



# **Ss Alban and Stephen Catholic Primary School & Nursery**

## **Health and Safety Policy**

Approved by: The Governing Body	October 2020
Last reviewed	October 2020
Next review date	October 2021

# Hertfordshire County Council

## Children's Services

### Model Policies for Schools

# Model Health and Safety Policy for Schools

<b>Department:</b>	<b>Health and Safety Team</b>
<b>Author:</b>	<b>James Ottery</b>
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## MODEL HEALTH AND SAFETY STATEMENT FOR SCHOOLS

### Introduction

1. This document provides a customisable template to assist schools in producing a written health and safety policy.
2. The model policy is based upon Hertfordshire County Council's criteria for schools where it is the employer, it's for the Governing Body / Board of Trustees of Foundation, VA and Academy<sup>1</sup> schools to determine whether to adopt such arrangements.
3. Schools should ensure the policy is customised to fit their individual circumstances. Some areas requiring customisation are highlighted in red, in order to help to meet the requirements of different schools some alternative wording is suggested and such alternatives are separated by / within square brackets [ ].  
**Significant customisation will be required for those schools where the Local Authority (LA) is not the employer (VA, Foundation, Academy etc.).**

### Writing a Policy Statement

4. Under the Health and Safety at Work etc. Act 1974, it is the duty of an employer to have an up to date written statement of health and safety, this general policy must be complemented by a school policy statement.
5. Adapting the model policy is the best way of complying with the LA's Health and Safety Policy, demonstrating compliance with statutory duties could be difficult in the absence of a school policy.
6. The safety policy should be signed and dated by the head teacher / chair of governors.<sup>2</sup>
7. The main points required in a Health and Safety Policy Statement are:

#### Part 1 Statement of Intent

Outlining your commitment to providing a healthy and safe environment for all users of the establishment: - staff, pupils, visitors and contractors.

#### Part 2 Organisation (roles and responsibilities)

The organisation section should describe the roles and responsibilities of key personnel, for example:

- Governors
- Executive Headteacher
- Those with responsibility for specific areas or activities which may have been delegated to them e.g. Heads of Department, Deputy Heads, School Business Managers, Site Managers, Caretakers etc.
- Other employees (both teaching and non teaching) and any volunteers

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<sup>1</sup> References to academies should be taken to include free and studio schools.

<sup>2</sup> References to governors should be taken to mean whoever is responsible for fulfilling governance functions

The procedures for joint management / employee consultation should be detailed. It should be decided whether you require a safety committee (this is unlikely to be the case in small establishments and primary schools) where such a committee exists, then briefly describe its constitution and functions within the policy.

It is recommended that Health and Safety is included as a standing agenda item at relevant staff/team meetings. This enables you to demonstrate communication lines are in place enabling staff to participate in health and safety.

### **Part 3 Arrangements**

The arrangements section details the school's local procedures for controlling significant risks and makes clear any specific roles and responsibilities in managing these.

The model policy details as appendices some of the key areas for which local arrangements may be required, depending on the nature of the risks not all may be relevant.

[DfE Health and Safety: advice for schools](#) provides further information on areas for inclusion in a school health and safety policy.

### **Arrangements for policy review**

8. Governors are required to take steps to ensure that they are kept informed of the County Council's advice and guidance on health and safety matters.
9. It is recommended that Health and Safety is a regular item on the agenda of either a full meeting of the governing/senior management body or an appropriate sub-committee of governors (e.g. Premises, Resources etc).
10. Establishments will need to review and amend where necessary their Health and Safety policy from time to time. It is recommended that a review be carried out annually. (The legislation requires this is done no longer than every 2 years)
11. Once completed the policy should be communicated to all staff (teaching and support staff) and be linked to the induction of all new staff.

### **Further Information**

12. For further information and guidance contact: the Health and Safety Team  
Tel: 01992 556478 [healthandsafety@hertfordshire.gov.uk](mailto:healthandsafety@hertfordshire.gov.uk)
13. A summary of changes from the previous version of the model policy (V7 October 2019) is provided below.

# HEALTH AND SAFETY POLICY

## Ss Alban and Stephen Catholic Primary School & Nursery

### PART 1. STATEMENT OF INTENT

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

This statement sets out how these duties will be conducted and includes a description of the school's organisation and arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

This policy will be brought to the attention of, and/or issued to, all members of staff a reference copy is kept in the *school office and also on the shared drive – Staff-Policies – 2020-2021*

This policy statement and the accompanying organisation and arrangements will be reviewed on an annual basis.

This policy statement supplements:

Hertfordshire County Council's (HCC) Health and Safety Policy.

As well as other policies on educational visits, supporting pupils with medical needs, behaviour and physical intervention policy.

[Insert signatures]

[Insert signatures]

Gerry Dolan  
**Chair of Governors**

Clare Mc Flynn  
**Executive Headteacher**

Aideen Porter  
**Head of School**

Clare Moore  
**Head of School**

## **PART 2. ORGANISATION**

As the employer the Local Authority has overall responsibility for Health and Safety in Community and Voluntary Controlled Schools. In Academy, Foundation and Voluntary Aided schools, the responsibility for health and safety rests with the Governing Body/ Board of Trustees as the employer.

**At a school level duties and responsibilities have been assigned to staff and governors as detailed below.**

### **Responsibilities of the Governing Body**

The Governing Body are responsible for ensuring health and safety management systems are in place and effective. They fulfil a strategic role in health and safety and are not expected to be involved in day to day management of the school.

As a minimum these management systems should adhere to the LA's health and safety policy, procedures and standards as detailed in the [Education Health and Safety Manual](#).

A Health & Safety Governor, **Laura Robertson** has been appointed to receive relevant information, monitor the implementation of policies and procedures and to feedback health and safety issues and identified actions to the Governing Body.

The Governing body will receive regular reports from the Executive Headteacher and Heads of School, site managers and office manager in order to enable them to provide and prioritise resources for health and safety issues.

Where required the Governing body will seek specialist advice on health and safety which the establishment may not feel competent to deal with.

HCC's Health and Safety Team, Tel: 01992 556478  
[healthandsafety@hertfordshire.gov.uk](mailto:healthandsafety@hertfordshire.gov.uk) provide competent health and safety advice for Community, Community Special and VC schools. In Voluntary Aided Schools, then the Governing body as the employer provides access to competent H&S advice via HCC'S H&S team as required by the Health and Safety at Work etc. Act 1974.

### **Responsibilities of the Executive Headteacher and Heads of School**

Overall responsibility for the day to day management of health and safety in accordance with the LA's health and safety policy and procedures / governing body's health and safety policy and procedures rests with the Executive Headteacher and Heads of School.

The Executive Headteacher and Heads of School have responsibility for:

- Co-operating with the LA and Governing Body to enable health and safety policy and procedures to be implemented and complied with.
- Communicating the policy and other appropriate health and safety

information to all relevant people including contractors.

- Ensuring effective arrangements are in place to pro-actively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions.
- Reporting to the Governing body on health and safety performance and any safety concerns/ issues which may need to be addressed by the allocation of funds.
- Ensuring that the premises, plant and equipment are maintained in a safe and serviceable condition.
- Reporting to the LA / Chair of Governors any significant risks which cannot be rectified within the establishment's budget.
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training.
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Monitoring purchasing and contracting procedures to ensure health and safety is included in specifications & contract conditions.

**Whilst overall responsibility for health and safety cannot be delegated the Executive Headteacher may choose to delegate certain tasks to other members of staff.**

The task of overseeing health and safety on the site has been delegated by the Executive Headteacher to Aideen Porter and Clare Moore (Heads of School).

The site managers – Dave Baker and Pat Roache will be responsible to taking care of any day to day repairs, booking visits from Health and Safety companies, Completing all regular checks on water, asbestos, fire alarms etc.

### **Responsibilities of other staff holding posts of special responsibility**

All staff responsible for running all before and after school clubs will:

- Apply the school's health and safety policy to their own department or area of work.
- Ensure staff under their control are aware of and follow relevant published health and safety guidance (from sources such as CLEAPSS, AfPE etc.)
- Ensure health and safety risk assessments are undertaken for the activities for which they are responsible and that identified control measures are implemented.
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control.

- Take appropriate action on health, safety and welfare issues referred to them, informing the heads of school of any problems they are unable to resolve within the resources available to them.
- Carry out regular inspections of their areas of responsibility and report / record these inspections.
- Ensure the provision of sufficient information, instruction, training and supervision to enable staff and pupils to avoid hazards and contribute positively to their own health and safety.
- Ensure that all accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated.

### **Responsibilities of employees**

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

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

**All Before and After School Clubs must show due care and attention to the day to day management of health and safety during their clubs operation and report any accidents or significant near misses accordingly to the relevant Head of School or Office Managers as appropriate**

### **PART 3. LOCAL ARRANGEMENTS**

Detailed information on the LA's expectations are provided in the [Education Health and Safety Manual](#).

The following list of arrangements covers the key elements of a Health and Safety policy. Please add any others that you feel should be part of this document and/or delete those that do not apply to you. Also refer to the Education Health and Safety Manual which covers many other risk areas, codes of practice and guidance notes.

- Appendix 1 - Risk Assessments
- Appendix 2 - Offsite visits
- Appendix 3 - Health and Safety Monitoring and Inspections
- Appendix 4 - Fire Evacuation and other Emergency Arrangements
- Appendix 5 - Fire Prevention, Testing of Equipment
- Appendix 6 - First Aid and Medication
- Appendix 7 - Accident Reporting Procedures
- Appendix 8 - Health and Safety Information and Training
- Appendix 9 - Personal safety / Lone Working
- Appendix 10 - Premises Work Equipment
- Appendix 11 - Flammable and Hazardous Substances
- Appendix 12 - Asbestos
- Appendix 13 - Contractors
- Appendix 14 - Work at Height
- Appendix 15 - Lifting and Handling
- Appendix 16 - Display Screen Equipment
- Appendix 17 - Vehicles on site
- Appendix 18 - Lettings
- Appendix 19 - Stress and wellbeing
- Appendix 20 - Legionella
- Appendix 21 - School Swimming and pools
- Appendix 22 - Animals in school
- Appendix 23 - Dogs in School
- Appendix 24 - Infectious Disease Control
- Appendix 24a - Coronavirus COVID 19
- Appendix 25 - Head lice
- Appendix 26 - Children leaving school during school day
- Addendum - COVID-19 risks SEPTEMBER 2020**

## RISK ASSESSMENTS

### General Risk Assessments

The school conducts and documents risk assessments for all activities presenting a significant risk. These are co-ordinated by Aideen Porter following guidance contained in the [Education Health and Safety Manual](#) and are approved by the Heads of School.

Risk assessments are available for all staff to view and are held centrally in the main school office and also on the shares drive – staff- risk assessments. These assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff will be made aware of any changes to risk assessments relating to their work.

### Individual Risk Assessments)

Specific assessments relating to staff member(s) or pupil(s) are held on that individual's file and will be undertaken by Aideen Porter and Clare Moore ( Heads of School) Such risk assessments will be reviewed on a regular basis.

It is the responsibility of all staff to inform their line manager of any medical conditions (including pregnancy) which may impact upon their work.

### Curriculum Activities

Risk assessments for curriculum activities will be carried out by faculty team leaders using the relevant codes of practice and model risk assessments detailed below.

Whenever a new course is adopted or developed all activities are checked against these and significant findings incorporated into texts in daily use in lessons.

All LA schools have a subscription to [CLEAPSS](#) and their publications are used as sources of model risk assessment within Science, Art and DT.

See

- CLEAPSS technology site <http://dt.cleapss.org.uk/>;
- CLEAPSS science site <http://science.cleapss.org.uk/>
- CLEAPSS primary school's site <http://primary.cleapss.org.uk/>

In addition the following publications are used within the school as sources of model risk assessments:

### Primary schools

- Be Safe! Health and Safety in primary science and technology, 4th Edition ASE ISBN ISBN 978-0-86357-426-9
- Safe Practice in Physical Education, School Sport and Physical Activity 2016'
- Association of PE 'AfPE' <http://www.afpe.org.uk/>

## OFFSITE VISITS

HCC has adopted the Outdoor Education Advisory Panel's (OEAP) [national guidance](#) for learning outside the classroom and offsite visits and all offsite visits will be planned following this guidance available via <https://oeapng.info/>

Responsibilities of key roles are outlined by the OEAP here:

[Visit leader](#)

[EVC](#)

[Headteacher](#)

HCC's policy for the management of Learning outside the classroom and offsite visits is available here <https://www.thegrid.org.uk/info/healthandsafety/visits/manual.shtml>

The LA's Offsite Visits Advisor must be notified of all level 3 trips, which include self-led adventurous activities, fieldwork trips to open or "wild" country, and all trips overseas. This will be done via the use of Evolve, the online notification and approvals system.

Evolve is used for the planning and approval of offsite visits. Relevant risk assessments, participant's names etc. will be attached electronically as required /The school also have their own set of standard operating procedures and risk assessments for local learning areas (routine / low risk activities taking place near the school)

The member of staff planning the trip (visit leader) will submit all relevant paperwork and risk assessments relating to the trip to the school's Educational Visits Co-ordinator(s) Bernie Murphy who will check the documentation and planning of the trip and if acceptable refer the visit for approval to Heads of School HCC recommends that the EVC should attend training and refresher training every 3 -5 years.

<p><b>HEALTH &amp; SAFETY MONITORING AND INSPECTION</b></p>
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A formal inspection of the site will be conducted on a termly basis and be undertaken / co-ordinated by The Health and Safety Governor – Laura Robertson.

Inspections of individual departments will be carried out by Heads of Department or nominated staff.

In both cases the person(s) undertaking inspection will complete a report in writing and submit this to the Executive Headteacher and Heads of School. Responsibility for following up items detailed in the safety inspection report will rest with the Heads of School and the site managers.

A named governor Laura Robertson will be involved in monitoring the school's health and safety management systems on at least an annual basis and report back to both the relevant sub-committee and full governing body meetings.

Advice and pro forma inspection checklists to assist the monitoring process can be found in the [Education Health and Safety Manual](#).  
Inspections will be conducted jointly with the establishment's health and safety representative(s) if possible.

## FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The Heads of School are responsible for ensuring the school's fire risk assessment is undertaken and implemented following guidance contained in ['Fire safety risk assessment; Educational premises'](#) and the [Education Health and Safety Manual](#).

The fire risk assessment is located in the office in the Health and Safety file and will be reviewed on an annual basis.

### **Emergency Procedures**

Fire and emergency evacuation procedures are detailed in the staff handbook and the school's emergency response plan and a summary posted in each classroom. These procedures will be reviewed at least annually and are made available to all staff as part of the school's induction process. This training is supported by regular termly drills.

Evacuation procedures are also made available to all other users of the building (contractors / visitors/ hirers etc.).

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

Emergency contact and key holder details are maintained as part of the school's emergency response plan by Dave Baker and Michelle Blakemore and updated to the LA via Solero.

### **Fire Drills**

- Fire drills will be undertaken termly and results recorded in the fire log book.

### **Fire Fighting**

- Staff must ensure the alarm is raised BEFORE attempting to tackle a fire.
- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable fire fighting equipment.
- Staff are made aware of the type and location of portable fire fighting equipment and receive basic instruction in its correct use at induction.

### **Details of service isolation points (i.e. gas, water, electricity)**

**Upper site – Gas for the school - cupboard near the kitchen Key No. 15,**

**Gas for the kitchen in the meter cupboard in the main school,**

**Electricity - medical room, Water - near main gate and PTA cupboard near boiler room.**

**Lower site – Gas Small cupboard at the right hand side of the main gate to the basement,**

**Electricity- cupboard between the disabled cupboard and staff toilet near foyer,**

**Water- in the same cupboard on the right hand side.**

### **Details of chemicals and flammable substances on site.**

An inventory of these will be kept by Caretaker / Site manager as appropriate, for consultation.

## CRITICAL INCIDENTS/EMERGENCY RESPONSE

The emergency response plan covers a range of potential incidents that could occur, including:

- serious injury to a pupil or member of staff (eg transport accident)
- significant damage to school property (eg fire)
- criminal activity (eg bomb threat)
- severe weather (eg flooding)
- public health incidents (eg flu pandemic)
- the effects of a disaster in the local community

The plan covers procedures for incidents occurring during and outside school hours, including weekends and holidays. It also includes emergency procedures for extended services, such as breakfast clubs, after-school clubs and holiday activities.

The emergency response plan is held in the Head of Schools office with a copy to be kept at home and should be referred to and followed in the event of a Critical Incident/ Emergency as described above.

**INSPECTION/MAINTENANCE OF EMERGENCY EQUIPMENT**

Dave Baker and Pat Roache are responsible for ensuring that the school's fire log is kept up to date and that the following inspection / maintenance is undertaken and recorded in the fire log book located in the caretakers cupboard ( Upper site) Site manager's office (Lower site).

**FIRE ALARM SYSTEM**

Fire alarm call points will be tested weekly in rotation. This test will occur on Friday at 4.30pm.

Any defects on the system will be reported immediately to the alarm contractor / electrical engineer at Fireguard services 01582469000 (Upper site) and Active Security (Lower site). A fire alarm maintenance contract is in place with FIREGUARD SERVICES ( Upper site ) and Active Security (Lower site) and the system tested 6 monthly by them.

**FIRE FIGHTING EQUIPMENT**

Weekly in-house checks are undertaken to ensure that all firefighting equipment remains available for use and operational.

Chubb undertakes an annual maintenance service of all firefighting equipment.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to Chubb.

**EMERGENCY LIGHTING SYSTEMS**

Emergency lighting will be checked for operation monthly in house and these tests recorded.

Annually a full discharge test for the duration of the batteries and certification of the system will be undertaken by Plowright Hinton (Upper site) and LD Electrical (Lower site)

**MEANS OF ESCAPE**

Daily checks are undertaken for any obstructions on exit routes and ensures all final exit doors are operational and available for use.

<b>FIRST AID AND MEDICATION</b>
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The school has assessed the need for first aid provision and identified the following staff to provide first aid (both on site and where required for trips/visits and extra-curricular activities).

**TRAINED TO FIRST AID AT WORK LEVEL (3 days /18 hrs):**

Michelle Blakemore  
Aurelia Segrue  
Anita O'Connor, 02/15

**TRAINED TO EYFS STANDARD (PAEDIATRIC FIRST AID, 2 days/ 12 hrs):**

Eve Grogan 05/16; Katie Ruff & Linda Wells 11/17; Anna Lobue 05/16, Giovanna Realmuto 10/16

**TRAINED TO EMERGENCY FIRST AID AT WORK (1 day / 6 hrs):**

Whole (Infant) school training 09/15: Deirdre Clouting, Caterina Concialdi, Anna Cooper, Debbie Doherty, Liz Earl, Sandra Grisley, Eve Grogan, Liz Illott, Alice Ketley, Angela Moss, Lesley O'Regan, Katie Ruff, Nicola Tennant.

Charlene Smith, Giovanna Realmuto

**OTHER TRAINING IN EMERGENCY FIRST AID <sup>3</sup> (6 hr):**

First aid qualifications remain valid for 3 years, **Michelle Blakemore** will ensure that refresher training is organised to maintain competence and that new persons are trained should first aiders leave.

**FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:**

In the teacher cupboards in the rooms (lower site) and the storage cupboards outside the rooms (Upper site).  
Medical Rooms - both sites.

**Sandra Grisley and Aurelia Segrue** are responsible for regularly checking (termly) that the contents of first aid boxes, including travel kits are complete and replenished as necessary.

**Transport to hospital:** Where a first aider considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents / carers will be notified immediately of all major injuries to pupils.

No casualty will be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents/carers cannot be contacted in time.

Where there is any doubt about the appropriate course of action, the first aider will consult with the Health Service helpline (NHS Direct 0845 4647) and, in the case of pupil with the parents/carers.

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<sup>3</sup> Supplementary first aid training focussed on pupil needs and could include other specific risks e.g. sports first aid for PE staff etc.

### **Minor Injuries**

St Albans City Hospital  
Waverley Rd, St Albans AL3 5PN  
**Phone: 01727 866122**

### **A & E**

Watford General  
Vicarage Road  
Watford  
Hertfordshire  
WD18 0HB  
**Phone: 01923 244366**

### **A & E**

Lister Hospital  
Coreys Mill Ln,  
Stevenage SG1 4AB

**Phone: 01438 314333**

**School Nurse Service - 01727 891 301**

### **Administration of medicines**

All medication will be administered to pupils in accordance with the DfE document [Supporting pupils at school with medical conditions](#). Detailed arrangements are provided in a separate school policy.

No member of staff will administer **any** medication (prescribed or non-prescribed) to children under 16 without a parent's written consent except in exceptional circumstances.

**Sandra Grisley** and the **office staff** are responsible for accepting medication and checking all relevant information has been provided by parents / carers prior to administering.

Records of administration will be kept by the office staff.

All non-emergency medication kept in school is securely stored refrigerated meds i.e antibiotics are kept in clearly labelled container in the fridge door in the staffrooms with access strictly controlled. All pupils know how to access their medication. Under no circumstances will medication be stored in first aid boxes.

Emergency medication and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens are always readily available to children and not locked away. These are kept in the staff cupboards out of reach of children and clearly labelled.

The school have chosen to hold an emergency salbutamol inhaler for use by pupils who have been prescribed an inhaler and for whom parental consent for its use has been obtained. This emergency inhaler would be used if the prescribed inhaler is not available e.g. broken / empty.]

The school have chosen to hold an emergency Adrenaline Auto Injector (AAI) e.g. EpiPen for emergency use on pupils who have been prescribed one and for whom parental consent for its use has been obtained. This emergency AAI would be used where their own device is unavailable or not working.

In the event of a possible severe allergic reaction in a pupil without a prescribed device / parental consent emergency services (999) would be contacted, and advice sought as to whether administration of the emergency AAI is appropriate.

### **Individual Health Care Plans (IHCP)**

Parents / carers are responsible for providing the school with up to date information regarding their child's health care needs and providing appropriate medication.

IHCPs are in place for those pupils with significant medical needs e.g. chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc.

The IHCP is developed with the pupil (where appropriate), parent/carer, designated named member of school staff, specialist nurse (where appropriate) and relevant healthcare services. These plans will be completed at the beginning of the school year / when child enrolls / on diagnosis being communicated to the school and will be reviewed annually by Sandra Grisley.

All staff are made aware of any relevant health care needs and copies of health care plans are available within the medical boxes.

Staff will receive appropriate training related to health conditions of pupils and the administration of medicines by a health professional as appropriate.

<b>ACCIDENT REPORTING PROCEDURES</b>
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**Accidents to employees**

Employees must report all accidents, violent incidents and near misses.

Where HCC is the employer then **all** employee incidents must be reported to HCC using the online accident/incident reporting system hosted on Solero.

Employee accident / incident forms are to be retained for a minimum of 3 years.

**Accidents to pupils and other non-employees (members of public / visitors to site etc.)**

A local accident book in the medical areas is used to record all minor incidents to non-employees, more significant incidents as detailed below must also reported to HCC using the online accident reporting system hosted on Solero.

- Major injuries.
- Accidents where significant first aid treatment has been provided.
- Accidents which result in the injured person being taken from the scene of the accident directly to hospital.
- Accidents arising from premises / equipment defects.

Parents / carers will be notified immediately of all major injuries.

Pupil / student accident forms are to be retained for a minimum of 3 years after their 18<sup>th</sup> Birthday.

**All Accidents**

All major incidents will be reported to the Executive Headteacher, Heads of School and the Governing Body/ Health and Safety Governor.

Accidents will be monitored for trends and a report made to the Governing Body as necessary.

The Executive Headteacher, Heads of School or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible. Any relevant learning points will be communicated to relevant staff and pupils / students.

**Reporting to the Health and Safety Executive (HSE)**

The Executive Headteacher and Heads of School are responsible for ensuring all RIDDOR reportable incidents are reported.

Incidents involving a fatality or major injury will be reported immediately to the Health and Safety Executive (HSE) on 0345 300 9923 and the Education Health and Safety team on 01992 556478.

Incidents resulting in the following outcomes must be reported to the HSE via their online reporting system <http://www.hse.gov.uk/riddor/> within 15 days of the incident occurring.

- A pupil or other non-employee being taken directly to hospital for treatment and the accident arising as the result of the condition of the premises / equipment, due to the way equipment or substances were used or due to a lack of supervision / organisation etc.
- Employee absence or inability to carry out their normal duties as the result of a work related accident, for periods of 7 days or more (including W/E's and holidays).

See the HSE information sheet '[Incident reporting in schools](#)' EDIS1 REV 3

**For VC and Community schools any incident notified to the HSE must also be reported to the LA's Health and Safety Team.**

## HEALTH & SAFETY INFORMATION AND TRAINING

The Resources / Full Governing Body meets termly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management.

Staff meetings are held weekly and Health and Safety is a standing agenda item.

### **Communication of Information**

Information and guidance on how to comply with the LA's health and safety policy is given in the [Education Health and Safety Manual](#), which is available for reference via the Grid.

The Health and Safety Law poster is displayed in staffrooms.

The Education Health and Safety Team, Tel: 01992 556478 provide competent health and safety advice for Community, Community Special and VC schools. In Academy, Foundation and Voluntary Aided Schools, then the Governing body/Trust as the employer provides access to competent H&S advice via HCC'S H&S team James Ottery as required by the Health and Safety at Work etc. Act 1974

### **Health and Safety Training**

All employees will be provided with:

- A copy of and induction training in the requirements of this policy.
- Update training in response to any significant change.

Training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.).

Refresher training where required.

Any new instructions or restrictions will be communicated to all staff in writing, via staff meetings and recorded in minutes and highlighted as part of the standard cycle of policy review.

Training records will be kept by **Michelle Blakemore** in Health and Safety files in the main office / Site managers office.

**Michelle Blakemore** is responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

The Executive Head teacher and Heads of School will be responsible for assessing the effectiveness of training received and ensuring staff are competent to undertake their duties.

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

<b>PERSONAL SAFETY/ LONE WORKING</b>
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The school believes that staff should not be expected to put themselves in danger and will not tolerate violent / threatening behaviour to its staff.

Staff will report any such incidents to the Executive Headteacher and Heads of School. The school will work in partnership with the LA and police where inappropriate behaviour/ individual conduct compromises the school's aims in providing an environment in which the pupils and staff feel safe.

**Lone working**

Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary.

**Work involving potentially significant risks (for example work at height) must not be undertaken whilst working alone.**

Staff working outside of normal school hours must obtain permission of Executive Headteacher and Heads of School and sign in and out of the school premises.

Where lone working cannot be avoided staff should ensure they have means to summon help in an emergency e.g. access to a telephone or mobile phone etc.

**School staff responding to call outs**

Nominated key holders attending empty premises where there has been an alarm activation should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.

For the upper site the call-out list is as follows:

**1st Aideen Porter**

2nd Pat Roache

3rd Clare Moore

For the lower site the call-out list is as follows:

**1st Dave Baker**

2nd Aideen Porter

3rd Clare Moore

## PREMISES AND WORK EQUIPMENT

All staff are required to report to Dave Baker or Pat Roache any problems found with the premises or plant/equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

Where premises defects are identified a dynamic assessment is conducted to determine if the area should be isolated / cordoned off whilst awaiting repair.

Dave Baker or Pat Roache are responsible for identifying all plant and equipment in an equipment register and ensuring that any specific training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments conducted where required. Equipment restricted to those users who are authorised / have received specific training is detailed in the register

### **Planned maintenance / inspection**

Regular inspection and testing of school plant and equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept in the caretaker cupboard or offices (Key areas for compliance are outlined in 'Maintenance and inspection requirements on the [Grid](#) and the DfE's [Good Estate Management for schools](#)).

### **Electrical Safety**

All staff will conduct a basic visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to Dave Baker or Pat Roache

All portable items of electrical equipment will be subject to formal inspection and testing (Portable Appliance Testing (PAT)) on an identified cycle dependant upon the type of equipment and the environment it is used in).

All earthed equipment (class 1) and cables attached to such equipment will be tested annually.

This inspection and testing will be conducted by NAH Electrical (Lower site) and PH Electrical (Upper site) of inspection and testing.

Dave Baker and Pat Roache are responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing

Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and must be subjected to the same tests as school equipment.

A fixed electrical installation test (fixed wire test) will be conducted by Plowright Hinton (Upper site) LDT Electrical (Lower site) name on a maximum of a 5-year cycle.

Records of these inspections and certification will be maintained and remedial works arising acted upon in a timely manner.

### **External play equipment**

External play equipment will only be used when appropriately supervised.

This equipment will be checked daily before use for any apparent defects, and Dave Baker and Pat Roache will conduct and record a formal [termly inspection](#) of the equipment.

PE and Play equipment is also subject to an annual inspection T and B contractors

(lower site) John Harrison Gymnasia Inspection (upper site).

<b>FLAMMABLE AND HAZARDOUS SUBSTANCES</b>
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Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the “**Control of Substances Hazardous to Health Regulations 2002**” (COSHH Regulations).

In all other areas the establishments nominated person(s) responsible for substances hazardous to health **Dave Baker** and **Pat Roache**.

They shall ensure:

- An inventory of all hazardous substances used on site is compiled and regularly reviewed.
- Material safety data sheets are obtained from the relevant supplier for all such materials.
- If required, full COSHH risk assessments are conducted and communicated to staff exposed to the product/substance.
- All substances are appropriately and securely stored out of the reach of children.
- All substances are kept in their original packaging and labelled ( no decanting into unmarked containers).
- Suitable personal protective equipment (PPE) has been identified and available for use. PPE is to be provided free of charge where the need is identified as part of the risk assessment.

Where persons may be affected by their use on site, Dave Baker and Pat Roache are responsible for ensuring that COSHH assessments are available from contractors (*this applies to both regular contracts such as cleaners and caterers and from builders, decorators, flooring specialists, etc*).

## ASBESTOS

An asbestos survey and management plan is in place for the school in accordance with [HCC's asbestos policy](#). The school's most recent asbestos management survey was conducted on Upper site October 2014

The school's asbestos log (including school plans, asbestos survey data and site specific management plan.) is held by **Dave Baker** Lower site and **Michelle Blakemore** – Upper site (Main Office).

The Heads of School will ensure that **all** school staff (and others such as catering and cleaning staff who may not be employed directly by the school) are made aware of the location of asbestos containing materials (ACM) within their work areas.

**Under no circumstances must staff undertake any work which could disturb the fabric of the building or fixed equipment, e.g. affixing anything to walls without first obtaining approval from an Asbestos Authorising Officer.** (Even stapling / pushing a drawing pin into ACM may result in the release of fibres into the air.)

In the event of any damage occurring to materials known or suspected to contain asbestos this will be reported to one of the school's asbestos authorising officers and the area immediately evacuated and closed / locked off.

Professional advice will be sought, and details of the incident reported to HCC's asbestos team [asbestos@hertfordshire.gov.uk](mailto:asbestos@hertfordshire.gov.uk).

The school's asbestos authorising officers are **Dave Baker, Pat Roache, Aideen Porter**, Bernie Murphy, Charlene Smith and Michelle Blakemore. Refresher training is required 3 yearly.

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

The Heads of School/ asbestos authorising officers shall ensure:

- That the asbestos log is consulted at the earliest possible opportunity and that **all** work affecting the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- A visual inspection of asbestos containing materials remaining on site is conducted and recorded (legal requirement to do so annually as a minimum).
- The limitations of the management survey and areas of the building that have **not** been surveyed are understood and considered as part of the permission to work process e.g. areas above 3m in height, within ceiling voids (where panels / tiles are fixed), floor voids and ducts etc.
- All records pertaining to asbestos are effectively maintained and retained (legal requirement to do so for a period of 40 years).

- The school's asbestos management plan is kept up to date and that any asbestos works (removal, new project specific surveys etc.) are notified to the LA via [asbestos@hertfordshire.gov.uk](mailto:asbestos@hertfordshire.gov.uk).
- Where more invasive works and / or works which go beyond the limitations of the management survey are planned, a refurbishment / demolition survey will be commissioned to obtain a comprehensive assessment of all ACMs that could be affected prior to the works commencing.

## CONTRACTORS

All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice.

All contractors must report to the school office where they will be asked to sign the visitors book and wear an identification badge. Contractors will be issued with guidance on emergency procedures, relevant risks, and local management arrangements.

**Dave Baker or Pat Roache** is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and checking whether expected controls are in place and working effectively.

### School managed projects

The [Construction \(Design and Management\) Regulations 2015](#)<sup>4</sup> applies to all building, demolition, repair and maintenance or refurbishment work.

Where the school undertakes projects direct the governing body are considered the 'client' and therefore have additional statutory obligations. These projects are managed by **Barkers** on the school's behalf who will ensure landlords consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought.

To ensure contractor competency the school uses a property framework contractor as a method of procuring works. These contractors have satisfied the County Council that they understand and abide by health and safety regulations. Details can be found at <http://www.thegrid.org.uk/info/premises/property.shtml> (when considering the appointment of contractors outside of Hertfordshire frameworks Barkers will undertake appropriate competency checks prior to engaging a contractor i.e. they have sufficient skills, knowledge and experience) to do the job safely, the degree of competence required will depend on the work to be done].

Contractors will be required to provide a construction phase plan, risk assessments and method statements detailing the safe systems of work to be used prior to works commencing on site.

Risk assessments and method statements shall be specific to the site and all aspects of the works to be undertaken. The school, contractors and any subcontractors involved will exchange relevant information regarding the work activities and agree the risk assessments.

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<sup>4</sup> Such projects are notifiable to the HSE where the work exceeds 30 days or involves more than 500 person days of work. In such instances and/ or if there will be more than 1 contractor on site at the same time (in which case a principal designer and principal contractor must be appointed in writing by the client) it is recommended that an agent be used to work on the schools behalf.

## WORK AT HEIGHT

Working at height can present a significant risk, where such activities cannot be avoided a task specific risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height.

Storage above head height is minimised as far as possible, where this cannot be avoided only light-weight and rarely-used items are stored there.

When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs etc.

Only those persons who have been trained to use ladders safely may use them.

Basic instruction is provided to all staff who use ladders / stepladders, see <http://www.hse.gov.uk/pubns/indg455.htm>.

Formal training on work at height, use of ladders, mobile tower scaffolds etc. will be provided where a significant risk is identified as part of an individual's role e.g. site staff.

The establishments nominated person(s) responsible for work at height is (are) Dave Baker

The nominated person(s) shall ensure:

- all work at height is properly planned and organised;
- the use of access equipment is restricted to authorised users;
- all those involved in work at height are trained and competent to do so;
- the risks from working at height are assessed and appropriate equipment selected;
- a register of access equipment is maintained, all equipment is regularly inspected and maintained with any defective equipment taken out of use until repaired / replaced
- any risks from fragile surfaces is properly controlled.

## LIFTING AND HANDLING

Generic risk assessments for regular manual handling operations are undertaken and staff provided with information on safe moving and handling techniques.

**Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.**

Those manual handling activities which present a significant risk to the health and safety of staff, will be reported to Dave Baker and Pat Roache and where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

### **Paediatric Moving and Handling**

All staff who move and handle pupils have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists, slings etc. they are required to use).

All moving and handling of pupils has been risk assessed and recorded by a competent member of staff.

Equipment for moving and handling people (hoists, slings etc.) is subject to inspection on a 6 monthly basis by a competent contractor.

**DISPLAY SCREEN EQUIPMENT (DSE)**

All staff who use computers daily, as a significant part of their normal work (*significant is taken to be continuous / near continuous spells of an hour or more at a time*) e.g. admin / office staff shall have a DSE assessment carried out.

Staff identified as DSE users are entitled to an eyesight test for DSE use every 2 years by a qualified optician (and corrective glasses if required specifically for DSE use).

Advice on the use of DSE is available in the [Education Health and Safety Manual](#) .

**VEHICLES ON SITE**

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents / guardians when bringing children to school or collecting them.

Access to the school must be kept clear for emergency vehicles.

Separate pedestrian and vehicle gates are provided.

A risk assessment is in place for pedestrian / vehicle segregation. Staff supervise entrance gates at beginning/ end of school day.

**No use** of staff car park for parents collecting or dropping off children unless prior permission has been granted.

**LETTINGS/ SHARED USE OF PREMISES**

Lettings are managed by **Michelle Blakemore**. Lettings are managed by the Office Managers following HCC guidance. Those who regularly book the rooms/ areas of school must have their own public liability insurance. All those who wish the let anywhere in the school must sign the letting agreement that stipulates all the agreed terms of the letting.

**STRESS/ WELLBEING**

The school and governing body are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE's management standards.

During appraisals and other conversations staff are encouraged to share concerns. There is an open-door policy, Phase leader meetings take place and staff can highlight any areas then. At the beginning of each staff meeting, there is a forum to discuss any problems. The school subscribes to Schools Advisory Service offers counselling and wellbeing packages.

## LEGIONELLA

A water risk assessment of the school has been completed in April 2017 by Bison Assist (Lower site) of contractor and by Nemco in February 2011 (Upper site). Dave Baker and Pat Roache are responsible for ensuring that the identified operational controls are being conducted and recorded in the school's water log book.

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

The risks from legionella are mitigated by basic operational controls and thus the following checks are undertaken and recorded.

- Water is heated and stored to 60 deg C at calorifiers (any vessel that generates heat within a mass of stored water);
- Weekly flushing of seldom used outlets and all showers (with all outlets flushed after school holiday periods);
- Monthly temperature checks on sentinel outlets (those nearest and furthest away from calorifiers);
- Quarterly disinfection / descaling of showers;
- Stored cold water tanks are inspected for compliance and safety on an annual basis by Faulkner Hayes e] and tank water temperature recorded.

All records relating to the management of Legionella must be kept for 5 years.

If water sampling for bacteria levels is undertaken provide details of frequency.

**SCHOOL SWIMMING**

**Primary school swimming in public**

These will be planned as an offsite visit in line with the school's policy.

The school will obtain a copy of the pool's standard operating procedure (PSOP) (sometimes referred to as a normal operating procedure (NOP) and emergency action plan (EAP)) which identify the safety arrangements for the host pool.

In addition, the school will obtain assurance over:

- The level of training of the swimming teacher(s);
- Pupil / swimming teacher ratios;
- Rescue / lifeguard provision provided;
- Changing provision / arrangements.

## ANIMALS IN SCHOOL

This summary details the basic health and safety issues associated with handling and keeping animals in schools.

Further advice is provided in a variety of CLEAPSS guidance documents and other information sources detailed at the end of this document.

Animals can provide important opportunities for learning and as with many other areas any assessment of the potential risks associated with this should be considered alongside benefits of the activity for pupils. Often the health and safety issues may be of less significance than the well-being of the animals brought into school.

A generic risk assessment is available for schools to adapt  
[http://www.thegrid.org.uk/info/healthandsafety/risk\\_assessment.shtml](http://www.thegrid.org.uk/info/healthandsafety/risk_assessment.shtml)

### Handling animals

Careful handling of small mammals and other animals is most important, animals should be restrained sufficiently so that, they cannot damage themselves or the handler.

Where animals will be handled by pupils then it should be checked that the :

- animal is used to being handled;
- animal is not likely to be stressed by excitable children;
- correct way to hold any animal is taught to children from the outset (e.g. fingers poked towards the mouths of normally non-aggressive animals may be interpreted as an offering of food and obligingly bitten)
- handling of small animals should be carried out over a table or preferably some form of soft surface to minimise the risk of injury caused by falling or being dropped.

In order to minimise the risk of infection basic good hygiene should be followed when handling animals:

- do not consume food or drink;
- cover any open cuts or abrasions on the exposed skin of hands and arms with waterproof adhesive dressings;
- wash hands with soap and water before and directly after handling animals (very young pupils should be supervised to ensure this is done properly);
- keep animals away from the face;
- any contaminated surfaces should be properly washed and disinfected.

Mammals should be handled daily if possible (unless breeding or nursing when they should be disturbed as little as possible). In this way they will normally become quite tame and accustomed to being handled.

### **Physical injuries**

There is always the potential risk of bites and scratches, and staff should check that any animals kept / brought in are docile, friendly and gentle in the presence of children.

### **Phobias**

Where pupils have fears or phobias about animals, these should be respected, and appropriate arrangements made to ensure the separation of the animal from the pupil(s) concerned.

### **Diseases, parasites and allergies**

The likelihood of diseases being passed on from pet animals is low. However allergic reactions to mammals, birds and a few other animals cannot be discounted. These might result from handling the animals or just from being near them and be detected by the development of skin rashes, irritation to the eyes and nose or breathing difficulties.

Hand washing soon after handling animals will help.

Staff should watch for the development of possible symptoms of allergic reactions in pupils who come into contact with the animals.

Children known to have allergic reactions to specific animals must, of course, have restricted access to those that may trigger a response. In most cases, an allergic reaction will subside once the animal and the affected person are kept apart; in extreme cases, seek medical advice.

Salmonella bacteria may be carried by reptiles; good general and hand hygiene are required, especially if aquatic reptiles, such as terrapins, are kept. Children under five should not have contact with such reptiles or the environment in which the reptiles live or exercise.

### **Visitors bringing animals into school / animal events**

Prior to booking a visit from a provider the school should seek assurance that they are reputable and knowledgeable in animal handling and can provide adequate briefing, supervision and instructions to all concerned.

Obtain information about the animals that will be shown in advance in order to identify any potential problems, such as phobias or allergies.

In order for there to be minimal risk to humans of diseases being transmitted from animals kept in schools, it is important that animals are obtained from accredited or high-quality sources.

Should conservation groups for example bring rescued animals into schools it would be advised to confirm with them that such animals have been kept in captivity for long enough to have benefited from proper treatment against diseases and parasites. It may not be appropriate for children to handle such animals.

## Animal Health

Suitable arrangements must be in place for the wellbeing of animals even when only on site for a short time.

The Animal Welfare Act contains legal obligations to ensure animals needs are met. These include the need to:

- a suitable environment;
- a suitable diet (food and fresh water);
- exhibit normal behaviour patterns;
- be housed with, or apart from, other animals;
- be protected from pain, suffering, injury and disease.

These responsibilities continue as long as the animal remains at school. Thus suitable arrangements must be made for their normal feeding, watering and cleaning during school holiday periods.

If animals have to be taken out of school during holiday periods then they should only be sent home with pupils if all of the following considerations can be satisfied:

It can be guaranteed that the animals will be looked after as well as usual.

Whoever is caring for the animals must have all the necessary information, equipment, food, skills, etc.

Parents must have been informed and given their consent.

Steps will be taken to ensure that small mammals cannot come into contact with pet animals (cats, dogs, rodents or other mammals) or wild rodents (mice, rats, etc.) while off the school premises.

Animals must be housed properly, in clean conditions with appropriate containers used to transport them which retain the animal(s) securely.

Hands should be washed *before* and, of course, after cleaning cages, tanks etc. rubber or plastic gloves should preferably be worn.

Where animals are not kept in scrupulously clean conditions, or come into contact with other animals from dubious sources, it will no longer be possible to guarantee that the animals will remain in a disease-free condition.

## Unsuitable animals

It goes without saying that certain animals present unacceptable risks and should not be brought into schools. The ASE's 'Be Safe!' 4<sup>th</sup> Edition (section 10 keeping animals) provides some advice on particular animals and those which are suitable for schools.

Wild birds and mammals taken, even if legally, from the 'wild' should not be brought into schools directly as they may be harbouring diseases or parasites transmissible to humans.

## Farm animals in school

Schools keeping a small number of farm animals (e.g. chickens, goats, sheep or pigs) to encourage children to learn about animals and their care and to teach them about the sources of our food should consider the following:

who has the experience in the housing, feeding, handling and care requirements.

that continuous animal care will be available at all times, including at weekends and over the holidays.

that funding for setting up and maintaining stock, including veterinary fees is available.

that anyone that may be affected by the animals, e.g. other members of the school and neighbours are happy with arrangements.

that suitable secure housing and containment is provided for the animals

Registration as an agricultural holding with The Department for Environment, Food and Rural Affairs (DEFRA) is required if keeping or moving sheep, goats, pigs, cows, horses and significant prior experience would be required.

DEFRA also keep a poultry register, its compulsory to register if you keep more than 50 birds (and anyone keeping poultry is encouraged to do so in order they can be notified of disease outbreaks). <https://www.gov.uk/guidance/poultry-registration>

Advice on health conditions of poultry and information on diseases is available here <https://www.gov.uk/guidance/poultry-health>

## Further information / Links

ASE 'Be Safe!' 4<sup>th</sup> Edition (section 10 Keeping Animals) provides some advice on particular animals and those which are suitable for schools.

HSE guidance on *Avoiding ill health at open farms Advice to farmers (with teachers' supplement): Agriculture Information Sheet number 23 (revised)* provides good practice guidelines for contact with animals. This can be downloaded from:

[www.hse.gov.uk/pubns/ais23.pdf](http://www.hse.gov.uk/pubns/ais23.pdf)

CLEAPSS produce a number of guides e.g. L56 Housing and Keeping Animals, L52, Small Mammals; L71, Incubating and Hatching Eggs; L124, Aquaria in Primary Schools etc.

CLEAPSS Laboratory Handbook (section 14.1)

Countryside classroom Get your hands dirty – a guide to growing plants and keeping animals in schools <http://www.countrysideclassroom.org.uk/resources/view?id=629>

**DOGS IN SCHOOL**

The school does not allow dogs on site unless they are an assistance or guide dog.

<b>INFECTIOUS DISEASES - NOROVIRUS</b>
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**Key contacts:****HCC Health & Safety (Education) unit:**

County Hall, Hertford, Tel: 01992 556478

**Beds & Herts Health Protection Unit:**

Beacon House, Dunhams Lane, Letchworth, Herts, SG6 1BE

Tel 01462 705300

Fax 01462 705301

### 1. What is Norovirus?

1.1 Outbreaks of Norovirus (NV) infection have increased substantially in recent years, particularly in semi closed communities such as schools. NV was previously called Small Round Structured Virus (SRSV) or Norwalk-like virus (NLV) and causes what many people still call 'Winter Vomiting Disease' although it can occur at any time of year.

1.2 NV is highly infectious. Infection usually occurs 12 – 48 hours after exposure. Transmission is usually from person to person by hand to mouth contact, although it may also occur from aerosols or environmental contamination, especially following severe diarrhoea or projectile vomiting. Individuals will remain infectious for at least 48 hours after symptoms have stopped

1.3 The main symptom is vomiting, often projectile, though nausea, diarrhoea, headache, fever and muscle aches also occur. The illness, although unpleasant, is generally mild and short lived, (12-72 hours). However, people with pre-existing chronic medical conditions may develop more serious symptoms. Treatment in most cases requires increased fluid intake but may also require medical advice from their GP.

1.4

**Anyone presenting with symptoms at school should be kept apart from other students and staff and be sent home as soon as possible. They should remain off school until they have been clear of symptoms for 48 hours.**

1.5 Infection occurs by the following routes:

Hand to Mouth Contact

Surfaces may be contaminated directly by vomit or by the fine mist of virus particles produced during projectile vomiting. Similar spread can occur from diarrhoea. The infection occurs when a person touches a contaminated surface such as a, tap, toilet flush handle or light switch, then has hand to mouth contact without first washing their hands.

## Inhalation

NV maybe spread from aerosol of vomit. When sudden projectile vomiting occurs, a fine mist of virus particles passes into the air, which can be inhaled by anyone in the immediate vicinity.

## Contaminated Food and Utensils

Food and utensils in the vicinity of a vomiting incident for example bowls of uncovered fruit, prepared food or utensils, which have been handled by infected staff or pupils who have not washed their hands, can also be a source of spread of the virus.

## Direct Person to Person

Less common – usually requires intimate contact e.g. caring for someone infected with the Norovirus.

## **2.PREVENTING / PREPARING FOR AN OUTBREAK**

2.1 While it is not possible to prevent an outbreak occurring under all circumstances, the following precautions will help to reduce the likelihood of an outbreak becoming established:

Vigilant monitoring of vomiting and diarrhoea incidents on the premises.

Early identification of the signs of an outbreak.

Staff training and awareness of their role.

Awareness amongst staff and parents / carers regarding the importance of not reporting for work or school if suffering from sickness or diarrhoea (until 48 hours after symptoms have cleared). NB this applies to **all** staff and pupils, not just food handlers

Thorough routine cleaning procedures for hand contact surfaces such as taps, toilet handles, door handles etc. (see 5.0)

2.2 Have a plan identifying the equipment, staffing and resources required for the control of an outbreak and ensure the availability of cleaning materials, liquid soap, disposable towels, waste bags etc.

2.3 Cleaners must be provided with sufficient equipment for their own safety and to ensure that cleaning is effective e.g. gloves and aprons, disposable cleaning cloths/paper.

### 3.IDENTIFYING AN OUTBREAK

In order to control the spread of NV it is essential that outbreaks be identified as soon as possible.

An outbreak is defined as 'the occurrence of two or more related cases of the same infection' but in practice reporting is necessary if 5% or more pupils or staff affected by similar symptoms. This is a general guide and there will be exceptions where reporting will be triggered by lower infection rates e.g. special schools where there will be vulnerable children that may be immune suppressed and/or incapable of implementing good personal hygiene.

#### 3.1 Key indicators of a viral outbreak are:

**Sudden onset of vomiting or diarrhoea– they may often not have sufficient warning to reach a toilet.**

**A rapidly increasing number of people with symptoms.**

3.2 If you suspect you may have an outbreak of vomiting and diarrhoea immediately contact:  
Local Environmental Health Department (EHD)  
Health Protection Unit (HPU)

Early signs of a viral gastroenteritis outbreak can be very similar to a food poisoning outbreak; the Environmental Health Department (EHD) may wish to check for any possible link to food or to a private water supply.

### 4.CONTROLLING AN OUTBREAK

#### 4.1 The Head Teachers role:

If you have an outbreak of vomiting and diarrhoea strict control at an early stage is essential to prevent further spread. As the head teacher, you have a key role in controlling the outbreak. You should:

Identify the possibility of an outbreak (see Identifying an Outbreak above) and report it to the EHD and HPU at the earliest opportunity.

Implement strict infection control measures in full (see section 5)

Ensure that a person or persons are nominated (i.e. yourself and or others) to:

Maintain a record of all staff/pupil cases (see below)

Liaise with EHD and HPU.

Implement control measures in full

Inform and provide advice to all relevant persons including parents, children etc.

Inform and provide advice and training to staff regarding their role in controlling the outbreak.

**If the outbreak is not controlled (i.e. the daily number of new cases is steady or rising) then:**

**Consider restricting pupil movements.**

**Consider withdrawal from use of certain communal areas.**

**Seek advice from EHD and HPU on further management of situation**

Stool samples may be requested from up to five affected people to confirm the diagnosis. Your EHD and HPU will advise you about local arrangements. You may be asked to keep specimen pots at school, so they are readily and easily accessible for any new cases

#### 4.2 Visitors and trips

Visitors to the school during an outbreak should be advised of the situation, and, if possible, their visit postponed. If not, they should be given an information sheet. They should not visit the school if they are unwell themselves.

Provide hand-washing and drying facilities for any visitors.

Advice should be sought from the HPU regarding postponement or delay of any school trips or journeys due to take place during an outbreak

#### 4.3 Staff/pupils

It is essential that all staff, pupils and their parents / carers are made aware of the importance of staying away from the school if they are suffering from diarrhoea or vomiting.

NB – Staff/pupils that appear well may actually be infected but have not yet developed symptoms

## 5. INFECTION CONTROL MEASURES AND ENVIRONMENTAL CLEANING

5.1 Public and communal areas need regular cleaning during an outbreak.

5.2 Bleach based products are very effective although users need to ensure that all health and safety risks are fully assessed. A concentration of 0.1% hypochlorite solution (1000ppm) will effectively destroy NV.

This can be achieved by the use of a dilute solution of household bleach (check label for concentration), or as a safer alternative 'Milton' fluid (standard strength is 2%, dilute 1 part Milton in 19 parts water).

For areas of gross contamination use 1% hypochlorite solution (10,000ppm).

5.3 Bleach/Milton can be obtained through County Supplies. The County also supplies a number of 'combined' cleaning and disinfecting agents but at the present time the manufacturers of these products are not able to confirm if these will effectively inactivate NV.

If anyone should vomit in an area where there is uncovered food or drink then it must be discarded since there is a risk that it has been contaminated with the virus.

Following all vomiting incidents, all surfaces must be thoroughly cleaned, and dried, and where possible, evacuate the area during this period.

Deep steam cleaning of soft furnishings e.g. curtains and carpets where pupils/staff have been unwell should be undertaken. After cleaning, ensure that rooms are well ventilated.

Food surfaces that may be contaminated following a vomiting incident should be immediately, thoroughly cleaned.

Ensure all surfaces in toilet areas are cleaned regularly and after any incident, and all surfaces wiped with a hypochlorite solution.

If an air conditioning facility is in use this should be isolated and switched off in affected areas - professional advice should be sought on decontamination of the system before further use.

## **6.ROLES OF AGENCIES**

### 6.1 Environmental Health Officer (EHO)

The local EHO, in conjunction with the local HPU, has a responsibility for the control of communicable disease.

This is achieved in a number of ways:

- Investigating the origin and cause of the illness.
- Advice on controlling the outbreak.
- Taking samples for analysis.
- Carrying out an inspection of the premises.
- Advising on good hygiene practices.
- Considering the potential for formal action in the event of food being identified as the source.
- Preparing 'after the event' reports for discussion and implementation of the lessons learned.
- Advising on preventive measures.

## 6.2 Public Health

The Health Protection Agency role, through the local Health Protection Unit (HPU) Consultant in Communicable Disease Control (CCDC) and Health Protection Nurse (HPN) is to:

- Co-ordinate responses in large outbreaks as necessary.
- Advise on infection control measures.
- Assist the local authority EHO.
- Consider and document the epidemiology of cases.
- Advise on the need for stool samples and make the necessary arrangements for their analysis via Microbiology.

**For further advice please contact the [Health Protection Unit \(HPU\)](#)**

**If you have any queries to do with this policy please contact: The Environmental Health Manager (Herts County Council) or the Health and Safety (Education) Team (Herts County Council).**

**The following record sheet are provided and are suitable for photocopying:**

## RECORD OF STUDENTS/STAFF GASTROINTESTINAL SYMPTOMS (Line list)

**Name of school:**

**Headteacher:**

**Contact number:**

**HCC Health & Safety (Education) Tel: 01992 556478**

**Beds & Herts health Protection Unit: Tel 01462 705300**

Date	Name	Staff/ student	Class	Date of Onset of illness	Symptoms	Back to school date	Stool specimen ?

<b>COVID-19</b>
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The school has produced a risk assessment detailing the control measures in place to mitigate risks of COVID-19 transmission, this is based on the national guidance for schools.

Our risk assessment has been consulted on with all staff and will be regularly reviewed to reflect changes in national guidance as well as local operational issues.

This assessment ensures compliance with the Governments guidance on managing the risk of COVID-19 namely:

To minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school

We have cleaning, handwashing and hygiene procedures in line with guidance

We are minimising contact between individuals and maintain social distancing wherever possible

Where necessary staff wear appropriate personal protective equipment (PPE) where required

In the event of any infection we will:

Engage with the NHS Test and Trace process

Manage confirmed cases of coronavirus (COVID-19) amongst the school community

Contain any outbreak by following local health protection team advice.

<b>HEAD LICE</b>
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Parents are asked to:

Check their child's hair regularly.

After washing hair, finish with conditioner and comb through with a fine-toothed comb. This can give an 'early warning' and so avoid a major outbreak.

Inform us when a case of head lice is found.

Use chemical treatments only when head lice are found

Check the whole family

Keep long hair tied back for school

Collect their child from school if live head lice are found

Send child back to school only when the head lice have been cleared

Staff at school will:

Remind children and parents that long hair should be tied back

Contact parents if a child is found to have live head lice. The parent will be given the opportunity to collect the child and return them once clear of head lice.

Issue a reminder slip to all those in a class where a case of head lice has been noted. This will remind parents to check hair regularly. It is not a request for children to be treated with chemicals. Such treatments should only be made when lice are found. They should not be used as a preventative measure.

## CHILDREN LEAVING SCHOOL DURING THE DAY

Where a child needs to leave school during the day, e.g for a medical appointment, parents are encouraged to make a request to the head or class teacher in advance.

Parents are always required to collect the child from the office not the classroom. External classroom doors are to be kept locked during the school day.

Children will remain on the school premises until collected by a parent or known adult. A member of the Admin team will collect the child from the classroom and escort him/her to the waiting parent. Children will be dismissed only to a parent or adult authorised in advance by the child's parent.

A check will be made as to whether the child will be returning to school later (eg in time for lunch).

The parent or collecting adult will be asked to 'sign out' in the signing out book. This records the child name, time, name of person collecting and reason for leaving school during the day.

**Also, parents are asked to sign in if the child returns to school after an appointment.**

<b>WET PLAY PROTOCOL</b>
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Teacher on duty decides whether or not it is 'wet' playtime.

Children are told in each class that it is wet play.

Children have fruit and drinks.

Children get out 'wet' play activities with the teacher's supervision.

Teacher remains in classroom to supervise children – relieved by teaching assistants for toilet break.

Teachers playtime drink bought into class by teaching assistants – put in a safe place out of reach of children.

Scissors should not be available for use at “wet playtime”

Children to be made aware that indoor activities should be carried out in an orderly manner, sitting at a table – number on carpet to be limited so that they are not inclined to be too boisterous.

Children to be aware that when the bell rings for the end of play everything has to be cleared away sensibly, getting ready for the next session.

## **Addendum to H&S policy September 2020**

In recognition of the current circumstances due to COVID-19, this addendum to the school's H&S policy sets out the arrangements in relation to the return to full-time school from September 2020.

In line with the school's wider responsibilities under Health and safety legislation detailed in the main H&S policy, the school has produced a COVID-19 risk assessment detailing the control measures in place to mitigate risks of transmission, this is based on the national guidance for schools produced by the DfE.

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Our risk assessment has been consulted on with all staff and will be regularly reviewed to any reflect changes in national guidance as well as local operational issues.

### **The Executive Headteacher and Heads of School will:**

Have overall responsibility for the development and implementation of the wider H&S policy, COVID-19 risk assessment and action plan.

Consult with all staff as part of the planning and risk assessment process.

Ensure all documentation is regularly reviewed to meet current need and any updated guidance from the Government or Local Authority.

Ensure that all staff, including temporary staff, peripatetic and supply teachers, visiting coaches etc. are briefed on the required controls for managing risk.

Put in place a monitoring process to review how staff and students adapt and adopt to the controls put in place, reviewing the risk assessment to reflect any additional controls or risks which become apparent as operational activities and curriculum are delivered.

Ensure that individual risk assessments (for both staff and pupils) are conducted where required.

### **All staff will:**

Carry out all work in accordance with the policy, risk assessment and action plan, including additional tasks as part of the response to COVID-19.

Take the opportunity to contribute to the risk assessment and action planning process.

Ensure appropriate controls and procedures are brought to the attention of all staff under their control.

Be responsible for reporting any Health and Safety risks related to COVID-19 to the Executive Headteacher and Heads of School

The COVID-19 risk assessment ensures compliance with the Governments guidance on managing the risk of COVID-19 namely to:

- minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school;
- ensure enhanced cleaning, handwashing and hygiene procedures are in place and in line with national guidance;
- wear face coverings where recommended, in communal areas of the school where social distancing is hard to maintain;<sup>5</sup>
- minimise contact between individuals and maintain social distancing wherever possible;
- ensure staff wear appropriate personal protective equipment (PPE) in circumstances where this is required.

In the event of any infection the school will:

- engage with the NHS Test and Trace process;
- manage confirmed cases of coronavirus (COVID-19) amongst the school community;
- contain any outbreak by following local health protection team advice.

Confirmed cases in a child or staff member will be notified to Public Health England Health protection team 0300 303 8537 Option 1, HCC and [COVID-19IMTRota@hertfordshire.gov.uk](mailto:COVID-19IMTRota@hertfordshire.gov.uk)

Relevant Health and Safety information and the school plans for management of COVID-19 risks has been communicated to all staff and the wider school community.

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<sup>5</sup> Schools that teach years 7 and upward Heads have discretion to require face coverings to be worn by pupils, staff and visitors in communal areas outside the classroom where maintaining social distancing is difficult.

In primary schools headteachers have the discretion to decide whether to ask staff or visitors to wear face coverings in these circumstances. Primary school children will not need to wear a face covering.

Based on current evidence the DfE guidance is that face coverings will not be necessary in the classroom even where social distancing is not possible. Face coverings would have a negative impact on teaching and their use in the classroom should be avoided