

Malvern Wyche C of E Primary School



Health and Safety Policy

Adopted by the governing body on
12.6.24

Signed: 

Chair of Governors

Next review due by: Summer Term 2025

Contents

1. Aims	3
2. Legislation.....	3
3. Roles and responsibilities	4
5. Fire.....	9
6. COSHH	10
7. Equipment.....	11
8. Lone working	13
9. Working at height.....	13
10. Manual handling	13
11. Off-site visits	14
12. Lettings	14
13. Violence at work	14
14. Smoking.....	15
15. Infection prevention and control	15
16. New and expectant mothers	17
17. Occupational stress and staff wellbeing	17
18. Accident reporting.....	17
19. Health and Safety Training	19
20. Monitoring	19
21. Links with other policies.....	19
Appendix 1. Fire safety checklist	20
Appendix 2. Accident report	21
Appendix 3. Asbestos record.....	21
Appendix 4. Recommended absence period for preventing the spread of infection.....	23

1. Aims

1.1 Our school aims to:

- a. Provide and maintain a safe and healthy environment
- b. Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site
- c. Have robust procedures in place in case of emergencies
- d. Ensure that the premises and equipment are maintained safely, and are regularly inspected
- e. Provide premises and practices which allow our community to “soar” achieving success together, for each other and with each other, in line with our distinctive Christian vision.

2. Legislation

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

- a. [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- b. [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- c. [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
- d. [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- e. [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- f. [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
- g. [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
- h. [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- i. [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

2.2 The school follows [national guidance published by UK Health Security Agency \(formerly Public Health England\)](#) when responding to infection control issues, and [Actions for schools during the coronavirus outbreak](#), which provides guidance on what schools need to do during the COVID-19 pandemic.

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

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

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

3.112 The Governing Body, through the Headteacher, is responsible for:

- a. ensuring that the school's safety policy is implemented, monitored and regularly reviewed and revised as necessary.
- b. ensuring that sufficient funds are reserved for meeting their responsibilities for Health and Safety, in particular for the maintenance of those items of premises and equipment for which they have financial responsibility under the Scheme for Financing of Schools
- c. monitoring the (health and safety) need for building maintenance in the school (including undertaking an annual premises inspection) and implementing repairs as necessary
- d. advising the Head of Property Services of structural defects that could adversely affect the health and safety of staff, pupils and other persons.

3.2 Headteacher

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

- a. implementing the health and safety policy
- b. ensuring there are enough staff to safely supervise pupils
- c. ensuring that the school building and premises are safe and regularly inspected by governors annually on a health and safety visit and every three years by an LA health and safety audit
- d. providing adequate training for school staff
- e. reporting to the governing board on health and safety matters
- f. ensuring appropriate evacuation procedures are in place and regular fire drills are held
- g. ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- h. ensuring all risk assessments are completed and reviewed
- i. monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary
- j. ensuring that all new material on health and safety matters, supplied by the LA or the Health and Safety Executive, is brought to the attention of any relevant persons promptly

- k. facilitating the meeting of a School Safety Committee, if it is requested by staff or approved trade union safety representatives, and for attending such meetings
- l. consultation with approved trade union safety representatives on matters affecting the health, safety or welfare of any members of staff and for facilitating the carrying out of their duties, including safety inspections and attendance at training courses

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

3.3 Health and safety lead

The nominated health and safety lead is the headteacher - Stephen Murphy.

3.4 The Caretaker

The caretaker is responsible for:

- a. ensuring that due warning is given of any caretaking/cleaning operations that could constitute a hazard to other users of the premises (e.g. use of signs to warn of slippery floors, clearance of leaves, ice or snow etc.)
- b. informing the Headteacher of the arrival (or expected arrival) of contractors for maintenance work (no matter how minor). This responsibility also rests with the school administrator
- c. informing contractors of any hazards that could affect their health and safety while working in the school (particularly in the light of risk assessments carried out). This responsibility also rests with the school administrator
- d. the safe use and maintenance of all plant and equipment (e.g. boilers) and the safe use and storage of all materials used for that maintenance (e.g. boilers, descalers).

3.5 The School Administrator

The School Administrator is responsible for:

- a. co-ordination of property maintenance and engaging contractors
- b. together with the Caretaker, briefing and monitoring contractors

3.6 First Aid

3.61 The school will maintain sufficient first aid trained staff to deal with the likely range of medical needs and injuries on the school site and consider the first aid needs of any school trips. The school administrator and lead first aider will ensure competencies are maintained. The school will maintain at least 6 staff trained to First Aid at Work standard including at least one with Paediatric First Aid competency to meet the needs of the EYFS. The school will ensure there is an appointed person to lead on first aid provision (currently BA Byard) and maintain the first aid kits. The list of school first aid trained staff is posted in the staffroom. The appointed person or school administrator will lead on calling an ambulance where required. If necessary, an appropriate member of staff will accompany the child to hospital (typically a TA).

3.62 The school has established the required numbers of first aiders and the required level of training based on a first aid needs assessment to manage risk. This process will be reviewed, annually.

3.63 The lead First Aider is responsible for maintaining the First Aid boxes in line with the guidance given in the LA's Handbook of Safety Information and controlling and maintaining any

other First Aid supplies as may be kept separately. (See WCC's Handbook of Safety Information - Medication.)

3.7 Management of Medication

3.71 There is a separate policy covering the management of medical needs which includes managing medication. Salient points regarding the safe dispensing of medication are as follows: The school's appointed first aid person will dispense medication where it is prescribed to a child and a parental consent form has been completed.

3.72 Medication dispensed is logged to avoid the risk of double dosing. In the appointed person's absence, another designated member of staff may take on this role. Asthma inhalers for EYFS and KS1 pupils are held in class and staff assist in their use, in KS2 classes pupils retain their inhalers in their drawers and manage their own medication. The school will ensure staff receive appropriate training to manage any medical needs as they arise, for example Asthma and Epipen training.

3.8 The Trade Union Safety Representatives

The trade union representatives where appointed have the right to:

- a. carry out termly inspections of the premises and submit a written report to the Headteacher
- b. receive any reports of inspections or accident investigations made by the Health and Safety Executive
- c. represent their membership to the Headteacher (as representative of the employer) on matters affecting the health, safety or welfare of staff
- d. represent the staff / union membership on school safety committees
- e. receive such training as may be necessary for them to perform their duties

3.9 Staff

3.91 The Health and Safety Law Poster "What you need to know" is displayed in the staff room.

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

3.93 Staff will:

- a. take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- b. co-operate with the school on health and safety matters
- c. work in accordance with training and instructions
- d. inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- e. model safe and hygienic practice for pupils
- f. understand emergency evacuation procedures and feel confident in implementing them
- g. be encouraged to raise concerns or offer ideas for improvement with the Headteacher

3.94 There are a number of ways in which staff are consulted with including:

- a. performance management;
- b. staff meetings; inset days;

- c. governing body (staff governors);
- d. general open-door policy and short lines of communication

3.10 Work experience pupils

3.11 Where pupils from secondary school attend for work experience they will be briefed by the Headteacher on expectations; basic safety arrangements; the structure of the day and key personnel. They will be closely supervised by a link staff member.

3.12 The secondary school or its agent will typically conduct a safety assessment. Staff working with 'work experience pupils' must ensure that any risk assessments covering the activities remain valid for the additional young person.

3.13 University students will similarly be inducted and supervised relatively closely and appropriately to their skills and experience. Where they lead activities, these will be risk assessed through existing risk assessments or by means of written lesson plans that build in safety considerations. Newly Qualified Teachers (NQTs) are subject to a prescribed induction and a mentoring programme.

3.11 Subject Co-ordinators

Subject leaders are responsible for:

- a. matters of health and safety in their subject area
- b. bringing to the notice of the Headteacher any problems or defects affecting the health, safety or welfare of staff, pupils or other persons in their subject area
- c. having a working knowledge of regulations, guidance materials and codes of practice in their subject areas
- d. the risk assessment of key activities with appreciable risk within their respective subject areas. Coordinators may refer to guidance from CLEAPSS (Science, D&T, Food tech) and AFPE (PE) ensuring that staff are aware of those
- e. implementing appropriate control measures to manage risk

3.12 Pupils and parents

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

3.13 Contractors

3.131 Worcestershire County Council Directorate of Children's Services has:

- a. overall responsibility as employer for all aspects of health and safety of employees, pupils and other persons at Wyche CE School (under sections 2 and 3 of the Health and Safety at Work Act 1974)
- b. has responsibility for appointing competent principal contractors where building or plant maintenance work is done which is the financial responsibility of the Local Authority under its Scheme for Financing of Schools
- c. has responsibility for appointing a competent person as Principal Designer in those works which fall within the scope of the Construction (Design and Management) Regulations 2015

unless the school has initiated the building work, in which case this will be the responsibility of the Governing Body.

3.13.2 Contractors will agree health and safety practices, with Worcestershire County Council for major building or refurbishment projects, or the Headteacher for smaller projects, before starting work. Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

4. Site security

The headteacher is responsible for the security of the school site in and out of school hours. The caretaker is responsible for visual inspections of the site, and for the intruder and fire alarm systems. All teaching staff are key holders but the Headteacher would respond to an emergency.

4.1 Transport and Vehicles on Site/car park arrangements

4.11 Vehicular access to the school site is very limited and there is negligible conflict between pedestrians and vehicles on school property. A small parking area exists by the entrance for one or two vehicles - this may be used on occasions by staff arriving before pupils however the general arrangement is for staff to park on the public highway slip road from Old Wyche Road or in the vicinity and with due regard for highway safety and residential neighbours.

4.12 Pupils arriving access the site on foot from the pedestrian gate off the walkway alongside the common and at the end of the day exit from here or the pedestrian gate into the churchyard. The school maintains a manned crossing patrol on the Wells Road. When this facility is not available (e.g. due to personal absence) the school pre-warns parents by text messaging.

4.13 The school acknowledges its responsibility towards the wider community and periodically reminds parents about driving and parking behaviours on the public road. The school will on occasions work collaboratively with local Police officers to reinforce any messages around road safety.

5. Fire

5.1 Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. The fire risk assessment of the premises is reviewed annually.

- a. Emergency evacuations are practised at least once a term.
- b. The fire alarm is a loud continuous bell.
- c. The caretaker is responsible for fire alarm testing which takes place every Thursday at 11am.
- d. The caretaker is responsible for the testing of emergency lighting monthly.
- e. The caretaker is responsible for maintaining a fire log book which is available for inspection.
- f. The school administrator is responsible for ensuring the periodic servicing of all fire equipment.
- g. New staff are trained in fire safety and all staff and pupils are made aware of any new fire risks.

5.2 In the event of a fire:

- a. the alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- b. 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
- c. staff and pupils will congregate at the assembly points. The assembly point for the whole school is on the bottom playground with an escape route into the Churchyard if necessary

- d. class teachers will take a register of pupils, which will then be checked against the attendance register of that day. The registers will be brought out by the administrator or a teaching assistant, in the absence of the administrator.
- e. the headteacher – Stephen Murphy – will take a register of all staff. In the absence of the HT this will defer to the DHT Ruth Charles.
- f. staff and pupils will remain outside the building until the emergency services (or Headteacher in the case of a fire drill) say it is safe to re-enter.

5.3 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. Children with mobility needs will have individual PEEPs in place.

5.4 A fire safety checklist can be found in appendix 1.

6. COSHH

6.11 Schools are required to control hazardous substances, which can take many forms, including:

- a. Chemicals
- b. Products containing chemicals
- c. Fumes
- d. Dusts
- e. Vapours
- f. Mists
- g. Gases and asphyxiating gases
- h. Germs that cause diseases, such as leptospirosis or legionnaires disease

6.12 Hazardous substances are not often used at Malvern Wyche C of E Primary but Control of substances hazardous to health (COSHH) risk assessments are completed by Nick Monkton - caretaker and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

6.13 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.

6.14 COSHH are stored in a locked cleaners cupboard with restricted access and the COSHH register is held and maintained by Mrs Anthony, school administrator.

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

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

6.2 Gas safety

6.21 Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer

6.22 Gas pipework, appliances and flues are regularly maintained

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

6.3 Legionella

6.31 A water risk assessment has been completed on 18th May 2021 by SafeCare authorized by WCC. David Hinton – the caretaker is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log-book

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

6.33 The risks from legionella are mitigated by the following: weekly running and flushing of taps and toilets by Dave Hinton. The log-book is found in the caretaker's cupboard.

6.4 Asbestos

6.41 Staff are briefed on the hazards of asbestos, the location of any asbestos in the school (none identified or supposed) and the action to take if they suspect they have disturbed it. There is no reason for staff other than the caretaker to disturb walls, ceilings or floors or any cavities and if they do this must be reported to the headteacher or deputy in his absence who must report this to the caretaker and take the advice of premises management Acivico.

6.42 Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work

6.43 Contractors will be advised that if they discover material that they suspect could be asbestos, they will stop work immediately until the area is declared safe

6.44 A record is kept of the location of asbestos that has been found on the school site

7. Equipment

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

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

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

7.2 Electrical equipment

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

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

7.23 Any potential hazards will be reported to Stephen Murphy the Headteacher, immediately.

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

7.24 Only trained staff members can check plugs.

7.25 An annual portable appliance test (PAT) is carried out by Nick Monkton, the caretaker.

7.26 All isolator switches are clearly marked to identify their machine.

7.27 Electrical apparatus and connections will NOT be touched by wet hands and will only be used in dry conditions.

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

7.3 Outdoor play equipment and PE equipment

7.31 Pupils are taught how to carry out, set up and replace PE equipment safely and efficiently and how to dismantle, replace and safely stow said equipment.

7.32 Staff check that equipment is set up safely.

7.33 Any concerns about the condition of the gym floor or other apparatus will be reported to the Headteacher.

7.34 There is an annual check of Outdoor play equipment and PE equipment through a Local Authority negotiated contract.

7.35 The use of the site is risk assessed and this included teaching spaces where children are most regularly are active, including, grounds, playgrounds, gardens and associated play equipment. Staff supervising playtime should undertake a brief visual inspection of equipment and report any defects as part of their standard supervision arrangements. Staff supervising pupils using the equipment should ensure that the equipment is not misused or over-crowded.

7.4 School Pond

7.41 Access to the school pond will be restricted to supervised pupils only and the area is fenced off and gated securely. The use of the school pond for teaching purposes is risk assessed and CLEAPSS guidance is followed. Generally, the pond is relatively shallow and the drowning risk low.

7.42 Pupils are instructed to wash their hands after pond dipping sessions.

7.43 Students are advised not to crowd, to stay low, not to lean over the pond and to walk around the perimeter carefully.

7.5 Sports pitches and Peachfield Common playing field.

7.51 The playground which is used for some PE activities is risk assessed. The surface is hard wearing and condition monitored by general vigilance and annual governor led premises inspections, together with periodic Local Authority inspections.

7.52 Peachfield Common playing field is owned in trust and managed by the Malvern Hills Conservators. The field is periodically mown to provide a playing surface. A risk assessment is in place covering the use of the field.

7.53 The sports field is used by the public, including for dog walking, and consequently a sweep of the surface to check for sharp objects such as broken glass and dog faeces will be undertaken prior to use. Staff will reasonably endeavour to ensure this is effective but due to the size of the surface, uneven ground and uneven length of grass this cannot guarantee a risk-free surface and a level of residual risk in using the field is therefore tolerated. First aid facilities (trained first aider and first aid kit) will be available when the field is being used.

7.54 Antibacterial wipes will be taken in First Aid kit in case of contact with faeces.

7.5 Swimming lessons (Public Pool)

Swimming lessons are undertaken at the Malvern Splash Leisure Complex. The Leisure complex provides an appropriate number of competent and qualified instructors and lifeguards. The activity is risk assessed and staff are responsible for supervising pupils on route to the Leisure Centre and in the changing rooms.

7.6 Display screen equipment

7.61 All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time

7.62 Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)

8. Lone working

8.1 Lone working may include:

- a. Late working.
- b. Home or site visits.
- c. Weekend working.
- d. Site manager duties.
- e. Site cleaning duties.
- f. Working in a single occupancy office.
- g. Remote working, self-isolation and/or remote learning.

8.2 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.

8.3 If lone working is to be undertaken, a senior leader needs to be informed of the need to work alone, an approximate leaving time then and notified that the staff member has left the premises. This may be done by text message. Stephen Murphy (for EY and KS1) and Ruth Charles (for KS2) are the nominated leaders. In the absence of exit notification, SM or RC should contact the member of staff to see that they have left safely.

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

9. Working at height

9.1 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.

9.2 In addition:

- a. The caretaker retains ladders for working at height.
- b. Pupils are prohibited from using ladders.
- c. Staff will wear appropriate footwear and clothing when using ladders.
- d. Contractors are expected to provide their own ladders for working at height.
- e. Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety.
- f. Access to high levels, such as roofs, is only permitted by trained persons.

10. Manual handling

10.1 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 ask for assistance.

10.2 The school will ensure that lifting equipment is available in school, and that staff are trained in how to use this safely. E.g. sack trucks.

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

- a. 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.
- b. Take the more direct route that is clear from obstruction and is as flat as possible.
- c. Ensure the area where you plan to offload the load is clear.
- d. When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable.

11. Off-site visits

11.1 The Offsite Visit Manual provides guidance from the Local Authority on managing school trips and visits and can be found on the school's website and paper copies are held by the Education Visits Co-ordinator (EVC). The Deputy Headteacher is the school's EVC.

11.2 When taking pupils off the school premises, the Wyche staff will ensure that:

- a. the Education Visits Co-ordinator has checked the risk assessments for the trip before the group go out.
- b. any residential or overnight stay trips will require Worcestershire County Council to be informed and approve the trip.
- c. risk assessments will be completed where off-site visits and activities require them.
- d. all off-site visits are appropriately staffed.
- e. school will ensure activity providers are reputable and competent to deliver the activity and that they have at least five million pounds of public liability insurance.
- f. the school will endeavour to use LotC badged operators (<http://www.lotc.org.uk/>) which provides for a basic level of assurance and where appropriate AALA licenced activity providers (<http://www.hse.gov.uk/aala/>).
- g. staff will take their mobile phone, a portable first aid kit, information about the specific medical needs of pupils, along with the parents' contact details.
- h. for trips and visits with pupils in the Early Years Foundation Stage, there will always be at least one first aider with a current Paediatric First Aid Certificate.
- i. there will always be at least one first aider on school trips and visits.

12. Lettings

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

13. Violence at work

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

13.2 All staff will report any incidents of aggression or violence (or near misses) directed to themselves to the headteacher immediately. This applies to violence from pupils, visitors or other staff.

14. Smoking

Smoking is not permitted anywhere on the school premises.

15. Infection prevention and control

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

15.2 Handwashing:

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

15.3 Coughing and sneezing:

- a. Cover mouth and nose with a tissue.
- b. Wash hands after using or disposing of tissues.
- c. Spitting is discouraged.

15.4 Personal protective equipment

- a. Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing, attending to a contagious pupil or member of staff).
- b. Wear goggles or visor if there is a risk of splashing to the face.
- c. Use the correct personal protective equipment when handling cleaning chemicals.
- d. Use personal protective equipment (PPE) to control the spread of COVID-19 where required or recommended by government guidance and/or a risk assessment.

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

15.6 Cleaning of blood and body fluid spillages:

- a. Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately wearing personal protective equipment.
- b. 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.
- c. Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below.
- d. Make spillage kits available for blood spills .

15.7 Laundry

- a. Wash laundry in a separate dedicated facility.
- b. Wash soiled linen separately and at the hottest wash the fabric will tolerate.
- c. Wear personal protective clothing when handling soiled linen.
- d. Bag children's soiled clothing to be sent home, never rinse by hand.

15.8 Clinical waste

- a. Always segregate domestic and clinical waste, in accordance with local policy.
- b. Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins.
- c. Remove clinical waste with a registered waste contractor.
- d. Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection.

15.9 Animals

- a. Wash hands before and after handling any animals.
- b. Keep animals' living quarters clean and away from food areas.
- c. Dispose of animal waste regularly, and keep litter boxes away from pupils.
- d. Supervise pupils when playing with animals.
- e. Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet.

15.9 COVID-19 management

We will ensure adequate risk reduction measures are in place to manage the spread of COVID-19, and carry out appropriate risk assessments, reviewing them regularly and monitoring whether any measures in place are working effectively in line with the most current guidance provided by the Department for Education (DfE) and the UK Health Security Agency (UKHSA). We will follow local and national guidance on the use of control measures.

<https://www.gov.uk/coronavirus>

As a general principle, control measures will include steps to:

- a. restrict non-essential activities where a COVID-19 risk has been identified
- b. where possible, replace risky activities with other suitable activities without introducing new hazards
- c. design measures to control the risk of COVID-19 in school, including administrative procedures to improve safety

15.10 Pupils vulnerable to infection

15.101 Some medical conditions make pupils and staff vulnerable to infections. The school will normally have been made aware of such vulnerable children and staff. Some of these children and staff are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to any of these, the parent/carers will be informed promptly and further medical advice sought.

15.102 We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

15.11 Exclusion periods for infectious diseases

15.111 The school will follow recommended exclusion periods outlined by the UK Health Security Agency and other government guidance, summarised in appendix 4.

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

16. New and expectant mothers

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

16.2 Appropriate measures will be put in place to control risks identified.

16.3 Some specific risks are summarised below.

- a. 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.
- b. If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal care and GP immediately to ensure investigation.
- c. 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.
- d. COVID-19 may affect pregnancy, especially if the mother is not vaccinated. Pregnant women are considered part of the moderate risk group (clinically vulnerable) by the NHS.

17. Occupational stress and staff wellbeing

17.1 The Headteacher recognises the importance of managing stress and promoting staff wellbeing and a healthy work life balance. Work related stress (such as workload) will be managed as any other workplace risk factor with a view to controlling and reducing it. If staff have any concerns or feel affected by stress, whether work related or home related with the potential to impact upon their work they are encouraged to raise this with the Headteacher at the earliest possible opportunity. The approach to managing individual instances will vary on a case-by-case basis. The school procures Occupational Health support from the Local Authority and staff can be referred where appropriate to assist in managing stress. 17.2 At Malvern Wyche C of E Primary we are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.

17.3 Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

17.4 The school promotes the Education Support counselling service verbally and in poster signage and every staff meeting has wellbeing as a standing agenda item.

18. Accident reporting

18.1 Accident record book

- a. 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.
- b. Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.
- c. When a pupil or member of staff has attended hospital for treatment or a check following an injury at school, this should be reported to the Health and Safety department of Worcestershire County Council via the RIDDOR online reporting system (see below). WCC may want to do their own Health and Safety check.

18.2 Reporting to the Health and Safety Executive

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

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

18.23 Reportable injuries, diseases or dangerous occurrences include:

- a. Death
- b. Specified injuries. These are:
 - i. fractures, other than to fingers, thumbs and toes
 - ii. amputations
 - iii. any injury likely to lead to permanent loss of sight or reduction in sight
 - iv. any crush injury to the head or torso causing damage to the brain or internal organs
 - v. serious burns (including scalding)
 - vi. any scalping requiring hospital treatment
 - vii. any loss of consciousness caused by head injury or asphyxia
 - viii. 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
- c. Injuries where an employee or pupil is away from school or unable to perform their normal work duties for more than 7 consecutive days
- d. Where an accident leads to someone being taken to hospital
- e. Where something happens that does not result in an injury, but could have done
- f. 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:
 - i. The collapse or failure of load-bearing parts of lifts and lifting equipment
 - ii. The accidental release of a biological agent likely to cause severe human illness
 - iii. The accidental release or escape of any substance that may cause a serious injury or damage to health

- iv. An electrical short circuit or overload causing a fire or explosion

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

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

18.3 Notifying parents

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

18.4 Reporting child protection agencies

The Headteacher will notify Children's Social Care – Worcestershire County Council, 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.

18.5 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. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

19. Health and Safety Training

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

19.6 Staff who work with pupils with special educational needs (SEN), are given additional health and safety training as necessary.

20. Monitoring

20.1 This policy will be reviewed by the school governing body every year.

20.2 At every review, the policy will be approved by the Headteacher – Stephen Murphy, and the Premises and Finance Committee of the School Governing Board.

21. Links with other policies

This health and safety policy links to the following policies:

- a. First aid
- b. Risk assessment
- c. Supporting pupils with medical conditions
- d. Accessibility plan
- e. Administration of Medication
- f. Asthma Policy

Appendix 1. Fire safety checklist

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

Appendix 2. Accident report

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

Appendix 3. Asbestos record

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

Location	Product	How much	Surface coating	Condition	Ease of access	Asbestos type	Comment
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"They will soar on wings like eagles" Isaiah 40:31
 Malvern Wyche C of E Primary School
Together We Soar

Appendix 4. 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 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.
Respiratory infections including coronavirus (COVID-19)	Children and young people should not attend if they have a high temperature and are unwell. Children and young people who have a positive test result for COVID-19 should not attend the setting for 3 days after the day of the test. Children with mild symptoms such as runny nose, and headache who are otherwise well can continue to attend their setting.
Chicken pox (shingles)	Cases of chickenpox are generally infectious from 2 days before the rash appears to 5 days after the onset of rash. Although the usual exclusion period is 5 days, all lesions should be crusted over before children return to nursery or school. A person with shingles is infectious to those who have not had chickenpox and should be excluded from school if the rash is weeping and cannot be covered or until the rash is dry and crusted over.
Cold sores	None.
Rubella (German measles)	5 days from appearance of the rash.
Hand, foot and mouth	Children are safe to return to school or nursery as soon as they are feeling better, there is no need to stay off until the blisters have all healed.
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
Measles	Cases are infectious from 4 days before onset of rash to 4 days after, so it is important to ensure cases are excluded from school during this period.
Ringworm	Exclusion not needed once treatment has started.
Scabies	The infected child or staff member should be excluded until after the first treatment has been carried out.

Scarlet fever	Children can return to school 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered, the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the school or nursery, the health protection team will assist with letters and 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)	<p>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.</p> <p>For some gastrointestinal infections, longer periods of exclusion from school are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, school health advisor or environmental health officer will advise.</p> <p>If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.</p>
Cryptosporidiosis	Until 48 hours after symptoms have stopped.
E. coli (verocytotoxigenic or VTEC)	The standard exclusion period is until 48 hours after symptoms have resolved. However, some people pose a greater risk to others and may be excluded until they have a negative stool sample (for example, pre-school infants, food handlers, and care staff working with vulnerable people). The health protection team will advise in these instances.
Food poisoning	Until 48 hours from the last episode of vomiting and diarrhoea and they are well enough to return. Some infections may require longer periods (local health protection team will advise).
Salmonella	Until 48 hours after symptoms have stopped.
Typhoid and Paratyphoid fever	Seek advice from environmental health officers or the local health protection team.

Flu (influenza)	Until recovered.
Tuberculosis (TB)	Pupils and staff with infectious TB can return to school after 2 weeks of treatment if well enough to do so and as long as they have responded to anti-TB therapy. Pupils and staff with non-pulmonary TB do not require exclusion and can return to school as soon as they are well enough.
Whooping cough (pertussis)	A child or staff member should not return to school until they have had 48 hours of appropriate treatment with antibiotics and they feel well enough to do so, or 21 days from onset of illness if no antibiotic treatment.
Conjunctivitis	None.
Giardia	Until 48 hours after symptoms have stopped.
Glandular fever	None (can return once they feel well).
Head lice	None.
Hepatitis A	Exclude cases from school while unwell or until 7 days after the onset of jaundice (or onset of symptoms if no jaundice, or if under 5, or where hygiene is poor. There is no need to exclude well, older children with good hygiene who will have been much more infectious prior to diagnosis.
Hepatitis B	Acute cases of hepatitis B will be too ill to attend school and their doctors will advise when they can return. Do not exclude chronic cases of hepatitis B or restrict their activities. Similarly, do not exclude staff with chronic hepatitis B infection. Contact your local health protection team for more advice if required.
Hepatitis C	None.
Meningococcal meningitis/ septicaemia	If the child has been treated and has recovered, they can return to school.
Meningitis	Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed.
Meningitis viral	None.
MRSA (meticillin resistant Staphylococcus aureus)	None.
Mumps	5 days after onset of swelling (if well).
Threadworm	None.

Rotavirus	Until 48 hours after symptoms have subsided.
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