tasks, ranging from kick stools for short low risk access such as the putting up of a poster, step ladders and ladders for short duration works and mobile tower scaffolds for more complex tasks. The school/academy ensures that:

- Work at height is avoided whenever possible
- If it cannot be avoided, work at height is properly planned, has a relevant risk assessment, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable and safe
- Those undertaking work at height have received at appropriate training and training records are maintained
- All access equipment (ladders, step ladders, tower scaffolds etc) is identified and inspected annually
- Any equipment provided with working at height tasks is maintained and serviced in accordance with statutory requirements
- Any defective equipment is taken out of use until repaired or is replaced
- An individual risks assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking at height tasks, these may result in some working at height tasks being restricted
- Any accidents resulting from working at height will be investigated to identify root causes and implement additional controls as required

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

### **Workplace Inspections**

Church Hill C of E Junior school/academy recognises the importance of undertaking regular formal workplace inspections to ensure that the premises remain a safe working and educational environment for staff and pupils. A formal termly workplace inspection is undertaken with findings documented and any actions allocated with remedial actions. The termly inspection findings are reviewed with actions monitored at the health and safety committee. It is recognised that termly inspections alone will not

keep a premises safe and there is an expectation that staff will report and defect/damage to premises and equipment as per the school/academy's defect reporting procedure.

### **Monitoring and Review**

The Health and Safety Policy together with the associated procedures and health and safety performance, will be reviewed by the Head Teacher on a regular basis (every 2 years as a minimum), or as required.

In order to substantiate that health and safety standards are actually being achieved, the school/academy will measure performance against pre-determined plans and objectives. Any areas where the standards are not being met will require remedial action.

The school/academy will use different types of systems to measure health and safety performance:

#### **Active Monitoring Systems**

- Spot checks and termly site inspections will be undertaken
- Documents relating to the promotion of the health and safety culture will be regularly examined and reviewed
- Appropriate statutory inspections on premises, plant and equipment will be undertaken
- Where necessary, health surveillance and environmental monitoring systems will be implemented to check the effectiveness of health control methods and to detect early signs of harm to health.

#### **Reactive Monitoring Systems**

- Identifying where health and safety standards are not being met, by monitoring for failures in the systems – such as accidents, cases of ill health (work-related sickness), damage to property, etc.

#### **Reporting and Response Systems**

- Ensuring that monitoring information is received, having regard to situations which create an immediate risk to health and safety, as well as longer-term trends and ensuring remedial action is taken
- Health and Safety committee, and Senior Leadership Team will all receive and consider reports on health and safety performance.

#### **Investigation Systems**

- Prioritising investigation of incidents which indicate the greatest risk and the identification of both the immediate and the underlying causes of events
- Analysing data to identify common features or trends and initiate improvements
- Where cases of occupational ill-health are to be investigated
- Where complaints relating to occupational health and safety are to be recorded and investigated
- Where accidents/incidents and assaults with the potential to cause injury, illhealth or loss are to be reported, recorded and appropriately investigated

#### **Third Party Monitoring / Inspection**

The school/academy will be subject to third party inspection and monitoring, as part of Ofsted requirements. Actions arising from third party audit/inspection will be incorporated within the school/academy action plan with appropriate target dates for completion.

Appendix 1. 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 the UK Health Security Agency. For each of these infections or complaints, there [is further information in the guidance on the symptoms, how it spreads and some 'dos and don'ts' to follow that you can check.](#)

In confirmed cases of infectious disease, including COVID-19, we will follow the recommended self-isolation period based on government guidance.

### **Government Guidance.**

[Children and young people settings: tools and resources - GOV.UK](#)

<b>Infection or complaint</b>	<b>Recommended period to be kept away from school or nursery</b>
<b>Athlete's foot</b>	None.
<b>Bacillary Dysentery (Shigella)</b>	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.
<b>Campylobacter</b>	Until 48 hours after symptoms have stopped.
<b>Chicken pox (shingles)</b>	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.
<b>Cold sores</b>	None.
<b>Conjunctivitis</b>	None.
<b>Cryptosporidiosis</b>	Until 48 hours after symptoms have stopped. If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.
<b>Diarrhoea and/or vomiting (Gastroenteritis/norovirus)</b>	Children and adults with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course is completed. For some gastrointestinal infections, longer periods of exclusion from school are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, school health adviser or environmental health officer will advise.
<b>Diphtheria</b>	Exclusion is essential. Contact your local UKHSA health protection team about any cases in your setting.  For toxigenic Diphtheria, only family contacts must be excluded until cleared to return by your local UKHSA health protection team.

<b>Infection or complaint</b>	<b>Recommended period to be kept away from school or nursery</b>
<b>E. coli (verocytotoxigenic or VTEC)</b>	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.
<b>Flu (influenza)</b>	Until recovered.
<b>Food poisoning</b>	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).
<b>Giardiasis (giardia)</b>	Until 48 hours after symptoms have stopped.
<b>Glandular fever</b>	None (can return once they feel well).
<b>Hand, foot and mouth</b>	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.
<b>Head lice</b>	None.
<b>Hepatitis A</b>	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.
<b>Hepatitis B</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.
<b>Hepatitis C</b>	None.
<b>Impetigo</b>	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
<b>Measles</b>	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.
<b>Meningitis</b>	Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed.
<b>Meningitis viral</b>	Until recovered.

<b>Infection or complaint</b>	<b>Recommended period to be kept away from school or nursery</b>
<b>Meningococcal meningitis/ septicaemia</b>	If the child has been treated and has recovered, they can return to school.
<b>Mpox</b>	Until recovered and deemed safe to return by their clinician or in line with current guidance.
<b>MRSA (meticillin resistant Staphylococcus aureus)</b>	None.
<b>Mumps</b>	5 days after onset of swelling (if well).
<b>Respiratory infections including coronavirus (COVID-19)</b>	Children and young people should not attend if they have a high temperature and are unwell. Anyone with a positive test result for COVID-19 should not attend the setting for 3 days after the day of the test.
<b>Ringworm</b>	Exclusion not needed once treatment has started.
<b>Rotavirus</b>	Until 48 hours after symptoms have stopped.
<b>Rubella (German measles)</b>	5 days from appearance of the rash.
<b>Salmonella</b>	Until 48 hours after symptoms have stopped.
<b>Scabies</b>	The infected child or staff member should be excluded until after the first treatment has been carried out.
<b>Scarlet fever</b>	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 a factsheet to send to parents or carers and staff.
<b>Slapped cheek syndrome, Parvovirus B19, Fifth's disease</b>	None (not infectious by the time the rash has developed).
<b>Threadworm</b>	None.
<b>Tuberculosis (TB)</b>	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.
<b>Typhoid and Paratyphoid fever</b>	Inform your local health protection team as soon as possible. Seek advice from environmental health officers or the local health protection team on required exclusion periods.

<b>Infection or complaint</b>	<b>Recommended period to be kept away from school or nursery</b>
<b>Whooping cough (pertussis)</b>	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.