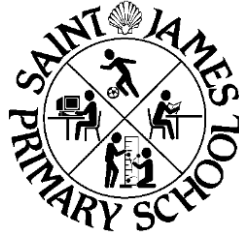


# **Health and Safety Policy**

## **St James CE Primary School**

### **September 2026**



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#### **Activity Schedule**

# St James Church of England Primary School

## Our vision and approach to health and safety

At St James Church of England Primary School, our Christian vision, **“Let all that you do be done in love” (1 Corinthians 16:14)**, shapes the way we care for one another and our school community.

Creating a safe, healthy and secure environment is an expression of that love. We want every child and adult to be able to **let their light shine**, access **opportunities for all**, experience what it means to **value one another**, and benefit from an **enriching education**.

Our approach to health and safety is therefore not simply about compliance. It is about creating a culture in which everyone takes responsibility for the wellbeing of themselves and others. This is reinforced through our expectations that everyone is **Ready, Respectful and Safe**.

We recognise that children learn and flourish through appropriate challenge, exploration and managed risk. Our approach is therefore to manage risk sensibly and proportionately rather than remove worthwhile opportunities from children.

At St James, health and safety is everyone's responsibility. Staff are expected not simply to follow procedures, but to notice, consider and respond to risk as part of their everyday practice.

## Health and Safety Culture

Our **Ready, Respectful and Safe** approach applies to adults as well as pupils. Adults model safe practice, teach children how to recognise and manage appropriate risks, challenge unsafe behaviour and act promptly when hazards are identified.

We recognise that keeping children safe does not mean removing all risk. Children need opportunities to explore, play, create, investigate and challenge themselves. Staff will balance these opportunities with proportionate risk assessment so that children can develop confidence, independence and resilience while being appropriately protected from harm.

In doing so, we live out our Christian vision: **“Let all that you do be done in love.”** Caring for the safety and wellbeing of others is one of the practical ways in which we demonstrate that love within our school community.

## 1. Aims

Our school aims to:

Provide and maintain a safe and healthy environment

Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site

Have robust procedures in place in case of emergencies

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

## 2. Legislation

This policy is based on advice from the Department for Education (DfE) on health and safety in schools, guidance from the Health and Safety Executive (HSE) on incident reporting in schools, and the following legislation:

- The Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards employees and duties relating to visitors on your premises
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive (HSE) and set out the timeframe for this and how long records of such accidents must be kept
- The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register
- The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff
- The Work at Height Regulations 2005, which require employers to protect their staff from falls from height
- The school follows national guidance published by UK Health Security Agency (formerly Public Health England) and government guidance on living with COVID-19 when responding to infection control issues.

Sections of this policy are also based on the statutory framework for the Early Years Foundation Stage.

## 3. Roles and responsibilities

### 3.1 The local authority and governing board

Birmingham City Council has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board.

The governing board delegates operational matters and day-to-day tasks to the headteacher and staff members.

### 3.2 Headteacher

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

- Implementing the health and safety policy
- Ensuring there is enough staff to safely supervise pupils
- Ensuring that the school building and premises are safe and regularly inspected
- Providing adequate training for school staff
- Reporting to the governing board on health and safety matters in the Head Teachers report
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to
- personal protective equipment, where necessary

In the headteacher's absence, deputy head teacher assumes the above day-to-day health and safety responsibilities.

### 3.3 Health and safety

The nominated health and safety leads are the Head Teacher (overall responsibility), School Business Manager (operational management) and Deputy Head Teacher (in the absence of the Head Teacher)

### 3.4 Staff

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

Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work.
- Staff supervising play are responsible for remaining vigilant to changing risks, maintaining appropriate supervision and responding promptly to hazards. Outdoor play equipment and areas should be visually checked before use and any unsafe equipment or area taken out of use. Children will be supported to recognise and manage appropriate risks through our Ready, Respectful and Safe expectations and the SHINE approach to positive play.
- Staff responsible for school equipment purchasing are to pay particular attention to safety of the item.
- Co-operate with the school on health and safety matters
- Work in accordance with training and instructions this includes effective supervision; knowing fire, first aid and emergency procedures; giving safety instructions to pupils; incorporating safety into teaching
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken immediately – inform SBM and Site manager of any immediate risks

- Model safe and hygienic practice for pupils - Staff must not bring substances/products into school without authorisation/COSHH consideration. Staff can also report any concerns around general housekeeping and cleanliness to Equans site staff.
- Understand emergency evacuation procedures and feel confident in implementing them

### 3.5 Pupils and parents/carers

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

### 3.6 Contractors

Equans as the appointed site management team arrange and liaise with all contractors and they will agree health and safety practices with the site manager. Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work. The Headteacher retains responsibility for ensuring that pupils and staff are not exposed to unacceptable risks arising from contractor activities and will require work to cease where there is an immediate or unacceptable risk to health and safety.

### 4. Site security

Equans are responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

Equans are key holders and will respond to an emergency.

The site manager and HT will use the lockdown alarm for classrooms if an intruder enters the building / or for corridors if an intruder is on the playground. Tannoy and email system used to ensure staff can keep classes safe. Emergency services to be called immediately by the office staff.

All visitors sign in at the front entrance / office staff – visitors then wear badges and receive relevant emergency information; staff challenge anyone without a visitor badge.

### 5. Fire

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

Emergency evacuations are practiced at least once a term.

The fire alarm is a loud continuous bell/buzzer.

Fire alarm testing will take place once a week undertaken by Equans.

New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.

In the event of a fire:

The alarm will be raised immediately by whoever discovers the fire and emergency services contacted.

Evacuation procedures will also begin immediately

Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk

Staff and pupils will congregate at the assembly points. These are in designated spots in the

playground and outside of the school building.

Form tutors/class teachers will take a register of pupils, which will then be checked against the attendance register of that day

The office staff will take a register of all staff

Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter

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

Designated fire marshals are responsible for their designated fire escape routes and evac chairs are in place for the evacuation of people with mobility needs. Evac chair has been provided to individual staff. This is outlined in emergency plans or personal emergency evacuation plans (PEEPs).

## 6. COSHH (EQUANS)

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

Chemicals

Products containing chemicals

Fumes

Dusts

Vapours

Mists

Gases and asphyxiating gases

Germes that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by Equans and Aspens and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All

hazardous products are kept in their original containers, with clear labelling and product information.

Any hazardous products are disposed of in accordance with specific disposal procedures. COSHH sheets for wipes and hand-gels are kept in a folder in the business managers office.

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

### 6.1 Gas safety

Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent

Gas Safe registered engineer

Gas pipework, appliances and flues are regularly maintained

All rooms with gas appliances are checked to ensure they have adequate ventilation

## 6.2 Legionella

A water risk assessment has been completed on by Severn Trent Water on behalf of Equans is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book

This risk assessment will be reviewed annually and when significant changes have occurred to the water system and/or building footprint

The risks from legionella are mitigated by the following controls or checks that are in place, e.g. temperature checks, heating of water, disinfection of showers, etc.

## 6.3 Asbestos

The school was rebuilt in 2006 and there is no known asbestos-containing material on site. The school will nevertheless comply with its duties regarding asbestos management and maintain/refer to relevant premises records as required

## 7. First Aid

Support staff are trained to deliver basic first aid, in addition to this we have several members of staff who are Paediatric First Aid trained (please see below). They are called to significant incidents to decide on response required alongside SLT. Phone calls to emergency services and parents if required.

The school will take reasonable steps to manage risks associated with food allergies and anaphylaxis. Staff will be made aware of pupils with known allergies and relevant individual healthcare plans and emergency procedures. Allergens will be considered when food is prepared, handled, served or used as part of curriculum activities.

Senior Office Manager – Maintains key equipment in the office – emergency inhalers, epipens etc Ensures medical plans are with each class for September and all medicines have moved accordingly.

Teaching Assistant

Class Teacher

Teaching Assistant

## 8. Equipment

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

When new equipment is purchased, it is checked to ensure it meets appropriate educational standards.

All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

### 8.1 Electrical equipment

All staff are responsible for ensuring they use and handle electrical equipment sensibly and safely

Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them

Any potential hazards will be reported to Equans and H & S lead immediately

Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed

Only trained staff members can check plugs

Where necessary, a portable appliance test (PAT) will be carried out annually by a competent person

All isolator switches are clearly marked to identify their machine

Electrical apparatus and connections will not be touched by wet hands and will only be used in dry

Conditions. Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

## 8.2 PE equipment

Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely

Any concerns about the condition of the gym floor or other apparatus will be reported to the PE Co Ordinator and Mercury Sports who annually check all equipment arranged via the Business Manager.

## 8.3 Display screen equipment

All staff who use computers daily as a significant part of their normal work are identified.

DSE assessments are carried out and that identified DSE users are entitled to eyesight tests and, where required specifically for DSE use, corrective glasses. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time.

## 8.4 Specialist equipment

Parents/carers are responsible for the maintenance and safety of their children's wheelchairs. In school, staff promote the responsible use of wheelchairs. Faulty equipment must be taken out of use immediately.

## 9. Lone working

Lone working may include:

Late working

Home or site visits

Weekend working

Site manager duties

Site cleaning duties

Working in a single occupancy office

Remote working, self-isolation and/or remote learning

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

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

#### 10. Working at height

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

We will ensure that there is a suitable and sufficient working at height risk assessment in place and that any person working at height follows the control measures identified in the risk assessment to minimise the risk of harm from the work activity.

In addition:

The Site Supervisor retains ladders for working at height

Pupils are prohibited from using ladders

Staff will wear appropriate footwear and clothing when using ladders

Contractors are expected to provide their own ladders for working at height

Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety

Access to high levels, such as a roof, is only permitted by trained and competent persons

#### 11. Manual handling

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

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they must seek further assistance.

We will ensure that a risk assessment is undertaken to identify the nature of manual handling in the school, and that those who may be involved in manual handling activities are required to read it. We will make sure proper mechanical aids and lifting equipment are available in the school, and that staff are trained in how to use them safely.

Staff and pupils are expected to use the following basic manual handling procedure:

Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help

Take the more direct route that is clear from obstruction and is as flat as possible

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

When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and

reaching where practicable

## 12. Risk Assessments / Off-site visits

Annual risk assessments undertaken by class teachers for their class noting specific awareness of individual child needs. Risk assessments will be reviewed regularly and whenever there is reason to believe they may no longer be effective, following a significant accident or near miss, or where there has been a significant change to the activity, environment, equipment or needs of those involved. Staff undertaking an activity are responsible for familiarising themselves with and following the relevant risk assessment and control measures.

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

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

All off-site visits are appropriately staffed

Staff will take a school mobile phone, an appropriate portable first aid kit, information about the specific medical needs of pupils, along with the parents/carers' contact details

For trips and visits with pupils in the Early Years Foundation Stage, there will always be at least 1 first aider with a current paediatric first aid certificate

For other trips, there will always be at least 1 first aider on school trips and visits

One staff member is EVC trained and attends residential trips.

In line with our commitment to Opportunities for All, risk assessments will take account of individual needs, including SEND, disability and medical needs. Reasonable and proportionate adjustments will be considered to enable pupils to participate safely wherever possible. Health and safety should not be used unnecessarily as a reason to exclude a pupil from an educational, enrichment or play opportunity.

External trips must also take account of the risk assessments provided e.g. swimming baths, museums, woodlands activity centre. Staff must discuss the risk assessment with pupils of places they are unfamiliar with.

Swimming activities will be undertaken in accordance with the relevant local authority/school swimming guidance, with appropriate risk assessments and supervision arrangements in place.

## 13. Lettings

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

## 14. Violence at work

We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed at themselves to their line manager/headteacher immediately. This applies to violence from pupils, visitors or other staff.

## 15. Smoking/Vaping

Smoking or vaping is not permitted anywhere on the school premises.

## 16. Infection prevention and control

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

### 16.1 Handwashing

Wash hands with liquid soap and warm water, and dry with paper towels

Always wash hands after using the toilet, before eating or handling food, and after handling animals

Cover all cuts and abrasions with waterproof dressings

### 16.2 Coughing and sneezing

Cover mouth and nose with a tissue

Wash hands after using or disposing of tissues

Spitting is discouraged

### 16.3 Personal protective equipment

Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons

where there is a risk of splashing or contamination with blood/body fluids (e.g. nappy or pad changing)

Wear goggles if there is a risk of splashing to the face

Use the correct personal protective equipment when handling cleaning chemicals

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

### 16.4 Cleaning of the environment

Clean the environment frequently and thoroughly

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

### 16.5 Cleaning of blood and body fluid spillages

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

When spillages occur, clean using a product that combines both a detergent and a disinfectant, and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses, and suitable for use on the affected surface

Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below

Make spillage kits available for blood spills

### 16.6 Laundry

Wash laundry in a separate dedicated facility

Wash soiled linen separately and at the hottest wash the fabric will tolerate

Wear personal protective clothing when handling soiled linen

Bag children's soiled clothing to be sent home, never rinse by hand

#### 16.7 Clinical waste

Always segregate domestic and clinical waste, in accordance with local policy

Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins

Remove clinical waste with a registered waste contractor

Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

#### 16.8 Animals

Wash hands before and after handling any animals

Keep animals' living quarters clean and away from food areas

Dispose of animal waste regularly, and keep litter boxes away from pupils

Supervise pupils when playing with animals

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

#### 16.9 Infectious disease management

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

We will follow local and national guidance on the use of control measures including:

Following good hygiene practices

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

Implementing an appropriate cleaning regime

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

Keeping rooms well ventilated

We will use risk assessments to identify rooms or areas with poor ventilation and put measures in

place to improve airflow, including opening external windows, opening internal doors and mechanical ventilation

#### 16.10 Pupils vulnerable to infection

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children.

The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to any of these, the parent/carer will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

#### 16.11 Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by the UK Health Security Agency and other government guidance.

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

In addition to general cleaning guidance:

#### 16.12 Preventing and controlling infections in EYFS

In addition to general cleaning guidance, we will:

Ensure all toys carry a BS, BSI or CE mark and where possible buy toys and equipment that can be easily cleaned

Store toys in a clean container

Not let children take toys into toilet areas

Store reusable equipment that has been cleaned but is not in use separately from used equipment and away from where equipment cleaning takes place

Where nappies are used:

Have a designated changing area away from the play facilities, and any area where food or drink is prepared or consumed

Staff take the appropriate measures to wash and dry their hands after every nappy change

Wrap soiled nappies in a plastic bag before disposing in the general waste

Clean the children with a disposable wipe, and do not share nappy creams and lotions amongst the

Children. Clean the changing mats with soapy water or a detergent wipe after each use and at the end of the day

#### 17. New and expectant mothers

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant. Senior leader will meet with staff member regularly to update and amend risks as the pregnancy progresses.

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

Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to an antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles

If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation

Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly

Some pregnant women will be at greater risk of severe illness from COVID-19

#### 18. Occupational stress

We are committed to promoting high levels of health and wellbeing, and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads. There are details in the staffroom for a confidential wellbeing service which can be accessed by all staff.

#### 19. Accident reporting

Staff or visitor accidents, incidents and near misses are reported to the local authority via the Birmingham Education & Support Services (BESS) website in addition to this, for the schools records they are logged on the schools Smartlog system under accident reporting. This is then deleted after 3 years in accordance regulation 25 of the Social Security (Claims and Payments) Regulations 1979.

##### 19.1 Accident record book

An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it.

As much detail as possible will be supplied when reporting an accident

Information about injuries will also be kept in the pupil's educational record

Records held in the first aid and accident book will be retained by the school for a minimum of 3 years after the child's 18<sup>th</sup> birthday, in accordance with Limitation Act 1980 and then securely disposed of. This is in accordance with Birmingham City Council retention procedures.

##### 19.2 Reporting to the Health and Safety Executive

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

School Business manager / Head Teacher work alongside the school office staff to report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

School staff: Report accidents, incidents and near misses promptly. Near misses should be reported even where no injury occurred so that hazards can be identified, risk assessments reviewed where necessary and action taken to prevent recurrence.

These include:

Death

Specified injuries, which are:

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

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

Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include, but are not limited to:

- Carpal tunnel syndrome
- Severe cramp of the hand or forearm
- Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
- Hand-arm vibration syndrome
- Occupational asthma, e.g. from wood dust
- Tendonitis or tenosynovitis of the hand or forearm

- Any occupational cancer
- Any disease attributed to an occupational exposure to a biological agent

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

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

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

These include:

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

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

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

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

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

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

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

### 19.3 Notifying parents/carers

The teacher or a member of the school office staff will inform parents/carers of any accident or injury sustained by a pupil in the Early Years Foundation Stage, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

### 19.4 Reporting to child protection agencies

The headteacher will notify local child protection agencies of any serious accident or injury to, or the death of, a pupil in the Early Years Foundation Stage while in the school’s care.

### 19.5 Reporting to Ofsted

The headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil in the Early Years Foundation Stage while in the school’s care, and any incident of food poisoning affecting 2 or more pupils while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

## 20. Training

Our staff are provided with health and safety training where relevant/ reading of the policy as part of their induction process. The school business manager ensures training is kept up to date for first aid, fire marshalls and in line with relevant standards. Health & Safety is a regular staff agenda item when matters arise especially as part of September training and new year/class set up.

## 21. Monitoring

This policy will be reviewed by the School Business Manager and Head Teacher every year and shared with Governors.

## 22. Links with other policies

This health and safety policy links to the following policies:

Supporting pupils with medical conditions

Accessibility plan

Emergency or critical incident plan

School Risk Assessment

## Appendix 1

### Activity Schedule for Health and Safety

| Frequency            | Activity / Check                                                                                                                                                  | Responsibility                                   | Action / Record                                             |
|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|-------------------------------------------------------------|
| Daily / ongoing      | General visual survey of site; identify hazards, defects, obstructions and unsafe areas                                                                           | Site Manager / Equans                            | Make safe immediately where possible; report/record defects |
| Daily / ongoing      | Staffing levels and safe deployment, including absence and early-morning cover                                                                                    | Headteacher / Deputy Headteacher                 | Adjust deployment where necessary                           |
| Daily / ongoing      | Playground supervision arrangements and changes to duty                                                                                                           | Deputy Headteacher                               | Ensure appropriate supervision and communicate changes      |
| Daily / before use   | Classroom environment checked for hazards, including safe storage of scissors, cutting equipment, glue guns, substances and other potentially hazardous materials | Class teacher / staff using room                 | Remove or make safe hazards immediately                     |
| Before use / ongoing | Curriculum equipment checked as appropriate, including PE, science, DT, cooking and outdoor/play equipment                                                        | Teachers / Teaching Assistants / Subject Leaders | Do not use defective or unsafe equipment; report concerns   |
| Daily / ongoing      | Fire exits and escape routes kept clear; fire doors and safety signage visually checked                                                                           | All staff / Site Manager / Equans                | Report defects or obstructions immediately                  |
| Ongoing              | First-aid supplies readily available                                                                                                                              | Senior Office Manager / First Aid Lead           | Replenish as required                                       |

| <b>Frequency</b>                                                                  | <b>Activity / Check</b>                                                                                                                              | <b>Responsibility</b>                           | <b>Action / Record</b>                                           |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|------------------------------------------------------------------|
| <b>Ongoing and following changes</b>                                              | Staff have access to current pupil medical, allergy, medicine, safeguarding and authorised collection information relevant to their responsibilities | Office Team / Medical Lead / DSLs               | Update records and communicate significant changes appropriately |
| <b>Weekly</b>                                                                     | Fire alarm test                                                                                                                                      | Equans / Site Manager                           | Record in fire safety log                                        |
| <b>Regularly in accordance with premises/fire arrangements</b>                    | Fire safety equipment and safety notices checked                                                                                                     | Equans / Site Manager                           | Record defects/actions                                           |
| <b>Termly</b>                                                                     | Formal health and safety inspection of school premises                                                                                               | Headteacher / SBM / Deputy Headteacher / Equans | SBM to submit information to Equans for correction               |
| <b>Termly</b>                                                                     | Curriculum areas/equipment reviewed for emerging risks                                                                                               | Relevant Subject Leaders                        | Record significant concerns/actions                              |
| <b>Annually</b>                                                                   | PE and playground equipment inspection                                                                                                               | Mercury Sports                                  | Formal inspection report and actions                             |
| <b>Annually</b>                                                                   | Dining tables and chairs inspection                                                                                                                  | SICO                                            | Formal inspection report and actions                             |
| <b>Annually / required frequency</b>                                              | Fire extinguishers serviced/inspected                                                                                                                | Equans / competent contractor                   | Formal service record                                            |
| <b>Required statutory/contractual frequency</b>                                   | Fire alarm system inspection/service                                                                                                                 | Equans / competent contractor                   | Formal service record                                            |
| <b>Required contractual frequency</b>                                             | Intruder/burglar alarm inspection/service                                                                                                            | Equans / competent contractor                   | Formal service record                                            |
| <b>In accordance with electrical safety arrangements</b>                          | Electrical safety inspection/testing, including PAT where appropriate                                                                                | Equans / competent person                       | Inspection/testing records                                       |
| <b>Annually and following significant change</b>                                  | Review classroom/activity risk assessments                                                                                                           | Class teachers / relevant leaders               | Updated risk assessments                                         |
| <b>Annually</b>                                                                   | Review Health and Safety Policy and monitoring arrangements                                                                                          | Headteacher / SBM / Governing Board             | Review and approval recorded                                     |
| <b>Following an accident, near miss, significant change or identified concern</b> | Review relevant risk assessment and control measures                                                                                                 | Relevant leader / SBM / Headteacher             | Record findings and actions                                      |