Norwood Green Junior School

Health & Safety Policy

Policy ratified by the GB: June 2026

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Section 1:
Statements of Intent and Overarching Health and Safety Strategies

1.1 Forward by the Chair of Governors

We (the Governors of Norwood Green Junior School) are fully committed to excellence and continual improvement in the management of health and safety and regard it of equal importance to any other school responsibility.

We recognise and fully accept our own responsibility in providing the school's strategic health and safety direction and actively and reactively approving the distribution of resources, as necessary, to remove or mitigate health and safety risks.

This document sets out the school's policy on Health and Safety. It outlines the roles and responsibilities for health and safety at all levels and describes the general arrangements, procedures and instructions to be followed by all employees to ensure a safe working environment for themselves, pupils and others affected by our activities.

As the person in day-to-day operational charge of the school, the Headteacher will implement this policy document on behalf of the Governing Body, who will in turn produce and maintain a signed Health and Safety Policy Statement. The Headteacher, in consultation with the Governing Body, will also develop, approve and regularly monitor the progress of Health and Safety Objectives as part of an annual Health and Safety Plan.

We require all staff with management responsibility to lead by example and adopt a pro-active risk based approach to managing health and safety by completing their own specific health and safety functions as outlined in the Organisation section of the policy and ensuring that staff under their supervision do the same.

Success in the effective management of Health and Safety clearly involves all employees. Consequently we expect every member of staff to be fully committed to creating a positive health and safety culture within the school and in turn the Health and Safety Committee fully welcomes and encourages employee involvement in the identification of health and safety risks and improvements.

It is the duty of every employee within ***Norwood Green Junior School*** to familiarise themselves with this Policy and the relevant operational procedures, instructions and safe working practices.

By these actions we will not only prevent harm but also bring about continual improvements in our performance and the quality of the service we provide and allow us to meet our associated statutory, moral, social and financial responsibilities.

Mrs D Parker
(Chair of Governors and Director of Norwood Green Junior School)

Signed: **Date: 30/06/2026**

1.2 **Health and Safety Statement of Intent**

The *Governing Body,* believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

We are committed to:

a) Providing a safe and healthy working and learning environment

b) Implementing actions to prevent accidents and work related ill health

c) Identifying and controlling curriculum and non-curriculum work activities and hazards through risk assessment.

d) Defining duties, functions and responsibilities for health and safety at all levels within this policy and in associated arrangements, procedures and instructions.

e) Complying with all relevant statutory duties and legal requirements as a minimum standard and adopting best practice to further minimize risks to health and safety wherever possible.

f) Ensuring safe working methods and providing safe equipment

g) Providing effective information, instruction, training and supervision as needed to ensure the competency of our employees and to enable staff to understand and meet their health and safety responsibilities.

h) Monitoring and reviewing systems to make sure they are effective

i) Developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters

j) Ensuring adequate welfare facilities exist at the school

k) Ensuring adequate resources are made available with sufficient promptness to support the implementation of health and safety measures

A Health and Safety Management System has been created to ensure the above commitments can be met. All trustees, staff and pupils will play their part in its implementation.

It is the duty of all employees to familiarise themselves with this health and safety policy and to co-operate with the school as necessary to uphold the terms of the Policy. Employees are reminded that any failure to meet these requirements may be subject to disciplinary action.

This policy document will be reviewed on an annual basis and as necessary by the full Governing Body and formally agreed at the first full Governing Body meeting of the school year. This policy and any changes will be made available to all staff, contracting agencies, partners and others affected by its provisions. A signed and dated copy of this statement will be prominently displayed in the school reception and the staff room.

Name: Mrs D Parker **Signature:** **Date: 30/06/2026**

(Chair of Governors)

1.3 The School's Occupational Health and Safety Management System

An Occupational Health and Safety Management System is defined by the British Standards Institute (BSi) as:

"a framework that allows an organisation to consistently identify and control its health and safety risks, reduce the potential for accidents, help achieve compliance with health and safety legislation and continually improve its performance."

Norwood Green Junior school has chosen to model its Health & Safety policy on the *'Model Health and Safety Policy for Primary Schools'* produced by the Local Authority.

By implementing a health and safety management system, the school can more effectively satisfy:

a) The requirement under Section 2 of the "Health and Safety at Work Act 1974" to prepare and revise a written health & safety policy.

b) Regulation 3 of "The Management of Health and Safety at Work Regulations 1999" to make a suitable and sufficient health and safety assessment of the risks to which employees and others are exposed.

c) Regulation 5 of "The Management of Health and Safety at Work Regulations 1999," which states that after the employer has introduced risk control (preventative and protective) measures as a result of risk assessment that they then have a duty to implement appropriate management controls to ensure the effective ***"planning, organisation, control, monitoring and review"*** of the preventative and protective measures.

1.4 Health and Safety Plan

As part of its Occupational Health and Safety Management System, Norwood Green Junior school will include health & safety targets/objectives in its School Development Plan to bring about positive change or improvement.

Risk assessments, internal and external audits, inspections and surveys will be used to help identify areas of improvement where objectives can be developed.

The primary focus of health and safety is to prevent harm and the school is committed to the prevention of injury and ill health. Therefore, accident analysis will also be used with the purpose of the elimination or the reduction in frequency of accidents or particular types of accident.

The actions necessary to achieve health and safety objectives will be clearly defined and documented in the School Development Plan with designated responsible persons and timescales for completion.

Section 2

Organisation

2.1 Introduction

This section of the policy defines health and safety roles and responsibilities at all levels by outlining a person's duties according to their position/job title. A **Health and Safety Organisational Chart**, naming people against their position for easy reference, is attached at **Appendix A**.

2.2 Health and Safety Governance Structure

2.2.1 The Employer

Ultimate responsibility for health and safety at the school lies with the 'employer.' As a single Academy, the employer for ***Norwood Green Junior School*** is the academy trust that we have established.

At ***Norwood Green Junior School*** the trustees are the governing body and are directly responsible for its health and safety duties.

2.2.2 Governing Body

The School's Governing Body has overall responsibility for the implementation of this policy and will ensure that sufficient financial provision is made to support the policy.

The governing body will:

Produce a clear written policy statement, which promotes the correct attitude towards safety in staff and pupils and demonstrates a commitment by the Governing Body to 'lead from the top' in all health and safety matters.

Ensure that the school's health and safety policy and performance is reviewed annually.

Ensure that health and safety issues are covered at meetings of the governing body, either through a special meeting or a standard agenda item. This will include discussion of any safety reports or information issued to the Headteacher by the LA.

Appoint at least one of its members as a Health and Safety Governor.

Ensure that the Headteacher has made adequate arrangements to discharge their responsibilities for health and safety within the school as detailed below.

Bring to the attention of the LA any matter that they are unable to resolve.

The governing body is responsible for the following aspects which are delegated to the Headteacher.

Complying with legislation and best practice in relation to premises, plant, equipment and all school activities.

Providing adequate training and instruction.

Ensuring the effective communication of Health and Safety matters.

Consulting with staff on significant Health and Safety matters.

Delegating to suitable persons, as appropriate, duties to assist in the discharge of responsibilities.

Ensuring that risk to health and safety to which staff, pupils and others are exposed are risk assessed.

Ensuring clear procedures and safe systems of work are created as a result of risk assessments.

Health and safety performance is measured both actively and reactively.

To provide information to the LA on Health and Safety matters when requested.

2.2.3 Health and Safety Committee

The Governing Body of Norwood Green Junior School will act as the Health & Safety Committee and will also be responsible for:

Acting as a dual health and safety and staff consultative committee.
Review of the school safety arrangements including the Health and Safety Policy
Providing effective safety leadership.
Discussing specific Health and Safety issues and recommending courses of action.

2.2.4 Health and Safety Governor

The main role of the health and safety governor is to act as a champion for health and safety by providing the link between the governing body, school management and staff. The health and safety governor's focus on health and safety matters provides assurance to the governing body that their responsibilities are being met.

The Health and Safety Governor will work with the school's health and safety co-ordinator to ensure that:

- The health and safety policy and the arrangements to implement and monitor it are effective.
- Appropriate health and safety procedures and practices are undertaken by the school. Regular health and safety inspections are made of the school premises.
- All staff with Health and Safety responsibilities are trained and competent to carry them out.
- Risk assessments are in place and reviewed regularly.
- Budget implications are considered regarding the implementation of the responsibilities identified above.

- They keep the governing body informed of health and safety issues.
- They remain informed and up to date by reading new materials and information relating to health and safety matters received into the school, e.g. from the LA or published in educational health and safety publications.
- They attend appropriate training to enable them to more effectively carry out their role.
- Any matter that they are unable to resolve is brought to the attention of the Governing Body.

2.3 Health and Safety Management Structure

2.3.1 Headteacher

The Headteacher is accountable to the Governing Body and is responsible for day-to-day health and safety operations and for implementing the health and safety policy and for all matters relating to health, safety and welfare within the school on their behalf.

To ensure that their health and safety responsibilities are met, the Headteacher will:

- Work with the governing body to ensure that there is an effective policy for Health and Safety within the School and will be directly responsible for the establishment and the effectiveness of that programme.
- Ensure that all staff have read and understood the Health and Safety Policy.
- Appraise the effectiveness of the Policy on an annual basis and as necessary with the Governing Body and ensure that any necessary changes are made.
- Take direct interest in the Health and Safety Plan and support all persons carrying it out.
- Ensure that all areas of the School are inspected, from a Health and Safety point of view, on a regular basis.
- Review any reports received from the Occupational Health and Safety Adviser and take action where recommended.
- Ensure that all staff have adequate training to perform their tasks safely and competently, including the compilation of risk assessments.
- Bring to the attention of the Governing Body, any health and safety matter that they are unable to resolve
- Ensure that the health and safety functions for which they are responsible are carried out by delegating them, as necessary, to appropriately competent members of staff, as detailed below.

As the school's Health & Safety Co-ordinator the Headteacher will:

- Maintain their own health and safety competency through continual professional development.

- Advise the Governing Body, Business Manager and Caretaker on the formulation and implementation of suitable arrangements for Health and Safety.
- Advise the Governing Body, Business Manager and Caretaker on the health and safety implications of proposed changes to plant, equipment, buildings and procedures.
- Co-ordinate the school's hazard and defect reporting procedure with the Business Manager and the Caretaker
- Respond to requests for advice from colleagues relating to risk assessment, the drawing up and establishing of safe systems of work and any other health and safety issues.
- Carry out periodic inspections of general site areas according to the school's Health and
- Safety Monitoring Procedures and provide advice and recommendations to the Business Manager and Caretaker
- Co-ordinate the annual (or earlier if required) risk assessment completion and review process for the school
- Co-ordinate the implementation of safety procedures
- Investigate accidents on site and recommend changes and improvements where necessary.
- Carry out Health and Safety inductions for new members of staff. Co-ordinate termly (or more frequent if required) fire drills.

In addition to the above general functions, the Healthy and Safety Co-ordinator will work closely with the Business Manager in terms of:

- Making adequate arrangements for first aid.
- Disseminating health and safety information to all staff, pupils, volunteers, contractors and visitors etc. as appropriate

2.3.2 Deputy Headteacher

With specific regard to health and safety, Deputy Headteachers will have responsibility for:

- Undertaking the professional duties of the Headteacher, including their health and safety responsibilities, in the event of their absence from the school.
- Working with the Headteacher to ensure:
    - The health and safety policy is clearly articulated, shared, understood and acted upon effectively by all.
    - They demonstrate the health and safety ethos of the school in everyday work and practice.

  Support staff, within their team and within the whole school, in achieving high standards of health and safety competency through effective continuing professional development

  Bring to the attention of the Headteacher any health and safety matter that they are unable to resolve.

2.3.3 Senior Leadership Team (SLT)

Whist the main role of the SLT is to set the strategic direction of the school from an educational point of view, in keeping with the school's ethos, health and safety should be integral to all aspects of school life and that a safe school provides the best learning environment.

In situations where health and safety issues are straight forward and can be resolved quickly, the SLT will manage these and report to the Headteacher.

2.3.4 Business Manager

The Business Manager has been delegated the responsibility for the day to day implementation of the School's Health and Safety arrangements and as such is responsible to the Headteacher for:

- Familiarising themselves with Statutory Health and Safety Requirements and any updates as issued from time to time.
- Ensuring that a single consistent Risk Assessment procedure is adopted and maintained across the whole school and detailed in the health and safety policy.
- Ensuring that risk assessments for all general hazards and common areas of activity in the school and any specific activities under their direct control are completed.
- Ensuring risk assessments and surveys for Fire, Legionella and Asbestos are carried out by a suitably qualified professional and that they are kept up to date and 'relevant' through periodic review.
- Drawing up and maintaining an annual Asbestos Management Plan, using the data supplied in the Asbestos Management Survey.
- Ensuring that a Demolition and Refurbishment Asbestos Survey is carried out as part of any construction work and that air monitoring takes place following any asbestos removal and that air clearance certificates are supplied as confirmation that the building is safe for re-habitation and that these documents are kept on file.
- Ensuring that local monitoring procedures are in place and carried out by suitably trained members of staff to control legionnaire's disease.
- Ensuring that all plant and equipment, both mechanical and electrical, is inspected, tested and maintained according to statutory requirements by suitably qualified contractors and that adequate records are kept.
- Inspecting all new plant, buildings and equipment for potential hazards, in conjunction with the Headteacher and Caretaker, as necessary.
- Ensuring that any piece of plant or equipment found to be defective is removed from operation or immobilised until such time as a repair can be effected.
- Ensuring that any hazardous or dangerous conditions or situations reported are remedied as soon as possible.

- Maintain their own health and safety competency through continual professional development.
- Maintain a central file of relevant codes of practice and other health and safety information
- Ensuring the effective communication of Health and Safety

  matters. Bringing Health and Safety issues to the attention of the

  Headteacher Making adequate arrangements for first aid provision

  and facilities Developing emergency evacuation procedures
- The control of Contractors within the school grounds and will ensure that they have the appropriate competencies required for their field of work and have produced the necessary risk assessments, method statements, insurance and, where necessary, police checks of staff before work is allowed to commence.
- Ensuring that contractors are made fully aware of the school's Health and Safety Policy, procedures and any risks to their health and safety identified in the schools risk assessment, with particular regard to physical hazards, confined spaces, work at heights, substances hazardous to health and Asbestos containing materials as identified in the school's Asbestos Survey and Asbestos Management Plan.
- Ensuring that all areas of the School are inspected, from a Health and Safety point of view, regularly.
- Reviewing internal and external Health and Safety Audits, Inspections, Surveys and other reports and taking action where recommended.
- Complete risk assessments for all general hazards and common areas of activity in the school
- Effectively delegating the responsibilities for specific safety precautions and arrangements to the Caretaker.

2.3.5 School Health and Safety Co-ordinator – see Headteacher responsibilities

2.3.6 Caretaker

The Caretaker reports directly to the Headteacher and Business Manager and is important to the efficient running of the school by providing a safe infrastructure and foundation upon which to operate. Their duties are broad and premises focused, having responsibility for the upkeep of the fabric of the building, its grounds, plant, utilities, safety and security systems, equipment, machinery, waste and substances.

The Caretaker will have particular responsibility to ensure that:

- They visually inspect access equipment for working at height before use and that a formal recorded inspection is carried out every 6 months.
- Any monitoring required to control legionnaire's disease, e.g. weekly water flushing and monthly temperature checking, is carried out and appropriate records kept.

- Asbestos is managed on the site and that the condition of asbestos is checked regularly and records kept on at least an annual basis.
- Contractors, service engineers etc. are made aware of the asbestos survey and any records relating to asbestos.
- Regular inspections of the boiler(s) by a competent person (i.e. Gas Safe registered) takes place.
- They are trained in the operation of the boilers and are familiar with any action needed to be taken in an emergency.
- Regular inspections of the boiler house are undertaken and that the sump pump (if present) is operating effectively and that the boiler room is not used to store any items.
- COSHH assessments are made of all caretaking and cleaning substances, and the necessary material safety data sheets are obtained from the manufacturer. Also, that any such information be made available to relevant personnel (e.g. contractors, service engineers, cleaners and own staff).
- All cleaning staff are aware of any implications of the health and safety policy as it affects their work activities e.g. storage arrangements for materials, equipment, substances, use of personal protective equipment (PPE), safe systems of work.
- That any personal protective equipment (PPE) issued to staff is suitable for the task and that training is provided in the correct use of the equipment.
- Traffic on site is managed safely.
- Defects to the premises are dealt with in consultation with the Headteacher and Business Manager, and that interim measures are taken to make an area safe where the defect cannot be dealt with immediately.
- The removal of any item of furniture, apparatus or equipment which has been identified as unsafe.
- Any items received from suppliers e.g. machinery, equipment, substances are accompanied by adequate information, safety data and instruction prior to use and are kept on file for reference, e.g. manuals and manufacturer's instructions.

2.3.7 **All Teachers** (including supply teachers and students on training placements)

Teachers are responsible for the health and safety of pupils and students while in their care, as are student teachers and supply teachers. A teacher is responsible for ensuring that they:

- Supervise pupils and students and ensure that they know of the general emergency procedures in respect of fire and first aid.
- Give clear health and safety instructions to pupils as often as necessary.
- Integrate all relevant aspects of health and safety into the teaching process. For areas of the curriculum that carry inherent risks such as Science, Design and Technology, Physical Education and Art and Design, ensure that health and safety instructions are given.

To ensure safe standards of practice in those areas of the curriculum that carry inherent risk the following organisations should be referred to:

Science – CLEAPSS (http://www.cleapss.org.uk)
Design & Technology (DT) – D&T Association (www.data.org.uk)
Physical Education (PE) – Association for Physical Education (http://www.afpe.org.uk)
Art and Design – NSEAD (http://www.nsead.org/hsg/index.aspx)

Where relevant, that all personal protective equipment is suitable and in good condition prior to issue.

That, where relevant, safety devices are in good condition and are used in accordance with good practice.

That they report any defective equipment to the relevant person.

All accidents and incidents are reported and reviewed or investigated.

2.3.8 All Employees and Volunteer Helpers

In addition to any specific responsibilities which may be delegated to them, all employees are individually responsible for:

- Taking reasonable care of their own health, safety and welfare and that of other persons affected by their acts or omissions (i.e. failures to act).
- Familiarising themselves and complying with the health and safety policy, relevant risk assessments and any rules, procedures and codes of practice relating to health and safety.
- Making sure they are aware of the emergency procedures in respect of fire, first aid and accident reporting.
- Attending any training provided in the interests of health and safety and acting in accordance with the training received.
- Complying with any arrangements for the provision of information, instruction and supervision as it relates to Health and Safety.
- Reporting all hazards, defects and dangerous occurrences that might have Health and Safety implications to the Headteacher, Business Manager or Caretaker for investigation.
- Reporting accidents to the Headteacher, Business Manager or school office for investigation and for completion of the accident report form.
- Using any work equipment provided correctly and in accordance with instructions and training.
- Using protective equipment or clothing as required.
- Ensuring good housekeeping to prevent slip and trip hazards by managing the storage of equipment, materials and waste.
- Informing the Headteacher of any work situations which present a serious and immediate danger to health, safety and welfare and take immediate measures to protect persons from risk.

- Informing the Headteacher of any medical conditions that they have that may affect their own safety or the safety of others.
- Seeking health and safety advice when necessary

2.4 Staff with specific areas of responsibility

2.4.1 Staff Leading and Supervising Trips

Trip Leaders are responsible for:

Informing the Headteacher of any proposed trips and working with them to ensure that the trip is properly planned and risk assessed and that any formal paperwork is completed.

Ensuring that the trip does not take place until the Headteacher has approved it and the Governing Body, as appropriate.

Following the employer's guidance and procedures on school trips and off-site activities and ensuring that they are clear about their duties and that risk management is applied before and during the visit.

Ensuring that supervising staff are competent.

Providing all supervisory staff with information and instruction on the activity, location, potential hazards and their responsibilities.

Ensuring that supervision levels conform to the LA's minimum recommended ratios (as adopted by Norwood Green Junior School) and that any necessary increase to these levels are made as dictated by the risk assessment.

The LA recommended ratios are as follows for accompanying adults:

Category A journeys and activities which include:

Journeys involving an overnight stay.
Day visits abroad.

Day visits involving activities or fieldwork in a coastal or mountainous environment or near a river/lake/reservoir.

Day visits to Activity Centres

Any activity including swimming with the exception of swimming lessons included in the curriculum.

Pupils under the age of 8 and groups which wholly or mainly comprise pupils with special educational needs - a minimum ratio of 1:6 is recommended (and a proportionate increase after 60)

No of Children	Teachers	Other adults suitable to assist teachers with supervision	Total of accompanying adults
Up to 19	2	2	4
20 - 40	3	3	6
41 - 60	4	6	10

Pupils over the age of 8

No of Children	Teachers	Other adults suitable to assist teachers with supervision	Total No. of accompanying adults
Up to 19	2	-	2
20 - 40	2	1	3
41 - 60	3	1	4
61 - 80	3	2	5
81 - 90	4	2	6

Category B activities that include:

Local surveys and fieldwork.

Visits to local libraries, theatres, museums, exhibitions etc.

Non-curricular Sports / recreational events as participants or spectators.

It is advised that more than one adult should accompany a group in almost all situations though not all adults would need to be teachers. In most activities involving pupils of statutory school age, the following guidelines are suggested:-

Pupils under the age of 7 and groups which wholly or mainly comprise pupils with special educational needs - a minimum ratio of 1:6 is recommended (and a proportionate increase after 60)

No. of children	**Trip Leader (member of school staff)**	**Other adults suitable to assist teachers with supervision**	**Total of accompanying adults**
Up to 19	1	3	4
20-40	2	4	6
41-60	3	7	10

Pupils over the age of 7

No. of children	**Teachers**	**Other Adults**	**Total of accompanying adults**
Up to 19 children	1	1	2
20 - 30 children	1	2	3
31 - 60 children	2	2	4
61 - 90 children	3	3	6

Ensuring that sufficient supervision is in place to allow them to be free to oversight of the group as a whole and that all reasonable measures are taken to ensure that the

supervision level is maintained throughout the duration of the trip, i.e. taking into consideration the potential for unforeseen circumstances.

Ensuring that third parties providing transport, accommodation, instruction or guidance in activities are competent, safe to work with young people and have appropriate safety arrangements of their own in place.

Ensuring appropriate parental consent

Ensuring appropriate insurance cover

Carrying out a post trip evaluation.

Members of staff providing supervision on school trips are responsible for:

Providing such supervision of the pupils throughout the trip as professional standards, common sense and the specific conditions of the risk assessment demands.

Demonstrating knowledge of behaviour and group management.

Risk management in the context of educational visits & off-site activities.

Awareness of the communications system required to summon help when an emergency occurs.

Establishing their role and responsibilities with any instructors/ activity leaders, before participating in any activities themselves.

2.4.2 Fire Wardens

Fire wardens are designated persons who are allocated certain duties to help support the ongoing management of fire safety within the school by contributing to the safety of people in the event of a fire. (see Fire Safety Strategy Policy)

The school's Fire Safety Strategy Policy includes more in depth information regarding fire safety procedures. The general duties of a Fire Warden are reactive in nature and include responsibility for:

Knowing how to raise the alarm and call the emergency services.

- Being familiar with the means of escape in their designated area and also being prepared and trained to safely use portable fire- fighting equipment should the need arise and if safe to do so.
- Ensuring that evacuations are carried out in a prompt and orderly manner and directing people to the nearest available exit and assembly point.
- Conducting a quick but thorough search of their designated area, during which they will also attempt to isolate any gas or electrical equipment and close any widows that may have been left open, providing that it is safe to do so.
- Conducting their search in a safe and methodical way in line with their training, so as to avoid placing themselves at risk.

- Leaving the building by the nearest exit as soon as their search is completed and, where possible, closing the exit to prevent re-access to the building, except where necessary by the Fire Brigade.
- Once outside, attending the register check at the assembly point and reporting any findings directly to the Headteacher.
- Ensuring that no one re-enters the building until it is safe to do so, e.g. following the all-clear from the Fire Brigade.
- Reporting any fire safety hazards that they become aware of in their day-to-day role.

In addition to the general duties of a fire warden, The Caretaker will have proactive as well as reactive duties and will be responsible for:

- Ongoing assessment of any fire risks and hazards that they may come across in the work place, with a view to removing them or reporting them to the Headteacher and/or School Business Manager e.g. the build-up of combustible materials in and around the building that could contribute to the risk of arson, and the incorrect use and storage of flammable liquids.
- Ensuring all fire safety signs remain in place and are legible.
- Ensuring that sources of ignition are limited or controlled and checking that permits have been issued for any hot works taking place.
- Ensuring that all fire alarm call points are numbered and a different call pointed is tested every week on rotation, with a log kept identifying the number tested, the date and any faults and remedial actions required.
- Checking, and recording monthly, that fire doors are in good condition, close properly, and are not being wedged or propped open.
- Checking, and recording monthly, that emergency lighting is working.

  Assisting in the co-ordination of fire drills.
- Isolating mains gas supply in the event of a fire, if safe to do so.
- Ensuring that mechanical plant and air handling units shut down automatically on activation of the fire alarm or are turned off manually if safe to do so.
- Liaising along with the Headteacher and Business Manager with the Fire Brigade on their arrival and passing on any findings from the Fire Wardens and ensuring that a Fire Plan is provided, detailing the school's layout, fire precautions, hazards, and service isolation points.

2.4.3 First Aiders

First Aiders will have specific responsibility for:

- Administering first aid to the level of their competence in response to incidents and medical situations as they arise.
- Satisfactorily resolving first aid and medical issues if within their capability or maintaining the condition of casualties until further assistance arrives.
- Referring casualties to the Headteacher or Business Manager if necessary and knowing how to call for assistance.
- Complete an incident report form

- Maintaining the condition and contents of a designated first aid kit and informing the office staff promptly of anything that needs to be replenished.

2.4.4 Mid-day Supervisors/SMSAs

Mid-day supervisors are responsible for ensuring that:

- Students are safe during the mid-day period, inside and outside the school building, by effective supervision and by challenging inappropriate behaviour.
- Spillages are cleaned up immediately.
- Arrangements for fire and first aid are followed.
- That all areas of the playground can be seen between them.
- Recreation equipment is directly supervised to ensure that students use them as designed, fairly and sensibly to reduce the possibility of accidents.
- That they know how to call for assistance if necessary.

2.4.5 Office Staff

Office staff, as front of house staff, represent the outward face of the school and are the first port of call for all visitors and the passing of information, much of it health and safety related. As such they play a crucial role in ensuring that anyone arriving at the school does not pose a health and safety or security risk and that information is communicated to members of staff to allow them to perform their job safely.

Office staff are responsible for ensuring that:

- Visitors are checked, signed in and are supervised by an appropriate member of staff.
- The school's health and safety information is communicated to visitors and understood.
- Personal information relating to medical conditions is kept securely in line with the Data Protection Act.
- The medical information of students is securely communicated to First Aiders and appropriate members of staff, so that they are aware of the appropriate action to take in an emergency.
- The school's cash handling procedures are followed to ensure that the personal safety of those staff involved is not at risk.
- In the exception of fire tests, the fire brigade is called following activation of the fire alarm.
- The school's grab bag is taken to the assembly point in the event of a fire/emergency evacuation.
- The school's registers are taken to the assembly point for roll call in the event of a fire/emergency evacuation.

One of the key tasks of the office staff is to be the primary port-of-call for first aid and medical assistance during the school's normal operating hours and to ensure that all incidents are reported.

The Office staff will have specific responsibility for:

- Administering first aid to staff, children and visitors sent to the Medical Room

- Completing Incident reports to ensure satisfactory records are kept for the school, the school's insurers and for parent information.
- Making themselves aware of, and familiar with, the school's medical policies.
- Overseeing the Medical Room and ensuring that it is kept tidy and fully stocked with the necessary equipment and medical supplies.
- Carrying out a termly audit of all First Aid bags across the school to ensure the contents is complete and in date.
- Reordering medical supplies as and when necessary and ensuring that first aid bags are restocked.
- Providing medical packs and essential medical information briefing sheets for all school trips and ensuring that staff return these to the staffroom.
- Monitoring the pupils' EpiPens and inhalers that is stored in the medical room and ensure that all medication kept on site is stored in a secure location in orderly manner with clear labelling. It will be the responsibility of the office staff to notify parents of any out-of-date medication and to ask for it both to be removed and to be replaced.
- Maintaining and circulating the most up to date First Aider list.
- Reviewing with the School Business Manager any recurring problems and making recommendations for any appropriate remedial action.
- Ensuring that pupil medical information, pupil medication and a first aid kit is taken with them, if safe to do so, in the event of a fire/Emergency Evacuation.

2.4.6 Cleaning Staff

The key tasks of cleaning staff are to ensure that the building is cleaned to a high standard of hygiene to prevent health risks to staff, pupils and visitors and that they carry out their duties in a safe manner to prevent risks to the health and safety of themselves and others.

Cleaners are specifically responsible for ensuring that:

- The school is cleaned to a high standard of hygiene.
- Cleaning substances are used according to the manufacturer's instructions and the requirements of the school's COSHH assessments.
- They only use cleaning substances and operate equipment that they have been trained to use.
- Cleaning substances are securely stored in the cleaners cupboard to prevent unauthorised access.
- Different cleaning substances are never mixed.
- When moving cleaning substances from large containers into smaller ones for daily use, the container is clearly labelled with its contents.
- Cleaning equipment is only used in its designated area, by rigorously adhering to the hygiene colour coding system.

- The cleaning methods they use adhere to recognised good practice and do not present a hazard to themselves or others that may be on site, e.g. slip and trip incidents caused by training cables, abandoned equipment or slippery floors.

2.5 External Health and Safety Structure

2.5.1 Staff Safety Representatives (if applicable)

Health and safety at work law provides for the appointment of trade union or staff appointed safety representatives from amongst the employees. Where the Governing Body/Headteacher is notified in writing of an appointment, the Safety Representative shall have the following functions:

To investigate potential hazards and to examine the causes of accidents in the workplace. To investigate complaints by any employee they represent relating to that employee's

health and safety or welfare at work.

To make representations to the Headteacher on matters affecting the health, safety and welfare of employees.

To carry out workplace H&S inspections, subject to reasonable notice to their line manager. To attend safety committee meetings.

A safety representative is not obliged to carry out any or all of the above functions, and has no legal responsibility other than that which applies to all employees.

2.5.2 Parents and Visitors

The school has a duty to ensure, as far as reasonably practicable, the health and safety of parents and other visitors whilst on site. In return, the school expects parents and other visitors to co-operate with all measures provided in the interests of health and safety and to behave appropriately. Visitors are signposted to fire exit plans in the areas where they will mainly be based.

Parents and other visitors will be expected to adhere to the Visitor Code of Conduct. The Visitor Code of Conduct will be displayed in the school's reception and circulated to parents periodically.

2.5.3 Pupils

In health and safety law, students are classed as visitors and the school has a duty to ensure, as far as reasonably practicable, their health and safety whilst on the premises or whilst involved in school activities away from the premises. The school expects students to co-operate with all measures provided in the interests of health and safety. The expectations placed on students is presented in the school's Behaviour Policy.

Section 3

Health and Safety Arrangements

3.1 Introduction

The following health and safety arrangements have been produced to ensure compliance with the Governing Body's Statement of Intent. Where appropriate, specific arrangements will be described in full. Where the LA has already produced a specific policy, procedure or guidance note dealing with a particular subject, the school will confirm their adoption of the document in the text and will

instead refer the reader to it rather than reproduce it in full. The same will apply if the school has produced its own stand-alone policies and procedures.

3.2 Risk Assessment

The school will conduct documented risk assessments for all activities and situations for which there is a significant foreseeable risk. All risk assessments will be reviewed annually of earlier if significant changes occur.

Risk Assessment – Named person

Premises and Grounds – Caretaker/Headteacher
Pregnancy – Headteacher
Return to Work – Headteacher
Events – SLT/SBM
Lone Working – Caretaker
Working at Height – Caretaker
Manual Handling – Caretaker
COSHH – Caretaker
Science – Science Co-ordinator
DT – DT Co-ordinator
Art – Art Co-ordinator
PE – PE Co-ordinator

3.2.1 Risk Assessment Procedure

Except for risk assessments for Display Screen Equipment (DSE), Control of Substances Hazardous to Health (COSHH), Manual Handling and curriculum risk assessments in Science, D&T and Art and Design, for which there are specific formats, staff will be required to carry out all risk assessments using the same procedure and forms to ensure consistency of approach throughout the school. See Risk Assessment Template Appendix H and The Five Steps to Risk Assessment Appendix I.

3.2.2 General Risk Assessment

As there are a variety of hazards, which are common to all or many areas of the school, rather than producing multiple risk assessments for similar areas such as classrooms, corridors, and offices etc. the school will produce a General Risk Assessment so that commonly shared hazards are covered under one document.

3.2.3 Specific Risk Assessments

In addition to the General Risk Assessment, the school will produce and maintain a library of risk assessments dealing with activities and situations, for which there are specific inherent risks and for which a dedicated risk assessment is required. These risk assessments will be carried out by a variety of staff, dependant on their positional responsibility and/or their competency in the specific topic being assessed. In certain situations, the appropriate knowledge may not be available in-house, in which case external experts will be engaged to carry out the risk assessments, e.g. as is the case for Fire, Asbestos and Legionella and an appropriate review period set.

The school will also carry out risk assessments for any non-routine activities that should arise, e.g. a task that is a one-off or has not been previously encountered. In such cases a risk assessment will be completed before work commences.

3.2.4 Risk Assessment Register

The School Business Manager will maintain a register of all risk assessments completed within the school so that they can be seen at a glance and their completion monitored centrally. The register shows the title of the risk assessment, its current review date and the date of the next review.

3.3 Health and Safety Monitoring and Inspection

A general Health and Safety Inspection of the site will be conducted on a regular basis. The team will comprise of the Health and Safety Governor, the School Business Manager, the Headteacher and the Caretaker.

Asbestos locations are inspected at the same time as the health and safety inspections, using a checklist created from the most recent Asbestos Management Plan.

The persons undertaking the inspections will complete a report which will be submitted to the Governing Body. Responsibility for following up items detailed in the inspection report will rest with the Headteacher, Business Manager and Caretaker.

The school has adopted the LA's guidance on carrying out inspections and staff can find the inspection checklists in Appendix B.

3.4 Health and Safety Audit and Review

To aid in the school's health and safety auditing procedure and in co-operation with the LA the school completes the Governors' Annual Health and Safety Performance Review, which is requested annually by the LA Health and Safety Advisors.

The Headteacher and Governing Body will discuss annually the school's health and safety management system to ensure it continues to be effective. This will take place in the Summer Term so that any opportunities for improvement can be programmed in for the next academic year. The management review will be documented within the Governing Body minutes and include:

- Summary of performance
- Any Amendments to Health and Safety Policy document Accident / Incident Analysis
- Results of audits and progress on resolving remedial actions External health and safety communication/consultation
- Progress on achieving health and safety objectives/targets
- Proposals for new health and safety objectives for the coming year

3.5 Statutory Inspection and Maintenance of Premises and Plant

Regular inspection and testing of school plant and equipment is conducted to ensure that legislative requirements are met. Some of these inspections and checks are carried out by competent contractors and others are carried out in-house by the schools own premises staff.

The members of staff or contractor currently responsible for carrying out the various inspections and maintenance tasks are detailed below:

Inspection & Maintenance Area	**Member of Staff/Contractor**
CCTV	GD Security
Air Conditioning and Ventilation	A & T / Arctic Services
Boiler Maintenance	T Brown Ltd
Emergency Lighting	Walton and Green Electrical Services
Fire detection and alarm systems	FAFS
Fire doors	Caretaker
Energy Performance	School Energy Matters
Fire-fighting equipment	Walker Fire
Gates (Automated)	City Gate Automation
Gym Equipment	Olympic Gymnasium
Intruder Alarm	FAFS
Lightning conductors	Strike UK Ltd
Playground Equipment	Wicksteed Leisure/Fawns
Pressure vessels	T Brown Ltd
Tables (particularly centre fold ones such as SICO)	SICO
grounds maintenance	PGSD
Tree Safety	Quantified Tree Survey Limited/PGSD
Water hygiene and control of legionella	Howlett Associates
Water Heaters	CJ Burfield
Water hygiene: Thermostatic Mixing valves on water outlets and showers	CJ Burfield
Asbestos Management	Environmental Essentials
Electrical Works	Beattie Electrical Limited
Electrical - portable appliances	Caretaker
Working at Height: Ladders (fixed and portable)	Caretaker

Responsibility for co-ordinating the Statutory Inspection and Maintenance Schedule rests with the School Business Manager with assistance from the Caretaker.

3.5.1 Asbestos

The school employs the services of a competent external consultant to complete an Asbestos Management Survey, which is repeated every 5 years or following removal of asbestos or changes to the building. The current consultant used for this purpose is Environmental Essentials. Remedial actions resulting from the Asbestos Management Survey are incorporated into the School Improvement Plan which is updated annually.

The named responsible person for the management of asbestos is the Headteacher, who delegates day to day management to the Caretaker.

The current Asbestos Survey and Asbestos Management Plan are available to all staff from the Business Manager.

An Asbestos Management Plan has been produced by the Business Manager and is updated annually. The current version is available to all staff from the Business Manager.

The Headteacher will ensure that all school staff (including those such as catering and cleaning staff who may be employed by others) are made aware of the location of asbestos containing materials (ACM) within their work areas.

Under no circumstances must staff drill or affix anything to walls or ceilings without first obtaining approval from the Caretaker.

Staff must report any damage to materials known or suspected to contain asbestos to the Headteacher.

Prior to **any** work commencing on the fabric of the building or fixed equipment (e.g. boilers, kilns etc.), either by contractors or school staff, the asbestos log will be checked to establish whether permission to work can be given.

Prior to any construction work, a Demolition and Refurbishment Survey (DRS) will be carried out by an approved asbestos consultant to ensure that any hidden asbestos is identified, or if in doubt assumed, and then removed safely by licensed contractors as part and parcel of the construction project. Previous DRS are available from the Business Manager.

Following any asbestos removal, air monitoring will be carried out by a suitable contractor to ensure that the building is safe and air clearance certificates supplied as confirmation of this.

3.5.2 Legionella

The school employs the services of a competent external consultant to complete a Legionella Risk Assessment, which is repeated every 3 years, depending on the advice of the consultant. The current consultant used for this purpose is Howlett Associates.

The named responsible person for the control of legionella is the Headteacher, who delegates day to day management to the Caretaker.

The current Legionella Risk Assessment is available to all staff from the Business Manager.

Recent and historical records of monthly water temperature checking and weekly water flushing are available from the Business Manager.

Maintenance of the hot water system, including disinfection and descaling, is carried out by an appropriate contractor.

Thermostatic Mixing Valves (TMV) are fitted to taps and showers used by students to limit hot water to a maximum of 43 degrees centigrade and prevent scalding, whilst still allowing hot water pipes to remain at 55 degrees plus.

3.6 Machinery and Work Equipment

All equipment presenting a significant risk will be risk assessed.

All staff will carry out a visual check of mechanical and electrical equipment before use to ensure safety devices are in place and that there are no obvious faults to cables, plugs, its stability or working parts. This ensures early identification of unsafe and defective equipment.

All staff will report any problems found with equipment to the Caretaker. Defective equipment will be clearly marked and taken out of service by securely isolating it from its power source or by storing it in a secure location pending repair or disposal.

To prevent putting themselves and others at risk, staff will not use machinery or equipment unless they have received appropriate instruction or training.

3.7 Hazard and Defect Reporting

It is the responsibility of all staff to resolve hazardous situations themselves if they discover them and if they are able to do so. If they are not able to resolve the situation, they must take temporary measures to make the area safe and then report the matter to the Caretaker or the Business Manager using the school's Hazard and Defect Reporting Form (Appendix C). This ensures that the hazard is properly logged and entered onto a repair plan. Proper logging of hazards and defects also helps the school to identify any reoccurring trends.

3.8 Consultation and Communication

Consultation and communication with staff on health and safety matters will occur through the Headteacher. The Governing Body will open membership to staff health and safety representatives if such a post is held.

Health and Safety is also a standing agenda item in all staff meetings.

The Health and Safety Law poster is displayed in the staff room.

3.9 Induction and Training

All new permanent and temporary staff and also any volunteers or student teachers will receive a health and safety induction carried out by the school's Headteacher.

The induction is carried out using a checklist of topics to be covered, which includes the reading of health and safety documents, and once completed is signed and dated by the member of staff and the Headteacher.

All staff receive a health and safety update and refresher during the first inset of the school year.

Staff cannot carry out their duties safely without having the appropriate competencies and the school is committed to ensure that all staff receive the necessary instruction and training for their role and specifically with regards to their health and safety functions.

3.10 Fire Safety and Emergency Preparedness

The named responsible person for Fire Safety is the Headteacher, who delegates day to day management to the school Business Manager and the Caretaker.

In addition to the requirements for maintaining fire equipment and systems, the school has a specific Fire Safety Strategy policy.

The current Fire Risk Assessment is available to all staff from the Business Manager.

Recent and historical records of in-house fire checks carried out by the school's Caretaker, e.g. fire call points, emergency lighting, fire doors, automatic doors, fire extinguishers are kept in the Business Manager's office.

Recent and historical records of contractor inspection and maintenance of fire equipment and systems, e.g. fire alarm, fire-fighting equipment, emergency lighting and lightning conductors are kept in the Business Manager's office.

Fire Precautions

Fire and emergency evacuation procedures, including details on the specific responsibilities of staff, emergency contact numbers, grab bag contents, secondary evacuation points etc. are described in full in the school's Business Continuity and Emergency plan. These procedures will be reviewed at least annually and are made available to all staff as part of the school's induction process.

A laminated Fire Exit Diagram is posted in each room of the building showing the room location, the route to the nearest exit, all other secondary exits in case the preferred exit cannot be accessed and the location of the assembly point. The plans will be updated as changes occur.

Evacuation procedures are also made available to all contractors / visitors.

Emergency exits, fire alarm call points, etc. are clearly identified by safety signs and notices.

Emergency contact and key holder details are maintained by the School Business Manager.

Emergency Procedures

Emergency procedures, including details on evacuation, lockdown/shelter-in-place, specific responsibilities of staff, emergency contact numbers, evac-pack contents, secondary evacuation points etc. are described in full in the school's Emergency Response Plan. These procedures will be reviewed at least annually and are made available to all staff as part of the school's induction process.

The school's Emergency Response Plan follows the Nottinghamshire County Council Emergency Response Template, which is currently regarded as best practice.

When developing procedures for fire and emergency, the school also refers to the LA's guidance on Local Emergency Planning.

Fire Drills

Fire drills are undertaken termly and results, including the date, time taken to evacuate and any problems encountered, recorded in the fire log (Appendix D). The school has a target evacuation time of between 2½ and 3 minutes. If any issues are encountered during evacuation, remedial

actions will be taken to resolve the matter and the drill repeated in the same term to confirm they have been successful.

Fire-Fighting

Staff are not expected to fight fires and are actively advised not to do so during fire awareness training, unless they have no choice because their exit is blocked. However, the layout of the school is such that there is always another exit in a different direction, and regular fire drills ensure that practice is sufficient. Fire Wardens will have a slightly increased probability of encountering a fire, but are instructed to cease their search and leave the building rather than fight it. However, Fire Wardens are taught how to use fire extinguishers as part of their Fire Warden training and are therefore better placed to make a sensible judgement about whether a very small fire can be extinguished successfully. The Fire Wardens work in pairs, which ensures such decisions are shared and unanimous.

Fire and Rescue Services

The Fire Brigade will be met by the Headteacher and supplied with any information regarding the fire, specific hazards, and any missing persons. A Fire Plan, detailing the layout of the building and essential information such as the location of the fire alarm panel and fire exits and details of service isolation points (i.e. gas, water, electricity) is kept in the school's grab bag. This will be passed over to the fire brigade to help them navigate the building and carry out their job more efficiently. Also included in the plan are details of any hazardous substances such as Asbestos or chemicals.

Hot Works (Appendix K)

Any contractors carrying out hot works on site such as welding, cutting, brazing, soldering, use of blow lamps and bitumen boilers and any other equipment which produces heat, sparks or naked flames will be required to carry out a hot work permit to ensure that adequate controls are in place to prevent fire.

For projects where a principle contractor is in operational control of the site, then the principle contractor will issue hot work permits to their staff and sub-contractors. However, for smaller projects where the school remains in operational control of the premises or they have employed the contractor directly for a specific job, then the school will issue the Hot Work Permit.

When issuing hot work permits to contractors, the school will follow the LA's Hot Work Permit Procedure.

Personal Emergency Evacuation Plans (PEEPS) (Appendix L)

A PEEP will be completed for any member of staff, pupil or visitor with a physical disability to ensure that adequate precautions are in place to ensure their safe evacuation. A PEEP will also be carried out for anyone with a temporary disability, e.g. because of an accident or illness.

When completing PEEPs, the school will follow the LA's PEEP Procedure and Forms.

3.11 First Aid

There are sufficient first aid qualified members of staff and sufficient first aid facilities within the school to ensure that staff, pupils and visitors will receive appropriate care in the event of injury or illness during normal school operating hours and during extended school activities. A list of First Aiders is displayed in the medical room.

For full details on the school's approach to first aid, please refer to the school's First Aid Policy.

3.11.1 Admin of Medication

Parents and pupils are encouraged to seek an alternative to having medication kept and administered at school unless absolutely unavoidable. However, if necessary the school does permit prescription medicine only to be administered via the School office under strict control measures.

For full details on the school's approach to administering medication, please refer to the school's Supporting Children with Medical Conditions policy.

3.11.2 Communicable Diseases

If a member of staff or pupil contracts a communicable disease, e.g. chickenpox, tuberculosis or meningitis, the school's primary focus is to introduce effective controls to prevent its spread

or outbreak, for which there is a higher probability in a densely populated environment like a school. Such controls are likely to include the exclusion of the individual for a period of time.

The school cannot identify communicable diseases themselves as they are not experts in this field. The school must therefore rely on the National Health Service and the co-operation of staff and parents to inform them of medical conditions.

If a General Practitioner or Hospital suspects or confirms that a patient has a communicable disease, they are duty bound to inform Public Health England (formerly the Health Protection Agency), who will then take the lead in dealing with the wider repercussions of the person's condition, by making contact with the person's school, to give advice.

In all cases of communicable disease, the school will follow the advice of Public Health England when contacted by them, including if, how and when to inform parents of the situation. If the school becomes aware of a case of communicable disease they will pre-empt Public Health England by contacting their local office first for advice:

North West London HPT, Public Health England, 61 Colindale Avenue, London, NW9 5EQ
phe.nwl@nhs.net

Phone: 0300 303 0450 Out of Hours Advice: 0300 303 0450

Email: london.region@ukhsa.gov.uk or phe.london.region@nhs.net

The school will also follow directly the written guidance produced by Public Health England, detailing the symptoms and treatment of different communicable diseases and the control measures required.

Appendix N – recommended absence period for preventing the spread of infection

3.11.3 Incidents involving blood and other biological agents

Dealing with blood and other bodily fluids carries obvious and potentially serious risks to health. The School office staff or First Aiders will respond to all incidents involving blood and bodily fluids ensuring correct procedures are adhered to.

3.12 Incident Reporting and Investigation

Incidents occurring on or off of the school premises are reported using the LA's online accident reporting system. The following types of incident are all reported:

Incidents resulting in fatality or injury (including as a result of an illness or pre-existing condition)

Episodes of illness or pre-existing conditions (which have not resulted in injury)

Incidents resulting in no injury (e.g. near misses, damage to property)

Dangerous occurrences (i.e. incidents that have not resulted in injury, but had the circumstances been right could have been catastrophic and lead to fatality or major injuries, e.g. Fire, gas leak, collapse of buildings or structures)

Cases of Occupational Disease (i.e. diseases or conditions contracted by members of staff as a result of the job they do, which have been confirmed by a doctor, e.g. legionella, blood-borne viruses, carpal tunnel syndrome and tendonitis, dermatitis, asthma and
cancers such as lung cancer caused by respiratory hazards such as asbestos, silica dust or wood dust)

Incidents of violence, aggression or abuse

Incidents of Challenging Behaviour

All incidents resulting in injury or involving illnesses or pre-existing conditions will be reported to the school office, who will make the online report. The school office will also complete online reports for any cases of occupational disease, as soon as they are brought to their attention and as soon as a doctor's report is provided as confirmation.

Incidents involving violence, aggression, challenging behaviour, near misses or dangerous occurrences should be reported by the Headteacher.

All incidents occurring off-site, e.g. on school trips or during sporting fixtures will be recorded on paper by the member of staff in charge of the activity and then reported back to the Headteacher/School office on the first day back at school so that the details can be entered onto the online system. Written notes will be scanned and uploaded to the online accident report and then destroyed.

Reporting to the Health and Safety Executive (HSE)

It is a legal requirement that any incidents involving a fatality, major injury, dangerous occurrence or occupational disease are reported to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). In the case of fatalities, reports must be made immediately and for other incidents within 10 days.

The LA's Health and Safety Advisory service will report all accidents that meet the required criteria for RIDDOR to the HSE on the school's behalf as a function of their SLA. It is therefore essential that staff ensure that all incidents are reported online, because this is the means by which the school's Health and Safety Advisers are notified. In the unlikely event of a fatality or other catastrophic event, the school will contact the Health and Safety Adviser by telephone as soon as practically possible on the same day to appraise them of the situation and seek advice.

School staff: reportable injuries, diseases or dangerous occurrences
These include:

1 Death

2 Specified injuries, which are:

- Fractures, other than to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding) which:
  - Covers more than 10% of the whole body's total surface area; or
  - Causes significant damage to the eyes, respiratory system or other vital organs
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours

3 Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the Headteacher will report these to the LA/HSE as soon as reasonably practicable and in any event within 15 days of the accident

4 Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:

- Carpal tunnel syndrome
- Severe cramp of the hand or forearm
- Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
- Hand-arm vibration syndrome
- Occupational asthma, e.g from wood dust
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to an occupational exposure to a biological agent

5 Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:

- The collapse or failure of load-bearing parts of lifts and lifting equipment
- The accidental release of a biological agent likely to cause severe human illness
- The accidental release or escape of any substance that may cause a serious injury or damage to health
- An electrical short circuit or overload causing a fire or explosion

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

These include:

6 Death of a person that arose from, or was in connection with, a work activity*

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

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

8 A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)

9 The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or

10 The condition of the premises (e.g. poorly maintained or slippery floors)

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

Incident investigation

The Headteacher, or an appropriate nominee, e.g. Deputy Headteacher, or Business Manager will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. will be reported and attended to as soon as possible. Any findings of the investigation will be recorded in the manager's section of the online accident report and any written reports, witness statements, photographs, risk assessments or other supporting documents uploaded and attached.

Following any incident, the investigating member of staff will review relevant risk assessments to ensure they remain suitable and sufficient. This action will then be confirmed in the relevant section of the online report.

Incident monitoring and analysis

Incidents will be monitored by the Headteacher for trends and a report made to the Governing Body as necessary. Where trends are identified, remedial actions and strategies will be put in place to prevent reoccurrence.

Health and Safety in the Curriculum

Science

The Science curriculum is managed safely through the adoption of model risk assessments, and guidance produced by CLEAPSS.

CLEAPSS model risk assessments are made specific through their incorporation into the department's written schemes of work and lesson plans, which allow them to be tailored to the specific needs of the lesson.

Design and Technology

The Design and Technology curriculum is managed safely through the adoption of model risk assessments and guidance produced by CLEAPSS.

CLEAPSS model Risk assessments are made specific through their incorporation into the department's written schemes of work and lesson plans, which allow them to be tailored to the specific needs of the lesson.

Art and Design

The Art and Design curriculum is managed safely through the adoption of model risk assessments, model COSHH Assessments and guidance produced by CLEAPSS.

CLEAPSS model Risk assessments are made specific through their incorporation into the department's written schemes of work and lesson plans, which allow them to be tailored to the specific needs of the lesson.

Equipment selected for purchase is safe and suitable for its intended purpose and any gifts are treated with caution and carefully assessed and records of any assessment kept.

All equipment is checked before use and periodically tested and maintained by a competent person where necessary.

Physical Education

The PE curriculum is managed safely through the AfPE (Association for Physical Education) and the adoption of their guidance document, "Safe Practice in Physical Education and Sport."

Risk assessments for each PE work area are created and maintained and the significant findings included in the "schemes of work". All staff involved in physical education are made aware of the risk assessments and are involved in their annual review.

Specialist teachers of PE are appropriately qualified and have completed appropriate initial teacher training and/or professional development courses covering the activities they are required to teach. Where there are specific National Governing Body Certificates available for certain sports or activities, teachers planning or supervising these activities are appropriately certificated, e.g. swimming, gymnastics, contact sports and aspects of outdoor and adventurous activities.

Where pupils are involved in apparatus handling, e.g. in gymnastics, it is carried out in such a way as to reduce risk to pupils as far as is reasonably practicable and arrangements are in place to enable pupils to learn how to handle equipment safely per their age and strength.

PE department staff carry out pre-use visual checks of equipment to identify obvious defects, this includes a visual sweep of playing areas prior to use to ensure any hazardous objects are removed. Arrangements have been made with competent contractors to inspect PE equipment at least annually.

Procedures to address the needs of injured pupils and the remainder of the group are anticipated, especially on visits away from school premises, and appropriate provision for first aid and managing accidents are included in PE risk assessments.

3.13 School Visits and Off-site Activities

All school trips and off-site activities will be thoroughly planned and risk assessed. They will be lead and sufficiently supervised by competent members of staff and no trip will take place until approved by the Headteacher.

3.14 Security

The school is protected from intruders by robust perimeter fencing, CCTV and an intruder alarm, which are regularly maintained and serviced. Recent and historical records of maintenance are available to all staff in the Business Managers office.

In addition to the above, during the school day the school is also protected against unauthorised access via CCTV and intercom operated external pedestrian and vehicle gates, managed by the school office. Admission is only permitted to those with appointments or those on official business on production of suitable identification or personal recognition.

Visitors are not permitted on site without supervision except by special arrangement and proper DBS clearance.

If security issues increase, e.g. due to factors such as break-ins, theft, arson or general increase of crime or unrest in the area, a specific security risk assessment will be carried out with advice from the LA's Health and Safety Advisors.

3.15 Control of Contractors

The school has a duty to ensure, as far as reasonably practicable, the health and safety of contractors whilst on site. The school also has a duty to ensure, as far as reasonably practicable, that the activities and behaviour of contractors on site does not present a health and safety risk to our staff, pupils, other visitors and members of the public.

3.16 Work related Stress

The school's aim is to set minimum standards that are to be adopted by managers and employees in respect of promoting a healthy organisational culture, managing and reducing harmful stress levels, and ensuring that the requirements of the Disability Discrimination Act (DDA) are observed in relation to stress. The school:

recognises the significant contributions that proper health care and control of stress at work can make to the efficiency of the organisation.

is committed to encouraging a healthy school culture to ensure the efficient running of the school.

is committed to safeguarding employee's health, so far as is reasonably practicable, and to reduce stress risks at work in partnership with them.

views all stress issues, whether work-related or arising from the employee's social or domestic circumstances, as being potentially damaging to an individual and the school.

considers that the management of the health of staff and the reduction of stress is equally as important as the control of financial and capital resources.

3.17 Hiring and Letting of the Premise - See the school's Lettings Policy

3.18 Waste Control (including hazardous and Clinical Waste)

The school will need to be aware of some common products that may contain hazardous waste components. Risk assessments should be reviewed to identify the safe handling and storage for such products to reduce/prevent the risk of exposure of themselves, their staff and any other persons that may be affected.

The school should:-

- Identify person(s) that are likely to be exposed to hazardous wastes during their normal work and when the product is being handled
- Ensure that risk assessments are carried out to identify control measures necessary to minimise exposure of hazardous waste to their staff and other persons that may be affected
- Be aware of the risks that may affect health and the environment if the hazardous waste is being mis-handled and mis-managed.
- Ensure that suitable precautions and best practice are communicated to all concerned for the safe handling and disposal of the appropriate hazardous products containing hazardous waste to minimise the risks of exposure including accidental spillages

Specific Control Measures

The Headteachers, Business Manager and Caretaker should ensure that:-

- Competent/Licensed Contractors are used to collect hazardous wastes
- Everyone can identify products deemed to contain hazardous wastes and are aware of the action to take
- Instructions are introduced for the safe handling of hazardous wastes to prevent any undue damage or spillages
- Hazardous wastes are provided with a designated, separate and secure place for storage. (Containers are sometimes provided by the Licensed Collection Contractor)
- Exposure is minimised through careful handling, containment and proper cleansing of spillages

3.19 Transport and Vehicle Safety

3.19.1 Use of Private Vehicles

In controlling the possible risks from hazards the Headteacher will need to carry out a risk assessment for the activity.

A risk assessment should be carried out which considers all of the users and passengers involved who may travel in private vehicles, in association with the various activities that individuals undertake during their work time.

Where it is deemed necessary to use a private vehicle, the manager responsible for staff using their vehicles should check that the individual driver is in possession of a current driving licence. A photo-copy record should be kept on file.

Procedure documents relating to the control and use of private vehicles, should be brought to the attention of all staff using private vehicles. Items such as roadworthiness, road tax, MOT certification and the need for adequate insurance documentation should be included.

The recruitment and induction of new staff may need to be changed to include information regarding insurance and risk assessment for users of private vehicles.

Specific Control Measures

Managers who require individuals to drive private vehicles at work should take measures to ensure that driving licences and insurances are adequate for the vehicles being driven. Separate insurance cover may need to be provided either by the individual or the school for particular hazards associated with the job.

Persons in control, or those carrying out risk assessment need to ensure that vehicles are not overloaded. Items carried must be secure within the vehicle so that they do not pose additional risks to persons inside the vehicle, particularly in the event of an accident.

Where there is a possibility of loads shifting to the extent that this may put the driver/and or passengers at risk, alternative means of transport should be sought which is more suitable for the loads concerned (where reasonably practicable to do so) e.g. single gas cylinders, loose tools.

Manual handling risk assessments should be carried out where private vehicles are used to transfer loads to and from work sites.

Individuals using vehicles at work must be informed of the need to keep the vehicle in a reasonable and roadworthy condition.

Risk assessments relating to the use of private vehicles should be communicated to staff concerned by the most appropriate means.

Drivers must not use mobile phones whilst driving. Drivers must ensure that mobile phone calls are only made or answered when the vehicle is in a safe position, stationary and with the engine switched off.

3.20 Public Events

The person with overall responsibility for planning the event will need to set aside sufficient time for planning which will be dependent on the size, type and duration of the event.

An organisational team should be created for all but the smallest of events. For large complex events this may involve representatives from the emergency services, Occupational Health and Safety Team etc.

The role of the team will be to co-ordinate the planning aspects of the event and to establish an Event Safety Management Plan. The complexity, nature and size of the event will determine the level of detail.

Risk assessment is at the centre of the planning process. The complexity of the risk assessment will depend on the size and nature of the event. At minimum all events will have an overarching risk assessment detailing the significant hazards relating to each phase of the event (as listed below). For large complex events, this may need to be broken down into the detailed constituents of each phase.

Any activity put on by the school itself will be covered by it Employer's Liability Insurance.

In addition to the above, the school will also ensure that any specific licences that may be required for the activity are acquired, including:

- **Theatre Licence**
- **Performing Rights Licence**
- **Justices Licence** (for bringing alcohol onto the premises)
- **Alcohol Licence** (for selling alcohol on the premises)
- **Cinematograph Licence**
- **Public Entertainment Licence**

Any event is going to need on-going review to identify and respond to changes in circumstances. This may be particularly appropriate after an incident to prevent a recurrence. As the event progresses it is appropriate to continually review the policy, planning and risk assessments to ensure they remain effective and fit for purpose and to learn any lessons for future events or future use of the venue.

Specific control measures

The following bullet points are specific items that may need to be considered when planning and risk assessing the event:-

Most events organised are relatively small. The items listed below should therefore be used as a checklist in planning and producing the events overall risk assessment in proportion to the complexity and size of the event.

Venue and site design
Fire safety
Major incident planning (emergency planning)
Communication
Crowd management
Transport management
Structures, e.g. stages, marquees etc.
Barriers
Electrical installations and lighting
Food, drink and water
Amusements, allocation and promotional displays
Sanitary facilities
Waste management
Sound, noise and vibration
Special effects, fireworks and pyrotechnics
Camping
Facilities for people with special needs
Medical, ambulance and first aid management
Information and welfare
Children
Performers
TV and media
Music events
Environmental issues

3.21 Lone Working

Establishing safe working for lone workers is no different from organising the safety of other employees. Managers need to know the law and standards that apply to their work activities and then assess whether the requirements can be met by people working alone.

The Headteacher will need to:-

- Identify the persons who are likely to be 'lone-workers' under the above definition. This could be usefully done in conjunction with the staff group at a routine team briefing/meeting.
- Complete a risk assessment of the various lone-workers' activities identified, in consultation with the staff concerned.
- Plan the work to remove the risk of the lone-working were this is possible and practical to do so.
- Implement/introduce necessary controls to manage the risks to an acceptable level.
- Provide training and communicate the required controls to remove the lone-working risks to staff.
- Set dates to review assessments and the effectiveness of controls put in place.
- Establish reporting procedures to make sure lessons learnt from any incidents are fed back into the risk assessments and further corrective actions introduced to prevent a recurrence.

3.22 Violence to Staff

The school should:

Carry out risk assessments to identify 'at risk' groups of staff and any tasks or activities that could potentially place staff at risk.

Introduce necessary precautions, controls, and training to safeguard staff at risk.

Develop appropriate safe working procedures in conjunction with staff who work away from their workplace to enable their whereabouts and locations to be known and they are provided with the means to summon assistance or raise an alarm in the event of an emergency

Evaluate and review existing procedures, precautions and training of staff in the light of a violent incident occurring and to introduce any necessary steps or training to avoid a recurrence. All such amended procedures to be issued as soon as possible to the relevant staff.

Provide appropriate support to individuals involved in any violent or aggressive incident

Support a "zero tolerance" policy by ensuring that full and detailed information concerning any violent incident is recorded, including, where possible, the names of offenders and witnesses involved.

3.23 Manual Handling

All activities involving manual handling and the persons at risk should be identified. This list should be recorded and used as a basis to identify tasks with significant risks. (Those that can be avoided and those which fall within accepted guidelines)

The risk assessment should be recorded and kept accessible to all staff involved in manual handling;

The risk assessment should be communicated to the staff at risk

Ensure that training in good handling techniques is provided to all employees handling loads;

Monitoring of the actual handling practices to ensure compliance with the risk assessment;

The risk assessment should be reviewed if it becomes invalid, for example if changes occur to staff, to manual handling appliances, to procedures etc. In the event of no changes, it should be reviewed in any case every two years.

3.24 Working at Height

Work at Height Regulations 2005

The Work at Height Regulations came into force on 6 April 2005. It is important to remember that the 2 metre rule which required precautions to be taken to prevent falls at heights above 2 metres has been removed. The regulations now apply to <u>all</u> work at height where there is a risk of a fall liable to cause personal injury.

- Hazards from falls or falling objects should be identified for all tasks and projects.
- Consideration should then be given to eliminating these hazards wherever possible, e.g. can activities be conducted safely from the ground?
- All unavoidable hazards should be subject to a risk assessment that identifies suitable and sufficient measures to control the risk of a fall by either working from a safe place or if this is not possible selecting the most suitable equipment to prevent a fall occurring.

  (Please note that if there is a remaining risk of a fall, take suitable and sufficient steps to minimise the distance (and consequence), of the fall, for example, by using fall arrest equipment, e.g. harness/lanyards/nets in accordance with the relevant British standard).
- Ensure all non-routine work, projects, emergency situations etc. including willful damage, trespass, serious weather, etc. are considered within the scope of the risk assessment.
- Ensure staff (or others) who may work at height are provided with information, instruction and training in the hazards and controls for safe working at height, are competent to do so and properly supervised.
- All access equipment, including ladders, scaffolding etc. and other work equipment must be subject to an inspection and planned preventative inspection and maintenance.
- Implement and regularly monitor risk control measures to ensure continued effectiveness.
- Review existing or draft new procedures in the light of the hazards identified.
- Danger areas must be clearly signed/indicated and the work area suitably protected, e.g. locks to prevent unauthorised access.
- Appropriate action must be taken to prevent falling objects from causing injury.

- Collective protection measures (e.g. guard rails) are preferable to personal protection measures (e.g. safety harnesses and lanyards).

Specific Control Measures

Ladders

- All work with ladders should be subject to authoritative guidance, e.g. HSE's GS31 "Safe Use of Ladders, Step Ladders and Trestles".
- A ladder must not be used unless a risk assessment has demonstrated that the use of more suitable work equipment is not justified because of the low risk and either the short duration of use or existing factors of the site that cannot be altered.

- All work with scaffolding should be subject to authoritative guidance, e.g. HSE GS15 "General Access Scaffolds" or GS42 "Tower Scaffolds".
- Working platforms (and any supporting structures) must be stable and of appropriate size, must provide a suitable surface and must not be loaded so as to give rise to any risk of collapse.
- Scaffolding must be strong and stable, assembled and dismantled by or under the supervision of a competent person and a use and dismantling plan must be drawn up and kept available.

- All roof work should be done in accordance with guidance, e.g. HSE's GS10 "Roof Work: Prevention of Falls".
- Work near, on or from or passing across a fragile surface must be avoided if reasonably practicable, otherwise suitable support or protection must be provided. In addition, prominent warning notices must be displayed or, where not reasonably practicable, other appropriate awareness measures must be taken.

- All window cleaning should be done in accordance with guidance, e.g. HSE's GS25 "Prevention of Falls to Window Cleaners".

- Erection of any structures should be in accordance with guidance, e.g. HSE GS28/3 "Safe Erection of Structures - working places and access".

Stairs

- Stairs are a natural hazard which are a common feature in most buildings. To minimise the risk from stairs the following precautions are appropriate.
  - Uniform tread, depth and riser height
  - Secure, even, non-slip treads
  - Secure fencing on all open sides of staircases (minimum of 0.9 metres height)
  - Provision of two secure handrails unless the staircase is deemed low risk where one handrail would suffice as a minimum
  - Adequate lighting with minimal shadows
  - Safe pitch
- Stairs should not be blocked in any way, e.g. by storing materials.
- The carrying of unwieldy objects on stairs should be avoided.
- Safe and appropriate footwear and clothing should be worn when using stairs. e.g. avoid high heel shoes and loose sandals.

3.25 Control of Substances Hazardous to Health

Under the Control of Substances Hazardous to Health (COSHH) Regulations an assessment of the risks to the health of staff who use or are exposed to hazardous substances is required.

The following checklist should be used in deciding what action needs to be taken:-

- Identify all Hazardous Substances presently used in school. (Appendix E)

- Complete preliminary assessments of those substances (Appendix F) and introduce necessary precautions.

- Prevent or eliminate exposure of employees. Where this is not reasonably practicable, then adequately control any exposure to the hazardous substances, by the use of appropriate control measures.

- Review assessments, at regular specified intervals (usually 12 months), or when something has changed.

- Provide employees, that may be exposed to a Hazardous Substance, with suitable and effective Personal Protective Equipment (PPE) and Respiratory Protective Equipment (RPE), where necessary.

- Regularly examine, maintain, and test the PPE & RPE issued to employees.

- Undertake any monitoring of exposures to Hazardous Substances that may be necessary to determine the effectiveness of control measures and confirm legal compliance.

- Identify & implement any health surveillance that may be necessary to observe adverse health effects that may occur in the workforce.

- Provide all necessary information, instruction, training, supervision and written codes of safe working practice to employees, and any other person that may be affected by exposure to a hazardous substance, so that they know the risks involved and what to do to reduce them.

- Control the purchase of all hazardous substances used by staff.

- Maintain appropriate records of Hazardous Substances in use; COSHH assessments; examination, maintenance, and testing of Control Measures, including PPE & RPE; exposure monitoring; health surveillance; & staff training.

3.26 Display Screen Equipment

The Headteacher will need to:

- Identify DSE users amongst their staff (those who need use of a computer to do their work) and arrange for them to complete a risk assessment.
- Review the completed risk assessment, discuss with the individual concerned and identify and implement appropriate changes to the workstation or tasks duration of DSE work where this is found to be necessary. Detail the review and all actions taken on the hard copy of the DSE assessment and retain as a record.
- Ensure work is planned to avoid continuing and intensive periods of computer operation without a break. Staff should be advised to take frequent breaks or other tasks away from computer based operations.

- Identify those who may be using a laptop on a prolonged basis. Such individuals will need to be provided an appropriate docking station for the laptop to enable use with an external full size keyboard and/or screen and mouse and other peripherals connected to the laptop by cables or wireless links. The aim is to ensure a complaint workstation.
- Incidents of injuries and discomfort affecting work must be reported
- Ensure that staff complete the risk assessment/training on a regular basis. (At least every 2 years or if the work or environment changes).
- Ensure that suitable furniture is provided to allow the workstation to be properly set up to be compliant and to meet the user's special needs.
- Make sure all computer equipment is included in the overall scheme for electrical maintenance and portable appliance testing (PAT) and that wiring and connections are planned and installed safely, clear of walkways and workspaces.
- Ensure that all DSE users receive eyesight tests on a regular basis or as recommended.

3.27 New and Expectant Mothers

Any risks to new and expectant mothers should be identified and ideally the risk should be removed. However if this is not possible the following steps must be taken to remove the employee from the risk:

- Temporarily adjust working conditions and/or hours of work; if it is not reasonable to do so, or this would not avoid the risk., then:

- Offer suitable alternative work if any is available; or if that is not feasible, then:

- Suspension from work (giving full paid leave) for as long as necessary to protect the employee's health and safety or that of the child.

Please note: The above action needs only to be taken where there is genuine concern about the risk to new and expectant mothers that goes beyond the level of risk to be expected outside the work place and which cannot be effectively controlled, for example, exposure to infectious or contagious diseases from other staff such as colds and flu would not be considered a risk that goes beyond those exposed to outside the work place.

Time Limit on Changes to Work Patterns and Suspension from Duties

Any additional precautions implemented as described in the 3 steps above must continue, throughout the pregnancy and possibly until breast feeding has ceased, or for as long as the risk still threatens the health and safety of the employee and/or child. If the risk however relates solely to the pregnancy the employee must be required to resume normal duties after agreed maternity leave has ended.

The Regulations do not set a time limit on breast feeding. Some women may stop after six weeks. The Department of Health however recommends exclusive breast feeding for the first four to six months. After that partial solids and partial breast feeding may be appropriate as is decided by the women herself.

If breast feeding continues after agreed maternity leave and a significant risk still exists to the child any changes in work conditions or suspension of duties must still be in place.

The Headteacher may in such circumstances require employees to produce a certificate from their GP stating that breast feeding is still continuing.

Please Note: One main area of concern in respect of a risk to the child when the mother is breast feeding is exposure to lead at significant levels. Suitable checks must be made where lead is present to validate controls and exposure levels. Only a few employees may be exposed to lead and then only to very small levels, therefore it is not expected that the risks presented will be significant, unless exposure is uncontrolled or otherwise unidentified.

3.28 Health and Safety Assistance

It is a statutory duty of the employer to ***'appoint one or more competent persons to assist'*** with health and safety compliance. The HSE says that being 'competent' means having the relevant knowledge, skills and experience and the ability to apply these, but recognise the limits of your competence and having the necessary training to acquire and maintain your competence

3.29 Health Surveillance

It is a statutory duty of the employer to carry out health surveillance of staff where is has been identified as a potential risk.

The Governing Body uses an Occupational Health, Safety and Wellbeing Service to carry out health surveillance and also to provide a variety of Occupational Health functions, such as post job-offer health checks.

Appendices

Appendix A – Health & Safety Organisational Chart

Appendix B – Health & Safety Inspections

Appendix C – Hazard & Defect Reporting Form

Appendix D – Fire Drill Form

Appendix E – Assessment of Substances

Appendix F –Identifying Hazardous Substances

Appendix G – Fire Extinguisher Monthly Check

Appendix H – Risk Assessment Template

Appendix I – The Five Steps to Risk Assessment

Appendix J- Lockdown Drill Monitoring Form

Appendix K-Hot Work Permit

Appendix L-Personal Emergency Evacuation Plan (PEEP)

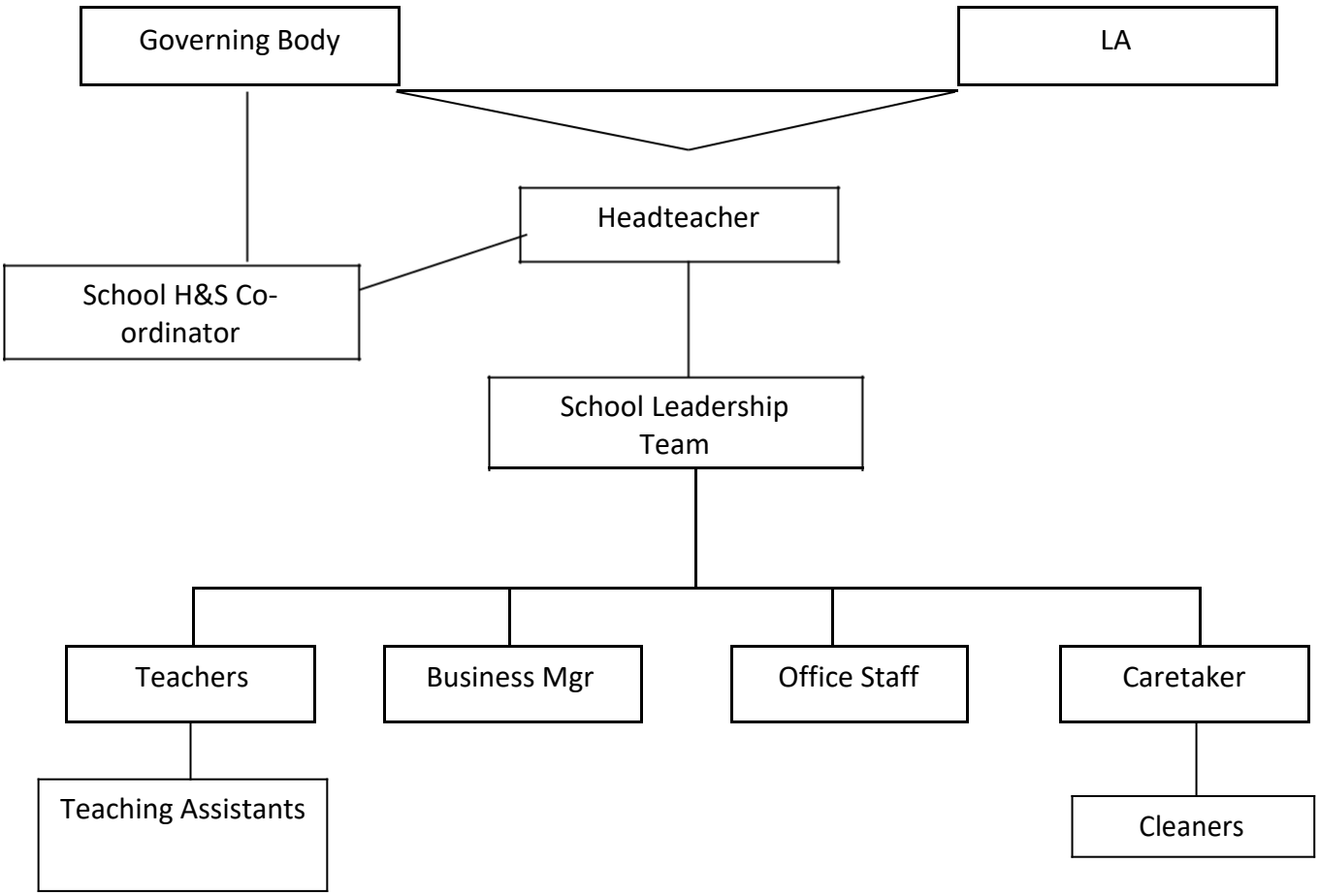
Appendix M-New/Expectant Mothers Risk Assessment

Appendix N - **Recommended absence period for preventing the spread of infection**

Appendix A

Norwood Green Junior School

HEALTH AND SAFETY ORGANISATIONAL CHART



Appendix B

Health and safety inspection checklist

Name of School	
Persons involved	
Date of Inspection	
Date Planned for next inspection	

HOUSEKEEPING				
	YES	NO	COMMENTS	ACTIONS
Is general housekeeping satisfactory?				
Is regular cleaning carried out to a suitable standard?				
Is a schedule of deep cleaning in place, in particular for dining areas, kitchens and food technology areas?				
Are materials and equipment stored in an orderly, safe and suitable fashion, including cleaning chemicals?				
Are items stored at height (e.g. files/folders on shelves) accessible, secure and safe?				
Are potentially hazardous areas (kitchen, labs, workshops etc.) locked when unsupervised?				
EXTERNAL AREAS AND ACCESS ARRANGEMENTS				
	YES	NO	COMMENTS	ACTIONS
Are trees in or overhanging the grounds safe and in good condition?				
Are these trees checked for disease and weakness every 2-3 years by a specialist contractor?				
Are walls and fences in good condition including the perimeter fences?				

Are grounds, including playgrounds and games pitches, kept clear of refuse and litter and regularly checked for damage and disrepair, and are they currently in good condition?				
Is PE and outdoor play equipment inspected annually by a competent contractor?				
Are daily checks carried out of any adventure playground equipment (or other outside facilities prone to malicious acts of vandalism where there is an imminent risk of injury)?				
Are waste bins and any external storage spaces covered, secured and located a safe distance away from buildings?				
Are external pathways and other outside areas checked daily for trip hazards and general maintenance?				
Are manholes secure?				
Is there a clearly defined route between site entrance(s) and reception with direct access to children avoided where practicable?				
VEHICLES ON SITE				
	YES	NO	COMMENTS	ACTIONS
Is there suitable separation between vehicles and pedestrians on the site?				
Are traffic routes marked or signed?				
Is adequate access to the site maintained for emergency services?				
Is disabled access clear of obstructions?				
Is salt and grit readily available to treat paths and walkways in icy weather?				

Is there an accessibility audit and access management plan, and are these kept up to date?				
ROOFS, CEILINGS AND WALLS				
	YES	NO	COMMENTS	ACTIONS
Are roofs inspected regularly and repaired where necessary?				
Are any fragile roof surfaces identified by signage?				
Have inspections been carried out to identify and assess the risk of reinforced autoclaved aerated concrete (RAAC)?				
(If RAAC is present) Is there a remediation and/or management strategy in place to control the risk of RAAC?				
Are lightning conductors serviced annually?				
Are gutters, roof outlets, rain pipes etc. inspected every 6 months, or more frequently as required?				
Are external walls, ceilings, partitions and cladding inspected for damage regularly and repaired where necessary?				
Has a rolling programme of painting and decorating works been established?				
Are internal and external finishes, including tiling, masonry and paintwork, inspected annually?				
SECURITY				
	YES	NO	COMMENTS	ACTIONS
Are windows locked and secured at the end of the day?				
Are doors locked and secured at the end of the day?				
Is the intruder alarm set at the end of the day?				

Are gates and perimeter fencing of adequate height and well maintained?				
Is access to low roofs adequately restricted?				
If used, are anti-climb paint and anti-scale devices clearly signed?				
Are CCTV systems checked weekly and footage kept for a suitable period?				
Is there a signing-in system and visitors' book in the school reception area?				
Are all staff and visitors issued with identity badges?				
Is the number of entrance points onto the school site kept to a minimum and are they adequately controlled?				
Are doors giving direct access to pupils kept secure against unauthorised persons?				
Are the names and contact details of key holders kept up to date?				
LETTINGS				
If parts of the premises are used by another organisation, have responsibilities for health and safety been clearly defined?				
Is a lettings policy in place and up to date?				
Are key risks and emergency procedures clearly communicated to hirers?				
Are there formal arrangements in place to notify other users and occupants of the site of new health and safety issues?				
FLOORS AND CORRIDORS				
	YES	NO	COMMENTS	ACTIONS

Are floor surfaces and coverings kept clean, in good condition, non-slippery and free of trip hazards?				
Are corridors, gangways and other internal pedestrian routes kept clear of obstructions?				
Are any sudden changes in floor level highlighted?				
Are there procedures in place to deal with spillages?				
STAIRCASES AND RAMPS				
	YES	NO	COMMENTS	ACTIONS
Are stairs even, unworn and adequately lit?				
Do the staircases have handrails? Are handrails in good condition?				
ELECTRICAL EQUIPMENT				
	YES	NO	COMMENTS	ACTIONS
Is access to electrical systems restricted to authorised persons?				
Is there a warning sign displayed?				
Are materials in the electrical cupboard stored in a safe manner?				
Has all fixed electrical equipment and wiring been inspected within the last 5 years?				
Are portable electrical appliances tested periodically by a competent person?				
Are electrical leads kept tidy and secure, or are there any trailing electrical leads?				
Are sockets used for no more than one plug each?				

Are staff checking that appliances, plugs and sockets are safe before they use them?				
GAS				
	YES	NO	ACTIONS	COMMENTS
Are all gas appliances, including gas boilers, inspected and safety tested annually by a gas safety-registered contractor?				
Are any pressure vessels, inspected annually?				
Are boiler rooms kept free of combustible materials?				
Does gas pipework receive a pressure test every year?				
FIRE SAFETY - EVACUATION				
	YES	NO	COMMENTS	ACTIONS
Is an up-to-date school evacuation plan in place?				
Have all staff, pupils and visitors been given instructions about fire evacuation and assembly procedures?				
Are up-to-date evacuation signs and notices clearly displayed in every room?				
Are all emergency exits and routes clearly signed, available for immediate use and unobstructed?				
Are fire drills conducted termly and recorded?				
Have any issues identified during fire drills been resolved?				
Is the fire alarm system audible throughout the building?				
Has the fire alarm system been serviced by a competent engineer within the last year?				
Are fire extinguishers accessible and clearly signed?				

Is the emergency lighting tested, and faults recorded, on a monthly basis?				
FIRST AID AND MEDICATION				
	YES	NO	COMMENTS	ACTION
Are first aid supplies restocked regularly and stored in an appropriate place?				
Is there an adequate number of first aiders on site, and are they appropriately qualified? Is their training up to date?				
Are the names of first aiders and the locations of first aid supplies clearly displayed?				
Is there a procedure for the administration of medication?				
Is the medicine cabinet kept locked and in a secure place?				
Are all medicines in their original container and labelled with the details of the pupil they are meant for?				
Is the medicine cabinet regularly emptied of old or unwanted stock?				
Are records being kept of the administration of first aid and medicines?				
Are procedures in place for buying, storing, maintaining and disposing of adrenaline auto-injectors (AAIs)?				
LIGHTING, HEATING AND VENTILATION				
	YES	NO	COMMENT	ACTIONS
Are lighting levels adequate inside and outside the building?				
Is emergency lighting available on escape routes, and is it serviced every 6 months by a contractor?				

Is the heating suitable and sufficient in all parts of the school?				
Is ventilation (natural or powered) adequate?				
Have air conditioning systems been serviced within the last year?				

Appendix C

Norwood Green Junior School
Hazard & Defect Reporting Form

Uncontrolled hazards in the workplace cause a large percentage of all reported accidents and serious injuries. Employees are encouraged to take direct action to spot, prevent, remove or control them themselves. Where it is impractical to take sufficient direct action yourself it is essential that the matter be raised with someone who can take action.

This defect reporting form is provided to help you report concerns about specific hazards.

Just write in the necessary details and hand in to the Business Manager.

Hazard Reporting Form	
Details of Hazard/Defect:	**Location:**
Action Required:	**Action Taken:** **Signature:** **Date:**
Contact details:	

Appendix D

Fire Drill Monitoring Form

Date of Report:	**Completed By:**		
Date of Drill:	**Time:**		
Personnel who participated:			
Was an alarm sounded for the drill?	**Yes**	**No**	
Which areas of the school were affected?			
Was a successful evacuation of the school completed?	**Yes**	**Partial**	**No**
If a successful evacuation of the school was not completed, explain why.			

EFFECTIVENESS OF THE DRILL	**SATISFACTORY**	**PARTIALLY SATISFACTORY**	**UNSATISFACTORY**
1. Staff Response			
2. Pupil Response			
3. Visitor Response			
4. Staff familiar with duties/protection system			
5. Staff and pupils familiar with evacuation route			
6. Speed of Evacuation			
7. Communication during drill			

Comments:	
Signed:	**Date:**

Appendix E

PRELIMINARY COSHH ASSESSMENT ***(To make a preliminary assessment of the task and to decide if this is sufficient or if further help is needed)***

WHAT IS YOUR HAZARDOUS SUBSTANCE CALLED ?	WHICH TASK ARE YOU ASSESSING ?
QUANTITY IN USE ?	WHERE DOES THE TASK OCCUR

WHAT IS IN THE HAZARDOUS SUBSTANCE ?	WHAT HARM CAN IT DO ?	EXPOSURE LIMIT (OES, MEL)	HAZARD CLASSIFICATIONS E.G. SYMBOLS ON LABEL

GROUP AND NO. AT RISK E.G. OPERATORS, VISITORS, MORE SUSCEPTIBLE EMPLOYEES ?
HOW DOES EXPOSURE OCCUR ?
WHAT PRECAUTIONS ARE NEEDED TO MAKE THE RISK LOW ? CLOSELY EXAMINE YOUR HAZARD DATA SHEET (OR OTHER RELEVANT INFORMATION) AND DETAIL ANY EXTRA PRECAUTIONS NEEDED BELOW PRECAUTIONS; PPE; INFORMATION, INSTRUCTION AND TRAINING; EMERGENCY PROCEDURES;

IS THE TASK QUITE STRAIGHTFORWARD AND OF SHORT DURATION? (PLEASE ☑) ❑ *NO* →

❑ *YES* ↓

WOULD A FAILURE OF PRECAUTIONS POSE AN UNACCEPTABLE RISK ? ❑ *YES* →

❑ *NO* ↓

CAN ANY PRECAUTIONS NOT YET PROVIDED BE QUICKLY AND EASILY PUT IN PLACE? ❑ *NO* →

❑ *YES* ↓

❑ LOW RISK *THIS ASSESSMENT IS SUFFICIENT* SIGN OFF BELOW AND ENSURE ANY EXTRA PRECAUTIONS ARE PUT IN PLACE BEFORE WORK CONTINUES

❑ HIGHER RISK
CONTACT THE OHSU ON EXTENSION 2167

AS YOU NEED TO CONFIRM THE RISK IS TOLERABLE SIGN OFF BELOW

NAME IN BLOCK CAPS;	*TITLE*	*SIGNATURE*	*DATE*	*DISTRIBUTION*	*REVIEW DATE*

NOW ATTACH A COPY OF YOUR DATA SHEET *IT CONTAINS ESSENTIAL INFORMATION*

Appendix F

SUBSTANCES LIST ***(To gather substance information and decide if a COSHH assessment is needed)***

FOR EACH SUBSTANCE				FOR EACH TASK INVOLVING THE SUBSTANCE		
LOCATION	**SUBSTANCE OR PRODUCT NAME**	**CURRENT HAZARD DATA SHEET AVAILABLE ?** (IF NO OBTAIN FROM SUPPLIER)	**IS IT A SUBSTANCE HAZARDOUS TO HEALTH ?** (SEE 1.1b OF COSHH POLICY)	**LIST TASKS OR SITUATIONS INVOLVING EACH SUBSTANCE** E.G. CARRIAGE, STORAGE, DISPENSING/MIXING, USE, DISPOSAL, MAINTENANCE ETC. ALSO EMERGENCY SITUATIONS E.G. SPILLAGE, FIRE ETC.	**APPROX. QUANTITY INVOLVED** FOR EACH TASK OR SITUATION	**PRELIMINARY COSHH ASSESSMENT NEEDED ?** (ANSWER YES UNLESS THE RISK IS VERY LOW OR THE SUBSTANCE IS NOT HAZARDOUS TO HEALTH)

Appendix G

FIRE EXTINGUISHER MONTHLY CHECK SHEET

In many circumstances fire extinguishers are only tested and inspected annually, by a trained service engineer. Therefore any damage or defects may mean the extinguisher is unusable for some time before being rectified.

This check sheet, to be used monthly, is an essential part of any maintenance schedule for your farm or business and could indeed prove to be a life saver.

A simple visual inspection will ensure that all equipment is serviceable, ready for use and unobstructed. Damage or any other problems should be reported and immediately and rectified as soon as possible.

The visual inspection should involve the following:

1. Are the extinguishers missing from the Fire Point/wall bracket?
2. Are there signs of accidental damage or that the extinguisher has been discharged?
3. Are the safety pins or tamper seals disturbed, missing or broken?
4. Are the indicator gauges (where fitted) in the green segment?
5. Are there any other visual defects (dents, corrosion or leaking)?

Record the type and number of extinguishers at each Fire Point below (use one form per location):

FIRE EXTINGUISHER RECORD OF INSPECTION *Location name/number* ……								
Type of Extinguisher	Extinguisher (see classification guide)						Hose Reel	Fire Blanket
	A [ ]	B [ ]	C [ ]	D [ ]	F [ ]	Multi [ ] state classes ……		
Number of Extinguishers								

Ensure that a monthly inspection is carried out and initial and date the form. If any action is taken make a note in the space provided. Keep the form filed in a safe location.

Month/Year	Signature	Month/Year	Signature	Month/Year	Signature	Month/Year	Signature

Notes:	**Classifications** (Valid for the UK only)
	Class A: for organic solids and other ordinary combustible materials such as wood, paper, cardboard and most plastics.
	Class B: for flammable or combustible liquids such as fuel, grease and oil.
	Class C: for flammable gasses.
	Electrical fires should only be tackled with a multipurpose (A,B,C rated) extinguisher.
	Class D: for combustible metals usually found in places such as laboratories.
	Class F: for cooking oil and fat fires.

Appendix H

Review and tailor the contents of this generic risk assessment to meet your school's individual circumstances, actions determined as required but not yet in place should be moved from the 'What are you already doing'? column to the "What further action is necessary?' column. Record any other ***significant*** *findings and actions required to reduce risk further where existing controls are insufficient, assigning these actions to an appropriate manager or member of staff.*

RISK ASSESSMENT FOR:	**NAMED ACTIVITY/ITEM**	
Establishment: **Norwood Green Junior School**	**Assessment by:**	**Date:**
Risk assessment number/ref: **(add your own if so desired): RA-**	**Manager Approval:**	**Date:**

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
	Staff, pupils, visitors , contractors					
	Staff, pupils, visitors , contractors					
	Staff, pupils, visitors , contractors					
	Staff, pupils, visitors , contractors					
	Staff, pupils, visitors , contractors					
	Staff, pupils, visitors , contractors					
	Staff, pupils, visitors , contractors					
	Staff, pupils, visitors , contractors					
	Staff, pupils, visitors , contractors					

Assessment review date: [-- / -- / --] (usually within one year, or earlier in the event of incident, a change in conditions or if more frequent review is warranted)

Appendix I

THE FIVE STEPS TO RISK ASSESSMENT

The Health and Safety Executive (HSE) advises employers to follow five steps when carrying out a workplace risk assessment:

Step 1: Identify hazards, i.e. anything that may cause harm.

Employers have a duty to assess the health and safety risks faced by their workers. Your employer must systematically check for possible physical, mental, chemical and biological hazards.

This is one common classification of hazards:

Physical: e.g. lifting, awkward postures, slips and trips, noise, dust, machinery, computer equipment, etc.

Mental: e.g. excess workload, long hours, working with high-need clients, bullying, etc. These are also called 'psychosocial' hazards, affecting mental health and occurring within working relationships.

Chemical: e.g. asbestos, cleaning fluids, aerosols, etc.

Biological: including tuberculosis, hepatitis and other infectious diseases faced by healthcare workers, home care staff and other healthcare professionals.

Step 2: Decide who may be harmed, and how.

Identifying who is at risk starts with your organisation's own full- and part-time employees. Employers must also assess risks faced by agency and contract staff, visitors, clients and other members of the public on their premises.

Employers must review work routines in all the different locations and situations where their staff are employed. For example:

Home care supervisors must take due account of their client's personal safety in the home, and ensure safe working and lifting arrangements for their own home care staff.

In a supermarket, hazards are found in the repetitive tasks at the checkout, in lifting loads, and in slips and trips from spillages and obstacles in the shop and storerooms. Staff face the risk of violence from customers and intruders, especially in the evenings.

In call centres, workstation equipment (i.e. desk, screen, keyboard and chair) must be adjusted to suit each employee. Employers have special duties towards the health and safety of young workers, disabled employees, night workers, shift workers, and pregnant or breastfeeding women.

Step 3: Assess the risks and take action.

This means employers must consider how likely it is that each hazard could cause harm. This will determine whether or not your employer should reduce the level of risk. Even after all precautions have been taken, some risk usually remains. Employers must decide for each remaining hazard whether the risk remains high, medium or low.

Step 4: Make a record of the findings.

Employers with five or more staff are required to record in writing the main findings of the risk assessment. This record should include details of any hazards noted in the risk assessment, and action taken to reduce or eliminate risk.

This record provides proof that the assessment was carried out, and is used as the basis for a later review of working practices. The risk assessment is a working document. You should be able to read it. It should not be locked away in a cupboard.

Step 5: Review the risk assessment.

A risk assessment must be kept under review in order to:

ensure that agreed safe working practices continue to be applied (e.g. that management's safety instructions are respected by supervisors and line managers); and

take account of any new working practices, new machinery or more demanding work targets.

Appendix J

Lockdown Drill Monitoring Form

Date of Report:	**Completed By:**		
Date of Drill:	**Time:**		
Personnel who participated:			
Was an alarm sounded for the drill?	**Yes**	**No**	
Which areas of the school were affected?			
Was a successful containment of the school completed?	**Yes**	**Partial**	**No**
If a successful evacuation of the school was not completed, explain why.			

EFFECTIVENESS OF THE DRILL	**SATISFACTORY**	**PARTIALLY SATISFACTORY**	**UNSATISFACTORY**
8. Staff Response			
9. Pupil Response			
10. Visitor Response			
11. Staff familiar with duties/protection system			
12. Staff and pupils familiar with lockdown process			
13. Speed of lockdown			
14. Communication during drill			

Comments:	
Signed:	**Date:**

Appendix K

HOT WORK PERMIT

Date: ……..... From: ……..……am/pm To:……..……..am/pm

Precautions

The following MUST be checked prior to the start of any hot work. Tick the boxes as the checks are completed or cross out items not appropriate to the work.

Hot work area

Loose combustible material cleared away to within 15m. Non-moveable combustibles covered/damped down

AFD detectors isolated

Portable fire extinguishers at hand (contractor supplied)

Gas cylinders secured in a vertical position on a trolley

Gas cylinders fitted with regulator, flashback arrestor and hoses secure & in good order

Work on walls ceilings or partitions

Other side of wall checked & combustibles moved / damped down

Welding, cutting or grinding work

Work area screened to contain sparks

Bitumen boilers, lead heaters, etc

Gas cylinders at least 3m from burners

Heat insulating base provided if on roof

Part 1 (to be completed by person issuing permit before work starts)

Address ……..

Exact Location ……

Description of work ……..

……

Location examined and necessary precautions taken, including isolation of AFD detectors:

Date ……..…..… Time ……

Print name …… Signature……

Permit issued to ……..

Part 2 (to be completed by person to whom the permit is issued)

Print name …… Signature…….

Work Started ……(Enter time) Finished & Cleared up…….. ……..……(Enter time).

Part 3 (to be completed by person who has completed the Hot Works and has completed the fire watch for 1 hour following completion of work)

All areas checked and safe at ……..…… (Enter time)

AFD detectors re-instated ……(Enter time)

Print name ……..…… Signature ……..……

Date ……../……../…….. Company …….

Appendix L

Personal Emergency Evacuation Plan (PEEP)

This form should be completed for anyone who requires assistance with any aspect of emergency evacuation. Once developed, the PEEP will describe the child's intended means of escape in the event of emergency, including drills. The PEEP will specify what type of assistance is agreed and how it is to be maintained to ensure the child's continued safety and should include assistance required from the point of raising the alarm to passing through the final exit of the building.

A completed form should be held:
in the child's personal records
by the manager, SENCo and fire safety coordinator (for each building where applicable)
by the class teacher

Note: This plan must be reviewed on an annual basis (at least) and when a significant change in circumstances (of the building or pupil) is anticipated or identified. The PEEP should be coordinated by the SENCO/Inclusion Manager or designated member of the Senior Management Team (SMT).

Pupil/child's name:			
Class or room name/number:			
Location of classroom/room in building:			
Teacher/manager's name:		**Tel: ext no:**	
Date completed:		**Reviewed:**	
Reviewed:		**Reviewed:**	

Name of person who completed this form:	
Date completed:	

Date of next review:	

Points to consider: In preparation for completing details in this form, consider the following, (discuss with the child/pupil if appropriate):

Question	Answer	Comments
Does the child/pupil change classrooms/rooms during the course of the day, which takes them to more than one location within the building and other buildings?		
Do they have difficulties reading and identifying signs that mark the emergency exits and evacuation routes to emergency exits?		
Does the child/pupil have any difficulties hearing the fire alarm?		
Are they likely to experience problems independently travelling to the nearest emergency exit?		
Does the child/pupil find stairs difficult to use?		
Are they dependent on a wheelchair for mobility?		
If the child/pupil uses a wheelchair would they have problems transferring from the wheelchair without assistance?		

A: Alarm System.

1. The child/pupil is able / unable to raise the alarm (delete as appropriate).

If the pupil is <u>unable</u> to raise the alarm independently, please detail alternative procedures agreed. If <u>able</u> give brief description of how.

2. The child/pupil has been informed of an emergency evacuation by:

existing alarm system:	☐	vibrating pager device:	☐
visual alarm system:	☐	other: (please specify)	☐
Give Details:			

B: Exit route procedure (progress starting from when the alarm is raised and finishing on final exit).

C: Designated assistance (details of all persons designated to assist in the evacuation plan and the nature of assistance to be provided by each).

D: Method of assistance (e.g. transfer procedures, methods of guidance)

E: Equipment provided (details of all equipment needed to execute the plan and its location).

F: Training on use of equipment:

Date	Comments

G: Safe route(s) (description of all the safe routes that can be used).

N.B. A copy of the building plan with routes clearly marked may be useful.

	Yes	No
Have the route(s) been travelled by child/pupil and responsible person?	☐	☐
Has a copy of the exit route on plan been attached?	☐	☐
Has the equipment detailed above been tried and tested?	☐	☐
Have all issues been completed to full satisfaction?	☐	☐
Has a copy of this form been sent to the person responsible for the fire evacuation?	☐	☐
Has the fire coordinator informed all relevant staff of these arrangements? I.e. Class teacher, support assistant.	☐	☐

Record the length of time of practice evacuation. _____ mins

If *No* to any of the above please explain:

I/we (pupil/parent) am/are aware of the emergency evacuation procedures and believe them to be appropriate to the needs identified above, (a parent is to sign this off on behalf of a minor):

Child/pupil Signature:		Date:	
Child/pupil Name:			
Parent Signature:		Date:	
Parent Name:			
Headteacher/manager Signature:		Date:	
Headteacher/manager Name:			
SENCO Signature:		Date:	
SENCO Name:			

List of people who have received a copy of this completed document:

Further help and advice: e.g. Health and Safety Unit, School's County Fire Safety Technical Adviser

Contact	**Telephone / Email**
School's Fire Coordinator / H&S Representative	Mrs P Sehgal head@ngjs.hounslow.sch.uk 0208 574 1726
LA Corporate Health and Safety Advisor	Mr Adam Stonely Adam.stonely@hounslow.gov.uk Tel: 0208 583 2610

Appendix M

New/Expectant Mothers Risk Assessment

School:				
Manager:				
Area of Assessment: New & Expectant Mothers				
Member of staff assessed:				
Assessment Team Members:		**Signatures:**		
Date Carried Out:				
List Task or Work Operation, Location & Persons Effected.		**Do significant hazards exist?**		
		Yes	**Unsure**	**No (all** risks trivial)
		Risk Assessment	**Seek Guidance**	**No Further Action**
1.	**Biological hazards:**			
2.	**Hepatitis B, HIV, Cytomegalovirus and other infections**			
3.	**Rubella (German measles)**			
4.	**Ovine Chlamydiosis (Enzootic abortion) and toxoplasmosis**			
5.	**Other communicable diseases**			
6.	**Substances Hazardous to Health**			
7.	**Kitchens**			
8.	**Lifting and manual handling**			
9.	**Non-ionising electromagnetic radiation**			
10.	**Noise**			
11.	**Movements and Postures, e.g. reaching & stretching**			
12.	**Trips / travelling**			
13.	**Space in the workplace**			
14.	**Standing**			
15.	**Sitting**			
16.	**Working at Height / Use of ladders & Stepladders**			
17.	**Occupational Stress**			

18.	**Temperature too hot**			
19.	**Temperature too cold**			
20.	**Uneven surfaces**			
21.	**DSE Work**			
22.	**Violence**			
23.	**Carbon Monoxide**			
24.	**Working Hours**			
25.	**Lone Working**			
26.	**Lack of Rest and Welfare Facilities**			
27.	**Lack of Access to Toilet Facilities**			
28.	**Access to food and drink**			
29.	**Confined Spaces**			
30.	**Other**			

Do any of the tasks identified require a specific assessment?
(please enter the numbers of the related tasks from your list and then refer to the health & safety manual for further guidance)

Specific Assessment	Related Tasks							Specific Assessment	Related Tasks						
Hazardous Substances								Personal Protective Equipment							
Manual Handling								Young Workers							
Display Screens								New/Expectant Mothers							
Noise								Fire							
Work Equipment								Groups subject to Health Surveillance							
Stress Management															

Appendix N

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)	Cases of chickenpox are generally infectious from 2 days before the rash appears to 5 days after the onset of rash. Although the usual exclusion period is 5 days, all lesions should be crusted over before children return to nursery or school. A person with shingles is infectious to those who have not had chickenpox and should be excluded from school if the rash is weeping and cannot be covered or until the rash is dry and crusted over.
Cold sores	None.
Respiratory infections including coronavirus (COVID-19)	Children and young people should not attend if they have a high temperature and are unwell. Please follow current Government guidance https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and treatment/when-to-self-isolate-and-what-to-do/
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.
Diphtheria	Exclusion is essential. Consult PHE
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.