

# SILVER BIRCH ACADEMY TRUST

## Health and Safety Policy

### DATE

November 2017

### REVIEW DATE:

November 2019

This health and safety policy links to the following policies:

- First aid
- Risk assessment
- Supporting pupils with medical conditions
- Accessibility plan



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## Introduction

The "Health and Safety at Work etc. Act 1974" (HSWA) and subsequent regulations place obligations upon employers, their employees, and the self-employed, in respect of measures to safeguard everyone involved in, or affected by, work activities.

These obligations have been developed during the years since the original HSWA and through the issuing of regulations and approved codes of practice.

This process of development may be expected to continue and has been given additional impetus through the embodiment into UK law of EC Directives, of which the "Management of Health and Safety at Work Regulations 1999" is a significant example.

This health and safety policy serves the dual purpose of drawing together into one document those procedures and guide-lines which have been developed within the school in response to the regulations that currently apply and a framework for future developments and updating that may apply as necessary.

Responsibility for the production, updating, and development of this policy lies with the Headteacher/Head of School, but the actual updating, and amendment may be delegated. The term 'school' will be seen as applying to any school within the Silver Birch Academy.

All employees and contractors are required to be familiar with this policy, to understand it and to act in accordance with its requirements.

All employees and contractors have a legal obligation to work and act with due regard to the health and safety of themselves and others, to co-operate in complying with statutory duties, and not to intentionally or recklessly misuse anything provided by the school in the interests of health, safety and welfare.

This policy is issued with the authority of the Executive Head Teacher and its requirements are binding upon all employees. This policy also applies to all lettings of the premises.

## Safety Policy Statement

The Headteacher/Head of School fully accepts his/her responsibilities under the "Health and Safety at Work Act 1974" to provide the resources to ensure the health, safety and welfare of both staff and pupils.

The school is committed to identifying, then eliminating or controlling, any hazards encountered in the school or on the site.

The Executive Head Teacher will monitor this safety policy and revise it as necessary.

The school is also committed to the safety of others, not employed by the school, who may be affected by the activities of the school, including pupils, helpers, visitors, contractors on site. All sites are non-smoking areas.

This statement, together with the safety policy, will be communicated to all members of staff via the school's regular training sessions and through induction training for new staff. A copy of the policy is available on the Whittingham Primary Academy Website, which is accessible to every member of staff.

## Roles and Responsibilities

### Governors

Whilst Governors do not have to actually implement the health and safety policy of the school, they do have a role in ensuring that the school has a suitable health and safety policy in place and that it is acted upon.

By ensuring that the health and safety policy is developed and implemented the Governors will be discharging their legal requirement of ensuring the health, safety and welfare of the school's employees and the health and safety of those not in their employment i.e. pupils, parents, visitors and contractors.

The Governors must also ensure that the senior school management operates safe school premises with safe equipment, materials and substances.

The Governors also ensure that the policies and standards laid down by the SBAT are adhered to.

To ensure that the above are in place it will be necessary for the Governors to periodically inspect the school and ask specific questions of senior school management to ensure compliance.

## Executive Head Teacher

The Executive Head Teacher retains overall responsibility for ensuring the health, safety and welfare of all the employees and the health and safety of pupils, visitors and contractors. The following duties normally relate to the Executive Head Teacher but any of them may be delegated to suitable staff, such as the Headteacher/Head of School. Note that even if duties are delegated, overall responsibility rests with the Executive Head Teacher to ensure they are carried out.

The Headteacher/Head of School's duties include activities organised on behalf of the school but being undertaken away from the school site.

The Headteacher/Head of School will:

- Take day to day responsibility for all health and safety matters affecting the school;
- Ensure effective communications on health and safety matters exist between the school and the Children's Service Safety Advisers;
- Ensure compliance with health and safety law;
- Provide Governors with an annual report on matters affecting health and safety within the school;
- Together with school staff, assess and control the risks to persons, from hazards within the school, and any of its activities, wherever they are undertaken;
- Provide equipment and articles for the school that are adequate for their intended use, are correctly serviced and properly maintained;
- Ensure hazardous substances, i.e. cleaning substances, are properly used, stored and disposed of;
- Maintain first aid and accident reporting systems that are suitable for the school;
- Evaluate the need for health and safety training for school staff and arrange for its delivery;
- Bring to the attention of the Governing body, any matter of health and safety that can not be resolved or is of substantial or imminent danger to any person;
- Liaise with contractors, or their representative undertaking work on the school site, to ensure the safety of any persons exposed;
- Ensure arrangements for fire prevention within the school are adequate and that suitable
- arrangements are in place for testing the fire alarm systems, fire-fighting equipment, emergency lighting etc. and that records are maintained;
  
- Ensure adequate fire drills are carried out and their results recorded;
- Keep the school's health and safety policy under review and bring any amendments to the notice of all staff;
- Ensure that adequate emergency procedures exist in relation to fire, gas leak, intruder etc.;
- Ensure that the school has access to competent health and safety advice.

## Headteacher/ Head of School

The Headteacher/Head of School is assigned the responsibility for reviewing risk assessments for Educational Visits and for ensuring the regular inspection of small electrical items.

In addition to the duties outlined above for the Headteacher/Head of School, the HT/HoS will also assume the duties of the EHT when deputising for the EHT. It is therefore important that the HT/HoS is fully familiar with all aspects of the school safety policy.

## PE Co-Ordinator/Teachers

Are responsible for the creation and completion of Risk assessments for educational visits and class based activities, these are to be reviewed by the Headteacher/Head of School.

## All Employees

All employees are to be familiar with the school safety policy and:

- Ensure that they work in ways that are safe and without risk to themselves, the pupils other staff or visitors;
- Co-operate with those who have a duty to ensure health and safety by adhering to advice, instructions and procedures for health and safety;
- Report any unsafe practices which come to your notice;
- Participate with the school to improve the standard of health and safety.

## Site Manager

The Site Manager has very specific and important roles to play in the implementation of the health and safety policy for the school. The Site Manager will ensure:

- Staff within their control are adequately trained or instructed to perform the duties for which they are employed;
- The COSHH assessments have been carried out, are up to date, and the assessment sheets available to staff who need them;
- All staff using chemicals have been informed of the dangers from the chemicals they use and the control measures that are in place to prevent them from being harmed;
- All staff using chemicals are informed of the first aid treatment required in the event of them coming into contact with the chemicals;
- Risk assessments have been carried out on all hazardous activities undertaken by the department i.e. using ladders, entering boiler rooms etc.

## Health and Safety Committee

The established health and safety committee are to meet on a regular basis regarding health and safety with in the school, to review any concerns raised, review risk assessments, review all works completed by the caretaker raised by the staff, the health and safety are to report their findings to the Executive Head Teacher and local governing board meetings.

The Health and Safety committee is made up of the following representatives:

- H&S Governor
- Headteacher/Head of School
- Staff representative
- Business Manager

## Arrangements or procedures for ensuring the policy is met

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## Administration of medication

It is recognised that teachers do not have any obligation under their contract to administer medication to pupils and that such administration is on a voluntary basis. There is a requirement however under the DfE to assist pupils with medical needs.

### Administering medication in school

The school accepts the need for some pupils to receive medication during school hours. To this extent, a nominated first aider will administer medication under the guidelines shown in this procedure.

Only medication prescribed by a doctor will be accepted for administration.

The medication will only be accepted with written authorisation from the parent or guardian.

The written authorisation must contain clear instructions about the dosage and time of the administration.

A standard form is issued by the school for this permission to be given.

Medication, other than asthma inhalers, will be administered in the presence of another member of staff.

The medication is stored in a secure place; in the medical room or the designated fridge, if it is necessary to keep it cold.

### Animals in School

Animals can play an important role in the education of children. Children can learn about their needs and characteristics. Only suitable animals should be used in the school and proper planning considered for their welfare, particularly during holiday times. Recognised publications should be used to determine suitable animals and should be available when keeping animals in school.

The school has adopted the following principles relating to the care and management of animals on school premises:

Be aware that there are some animals and plants that cannot be taken from the wild.

Have a reliable reference book available on the animal such as those produced by the RSPCA. Only obtain animals from reputable suppliers.

Ensure that children wash their hands before and after handling animals.

Animal houses to be kept clean and disinfected as required.

Do not allow contact between school animals and wild animals, to avoid transmission of disease. Do not allow children to bring dead or injured animals in to school.

If animals wander on to floors or tables wash afterwards. Teach children how to handle the animals with care.

Feed animals correctly.

Any animal bites and scratches should be washed carefully. Seek medical advice if there is any risk of infection.

## Asthma

Guidelines for dealing with an asthmatic attack are made known to all staff.

Details of all children in the school who have an asthmatic condition are contained in the school medical register that all staff are aware of and can access.

All teachers are aware of the location of each child's inhaler and where spare ones are stored. Supply teachers must be made aware of the children in the class with asthma.

For most children, their inhalers are kept in their classroom. Some children manage their own inhalers and keep them on their person at all times. A teaching assistant administers daily medication to those children who need it.

## Accident Reporting

All accidents are recorded in the school accident books.

Reports are completed by the member of staff responsible for accident reporting. More serious accidents to pupils and any accidents to staff, visitors, or contractors are notified to MEDIGOLD.

Notifiable injuries are declared to the Health and Safety Executive.

Where a child is taken directly to hospital from school, the Health and Safety Executive is notified. Where a child has suffered a head bump, a letter is sent home to advise the parent.

The accident book contains the following information:

- Name of injured person;
- Time, date and place of the injury,
- What happened to cause the injury,
- The injury sustained,
- Treatment given,
- Name of any witnesses.

More serious accidents are investigated to try and prevent it happening again. This investigation is documented.

The record of accidents is checked regularly for trends and possible causes.

## Auditing of the safety system

The safety system is regularly checked to ensure that it remains up to date and effective. A safety audit is carried out annually by the Health and Safety Committee.

As part of the audit, the auditors check Health and Safety records and walk through all parts of the school to look for failings in the system.

## Blood, avoiding contamination

All staff are familiar with this procedure before having to handle blood:

- Wash hands first
- Put on disposable gloves.
- Clean any wound as necessary or ask first aider to treat.
- Dress any wound if necessary.
- Dispose of the gloves and wipes or contaminated material in a plastic bag, seal if possible, and dispose of in a yellow bin. There is a yellow bag system in place, use the yellow bag.
- Wash hands thoroughly again.
- Record incident in the accident book.

## Chemical Safety

The most hazardous chemicals used in the school are the cleaning chemicals used by the cleaners and they are kept locked in cleaners' cupboard or caretaker room when they are not being used. Teachers do not keep their own small stock, or spray, for their own cleaning jobs.

Chemicals and cleaning chemicals are always stored in their own container with the original label and warnings showing clearly on the container.

We never use food or drink containers to store chemicals. We keep only small quantities of the chemicals. Any spillages are cleaned up at once.

Children are taught to recognise the orange warning symbols, which they may come across on household containers, such as bleach, disinfectants, lavatory cleaners, oven cleaners, paint strippers, etc., and warn of the dangers.

Protective clothing is available when using chemicals.

COSHH assessments are carried out before using chemicals and the user informed of the dangers and control measures to be in place for that chemical. There are suitable first aid arrangements available for treating chemical splashes.

Reference: The Control of Substances Hazardous to Health Regulations.

## Contractors on site

Contractors on site are supervised by the Head Teacher or site manager, who is aware of the school's responsibilities regarding contractors. Checks are made for competence and insurance.

Contractors provide risk assessments as necessary. The following guidelines are followed. Before any work commences, it is advisable to hold a meeting on site with the contractor to agree how potential problems can be avoided.

When using local contractors, the school uses the LA "approved list" or contractors suggested by Strictly Education. This ensures that only suitable contractors are brought into the school to perform tasks.

For a contractor to get onto the approved list they need to satisfy the following:

- Be capable of carrying out the work in a competent manner, either by qualification or experience;

- Can supply the resources to satisfactorily complete the job, without up-front payment;
- Able to supply several satisfactory references, which should be checked;
- Is a member of the relevant trade association;
- Has sufficient and up to date Public Liability Insurance, ask for a copy of the certificate and keep it on file, diary date the expiry to check for renewal;
- Has an up to date and meaningful safety policy;
- Has documented risk assessments;
- Agrees to abide by the school safety policy and rules, in writing;
- Clearly states what work will be done, at what cost, and by when, in writing, before the work commences so that understanding and agreement can be reached.

## Electrical Safety

The following procedure is adhered to in the use of electricity:

- All portable electrical appliances are tested annually. The Site Manager organises the annual check of small electrical equipment. A reputable company is employed to conduct this task.
- Staff are instructed to visually check each item of electrical equipment before it is used and to look for signs of burning, damaged cables, loose covers etc.
- Any faults are reported to the Head of School immediately and the equipment taken out of use until it is suitably repaired.
- No one can work on any electrical circuitry or equipment unless competent to do so.
- Staff are aware of the dangers of trailing cables and are forbidden to have trailing cables across walkways.
- Four-way extension blocks are secured to the wall or computer trolley to prevent them being tangled in feet. This prevents tripping hazards and damage to equipment.
- The fixed electrical installation is tested at about five yearly intervals.
- Staff are instructed not to use personal electrical items in school until they have been PAT tested by the procedure described above.

## Fire Safety

Fire drills are carried out at least once per term. The time taken to evacuate the school is recorded.

During some of the fire drills, we notionally block off one of the escape routes to more closely simulate a fire situation.

The fire alarm system is tested by an approved contractor on a regular basis. Any faults on the systems are reported to the contractor immediately.

Break glass points are tested weekly by the site officer from a different point each time and a record of this is held.

All records of the alarm system tests and fire drills are kept by the site officer. Fire assembly points are known by all.

Registers are taken to the assembly point by the administrative assistant to carry out a roll call. Fire extinguishers are serviced regularly.

Fire exits are to ensure that they are not blocked.

Fire exit doors are checked regularly to ensure that they are in good condition and can be opened. Fire signs are adequate and updated to comply with recent changes to regulations.

Fire Marshals "sweep" the building in the event of a fire or alarm to ensure it is empty and that doors are closed.

If anyone is to fight a fire, they are properly trained.

All staff, and particularly supply teachers, are made aware of the fire arrangements.

## First Aid

The school will endeavour to have at least two four-day qualified first aiders to allow for cover during school visits. Where possible the remaining staff will have received the basic one-day first aid training.

A list of the qualified first aiders is available in the medical room. All staff, including supply teachers are made aware of the first aiders and their location.

First aid kits are available in the school, kept in the medical boxes, and their contents checked and replenished as necessary by the nominated first aider. Only first aid items are held in a first aid kit. There are no creams, lotions, tablets etc. in the kit. Epipens/Anapens are stored in a safe but accessible place, clearly labelled with the pupil's name and picture. This should be in an unlocked cupboard within the pupil's classroom.

Portable first aid kits are available, suitably stocked and taken on all visits away from the school. In the event of a more serious injury, such as:

- Unconsciousness;
- Severe bleeding;
- Object stuck in throat;
- Deep cut that may require stitching;
- Suspected fracture;
- Severe asthma attack;
- Severe reaction to bites or stings;
- Swallowing or suspected swallowing of toxic substance;

The school Dials 999 and asks for an ambulance,

PARENTS ARE CALLED IMMEDIATELY.

## Flammables

There are no flammable materials on the school premises.

## Health and safety assistance

The school seeks the assistance of the health and safety department of the Local Authority as necessary. This department provides advice, guidance and training on health and safety law and what the school needs to do to comply with that law.

## Inspection of the school

The school is inspected regularly by the Executive Head Teacher and/or the Headteacher/Head of School for any defects that could lead to an accident or ill health of any occupant. These inspections are carried out normally once per term at the start of the term, and the results briefly recorded in the school log or inspection book.

The Governors carry out safety inspections on an annual basis and submit a report to the Executive Head Teacher for action.

## Ladders and Stepladders

### Extending Ladders

Where extending ladders are used, normally by the Site Officer, proper instruction or training is received. It is recognised that this training could have been received during previous employment i.e. used to be a fire fighter and received training from the Fire Service. Roof work, even retrieving balls, is not undertaken during windy or severe weather.

### Stepladders and kick stools

There are sufficient stepladders or kick stools provided around the school to prevent staff from using chairs for access to high shelving or putting up displays. Staff should receive basic instruction in the use of step ladders to ensure that

they are aware that they must not have any degree of side loading and that the top step should not be stood on, unless it is designed for this, and has a suitable rail to support the user.

Staff are advised to get support from a colleague if using a ladder or stool as necessary.

## Manual Handling

All staff are made aware of the risks associated with manual handling. Staff are advised to avoid manual handling as much as possible. Manual handling includes lifting, pulling, pushing, moving and carrying. Where there are manual handling tasks to be carried out then a suitable risk assessment is carried out to determine if the risk can be reduced. This is particularly important where the school has disabled pupils who may need assistance for certain tasks.

Where a manual handling assessment for a pupil is needed, it is likely that specialist assistance will be required.

Where staff have to carry out manual handling operations then the appropriate level of training is provided.

Seeking assistance with the task can often reduce the risks for simple handling tasks.

Where necessary, a removal company is employed to move large items of furniture or equipment.

## Office safety

The office is checked to ensure that trailing cables from computers do not cause tripping hazards.

A Display Screen Assessment is carried out to ensure that the school administrative officers are not exposed to risks from repetitive strain injury or work related upper limb disorder. The administrative officers are involved in the assessment.

There is adequate storage provided for files etc.

Space on top of high cabinets, under the desks and open floor areas is not used for storage. The office floor is kept free of delivery packages

## Off site visits

A senior teacher is the Educational Visits Officer who has responsibility for off-site visits and ensuring procedures are followed at all times. An off-site visit is any visit where the children are taken away from the school site.

Risk assessments are completed and documented for all off-site visits. Where the visits are regular visits, such as to the church or swimming pool, the risk assessment is completed then reviewed each term or year as necessary.

All DfE guidelines are followed before any off-site visits take place. All necessary documentation is completed before the visit takes place.

Where activity providers are used then their competency is checked.

The risk assessment process determines the level of first aid cover on the visit. First aid kits are always taken on the visit.

All arrangements for off-site visits are checked by the Headteacher/Head of School before the visit commences. The Headteacher/Head of School is the Educational Visits Coordinator.

## Pregnant workers/New mothers

When a member of staff has become pregnant the Executive Head Teacher is notified a risk assessment carried out to ensure that the duties performed do not cause her, or her unborn child, any harm. An assessment should be carried out for mothers returning to work after pregnancy to assess work station suitability. Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly

## Risk assessments

Risk assessments are carried out by the school to comply with legislative requirements. The risk assessment process is led by the Executive Head Teacher, but includes members of the Health and Safety Working Group. The risk assessments look at the hazards encountered, who may be harmed by them, how they may be harmed, the control measures that are in place or need to be put in place. The findings of the risk assessment are brought to the attention of staff and the assessment reviewed and revised as necessary. The review takes place at least annually but will also take place if there are changes that require it, such as building work being carried out at the school.

## Safety Training

The safety training needs of the school are considered by the Health and Safety Working Group and the appropriate training arranged for staff.

Safety training is given to new or relief teachers as soon as they join the school. As an absolute minimum, this basic training includes the procedures for fire and first aid. They are also made aware of this safety policy and the procedures for implementing it.

The Headteacher/Head of School arranges refresher training as necessary.

## Security

We aim to make the school secure during the day. Doors are not left open where this would allow unauthorised access.

## Visitors

Visitors to the school are directed to the main office by signs outside.

Visitors, even regular visitors, contractors etc., sign the visitors' book at reception. The school issues badges for visitors.

If unknown visitors are encountered in the school, or not wearing a valid badge, we follow the procedure set out in the Intruders section below.

Visitors sign out at the end of the visit.

## Valuable equipment

All valuable equipment (Over £500) is security marked and an inventory compiled and maintained by the school administrative officer in conjunction with the HoS and the ICT Coordinator.

## Personal property

Staff are responsible for the security of their own personal items. These can be deposited in the office or staff room lockers during the day.

Pupils are discouraged from bringing valuables into school.

Pupils can ask the class teacher or administrative officer to look after small quantities of money they may bring in to school.

Parents are constantly reminded to identify pupils' clothing by securing name-tags to them.

## Cash handling

All cash is kept in the school safe. The largest amounts of cash are likely to be the regular collections of dinner money. Cash is not stored on the premises for longer than necessary.

## Intruders

All members of the school community share responsibility for identifying and reporting possible intruders. Reports are made to the school office. The "school safe" system is used for contacting the police and triggering the school telephone notification tree.

Potential intruders are approached and asked "May I help you?" or "Is someone helping you?" If necessary, intruders or unwelcome visitors are seen off the premises. The police are called if there is any cause for concern or any disturbance on the school premises.

In the case of any emergency, including an intruder or unwelcome classroom visitor, a "RED CARD" is sent by the staff member to the HT, office or any available member of the leadership team.

## Stress

The school has the following policy on stress:

Staff are aware that stress is not a sign of weakness and that it should be discussed openly.

Staff are encouraged to support one another.

The Executive Head Teacher and senior school managers are aware of the signs of stress and aim to provide support as necessary.

Stress is considered when carrying out the risk assessments for the school.

Particular attention is paid to signs of stress during difficult periods i.e. coming up to and during Ofsted inspections etc.

## Waste

Waste bins are located in the Ladies Toilets and in the Caretaker's Room for sanitary and medical waste and are emptied on a regular basis.

## Accident Reporting

Admin assistant has the responsibility for completing the accident related forms, and bringing accidents to the attention of the Headteacher/Head of School.

## PE & Play Equipment

The Play equipment in the main sports hall, play equipment in the playground and play equipment in the nursery are to be reviewed annually by an independent inspector and certificate should then be issued.

The Health and Safety committee should inspect the Play Equipment on a half termly basis to assess the suitability of the equipment before the start of the new term.

## Lone Working

At any point where there is a staff member alone within the school, a member of the senior leadership team is informed and the caretaker is informed.

Staff are encouraged to leave the premises at the same time as the caretaker, staff are encouraged to be vigilant when leaving the premises alone after dark.

The Caretaker responding to an alarm call is encouraged not to enter the premises if the alarm call is for a "confirmed entry. The caretaker is advised to approach the school at a distance and to call the police for assistance.

## HSE First Aider

In the event that an accident within the school that requires an HSE Qualified first aider and cannot be dealt with by a member of the first aid group then staff members are to immediately contact the local GP for assistance.

## Appendix 1 – Health and Safety Responsibilities

(First Aid at Work) First Aiders

Surname	Forename
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Ahmet	Norma
Araujo	Edvige
Butcher	Jackie
Clarke	Nadine
Clarke	Tracey
Crook	Jennie
Keane	Christine
Matondo	Kidia
May	Judith
Murphy	Vinny
Raja	Tazim
Ray	Samantha
Ryan	Suzanne
Ward	Betty
White	Olivia
Wilson	Willson

### Paediatric First Aiders

Surname	Forename
Bancroft	Kelly
Cullen	Dawn
Dadomo	Andrew
Hatch	Beverley
Hamani	Helena
Jawed	Iram
Lowin	Georgina
Miller	Christopher
Pegg	Briony
Tierney	Susan
Tsekova	Natasha
Wynne - Peters	Natasha

### Fire Marshalls

Surname	Forename
Ahmet	Norma
Butcher	Jackie
Harvey	Beverley
Jawed	Iram
Murphy	Vinny
Pegg	Briony
Smith	Helen
Tsekova	Natasha

## Appendix 2 – COSHH

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

- Chemicals
- Products containing chemicals

- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease
- 

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

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

All hazardous products are stored in locked cupboards and under no circumstances will pupils have access to substances.

Any hazardous products are disposed of in accordance with specific disposal procedures. Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

## Gas safety

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer
- Gas pipework, appliances and flues are regularly maintained
- All rooms with gas appliances are checked to ensure that they have adequate ventilation

## Legionella

- A water risk assessment has been completed in December 2017 by Aquatide. Aquatide is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book
- This risk assessment will be reviewed every month and when significant changes have occurred to the water system and/or building footprint
- The risks from legionella are mitigated by the following: temperature checks and heating of water.

## Asbestos

- Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it
- 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
- Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe
- A record is kept of the location of asbestos that has been found on the school site.

## Appendix 3 – Infection prevention and control

We follow national guidance published by Public Health England (PHE) when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

## Handwashing

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

## Coughing and sneezing

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

## Personal protective equipment

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals

## Cleaning of the environment

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

## Cleaning of blood and body fluid spillages

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below
- Make spillage kits available for blood spills.

## Laundry

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

## Pupils vulnerable to infection

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carer will be informed promptly and further medical advice sought. Advise these children to have additional immunisations, for example for pneumococcal and influenza.

## Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by Public Health England. In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

## Appendix 4 – Reporting to the Health and Safety Executive

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

The Business Manager 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.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These are:
  - Fractures, other than to fingers, thumbs and toes
  - Amputations
  - Any injury likely to lead to permanent loss of sight or reduction in sight
  - Any crush injury to the head or torso causing damage to the brain or internal organs
  - Serious burns (including scalding)
  - Any scalping requiring hospital treatment
  - Any loss of consciousness caused by head injury or asphyxia
  - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours

- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where an accident leads to someone being taken to hospital
- Where something happens that does not result in an injury, but could have done
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
  - The collapse or failure of load-bearing parts of lifts and lifting equipment
  - The accidental release of a biological agent likely to cause severe human illness
  - The accidental release or escape of any substance that may cause a serious injury or damage to health
  - An electrical short circuit or overload causing a fire or explosion

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

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)

<http://www.hse.gov.uk/riddor/report.htm>

Schools with Early Years Foundation Stage provision add sections 18.3 and 18.4 below:

### **18.3 Notifying parents**

A member of the EYFS team will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

### **18.4 Reporting to Ofsted and child protection agencies**

The Head of School will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Head of School will also notify Waltham Forest Social Services for Children Young People and Families of any serious accident or injury to, or the death of, a pupil while in the school's care.

