



# ROTHERHITHE PRIMARY SCHOOL

# **Health & Safety Policy**

Last Adopted by: Resources Committee 17<sup>th</sup> Nov 2020 Approved by FGB Date: 8<sup>th</sup> Dec 2020

Last reviewed on: 18th October 22

Next review due by: October 23

**Signature** 

**Executive Headteacher: Galiema Amien-Cloete Chair of Governor Mary Henley** 

# Contents

1. Aims	3
2. Legislation	3
3. Roles and responsibilities	3
4. Site security	4
5. Fire	4
6. COSHH	5
7. Equipment	6
8. Lone working	7
9. Working at height	7
10. Manual handling	7
11. Off-site visits	7
12. Lettings	8
13. Violence at work	8
14. Smoking	8
15. Infection prevention and control	8
16. New and expectant mothers	9
17. Occupational stress	10
18. Accident reporting	10
19. Training	11
20. Monitoring	11
21. Links with other policies	11
Appendix 1. Fire safety checklist	12
Appendix 2. Accident report	13
Appendix 3. Recommended absence period for preventing the spread of infection	14

#### 1. Aims

At Rotherhithe Primary School we aim to:	
Provide and maintain a safe and healthy environment	
Establish and maintain safe working procedures amongst staff, pupils and all visitors to	the school site
Have robust procedures in place in case of emergencies	
$\square$ Ensure that the premises and equipment are maintained safely, and are regularly i	nspected

## 2. Legislation

This policy is based on advice from the Department for Education on <u>health and safety in schools</u> 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 <u>national guidance published by Public Health England</u> when responding to infection control issues.

## 3. Roles and responsibilities

#### 3.1 The local authority and governing board

Southwark Local Authority has ultimate responsibility for health and safety matters in the school, but delegate's responsibility for the strategic management of such matters to the school's governing board.

The governing board delegates operational matters and day-to-day tasks to the Executive Head Teacher, Head of School and staff members.

#### 3.2 Executive Headteacher and Head of School

The Executive Headteacher and Head of School are responsible for health and safety day-to-day. This involves:

	mp	leme	nting	the	health	and	safet	У	policy	V

- Ensuring there is enough staff to safely supervise pupils
- Ensuring that the school building and premises are safe and regularly inspected

	Providing adequate training for school staff
	Reporting to the governing board on health and safety matters
	Ensuring appropriate evacuation procedures are in place and regular fire drills are held
П	Ensuring that in their absence, health and safety responsibilities are delegated to another membe of staff
	Ensuring all risk assessments are completed and reviewed
П	Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

In the Executive Headteacher's absence, Lisa Christiansen (Head of School) assumes the above day-to-day health and safety responsibilities.

#### 3.3 Health and safety lead

The nominated health and safety lead is Khalid Boulia.

#### 3.4 Staff

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

#### Staff will:

	Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
	Co-operate with the school on health and safety matters
	Work in accordance with training and instructions
П	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
J	Understand emergency evacuation procedures and feel confident in implementing them

#### 3.5 Pupils and parents

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

#### 3.6 Contractors

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

## 4. Site security

Khalid Boulia (Premises Manager) and Lahcen Laaraji (Premises Assistant), are responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

Khalid Boulia (Premises Manager) and Lahcen Laaraji (Premises Assistant), are key holders and will respond to an emergency.

#### 5. Fire

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

Emergency evacuations are practised at least once a term.

The fire alarm is a loud continuous bell.

Fire alarm testing will take place weekly.

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 in the playground.
Class teachers will take a register of pupils, which will then be checked against the attendance register of that day
Maxine Walters and Sharon Hudson will take a register of all staff using Inventry
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.
Personal Emergency Evacuation Plans (PEEP)
Persons with mobility needs will may have personal emergency evacuation plans (PEEPS) drawn up for them by Sharon Hudson. A responsible adult will ensure that they are evacuated safely out of the building in line with the PEEP that has been produced for them.
A fire safety checklist can be found in appendix 1.
6. COSHH
Schools are required to control hazardous substances, which can take many forms, including:
Chemicals
Products containing chemicals
Fumes
Dusts
□ Vapours
Mists
Gases and asphyxiating gases
Germs that cause diseases, such as leptospirosis or legionnaires disease
Control of substances hazardous to health (COSHH) risk assessments are completed by Khalid Boulia (Premises 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. Such materials are stored in locked cupboards and children do not have access to these substances.
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.
6.1 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
6.2 Legionella
A water risk assessment has been completed during August 2022 by Primec under the supervision of Khalid Boulia (Premises Manager) who is responsible for ensuring that the identified operational controls are conducted and recorded in the school's waterlog book
This risk assessment will be reviewed every 24 months and when significant changes have occurred to the water system and/or building footprint

7. Equipment  All equipment and machinery are 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  7.1 Electrical equipment  All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them  Any potential hazards will be reported to Khalid Boulia 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  Do not bring in any personal electrical appliances as they are not covered under our insurance policy and PAT testing arrangements
<ul> <li>□ All equipment and machinery are maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place</li> <li>□ When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards</li> <li>□ All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents</li> <li>7.1 Electrical equipment</li> <li>□ All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely</li> <li>□ Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them</li> <li>□ Any potential hazards will be reported to Khalid Boulia immediately</li> <li>□ Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed</li> <li>□ Only trained staff members can check plugs</li> <li>□ Where necessary a portable appliance test (PAT) will be carried out by a competent person.</li> <li>□ All isolators switches are clearly marked to identify their machine</li> <li>□ Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions</li> <li>□ Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person</li> <li>□ Do not bring in any personal electrical appliances as they are not covered under our insurance</li> </ul>
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  7.1 Electrical equipment  All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them  Any potential hazards will be reported to Khalid Boulia 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  Do not bring in any personal electrical appliances as they are not covered under our insurance
educational standards  All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents  7.1 Electrical equipment  All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely have 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 Khalid Boulia 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  Do not bring in any personal electrical appliances as they are not covered under our insurance
7.1 Electrical equipment  All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them  Any potential hazards will be reported to Khalid Boulia 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  Do not bring in any personal electrical appliances as they are not covered under our insurance
All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them  Any potential hazards will be reported to Khalid Boulia 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  Do not bring in any personal electrical appliances as they are not covered under our insurance
<ul> <li>Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them</li> <li>Any potential hazards will be reported to Khalid Boulia immediately</li> <li>Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed</li> <li>Only trained staff members can check plugs</li> <li>Where necessary a portable appliance test (PAT) will be carried out by a competent person.</li> <li>All isolators switches are clearly marked to identify their machine</li> <li>Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions</li> <li>Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person</li> <li>Do not bring in any personal electrical appliances as they are not covered under our insurance</li> </ul>
<ul> <li>Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is out by a competent person.</li> <li>Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical appliances as they are not covered under our insurance</li> </ul>
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  Do not bring in any personal electrical appliances as they are not covered under our insurance
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  Do not bring in any personal electrical appliances as they are not covered under our insurance
<ul> <li>Where necessary a portable appliance test (PAT) will be carried out by a competent person.</li> <li>All isolators switches are clearly marked to identify their machine</li> <li>Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions</li> <li>Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person</li> <li>Do not bring in any personal electrical appliances as they are not covered under our insurance</li> </ul>
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  Do not bring in any personal electrical appliances as they are not covered under our insurance
<ul> <li>Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions</li> <li>Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person</li> <li>Do not bring in any personal electrical appliances as they are not covered under our insurance</li> </ul>
dry conditions  Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person  Do not bring in any personal electrical appliances as they are not covered under our insurance
portable electrical equipment is only carried out by a competent person  Do not bring in any personal electrical appliances as they are not covered under our insurance
7.2 PE equipment
Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely
Any concerns about the condition of the gym floor or other apparatus will be reported to the Khalid Boulia.
7.3 Display screen equipment
All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time
Staff identified as DSE users are encouraged to take regular breaks from use of their computer.
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)

The risks from legionella are mitigated by the following: e.g temperature checks.

## 8. Lone working Lone working may include: Late working Home or site visits Weekend working Site manager duties Site cleaning duties Working in a single occupancy office Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available. If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return. The lone worker will ensure that they are medically fit to work alone. 9. Working at height We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work. In addition: The Premises Manager and assistant retain 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 10. 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

#### 11. Off-site visits

reaching where practicable

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

Ensure the area where you plan to offload the load is clear

Risk assessments will be completed	where	off-site	visits	and	activities	require
them						

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

All off-site visits are appropriately staffed

1	Staff will take a school mobile phone (or personal phone if a school mobile is not available), 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 with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

## 12. Lettings

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

#### 13. 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.

## 14. Smoking

Smoking is not permitted anywhere on the school premises.

## 15. 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.

### 15.1 Handwashing

Wash hands with liquid soap and warm water, and dry using electric handryers
Always wash hands after using the toilet, before eating or handling food, and after handling animals
Cover all cuts and abrasions with waterproof dressings
15.2 Coughing and sneezing
Cover mouth and nose with a tissue
Wash hands after using or disposing of tissues
Spitting is discouraged
15.3 Personal protective equipment

wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons
where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or
pad changing)

- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals

#### 15.4 Cleaning of the environment

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

## 15.5 Cleaning of blood and body fluid spillages

- ☐ Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
- The 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

n	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
15.6	Laundry
	Wash laundry in a separate dedicated facility
	Wash soiled linen separately and at the hottest wash the fabric will tolerate
	Wear personal protective clothing when handling soiled linen
	Bag children's soiled clothing to be sent home, never rinse by hand
15.7	Clinical waste
	Always segregate domestic and clinical waste, in accordance with local policy
П	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
П	Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection
15.8	Animals
	Wash hands before and after handling any animals
	Keep animals' living quarters clean and away from food areas
	Dispose of animal waste regularly, and keep litter boxes away from pupils
	Supervise pupils when playing with animals
n	Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet
15.9	Pupils vulnerable to infection
The spartice to eit	e medical conditions make pupils vulnerable to infections that would rarely be serious in most children school will normally have been made aware of such vulnerable children. These children are cularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed her of these, the parent/carer will be informed promptly, and further medical advice sought. We will se these children to have additional immunisations, for example for pneumococcal and influenza.
15.1	0 Exclusion periods for infectious diseases
	school will follow recommended exclusion periods outlined by Public Health England, summarised pendix 4.
	e event of an epidemic/pandemic, we will follow advice from Public Health England about ppropriate course of action.
16.	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 shou	ld
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

## 17. 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.

## 18. Accident reporting

#### 18.1 Accident record book

	years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.
	Records held in the first aid and accident book will be retained by the school for a minimum of 6
J	Information about injuries will also be kept in the pupil's educational record
	As much detail as possible will be supplied when reporting an accident
	An accident form will be completed as soon as possible after an accident occurs by the member of staff or first aider who deals with it. An accident form template can be found in appendix 2
	An agaident form will be completed as each as possible ofter an agaident assure by the member

## 18.

Maxine Walters (PA to the Executive Head Teacher) 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).

M as SO

	rs (PA to the Executive Head Teacher)) will report these to the Health and Safety Executive sonably practicable and in any event within 10 days of the incident.		
eportable inj	uries, diseases or dangerous occurrences include:		
Death			
Specifie	ed injuries. These are:		
<ul> <li>Fractures, other than to fingers, thumbs and toes</li> </ul>			
0	Amputations		
0	Any injury likely to lead to permanent loss of sight or reduction in sight		
0	Any crush injury to the head or torso causing damage to the brain or internal organs		
0	Serious burns (including scalding)		
0	Any scalping requiring hospital treatment		
0	Any loss of consciousness caused by head injury or asphyxia		
0	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		
	where an employee is away from work or unable to perform their normal work duties for an 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			

- 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

Near-miss events that do not result in an injury but could have done. Examples of near-miss events

- 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:

relevant to schools include, but are not limited to:

#### 18.3 Notifying parents

Maxine Walters/Sharon Hudson or paediatric first aiders will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

#### 18.4 Reporting to Ofsted and child protection agencies

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

The Head of School will also notify Southwark's multi agency working hub of any serious accident or injury to, or the death of, a pupil while in the school's care.

## 19. Training

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

Staff who work in high-risk environments, or work with pupils with special educational needs (SEN), are given additional health and safety training.

## 20. Monitoring

This policy will be reviewed by the Head of School every 2 years.

At every review, the policy will be approved by the governing body.

## **Health and Safety Committee**

The school have a health and safety committee who meet to discuss any health and safety concerns that may arise for staff or pupils. They meet at least half termly.

Galiema Amien - Cloete - Executive Head Lisa Christiansen - Head of School Donna Powell - Support Staff Khalid Boulia - Premises Manager Sharon Hudson - Admin Assistant Anthony Williams - Teacher

## 21. Links with other policies

This health and safety policy links to the following policies:

- Fire Evacuation Protocol
- · Supporting pupils with medical conditions
- Accessibility plan
- Managing continence

# Appendix 1. Fire safety checklist

Issue to check	Yes/No
Are fire regulations prominently displayed?	
Is fire-fighting equipment, including fire blankets, in place?	
Does fire-fighting equipment give details for the type of fire it should be used for?	
Are fire exits clearly labelled?	
Are fire doors fitted with self-closing mechanisms?	
Are flammable materials stored away from open flames?	
Do all staff and pupils understand what to do in the event of a fire?	
Can you easily hear the fire alarm from all areas?	

# Appendix 2. Accident report

Name of injured person		Role/class		
Date and time of incident		Location of incident		
Incident details				
Describe in detail what happened, how it happened and what injuries the person incurred				
Action taken				
Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.				
Follow-up action required				
Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again				
Name of person attending the incident				
Signature		Date		

## Appendix 3 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)	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 advisor or environmental health officer will advise.		
	If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.		
COVID	3 days from the day after a positive test for children and 5 days from the day after a positive test result for adults.		
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.		