Halley Primary School

Including all learners, achieving their best

Health and Safety Policy

Approved by:	Shoshannah Thompson
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Review date:	September 2027
Shared with staff:	September 2026

Structure Guide Colour Code

Updates for 2026/27

OUR INTENT

OUR VALUES



OUR VISION

Our vision is underpinned by the principles of the UN Convention on the Rights of the Child (UNCRC). As a Gold Rights Respecting School, we are committed to promoting children's rights in all areas of school life - ensuring every pupil is listened to, valued, kept safe, and supported to reach their full potential. We believe that by embedding the language and values of rights, we nurture respectful, confident, and active citizens who contribute positively to their school and community.

Provide a safe, supportive, and stimulating environment that enables and encourages highest standards of achievement (**ambition**).

Broad, balanced and **creative** curriculum which makes the most of the learning opportunities offered by the richness and diversity of the **cultures** and environment on our doorstep.

Provide an **enriched practical** curriculum based on excellence and **enjoyment** which allows for **exploration**, **enquiry**, and opportunities to ask questions.

OUR AIMS

1. All of our children are to become **successful**, **independent** learners.
2. All of our children are to be equipped with skills and knowledge to meet their current and future needs and **creative** potential.
3. All of our children are to be **confident** individuals who can live safe and **healthy** lives.
4. All of our children are to **respect** and value each other's contributions irrespective of race, gender, religion or ability.
5. All of our children are to be **self-aware** and able to manage their own behaviour, understanding that it has an impact on others.
6. All of our children are to be active and motivated **citizens** within the wider school community.

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Health and Safety Policy

How to read this document

Text shown in this colour marks a change or update made to this policy during this review.

Arrangement numbers are not sequential. Some arrangements (for example, fire safety, asbestos, security and lettings) have moved to the School's new, separate Premises Management Policy. The remaining arrangements have deliberately kept their original numbers, rather than being renumbered, so that staff can track what has changed.

STATEMENT OF INTENT:

The Governing Body of Halley Primary School will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work Act 1974 and other statutory and common law duties.

The Governing Body accepts that it has a responsibility to take all reasonably practical steps to secure the health and safety of pupils, staff and others using the school premises or participating in school-sponsored activities.

It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the School and is part of the good education of its pupils.

The aim of the Governing Body is “To provide a safe and healthy working and learning

environment for staff, pupils and visitors.”

The arrangements outlined in this statement and the various other safety provisions made by the Governing Body cannot prevent accidents or ensure safe and healthy working conditions.

The Governing Body believes that only the adoption of safe methods of work and good practice by every individual can ensure everyone’s personal health and safety.

This statement sets out how these duties will be conducted and includes a description of Halley Primary School’s organisation and arrangements for dealing with different areas of risk.

Details of how these areas of risk will be addressed are given in the arrangements section.

This policy will be brought to the attention of all members of staff and will be accessible on the school's OneDrive, website and Parago asset-management system.

This policy statement and the accompanying organisation and arrangements will be reviewed on an annual basis or sooner following significant legislative, organisational or operational change.

This policy statement supplements:

- LBTH's Corporate Health and Safety Policy
- **Premises Management Policy:** arrangements relating to the school premises and estate – including fire evacuation and emergency procedures, premises security, asbestos, pest control, gas, electricity, water/legionella management, lifting equipment, outdoor and indoor areas, management of contractors, lettings, business continuity and housekeeping – are now set out in the School's separate Premises Management Policy, which operates alongside this policy and shares its legislative framework where relevant. This policy should be read alongside the School's Premises Management Policy, which sets out detailed arrangements for fire safety and emergency procedures, security, asbestos, pest control, gas and electrical safety, water and legionella management, lifting equipment, contractors, lettings, business continuity and premises housekeeping

The Governing Body will take all reasonable steps to identify and reduce hazards to a minimum, but all staff and pupils must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities**.**

LEGISLATION

This policy is based on advice from the Department for Education on health and safety in schools: *responsibilities and duties for schools* and has regard to the following legislation and statutory guidance:

The Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards employees and others who may be affected by their activities.

The Management of Health and Safety at Work Regulations 1999, which require employers to carry out suitable and sufficient risk assessments, implement appropriate control measures and make effective arrangements for the planning, organisation, control, monitoring and review of health and safety.

Workplace (Health, Safety and Welfare) Regulations 1992, which set minimum requirements for the health, safety and welfare of employees in the workplace, including the condition of premises, ventilation, temperature, lighting, cleanliness, traffic routes and welfare facilities.

The Health and Safety (First Aid) Regulations 1981, which require employers to provide adequate and appropriate first-aid equipment, facilities and personnel for employees, informed by a first-aid needs assessment.

The Control of Substances Hazardous to Health Regulations 2002, which require employers to control risks from substances hazardous to health

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which require specified work-related injuries, diseases and dangerous occurrences to be reported to the Health and Safety Executive and appropriate records to be maintained.

The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to assist and reduce risks from display screen equipment and make provision for eyesight tests for qualifying users.

The Manual Handling Operations Regulations 1992, which require employers, so far as reasonably practicable, to avoid hazardous manual handling and to assess and reduce the risk of injury where manual handling cannot be avoided.

The Provision and Use of Work Equipment Regulations 1998 (PUWER), which require work equipment to be suitable, maintained in a safe condition and used only by people who have received appropriate information, instruction and training.

The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), where applicable, which require lifting equipment and lifting operations to be properly planned, supervised, maintained and examined by competent persons.

The Gas Safety (Installation and Use) Regulations 1998, which require gas work to be undertaken safely by appropriately competent and Gas Safe registered persons.

The Electricity at Work Regulations 1989, which require electrical systems and equipment to be constructed, maintained and used so as to prevent danger.

The Regulatory Reform (Fire Safety) Order 2005, hich requires appropriate fire precautions, fire-risk assessment and arrangements to protect relevant persons.

The Work at Height Regulations 2005, which require work at height to be properly planned, appropriately supervised and carried out by competent people using suitable equipment.

The Control of Noise at Work Regulations 2005, which require employers to assess and control risks to employees from excessive workplace noise where relevant.

The Control of Vibration at Work Regulations 2005, which require employers to assess and control risks from exposure to vibration where relevant.

The Personal Protective Equipment at Work Regulations 1992, as amended by the Personal Protective Equipment at Work (Amendment) Regulations 2022, which require employers to provide suitable PPE free of charge where risks cannot adequately be controlled by other means.

The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law), which include requirements for full ingredient and allergen labelling for food that is prepacked for direct sale., which places a duty on governing bodies of maintained schools to make arrangements to support pupils with medical conditions.

The Pupils's Wellbeing and Schools Act 2026 and the DfE statutory guidance Allergy Safety in Schools (July 2026), which require schools to have and publish an allergy safety policy, review it at least annually, provide appropriate allergy safety training and make arrangements to support pupils with allergies.

The school also follows UK Health Security Agency guidance on health protection in pupils and young people settings (formerly Public Health England) including infection prevention and control, including the management of communicable disease outbreaks.

Sections of this policy are also based on the Statutory Framework for the Early Years Foundation Stage, where applicable.

ORGANISATION

THE LOCAL AUTHORITY AND GOVERNING BODY

As the employer, the London Borough of Tower Hamlets has overall responsibility for health and safety. The Governing Body is responsible for overseeing the effective implementation of the Local Authority's health and safety policy and arrangements within the School. Day-to-day management is delegated to the Headteacher, with specific duties assigned to competent staff as set out in this policy.

RESPONSIBILITIES OF THE GOVERNING BODY

The Governing Body has strategic responsibility for health and safety in the School, but will delegate day-to-day responsibility to the **Headteacher**.

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

The Governing Body is responsible for ensuring that effective arrangements are in place to monitor health and safety performance, including through the designated Health and Safety Link Governor and relevant committee structures. This includes:

- Ensuring adherence to the local authority health and safety policy, procedures and standards;
- Formulating a health and safety statement detailing the responsibilities for ensuring health and safety within the School;
- Reviewing the establishments health and safety policy annually and implementing new arrangements where necessary;
- Monitoring, reviewing and evaluating the School's health and safety performance, including through inspection reports that identify action allocated to the individual

responsible; time limits for that action; remedial action to address the problem identified; and any longer-term action needed to address underlying causes

- Providing appropriate resources within the School's budget to meet statutory requirements and the local authority health and safety policy, procedures and standards;
- Ensuring that safety training is given priority for both governors and staff
- Receiving reports on health and safety matters from the Headteacher, and reporting to LBTH any hazards the School is unable to rectify from its own budget
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with.
- Promoting a positive H&S culture and high standards of health and safety within the establishment via the link governor with responsibility for health and safety.
- Ensuring that health and safety is included in specifications and contract conditions when awarding contracts, in line with LBTH policy and procedures

The Governing Body and Headteacher must take all reasonable measures to ensure that the premises and equipment on the premises are safe and do not put the health or pupils at risk while they are on the premises.

The Governing Body and Headteacher must comply with any directions given by the LA concerning the health and safety of persons in school, or on school activities elsewhere.

PUPIL HEALTH AND SAFETY

Health and safety responsibilities derived from the Health and Safety at Work, etc Act 1974 and the Management of Health and Safety Regulations at Work 1999.

Pupils are protected by the duties imposed because they are affected by an employer's undertaking or are using school premises. The legislation requires employers to assess and manage risk and is usually enforced by the Health and Safety Executive (HSE) in respect of schools.

Responsibility for ensuring the health and safety of pupils is shared through the employer's statutory duties and the School's local governance and management arrangements.

RESPONSIBILITIES OF THE HEADTEACHER:

Overall responsibility for the day to day management of health and safety in accordance with the LA's health and safety policy and procedures rests with the Headteacher.

As manager of the establishment and of all the activities carried on within it, the Headteacher will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds.

The Headteacher has responsibility for:

- Co-operating with the LA and governing body to enable health and safety policy and procedures to be implemented and complied with;
- Ensuring effective health and safety management arrangements are in place for carrying out regular inspections and risk assessments, implementing actions and submitting inspection reports to the governing body and LA where necessary;
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors;
- Carrying out health and safety investigations;
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training;
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Reporting to LBTH any hazards which cannot be rectified within the establishment's budget;
- Ensuring that the premises, plant and equipment are maintained in a serviceable condition;
- Monitoring purchasing and contracting procedures to ensure compliance with LBTH policy.
- Ensuring accidents and incidents are reported on time, in the correct format, and local investigations are completed promptly.

The Headteacher may choose to delegate certain tasks to other members (must be competent) of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day to day responsibilities for health and safety within the establishment.

The Headteacher retains overall responsibility for the day-to-day management of health and safety. The Premises Manager is the nominated Health and Safety Lead for operational premises matters, supported by the HR & Office Manager in relation to administration, training, accident reporting and staff health and safety processes.

In the Headteacher's absence, a member of the Senior Leadership Team will assume day-to-day responsibility for health and safety.

RESPONSIBILTIES OF HUMAN RESOURCES & OFFICE MANAGER

The HR & Office Manager supports the Headteacher in the administration and monitoring of health and safety arrangements, including staff training records, first aid coordination, accident and incident reporting, liaison with external agencies and preparation of reports for the Headteacher and Governing Body.

The HR and Office Manager of Halley Primary School is responsible for:

- Making an annual report on health and safety matters to the Head teacher and the Governing Body
- Assisting with inspections and safety audits;
- Publicising safety matters;
- Liaising with outside bodies concerned with safety and health e.g. Occupational Health consultants;
- Monitoring accidents to identify trends and introduce methods of reducing accidents;
- Ensuring all accidents within the area of responsibility are recorded in line with *the school policy;*

RESPONSIBLITIES OF THE SCHOOL PREMISES MANAGER

The Premises Manager is the nominated Health & Safety Lead for the School and is responsible to the Headteacher in ensuring compliance with all health and safety regulations in respect of matters affecting cleanliness, security and maintenance of all school buildings and grounds, including:

- Investigating and advising on hazards and precautions;
- Making recommendations to the Headteacher for matters requiring immediate attention, e.g. changes to legislation or outcomes from premises safety inspections;
- Keeping records of hazards identified on site by staff and the remedial action taken and when;
- Ensuring equipment, including personal protection equipment is maintained in a safe condition and that substances hazardous to health are stored in a safe place.
- Supporting the Headteacher in ensuring that staff are made aware of relevant health and safety procedures, risks and control measures
- Undertake relevant health and safety training and maintain appropriate evidence of competence for the duties assigned

Detailed premises-related duties – including fire safety and evacuation, asbestos, legionella/water management, pest control, gas, electricity, security, lettings and management of contractors – are set out in the School's separate Premises Management Policy.

RESPONSIBILITIES OF SUBJECT LEADERS

The Health and Safety at Work Act requires all supervisors to accept responsibility for the safety of processes under their direct control. In order to achieve this objective Subject Leaders/Curriculum Leaders are responsible to the Headteacher, so far as is reasonably practicable, for:

- Ensuring that all members of staff in the department are aware of any safety precautions to be taken when undertaking potentially hazardous activities.
- Ensuring that the curriculum of the department includes instructions in the correct and safe methods of carrying out potentially hazardous activities.

- Ensuring that curriculum activities within their area are appropriately risk assessed and that suitable control measures are followed.
- Ensuring that all equipment and machinery is maintained in safe and serviceable condition, and defective equipment not used until the necessary repairs have been carried out.
- Ensuring that competent members of staff carry out risk assessments for all the activities within their control. These assessments should cover general risks as well as the specific risks involved with the teaching and supervision of pupils. Consideration should be given to the use of hazardous substances, provision of personal protective equipment and selection of work equipment.
- Ensuring that all members of staff under his/her control adhere to all relevant aspects of the Safety Policy.
- Reporting all potential hazards to health or safety and all accidents to the Head teacher.

As the employer, the LA's statutory duties to ensure staff and pupils are not exposed to risks to their health and safety are discharged through the Governing Body and Headteacher arrangements set out above.

RESPONSIBILTIES OF EMPLOYERS

As the employer, London Borough of Tower Hamlets retains statutory responsibilities under health and safety legislation, including providing appropriate policies, guidance, competent advice, monitoring arrangements and support to schools.

RESPONSIBILITIES OF EMPLOYEES

Under the The Health and Safety at Work etc. Act 1974, all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work
- Comply with the school's health and safety policy and procedures at all times
- Report all accidents and incidents in line with the reporting procedure •
- Co-operate with school management on all matters relating to health and safety
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Report immediately to their line manager any shortcomings in the arrangements for health and safety.
- Only use equipment, machinery or undertake activities for which they they have received appropriate instruction, training and, where required, authorisation.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

RESPONSIBILITIES OF PUPILS

Pupils will, appropriate to their age and stage of development:

- Exercise personal responsibility for their own health and safety and that of others, appropriate to their age and understanding
- Dress in a manner that is consistent with safety and hygiene standards
- Respond to instructions given by staff in an emergency
- Observe the health and safety rules of the School
- Not misuse, neglect or interfere with items provided for their own or other pupils' health and safety

ARRANGEMENT 1: LEADERSHIP AND MANAGEMENT

ACTIVE LEADERSHIP

Protecting the health and safety of employees, students, visitors and contractors is an essential part of risk management and must be led locally by the school management team/Head teacher. Effective health and safety management is an integral part of school leadership and decision-making. The Headteacher and Senior Leadership Team will ensure that significant health and safety risks are identified, managed, monitored and reviewed.

- Visible and active commitment, such as having a 'named Health and Safety Lead
- Effective 'top-down' cascading of communication and vice versa
- Performance review for health and safety, such as local inspections, safety tours, audits etc
- Proactive approaches to health and safety such as policy reviews, inspections, risk assessments
- Reactive approaches such as analysis of accident trends and taking appropriate control measures, that is shared with the Governing body throughout the year
- Being aware of significant risks in the school, by completing the risk profile and sharing with staff
- Managing contractors to ensure all health and safety checks are completed, from selection of safe contractor through to management of contractors whilst on your school site.

HEALTH AND SAFETY AUDITING

The School will undertake an annual health and safety audit in accordance with LBTH requirements and local arrangements. Relevant personnel will contribute to the audit according to their areas of responsibility include : Chair of Governors, Headteacher, Assistant

Headteachers, SEND Lead, HR & Office Manager, Finance & Governance Manager, Premises Manager, and Subject Leaders etc.

SCHOOL HEALTH AND SAFETY COMMITTEE

Health and safety is considered routinely through the School's leadership and governance structures and is included on relevant meeting agendas where appropriate. Significant risks, incidents, emerging issues and actions are escalated to the Headteacher and Governing Body as required

The Health and Safety Link Governor meets the Premises Manager (PM) and/or Headteacher at least termly to review health, safety and welfare matters.

The termly health and safety report to Finance and General Purpose Committee will include, as appropriate:

- accidents, incidents and near misses
- significant risk-assessment issues
- outstanding actions from inspections/audits
- premises compliance issues
- staff training/compliance
- contractor issues
- significant changes in legislation or guidance
- priorities requiring governor oversight or resources.

COMMUNICATION OF INFORMATION

- Health and safety will be reported to the Governing Body regularly and whenever significant matters require governor oversight or decision.
- Detailed information on how to comply with LBTH health and safety policy is located in the shared OneDrive.
- The Health and Safety Law poster is displayed in the Main Reception Office.
- The Service Level Agreement Corporate Health and Safety Lead Tel: **020 73644193** will provide competent health and safety advice.

HEALTH AND SAFETY TRAINING

Health and safety induction training will be available to all staff health and safety induction training will be provided and documented for all new employees by the Office & Human Resources Manager.

The Headteacher is responsible for ensuring that all staff are provided with adequate information, instruction and training and identifying the health and safety training needs of staff.

All employees will be provided with:

- Induction training in the requirements of this policy;
- Update training in response to any significant change;
- Training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.)
- Refresher training where required
- LBTH training

Training records are held by HR & Office Manager who is responsible for co-ordinating health and safety training needs and for including details in the training and development plan. The HR & Office Manager will maintain a health and safety training matrix identifying mandatory and role-specific training, completion dates and refresher dates.

Staff must not undertake tasks requiring specialist competence unless they have received appropriate training, instruction and authorisation.

The Headteacher will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing the Headteacher's / line manager's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

HEALTH AND SAFETY INSPECTION AND MONITORING

A general inspection of the site will be conducted termly and be undertaken by the Headteacher in conjunction with the Premises Manager.

Monitoring inspections of curriculum areas, specialist spaces and other areas of particular risk will be undertaken by relevant Subject Leaders or nominated competent staff.

Actions arising from inspections will be recorded, allocated to a named person, given a target completion date and monitored to closure according to the level of risk

Responsibility for following up items detailed in the safety inspection report will rest with the Premises Manager.

Records of such monitoring will be kept by the Premises Manager.

The nominated governor with responsibility for Health and Safety will be involved / undertake an inspection on an annual basis and report back to both the Finance and General Purposes committee and full governing body meetings. This governor monitoring will also cover management systems in addition to inspecting the premises.

For a list of inspections and further details on all servicing contracts, please see **Appendix A.**

ARRANGEMENT 2B: INCIDENT / ACCIDENT REPORTING PROCEDURES

All accidents, incidents and near misses must be reported promptly in accordance with the School's reporting procedures. The Headteacher, or a nominated competent person, will ensure that appropriate investigations are undertaken and that actions are identified to prevent recurrence. Accident and incident data will be monitored for trends and reported to governors as appropriate.

AIR Forms can be located in the main office, copies of these forms are available electronically on the Shared OneDrive .

When incident/accident takes place, HR & Office Manager should be informed immediately to assess situation and if incident/accident is serious to inform Headteacher immediately.

Headteacher is responsible of reviewing AIR forms including details of escalation.

All pupil injuries, no matter how slight, will be recorded on Medical Tracker, staff can access Medical Tracker using the iPods/iPads/Class PCs/School Office/Reception PC. Minor injuries should be reported to the class teacher, whose responsibility it is to inform parents. Medical Tracker will also notify the parent that an injury has occurred.

If a serious incident occurs the admin team must be informed so that they can, if appropriate, contact the ambulance service. The victim should not be moved unless directed by the first aider.

The admin team will contact the victims' next of kin giving as much detail regarding the accident as possible. If the parent of a pupil cannot be contacted the Headteacher will decide who should accompany a child to hospital.

Parents/carers will be informed promptly of serious/head injuries and immediately where the injury is serious or where medical assessment is required.

All staff accidents/incidents and near misses should be reported to HR & Office Manager immediately. First Aid should be administered if required and an AIR form is to be completed. Headteacher to conduct investigation following the report of the accident/incident or near miss.

All contractor accidents/incidents and near misses should follow the same process as staff accidents/incidents and near misses.

If an accident/incident occurs during an off-site activity staff should follow the guidance from DfE Good Practice Guide: Health & Safety of Pupils on Educational Visits.

Recording an incident on Medical Tracker or an AIR form does not replace any statutory reporting required under RIDDOR.

REPORTING TO CORPORATE HEALTH AND SAFETY SERVICES (LA)

In accordance with LBTH procedures, accidents, incidents, physical assaults, dangerous occurrences and near misses will be reported using the appropriate AIR reporting process.

The School will notify LBTH Corporate Health and Safety Services promptly of any accident, incident, dangerous occurrence or occupational disease that may be reportable under RIDDOR. The Local Authority, as employer, will determine and make any statutory report to the Health and Safety Executive.

Reportable events can include

- work-related deaths;
- specified injuries to workers;
- work-related injuries resulting in a worker being unable to undertake their normal duties for more than seven consecutive days;

specified occupational diseases;

- specified dangerous occurrences; and
- injuries to pupils or other non-workers arising out of or in connection with a work activity where the person is taken directly from the scene to hospital for treatment.

Deaths, specified injuries and dangerous occurrences must be notified without delay and formally reported within 10 days. Over-seven-day injuries must be reported within 15 days.

The School will seek advice from LBTH Corporate Health and Safety Services whenever there is uncertainty about whether an incident is RIDDOR-reportable.

SPECIFIED INJURIES TO WORKERS

Specified injuries must be reported immediately to LBTH Corporate Health and Safety Services. These include

- fractures, other than to fingers, thumbs and toes;
- amputation, of an arm, hand, finger, thumb, leg, foot or toe;
- any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes
- any crush injury to the head or torso, causing damage to the brain or internal organ
- any burn injury, 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 degree of scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space leads to hypothermia or heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours

A work-related injury that results in a worker being unable to perform their normal duties for more than seven consecutive days, not counting the day of the accident,must also be reported under RIDDOR.

Work-related injuries resulting in more than three consecutive days' incapacity must still be recorded, even where they are not reportable under RIDDOR

An injury to a pupil or other non-worker may be reportable where it arises out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment.

Further guidance is available from the Health and Safety Executive's guidance on RIDDOR and school accidents.

ARRANGEMENT 4: FIRST AID

The School will maintain adequate and appropriate first-aid provision for pupils, staff and visitors.

The School will determine the number, type and location of first-aid personnel and equipment through a documented first-aid needs assessment, taking account of the size and layout of the school, pupil age and needs, staffing, activities, off-site provision, absence cover and any specific hazards.

The School will ensure that staff appointed as first aiders hold appropriate and current qualifications for the role they undertake.

Pediatric first-aid provision will meet the requirements of the Statutory Framework for the Early Years Foundation Stage.

An up-to-date list of qualified first aiders and pediatric first aiders will be maintained and displayed in appropriate locations around the School.

First aid equipment/boxes are located in Hygiene and Medical room, Main School Office and First Aid Stations located outside the both KS1 and KS2 Toilets and by the doors in Nursery and Reception Classrooms.

First-aid boxes and supplies will be checked regularly, with a formal recorded check at least termly and additional replenishment as required following use.

Adequate and appropriate first aid provision will form part of the arrangements for all out of school activities.

A record will be made of each occasion any member of staff, pupil or other person receives first aid treatment either on the school premises or as part of a school-related activity.

Transport to hospital: Where the First Aider or Headteacher considers hospital assessment necessary, appropriate emergency transport will be arranged. Where an ambulance is not required, the School will determine a safe and appropriate means of transport.

A pupil will not be sent to hospital unaccompanied.

No casualty should be allowed to travel to hospital unaccompanied, and an accompanying adult will be designated in situations where the parents cannot be contacted. The school will follow the procedure for completion of incident/accident records in accordance with LBTH guidance.

Royal London Hospital phone number: 020 7377 7000
School Health Team phone number: 020 3961 8564
NHS Direct: 111

The School has access to an automated external defibrillator (AED). Its location will be known to staff, it will be maintained in accordance with manufacturer requirements, and staff will be made aware of how to access and use it in an emergency. It is advised to have defibrillators (paediatric or adult) as these save lives. Staff will require training on its use and it will need to be maintained yearly.

Medicines

Medication will be administered in accordance with the Department for Education statutory guidance Supporting pupils with medical conditions at school and the School's Supporting Pupils with Medical Conditions Policy.

Medication will normally only be administered where appropriate written parental/carer consent and instructions have been provided.

Medication will be stored securely but in a way that enables appropriate and timely access. Emergency medication, including asthma reliever inhalers and adrenaline auto-injectors, must be readily accessible when required and must not be stored in a way that could delay emergency treatment.

Individual Healthcare Plans (IHPs) will be put in place where required for pupils with medical conditions. These will set out the pupil's needs, medication arrangements, emergency procedures and any staff training required.

The School will seek appropriate healthcare professional input when developing and reviewing IHPs. Relevant staff will be provided with the information and training necessary to support pupils safely.

Asthma

A list of pupils who are prescribed treatment for asthma is kept on the server in a shared area accessible to staff, but not to pupils, parents or visitors.

Pupils will keep their inhalers in their teacher's cupboard. Inhalers should be in their original boxes, and the boxes should have pharmacy labels on them. Inhalers should be taken to P.E. and Swimming lessons, and on any off-site excursions.

It is parents' responsibility to ensure that their child has an inhaler in school (if he or she needs one), and to replace their child's inhaler if it expires or if the prescription changes.

The School holds a spare emergency salbutamol inhaler which can be located in hygiene and room.

Allergies and Anaphylaxis)

Pupils at risk of anaphylaxis will have individual arrangements set out in an Individual Healthcare Plan and/or allergy management plan.

Prescribed adrenaline auto-injectors will be readily accessible at all times and stored in accordance with current School guidance for medication.

It is the parent's responsibility to ensure that the EpiPens are available and in date. The school must receive a medical protocol containing input from the child's doctor.

All staff will receive appropriate allergy awareness training, including recognition of anaphylaxis and emergency response.

In addition to pupil's own prescribed adrenaline auto-injectors, the school will hold two unnamed adrenaline auto-injectors o site for use in an emergency in accordance with the statutory guidance. These can be located in hygiene and medical room and arrangements for their use will be set out in the School's Allergy Safety Policy.

Personal Hygiene

The Headteacher needs to be kept informed of pupils with poor personal hygiene. Lessons on personal hygiene and health education matters will be covered throughout each year group. It is possible for the school nurse or home school worker to pay home visits to discuss personal hygiene with the parents.

Personal Welfare

All movement around the school is by walking, usually in single file or in pairs.

ARRANGEMENT 5: MEDICINES, SHARPS & BIO-WASTE

Medicines and Medical Conditions

The School will support pupils with medical conditions in accordance with the DfE document "Supporting pupils at School with Medical Conditions".

The only medication kept and administered within School are those prescribed specifically for a pupil at the request of the parent / guardian. A record will be maintained of medication administered in School.

Medications are securely kept in classrooms, each classroom has a designated safe space for those pupils with Health Care Plans. All access to medication is strictly controlled and regularly reviewed.

Emergency medication, including asthma reliever inhalers and adrenaline auto-injectors are readily accessible, stored in Hygiene and Medical room, and clearly labelled.

Health care plans are in place for those pupils with complex medical needs e.g. chronic or ongoing medical conditions (e.g. diabetes, epilepsy, anaphylaxis etc.) Schools should use the competence of the School Nurse to complete and advice on all pupil Health Care Plans. All staff involved will be provided with the relevant information to manage and assist in the care of pupils.

The Inclusion and SEND Lead will oversee the review of IHPs, with appropriate input from parents/carers, healthcare professionals and relevant

Staff undertaking specific medical procedures or administering medication requiring specialist knowledge will receive appropriate information, instruction and training.

Infection Prevention and Body Fluids

The School will follow current UK Health Security Agency guidance on infection prevention and control.

Standard infection-prevention precautions will be used whenever there is a risk of contact with blood or other body fluids. These include:

- effective hand hygiene;
- covering cuts and broken skin with waterproof dressings;
- using suitable single-use gloves and disposable aprons where contact with blood, body fluids or contaminated materials is possible;
- using appropriate face and eye protection where there is a risk of splashing;

- cleaning blood and body-fluid spillages promptly using appropriate equipment and products in accordance with manufacturer instructions;
- safely managing contaminated laundry and clothing; and
- disposing of contaminated and clinical waste safely.

Appropriate body-fluid spill kits and PPE will be readily available.

Soiled pupil clothing will be placed in an appropriate bag and sent home; it will not be rinsed by hand.

Clinical waste will be segregated from general waste, stored securely and disposed of through an appropriate registered waste contractor in accordance with local arrangements.

Sharps and Exposure to Blood or Body Fluids

Sharps must be handled and disposed of safely. Needles, lancets and other sharps used as part of medical care must be placed immediately after use into an approved sharps container.

Sharps containers will be appropriately located, securely stored and replaced in accordance with manufacturer and waste-disposal requirements.

Discarded or unidentified sharps found on the School site must not be handled directly. They will be dealt with by an appropriately trained or competent person using suitable equipment and procedures.

Following a needlestick injury, human bite that breaks the skin, splash to the eyes, nose or mouth, or other significant exposure to blood or body fluids, staff must:

1. wash affected skin immediately with soap and running water;
2. allow a puncture wound to bleed gently and rinse it thoroughly, without sucking the wound;
3. irrigate splashes to the eyes, nose or mouth thoroughly with clean water;
4. report the incident immediately to their line manager or a member of the Senior Leadership Team;

5. seek urgent medical advice where significant exposure has occurred, including attendance at an appropriate urgent clinical service where advised; and
6. record the incident using the School/LBTH accident and incident reporting procedure.

Prompt clinical advice is important following significant exposure because assessment and, where appropriate, post-exposure treatment may be time-critical.

Occupational Health can provide support, advice and reassurance for staff where appropriate.

Useful links:	**Fact Sheets and further information are also available at**
www.hpa.org.uk	www.hpa.org.uk.
www.dh.gov.uk	www.healthcareA2Z.org.uk•www.buginvestigators.co.uk
www.nhsdirect.nhs.uk	
www.wiredforhealth.gov.uk	
www.defra.gov.uk	
www.hse.gov.uk	
www.dfes.gov.uk	
www.immunisation.nhs.uk	

CLASSROOM PROCEDURES

Class teachers, other members of staff and pupils must be made aware of rules for safety in the classroom.

- Pupils must be appropriately supervised according to their age, needs, the activity being undertaken and the level of assessed risk.
- Pupils must not be directed to work or wait in areas where appropriate supervision cannot be maintained.
- At playtimes and lunch times, pupils should not be left unsupervised in the Learning Studio, Workshop, library or Information/Learning Hub.

It is the class teachers' responsibility to regularly check the resources used in the room, both in terms of their safe location and if there are any problems in how they work.

- Electrical equipment is visually checked annually, but the teacher must withdraw any equipment they are unsure of.
- Faulty equipment must be reported to the Premises Manager for repair.
- I.T. equipment must be closed down at the end of each day and switched off.
- Other I.T. equipment, such as iPads/IPods/Chromebooks, must be locked away at the end of each lesson.
- Trailing wires are a regular hazard to look out for.
- Pupils must not connect electrical equipment.
- Pupils must never move heavy equipment such as pianos.
- Pupils should not use staple guns.
- Knives must not be left out when not in use.

Any classroom use of animals must comply with Arrangements 28: Animals in the School and any relevant risk assessment.

PROCEDURES FOR SPECIALIST LESSONS

Physical Education activities will be planned and delivered with due regard to the age, ability and needs of pupils, the nature of the activity, the environment and any relevant risk assessment or professional guidance.

Staff will ensure that:

- pupils are appropriately supervised throughout PE activities;
- clothing, footwear and jewellery are appropriate to the activity and do not present an avoidable risk;
- long hair is secured where necessary;
- equipment and apparatus are checked before use and are suitable for the activity;
- pupils are taught how to carry, set up and use equipment safely;
- appropriate numbers of pupils are used when moving larger items of apparatus;
- damaged or unsafe equipment is withdrawn from use and reported; and

- activities are adapted or stopped where environmental conditions, equipment, pupil needs or behaviour create an unacceptable risk.

Science, Design and Technology and other practical curriculum activities involving specialist equipment, tools or substances will be undertaken in accordance with relevant risk assessments, CLEAPSS guidance where applicable, and appropriate staff instruction and supervision Teachers must ensure pupils must receive training in how to use the equipment and be supervised closely by an adult. It is the teacher's responsibility to check that the equipment is not faulty.

PLAYGROUND SAFETY

Staff on duty are responsible for providing active and appropriate supervision during playtimes and lunchtimes. Duty staff must be in position promptly, remain vigilant, monitor all zoned areas and respond to hazards or unsafe behaviour.

Supervision should balance opportunities for active and adventurous play with proportionate risk management, taking into account: .

- the numbers involved in any game,
- the proximity of equipment such as bats and balls
- the safe places for running.

Staff on duty have a responsibility to check all areas, including the toilets.

ARRANGEMENT 6A: RISK ASSESSMENT

The School will maintain a central register of risk assessments covering teaching and non-teaching, premises and one-off activities. Risk assessments will be completed by competent staff and overseen through the School's health and safety management arrangements. Significant or high-risk assessments will be reviewed by the Headteacher or other appropriate senior leader.

These risk assessments are available for all staff to view and are held centrally on the Shared OneDrive.

Risk assessments will be reviewed at least annually and sooner where there is a significant change in activity, equipment, personnel or guidance, or following a relevant accident, incident or significant near miss.

Specific risk assessments relating to individuals, e.g. staff member or young person/pupil are held on that person's file and will be completed by an appropriate competent person in consultation with relevant staff and, where appropriate, parents/carers or occupational health /healthcare professionals.

It is the responsibility of staff to inform their line manager of any medical condition (including pregnancy) which may impact upon their work. Such risk assessments will be reviewed on a regular basis.

Significant control measures will be incorporated into curriculum planning and day-to-day practice.

All LA schools have a subscription to CLEAPSS and in science and DT their publications can be used as sources of model risk assessment. In addition, the following publications are used as sources of model risk assessments:

[Make it safe (5th edition) NAAIDT]

[Be Safe! Health and Safety in primary science and technology, 3rd Edition ASE, 2001]

[National Society for Education in Art & Design (NSEAD) http://www.nsead.org/hsg/index.aspx]

[Safe Practice in Physical Education and School Sport' Association of PE 'afPE' http://www.afpe.org.uk/]

ARRANGEMENT 6B: STRESS MANAGEMENT

Staff health and wellbeing matters to us. A school can only support pupils well if it also supports the people who work in it, and we recognise workplace stress as a genuine health and safety issue, not just a wellbeing extra.

Halley Primary School recognizes work-related tress as a health and safety issue and will take reasonably practicable steps to identify, assess and manage workplace stressors. National reports highlight the importance of workplace health and wellbeing, including Dame Carol Black's report 'Working for a Healthier Tomorrow', NICE guidelines on workplace health management, and the Department for Education's Education Staff Wellbeing Charter and its associated Workload Reduction Toolkit, which the School has due regard to alongside its own wellbeing strategy.

The Health and Safety Executive define stress as "*the adverse reaction people have to excessive pressure or other types of demand placed on them*". – distinguishing it from pressure, which can be a positive, motivating state when well managed.

Where work-related stress risks are identified, the School will assess those risks and implement appropriate measures to eliminate or reduce them so far as reasonably practicable.

Staff will be signposted to the School's current Employee Assistance Programme (EAP), provided through Education Support (www.educationsupport.org.uk), which offers free, confidential counselling and support for work-related or personal stress.

The Health and Safety Executive's Management Standards set out six areas of work design to consider in a stress risk assessment:

- **Demands:** workload, work patterns and the work environment
- **Control:** how much say a person has in how they do their work
- **Support:** the encouragement, resources and support provided by the School, line management and colleagues

- **Relationships:** promoting positive working relationships and addressing unacceptable behaviour
- **Role:** whether people understand their role and are not given conflicting roles
- **Change:** how organisational change, large or small, is managed and communicated

More information is available from the Health and Safety Executive.

ARRANGEMENT 6C: NEW & EXPECTANT MOTHERS

It is the School's policy to assess any risks to female employees who are pregnant, have recently given birth or are breastfeeding, and, in particular, risks to new and expectant mothers (for example, from working conditions, or the use of physical, chemical or biological agents). The risk assessment process will determine appropriate local measures, which is a management function.

Once the School is notified that an employee is pregnant, has given birth within the previous six months or is breastfeeding, an individual risk assessment will be undertaken and the relevant workplace risk assessments reviewed to identify any additional risks arising from the employee's work.

The assessment will consider, as appropriate, working conditions, physical demands, manual handling, exposure to biological or chemical agents, working at height, fatigue, rest breaks and any other relevant workplace hazards.

Where risks are identified, the School will take appropriate steps to remove, reduce or control them so far as reasonably practicable. Advice will be sought from Occupational Health or other competent professionals where necessary.

The risk assessment will be reviewed regularly throughout the pregnancy and, where appropriate, following the employee's return to work or while they continue to breastfeed.

The School will provide suitable facilities for pregnant and breastfeeding employees to rest. Any request relating to expressing or storing breast milk will be considered sensitively and appropriate arrangements made where reasonably practicable.

ARRANGEMENT 7: DISPLAY SCREEN EQUIPMENT

All staff who use habitually use computers/laptops/tablets as a significant part of their normal work (significant is taken to be continuous / near continuous spells of an hour at a time) e.g. admin staff, bursars, senior leadership team etc. should have an appropriate workstation assessment.

DSE assessments will consider, as appropriate, the display screen, keyboard and pointing devices, workstation furniture, working environment, posture, work patterns and the need for suitable breaks or changes of activity.

Assessments will be reviewed where there is a significant change to the workstation or working arrangements, where a user reports discomfort or other difficulties, or where otherwise necessary.

DSE users will be provided with appropriate information and instruction on safe workstation set-up and working practices.

Those staff identified as DSE users shall be entitled to an eyesight test for DSE on request (and corrective glasses if required specifically for DSE use). .

A DSE assessment form is available for schools on request from the CHSS team.

ARRANGEMENT 8: MANUAL HANDLING

The School will avoid hazardous manual handling activities so far as reasonably practicable. Where it cannot be avoided, the activity will be assessed and suitable control measures put in place.

Risk assessments for manual handling operations are undertaken and staff provided with training and information on safe moving and handling techniques.

Moving and handling of pupils will be individually risk assessed where appropriate, and staff involved will receive suitable training in both general techniques and any specialist equipment used.

Any lifting equipment used for moving people will be inspected and thoroughly examined at appropriate statutory intervals by a competent person.

Staff must not undertake manual handling tasks for which they have not received appropriate information, instruction, training or equipment

ARRANGEMENT 9: WORK AT HEIGHT

It is the School's policy that all working at height (WAH) activity is properly planned, supervised and carried out by competent people. This includes using the right type of equipment for working at height.

The Premises Manager or Contractor as appropriate is responsible for producing a suitable and sufficient assessment of the risk supported by a Safe System of Work (SSoW) factoring in:

- the height of the task; the duration and frequency; and
- The condition of the surface being worked on.

However, there will also be certain low-risk situations where common sense tells you no particular precautions are necessary.

The Premises Manager must ensure that all person undertaking an activity where they are working at height have sufficient skills, knowledge and experience to undertake the task, or, if they are being trained, that they work under the supervision of somebody competent to do it.

In the case of low-risk, short duration tasks (short duration means tasks that take less than 30 minutes) involving ladders, competence requirements may be no more than making sure the person(s) undertaking the task receive instruction on how to use the equipment safely (e.g. how to tie a ladder properly) and appropriate training.

When a more technical level of competence is required the Premises Manager should seek advice from the Corporate Health and Safety team.

Ladders must not be used by pupils under any circumstance.

Avoid work at height where it is reasonably practicable to do so and where working at height cannot be avoided:

- prevent falls using either an existing place of work that is already safe or the right type of equipment;
- minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated;
- do as much work as possible from the ground;
- ensure workers can get safely to and from where they work at height;
- ensure equipment is suitable, stable and strong enough for the job, maintained and checked regularly;
- make sure you don't overload or overreach when working at height;
- take precautions when working on or near fragile surfaces;
- provide protection from falling objects; and
- Consider your emergency evacuation and rescue procedures.

Safe Use of a Ladder:

- suitable access is provided where appropriate;
- all ladders, stepladders and other access equipment is regularly inspected and maintained by a competent person and paper copy or electronic records are maintained;
- Relevant staff have received adequate training in the safe use of ladders and stepladders and hazards associated with their use;
- ladders are not used in adverse weather conditions or areas where there is a significant risk from moving vehicles;

- where the specific risk assessment records that a ladder can be used, in areas where there is vehicle movement the preventative and protective measure will include a prohibition on vehicle movement and close supervision of the activity;
- ladders are only used on a surface that is flat and in good condition;
- ladders are secured when in use; either at the top or bottom; and
- an arrangement is in place for the suitable storage of ladders.

The Premises Manager is responsible for implementing a process for contractors to undertake maintenance work or other activities at roof height or on the roof or in roof void. The following precautions must be taken:

- a Permit to Work (PTW) must be put in place;
- a suitable and sufficient risk assessment and method statement (RAMS)must be produced and approved by the [Premises Manager];
- anyone going onto the roof must be competent and given sufficient information, instruction and training, and be supervised; and
- prohibition on lone working;

The Premises Manager is responsible for making available the maintenance records either in paper copy or electronically.

ARRANGEMENT 10: NOISE & VIBRATION AT WORK

It is the School's policy to either eliminate or reduce risks to health and safety from noise at work where the risk assessment identifies noise as a significant risk. Depending on the level of risk, preventative and protective measures will be put on place to reduce the noise exposure and provide employees with personal hearing protection.

In accordance with the Control of Noise at Work Regulations, the following action will be taken:

- designated areas and items of plant/equipment will be demarcated and identified by mandatory blue signs;

- reduce or minimise noise levels according to the hierarchy of controls as stated in the regulations i.e. by engineering out so as to eliminate, reduce, contain or isolate, effective maintenance of equipment;
- reduce time exposure wherever possible;
- where this is not reasonable to do so, suitable personal protective equipment should be considered, but as a last resort; and
- put in place a strategy to replace 'noisy equipment' over a period (may be long term, but not open ended).

For further information relating to Personal Protective Equipment (PPE) refer to the relevant section of this Policy.

Vibration from tools can affect your health but it is unlikely that vibration can be identified as a hazard in schools. However, using tools that vibrate for long periods of time regularly can cause long term damage to the fingers and hands.

The Control of Vibration at Work Regulations 2005 and more information can be obtained from: http://www.hse.gov.uk/vibration/index.htm

ARRANGEMENT 11: HAZARDOUS CHEMICALS & RADIATION

Every attempt will be made to avoid, or choose the least harmful of substances which fall under the "Control of Substances Hazardous to Health Regulations 2002" (COSHH)

Within curriculum areas (in particular science and DT) the heads of department are responsible for COSHH and ensuring that an up to date inventory and model risk assessments contained in the relevant national publications (CLEAPSS, Association for Science Education's "Topics in Safety" etc.) are in place.

In all other areas the establishments' nominated person responsible for substances hazardous to health is the Premises Manager.

They shall ensure:

- an inventory of all hazardous and flammable substances used on site is compiled and regularly reviewed.
- material safety data sheets are obtained from the relevant supplier for all such materials. Remember the safety data sheets are not your risk assessments for that chemical but information only
- risk assessments are conducted for the use of hazardous substances (where generic risk assessments are available e.g. for products purchased from approved Supplies, these are adapted to suit specific use of material on site)
- all chemicals are appropriately and securely stored out of the reach of pupils.
- all chemicals are kept in their original packaging and labelled (no decanting into unmarked containers).
- suitable personal protective equipment (PPE) has been identified and available for use.

PPE is to be provided free of charge where the need is identified as part of the risk assessment.

The school follows CLEAPSS guidance L93 in Managing Ionising radiations and radioactive sources.

- London Borough of Tower Hamlets Radiation Protection Officer is the Health and Safety Coordinator Pupils Schools and Families
- CLEAPSS provide the Radiation Protection Adviser (RPA) service for London Borough of Tower Hamlets

ARRANGEMENT 12: INDUSTRIAL KITCHEN

Schools has LBTH Contract Services as their food provider. It is important to have knowledge of their documentation such as up to date risk assessments, valid staff training records, food hygiene inspection reports, gas safety certificates, pest control information and accident data. These will be required for the Health and Safety Audit annually. All external audits from the contract kitchen should be communicated with the school, to ensure a good level of contract compliance/monitoring.

Kitchen staff will need to be briefed on first aid, any presence of asbestos in their work areas, fire safety arrangements and be familiarised with the school's allergy and medicine policy. All reports of accidents and near misses in the kitchen are to be provided to the school administration, this may include the contractor completing the school's accident report as well as their own company accident report**.**

The School management is responsible for sharing information to the Kitchen staff of individual child needs such as allergies when preparing and serving food. The admin team print weekly briefing sheets for the kitchen, all medical updates including allergy information should be sent to the kitchen via email.

ARRANGEMENT 13: OFFSITE VISITS

All offsite visits will be planned following guidance contained in the London Borough of Tower Hamlets Pupils Services Directorate Outdoor Education Policy, which is located on the LBTH Evolve front page.

The LA's Offsite Visits Advisor must be notified of trips which include self-led adventurous activities, fieldwork trips to open or "wild" country, and all trips overseas and residential trips. This will be done via the use of Evolve, the online notification and approvals system. Evolve must be used for the planning and approval of all offsite visits. Relevant risk assessments, participant's names etc. will be attached electronically as required. The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the school's Educational Visits Co-ordinator (EVC). The EVC will check the documentation and planning of the trip and if acceptable initially approve the visit before referring to Headteacher. The EVC should have the relevant up to date training.

ARRANGEMENT 14: TRANSPORT & DRIVING

It is the policy of the School that all vehicles and pedestrians should operate in a safe manner and be effectively managed and controlled. This policy includes the safety of all vehicle and

pedestrian routes both internal and external; to include the access routes used by the emergency services i.e. Fire Brigade and Ambulance Service.

Vehicular access to the School is restricted to School staff and visitors only and not for general use by parents/guardians when bringing pupils to school or collecting them. Premises Manager is responsible for completion of the management plan and risk assessment.

The vehicle access gate must not normally be used for pedestrian access. If an event is being held outside of normal school activities for which this is the sole access, then all due care must be taken to ensure the safety of those passing through this entrance, and a suitable and sufficient risk assessment completed for pedestrian and vehicular movement.

The Premises Manager is responsible for:

- upkeep and maintenance of all external/internal pedestrian and vehicle routes and car park [revise as appropriate];
- location and maintenance of road and pedestrian traffic safety signs; lighting for road and pedestrian routes;
- routine safety checks and inspections;
- suitable gritting of these routes both internally and externally;
- provision of suitable signage;
- parking bays for persons with a disability; and
- liaising with and managing contractors undertaking activities on site that involve the movement of vehicles, to include, the review of risk assessments and method statements (RAMS).
- Speed limit: the maximum speed limit in the school is 5mph.

ARRANGEMENT 26: PERSONAL PROTECTIVE EQUIPMENT

It is the School's policy to put in place all necessary safe systems of work, control measures and engineering solutions so that use of PPE is minimised. Where PPE is needed it must be the most appropriate for the identified risk and it will only be issued where the risk assessment identifies that it will further reduce the level of risk as low as is reasonably

practicable as PPE is recognised as a safeguard of last resort since it only protects the individual wearer.

Common Selection and Use of PPE:

- PPE should be labelled to show what it protects against and is resistant to; and
- always use PPE according to the manufacturer's instructions.

The Personal Protective Equipment Regulations 2018 state that PPE on the market must be supplied with relevant information on:

- storage, use, maintenance, servicing, cleaning and disinfecting;
- the level of protection provided by the PPE;
- suitable PPE accessories and appropriate spare parts;
- limitations on use; and
- the obsolescence period for the PPE or certain of its components.

Ensure items of PPE used together are compatible with each other to ensure they continue to be effective against the risks.

Do not:

- reuse disposable PPE;
- leave contaminated work areas without removing the contaminated clothing in appropriate changing areas;
- store PPE in direct sunlight or in hot humid places as this can cause damage to some equipment; and
- use PPE if it is damaged, heavily worn, unfit for use or past its usable protective life. You should dispose of it properly and replace it.

ARRANGEMENT 27: WORK EXPERIENCE

The School has a separate work experience policy which is regularly reviewed and updated. Inclusion and Welfare Officer is responsible for managing and co-ordinating work-related

learning within the School following guidance contained in the LA guidelines for work experience and in accordance with the Quality Standard for Work Experience.

The School retains a duty of care for all students undertaking work experience and must ensure the placement is appropriate, therefore:

- All students are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities.
- All placements (including private placements) are subject to pre-placement checks. No work experience placement will go ahead if deemed unsuitable.
- Where work placements form part of the vocational qualification offered by a FE college then the college is responsible for ensuring equivalent placement checks are conducted.
- Every student will receive a placement job description highlighting tasks to be undertaken and any necessary health and safety information which is passed onto the parent / carer.
- Arrangements will be in place to visit/monitor students during the placement.
- Emergency contact arrangements are in place (including out of school hours provision) in order that a member of school staff can be contacted should an incident occur.
- All incidents involving students on work placement activities will be reported to the placement organiser / CHSS at the earliest possible opportunity.

ARRANGEMENT 28: ANIMALS IN THE SCHOOL

If animals are kept in the School, zoonosis risk assessments are completed to identify hazards and implement control measures. Animals may bite, cause allergies to pupils and carry infectious diseases and transmit worms.

Zoonosis are diseases that can be transmitted from animals to humans. There are approximately 40 potential zoonoses in the UK. For further information, please contact the

Corporate Health and Safety Services.

When the pupils are to visit farms or have contact with animals, guidelines from Evolve and provider should be strictly followed.

ARRANGEMENT 32: INFECTION PREVENTION AND OUTBREAK MANAGMENT

The School will maintain appropriate infection-prevention and control measures, including:

- promoting effective hand and respiratory hygiene;
- ensuring appropriate cleaning of the School environment and frequently touched surfaces;
- maintaining appropriate ventilation of occupied spaces;
- ensuring suitable personal protective equipment is available where identified through risk assessment;
- following current public-health guidance on exclusion from School for specific infectious diseases; and
- ensuring that staff, pupils and parents/carers are provided with relevant public-health information where necessary.

Pupils and staff with mild respiratory symptoms who are otherwise well may normally continue to attend School in accordance with current UKHSA guidance. Individuals who are unwell or have a high temperature should follow current public-health advice regarding attendance.

Where there is an unusual increase in illness, a suspected outbreak, a serious infectious disease or other significant public-health concern, the School will:

- review and reinforce appropriate infection-control measures;
- seek advice from the relevant UKHSA Health Protection Team and/or Local Authority public-health services where required;

- implement any additional control measures advised;
- communicate appropriately with staff, parents/carers and other relevant parties; and
- review relevant risk assessments and arrangements where necessary.

The School will take account of the needs of pupils and staff who may be at increased risk from infectious diseases and will undertake individual risk assessments where appropriate.

COVID-19 will be managed in accordance with current UKHSA guidance for respiratory infections and infectious diseases in education settings. The School will not routinely require COVID-19 testing unless advised by a healthcare or public-health professional.

The Headteacher has overall responsibility for ensuring that appropriate arrangements are in place for infection prevention and outbreak management, supported by relevant members of staff and external public-health services.

KEY PERFORMANCE INDICATORS

It is important that managers can monitor the health and safety performance of their premises in order to determine where progress is being made and where further actions and resources may be required. All key performance indicators are monitored and are included in the termly health and safety report to governors.