



Health and safety

SOMPTING ABBOTTS SCHOOL

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1. Aims

Our school aims to:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site
- Have robust procedures in place in case of emergencies

- Ensure that the premises and equipment are maintained safely, and are regularly inspected

2. Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation:

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

The school follows [national guidance published by UK Health Security Agency \(formerly Public Health England\)](#) and government guidance on [living with COVID-19](#) when responding to infection control issues.

Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#).

3. Roles and responsibilities

3.1 The Proprietors

The Proprietors have ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the Headteacher.

The Proprietors have a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The Proprietors as the employer, also has a duty to:

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

3.2 Headteacher

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

- Implementing the health and safety policy
- Ensuring there is enough staff to safely supervise pupils
- Ensuring the school building and premises are safe and regularly inspected, in coordination with the Health and Safety Officer

- Providing adequate training for school staff and ensuring that new employees are given instruction in safe working practices in coordination with the Health and Safety Officer
- Reporting to the Proprietors on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed
- Undertaking an annual review of Health and Safety procedures and review this policy accordingly

In the headteacher's absence, Rachael Kelly (Director of Studies) and Kirsty Miles (Head of Pre-Prep) and assume the above day-to-day health and safety responsibilities.

3.3 Health and safety Officer

The Bursar, David Sinclair is the Health and Safety Officer and is directly responsible to the Headmaster for overall day-to-day implementation and operation of the School's Health & Safety policy.

This involves

- Ensuring that the school building and premises are safe and regularly inspected
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available for use
- Ensuring hazardous and highly flammable substances are correctly stored out of pupils' reach and labelled, and exposure is minimised;
- Ensuring any Health & Safety concerns are reported immediately to the Headmaster
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

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
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe and hygienic practice for pupils
- Understand emergency evacuation procedures and feel confident in implementing them

Classroom Organisation

1. Teachers must ensure **safe access** to their classrooms and all the resources within them.

In relation to safe and easy access and unimpaired movement within the classroom the position of the following should be carefully considered:

- door(s)
- cupboards/storage units
- sink(s)
- teacher's desk

- rubbish bin
- children's desks/tables
- computer(s)

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

David Sinclair, the Health and Safety Officer is responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

The Proprietors, the Headmaster, the Head of Pre-Prep, and Mrs Williamson are key holders and will respond to an emergency.

4.1 School Security

Visitors and Contractors

1. The relevant school office should be informed at the start of the day, or when the appointment is made if later, of any expected visitors or contractors. They should be informed by the staff member making the appointment whether or not they need a contractors form to be filled in.
2. All visitors to the school must be signed in by the School Office and given a visitor's badge – regardless of whether or not they have a badge from their company; the badge tells anyone seeing them that they have authorisation to be on site. Our regular contractors should also pick up badges so that we know that they are in the building.
3. Anyone coming to do any work must have completed our contractor's Health and Safety Form before they start. If possible this should be sent to the firm's Head office when the work is booked. All contractors will be informed about the presence of any asbestos in the area/s that they are working in. This information is kept in the Asbestos Register in the School Office.

Start of Day

1. The Proprietor or the Bursar opens up the buildings and turns off the alarms.
2. The Front Door is permanently locked. Visitors have to ring the bell and are then admitted by the School Office.
3. The Pre-Prep Building (Old Stables) and the back door (Main School) have been fitted with pin-code locks. The doors to the building are on the pin-code during the school day.
4. A pin-code lock is in place on the door to the Cellars (boys changing area) accessed via stone steps to the right of the back door.

End of Day

1. Mrs. Sinclair and/or the Headmaster wait at the back door and say goodbye to children as they leave with their parent or carer (see Staff Handbook- dismissal).
2. Children who remain in late room in the Main Building are collected via the Front Door. Parents ring the bell and a member of staff will admit parents.

3. Staff should have left the building by 6 p.m. If they are staying longer, they should inform the Health & Safety Officer. They should close and lock all outside windows and doors and close the classroom door. They should not unlock any doors once they have been locked.
4. Mr. D. Sinclair will make a final check of the building and set the alarm.

4.2 WORKPLACE SAFETY FOR STAFF, PUPILS AND VISITORS

All staff have a duty to be vigilant over their own safety and the safety of the pupils and visitors.

1. Staff should ensure that all outside doors are locked behind them.
2. Staff should ensure that all fire doors are kept shut, unless fitted with a Dorguards.
3. Staff should not admit to any School building any person without first ascertaining his/her identity and right to enter the School. Anyone not wearing the appropriate visitor's badge should be directed to the School Office.
4. Staff should observe and ensure that pupils observe the appropriate standards of behaviour in the classroom, in the grounds, on coaches, at sports, on days out and other events and on trips.
5. Staff should not allow the pupils to tamper with any fire or safety equipment. If they observe any fire or other safety equipment that has been tampered with they should immediately report this to the Health & Safety Officer.
6. Staff should ensure that children do not leave the premises without permission. All children (or accompanying adults) must sign out at the appropriate office.
7. Staff should be vigilant that pupils follow the school rules on moving around the premises: Classes moving between buildings will walk in single file or twos 'crocodile fashion' stopping where appropriate at regular intervals to collect. Classes stay on the left when moving up and down stairs.

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 once a week

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 point. This is the Rose Garden (grassed area between the Old Stables and Main School building)
- Form tutors/class teachers will take a register of pupils, which will then be checked against the attendance register of that day

- The headteacher, Stuart Douch (and in his absence the Health and Safety Officer) will take a register of all staff
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter

The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

A fire safety checklist can be found in appendix 1.

For full details of Fire Evacuation Procedure and for the Fire Risk Assessment see the Fire Safety Policy

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 David Sinclair, Health and Safety Officer and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

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

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

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

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 they have adequate ventilation

6.2 Legionella

- A water risk assessment has been completed on 31.12.15 by David Sinclair. David Sinclair is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book
- This risk assessment will be reviewed annually and when significant changes have occurred to the water system and/or building footprint
- The risks from legionella are mitigated by the following: temperature checks, and disinfection of showers

6.3 Asbestos

- Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work

- Contractors will be advised that if they discover material 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 in the Asbestos Register in the Health & Safety Premises Risk Assessment section.

7. Equipment

All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place.

When new equipment is purchased, it is checked to ensure 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 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 David Sinclair, Health and Safety Officer 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 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

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 David Sinclair, Health and Safety Officer

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 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)

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
- Remote working, self-isolation and/or remote learning

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 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:

- David Sinclair, Health and Safety 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

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
- 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

11. Off-site visits

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

- Risk assessments will be completed where off-site visits and activities require them
- All off-site visits are appropriately staffed
- Staff will take a school mobile phone, an appropriate portable first aid kit, information about the specific medical needs of pupils, along with the parents' contact details
- For trips and visits with pupils in the Early Years Foundation Stage, there will always be at least one first aider with a current paediatric first aid certificate
- For other trips, there will always be at least one first aider on school trips and visits

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 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.

15.1 Handwashing

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

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
- Use personal protective equipment (PPE) to control the spread of infectious diseases where required or recommended by government guidance and/or a risk assessment

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
- When spillages occur, clean using a product that combines both a detergent and a disinfectant, and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses, and suitable for use on the affected surface
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below
- Make spillage kits available for blood spills

15.6 Laundry

6Wash 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
- 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

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
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet

15.9 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 including:

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 [twice a day]

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

15.10 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 any of these, the parent/carer will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

15.11 Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by the UK Health Security Agency and other government guidance, summarised in appendix 6.

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

16. New and expectant mothers

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

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

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to an 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

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.

In order to minimize the risk of work related stress, the Headmaster, members of the Senior Management Team and Heads of Department all take care to:

- Foster a supportive work environment
- Recognise the value of good management practice with systems in place to effectively manage staff
- Pay attention to any indication of changes in performance or behaviour in staff
- Encourage sympathetic alertness to staff who develop signs of not coping
- Make reasonable adjustments to their working environment or work load for a member of staff who develops signs of not coping in order to minimize stress

Should a member of staff be absent through ill health or injury, their Head of Department, or an agreed member of the Senior Management Team should:

- Keep in touch with absent staff, this should start after two weeks' absence and maintained at fortnightly intervals thereafter.
- Be supportive in any return to work process.

18. Accident reporting

18.1 Accident record book

- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. An accident form template can be found in appendix 2
- As much detail as possible will be supplied when reporting an accident
- Information about injuries will also be kept in the pupil's educational record
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

18.2 Reporting to the Health and Safety Executive

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

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

Reportable injuries, diseases or dangerous occurrences include:

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

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

How to make a RIDDOR report – <http://www.hse.gov.uk/riddor/report.htm>

18.3 Notifying parents

The Head of Pre-Prep, Kirsty Miles will inform parents of any accident or injury sustained by a pupil in the Early Years Foundation Stage, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

18.4 Reporting to child protection agencies

The Headteacher will notify local child protection agencies (see below) of any serious accident or injury to, or the death of, a pupil in the Early Years Foundation Stage while in the school's care.

Integrated Front Door (IFD) and 01403 229900 (out of hours 0330 222 6450)

wschildrenservices@westsussex.gov.uk

Local authority designated officer (LADO)

LADO@westsussex.gov.uk

0330 222 6450

19 HEALTH AND SAFETY EMERGENCIES

The School has a comprehensive Emergency Plan for Major Incidents
See also First Aid policy for medical emergencies.

In general, one teacher should deal with the emergency and another stay with the children.

Any teacher first at the scene of an accident, incident or emergency should take charge. He or she is responsible for:

- taking immediate action in order to safeguard the pupils and adults
- sounding the fire alarm, if appropriate
- summoning help from elsewhere
- using the available resources to control the incident and to control pupils who have been involved in, or witnessed, an accident
- notifying the School Office, who will inform the Headmaster

If an incident of any sort occurs:

a) It is important that it is logged. Clearly a member of staff's first responsibility is to the children, and specifically any child who is hurt, physically or emotionally, in any way. However once the situation has been dealt with it is important that it is written up and that the procedure that you followed is therefore recorded. It is much easier to do this as soon as possible. This log can then be passed to the Health & Safety Officer and he can then deal with any issues that may remain.

b) The Headmaster should also be informed as soon as practically possible.

c) If a child is seriously hurt, either emotionally or physically, then the Headmaster will contact the parents as soon as possible. Staff should not contact the parents themselves.

d) If a member of staff is seriously hurt, either emotionally or physically, then the Headmaster will contact their next of kin as soon as possible.

Emergency Evacuation

All Emergency Alarms should be treated as a real emergency and the full procedure should be followed even if the Alarm ceases in the middle of evacuation or ingress.

All staff must display a copy of the 'Fire/Emergency Drill' in a prominent position in their room/classroom. Staff must be familiar with the correct procedures when the fire alarm sounds. There is at least one unannounced practice each term.

The Fire Alarm is a bell, and is the signal for an emergency evacuation.

The continuous sounding of the school bell is the signal for an ingress, that is for all classes to go into the school building, to their classes and await further information. (Such an emergency might be triggered, for example, by a local bomb scare).

The procedure for checking the presence of all pupils and staff is the same in both cases.

The responsible person for checking the presence of all adults and staff is the Principal, Mrs Sinclair. She will report any missing personnel to the Headmaster. The responsibility for checking the presence of all pupils is the Headmaster's and in his absence the Health & Safety Officer.

When the Fire Alarm is sounded all pupils should line up in silence and take the nearest fire exit from the school building, moving in a line, keeping to the left and in silence. Where possible, windows and doors should be closed.

The children should take the nearest exit from the school and gather in the designated gathering point, The Rose Garden. Pupils must remain in silence at all times, especially in the corridors and in the playground when the register is being checked.

The Health & Safety Officer will check the staff against the staff register, but staff should immediately alert the Health & Safety Officer if one of their colleagues is missing. Teachers responsible for organising peripatetic teachers will check they are all accounted for. Form Teachers are responsible for making sure that all their pupils are present. Teachers without forms should attach themselves to an assigned year group and assist form teachers with checking pupils:

The Health & Safety Officer will report any missing children to the Headmaster who will then take further action.

The School will wait in silence on the assembly area whilst Health & Safety Officer checks the cause of the alarm. Once the school is deemed safe for re-entry the Headmaster will dismiss the school if no further action is required. Please do not lead your Form back until asked to by the Headmaster or, in his absence, the Health & Safety Officer.

Fire procedure notices and fire exit notices should be displayed clearly, and near the door, in each classroom. Form Teachers should ensure that these notices are correctly displayed, and inform their children of the fire and emergency procedure.

During the first day back at the start of the Autumn term all class teachers/form teachers will take their pupils on a 'dry run' to familiarise themselves with the fire exit route. They will then confirm with the Health & Safety Officer that this has been completed.

Emergency Ingress, in the event of a major local emergency.

The continuous sounding of the outside school bell is the signal for an ingress, that is for all classes to go into the school building, to their classes and await further information. (Such an emergency might be triggered, for example, by a local bomb scare).

In the first instance classes should return to their classrooms with their form teacher who takes the register. Any missing children will be reported to the School Office.

In the event of such an emergency the school would be contacted by the police and other emergency services and further information would be forthcoming. It is possible that the school and the local area may need to be evacuated completely.

Staff's responsibility is to the children. They should be kept calm, given reassurance, and enough information to stop them becoming over anxious. It is unlikely that parents would be able to telephone the school or for the children to telephone home. As a school we are of top priority to emergency services and should be confident that they will be acting in the best interests of children and staff. It is important that their instructions are followed.

Members of SMT and School Office staff must be familiar with the Emergency Plan for a Major Incident and should check each term that the correct information and equipment is in the emergency briefcase.

In the event of a major incident in the locality of the school that is likely to affect the collection of children.

The Headmaster or other responsible person will send a message to all form and other teachers informing them of the nature of the problem. In this situation, staff will need to be particularly vigilant about children going home.

All children will be collected from their classroom. Form teachers will use a class list from the back of their registers to check off children as they leave, whom they left with and the time. This information will stay in the register so that any subsequent queries can be answered.

Children will not be allowed home alone, the Headmaster or the Health & Safety Officer will telephone parents and discuss the situation with them and the best action to take.

Half an hour after the usual collection time, any children who have not been collected will be sent to a designated Late Room. A designated teacher will then telephone the various numbers on the emergency numbers list.

It may be that various staff need to leave school early in order to get home before transport becomes disrupted. They should be allowed to do so as long as a correct ratio of staff to children remains in school, as we have a duty of care to the children. The Senior Management Team will only leave when all the children are safely in the care of a suitable adult.

20. Training

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

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

21. Monitoring

This policy will be reviewed by the Headmaster every 2 years.

At every review, the policy will be approved by the Headteacher and the Proprietors

22. Links with other policies

This health and safety policy links to the following policies:

- First aid
- Risk assessment
- Accessibility plan
- Remote learning
- Emergency or critical incident plan
- Fire Safety Policy

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. Asbestos record

The text in this table are suggestions only. The table will need to be adapted to your school's specific circumstances.

Location	Product	How much	Surface coating	Condition	Ease of access	Asbestos type	Comment
Roof	Asbestos cement	Whole roof	None	Fairly good	Difficult	White	
Store room	Pipes	6 x 3m	Metal case	Good	Medium	Unknown	

SOMPTING ABBOTTS SCHOOL

H & S APPENDIX 4: RISK ASSESSMENT

(use as many copies of this sheet as necessary)

Name:.....Room/Location:.....

Location	Risk	Action Taken (Leave blank if referring to H and S officer)	Implemented by: Date:
			By: Date:
			By: Date:
			By: Date:
			By: Date:

SOMPTING ABBOTTS SCHOOL PROMOTES A HEALTHY AND SAFE ENVIRONMENT

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H & S APPENDIX 5: CONTRACTORS HEALTH & SAFETY FORM

To comply with the School's Health and Safety Procedures this form must be completed, including relevant attachments, prior to commencing the contracted work.

Contractor name and address:

Telephone number:

Number of employees:

Nature of work:

Length of time taken for work:

I / We consider myself / ourselves to be (a) competent practitioner(s) for the allocated tasks.
Yes / No

I / We follow my / our proper Health and Safety procedures including, if relevant, working alone procedures and own emergency checking and contact arrangements
Yes / No

I / We have Public Liability Insurance
Yes / No

I have Professional Indemnity Insurance
Yes / No

Where necessary I will make myself conversant with the School's Health and Safety policy
Yes / No

If under any circumstance an individual from your firm is working alone on the School premises, please confirm that you have made appropriate arrangements for a lone worker.
Yes / No

There is no reason, including my or my staff's records, why I should not undertake this work in a school. I have checked fully, including with references, my staff's suitability.

Signature: _____ Date: _____

Name and title of person completing this form: _____

* n/a means not applicable – if you have no employees.
If you are a sole employee of your company you should have this.

SOMPTING ABBOTTS SCHOOL PROMOTES A HEALTHY AND SAFE ENVIRONMENT

Appendix 6. 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 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.

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)	<p>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.</p> <p>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.</p>
Cold sores	None.
Respiratory infections including coronavirus (COVID-19)	<p>Children and young people should not attend if they have a high temperature and are unwell.</p> <p>Anyone with a positive test result for COVID-19 should not attend the setting for 3 days after the day of the test.</p>
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 a 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 adviser 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.
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.