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Aims

The Governing Body and Headteacher at Maple Tree Primary School will strive to achieve the highest standards of health, safety and welfare which are consistent with their responsibilities under the Health and Safety at Work etc Act 1974 and other statutory and common law duties.

This policy 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.

Maple Tree Primary School will, so far as is reasonably practicable, take steps to meet its responsibilities through:

- the provision and maintenance of:
 - plant, equipment and systems of work that are safe and without risks to health;
 - arrangements for the use, handling, storage and transport of articles and substances which are safe and without risks to health;
 - information, instruction, training and supervision to enable employees to avoid or manage risks and contribute positively to their own safety and health;
 - where under the school's control, a place of work which is safe and without risks to health, and with safe access to and egress from it; and
 - a working environment which is safe, without risks to health, and adequate as regards facilities and arrangements for welfare.
- having health and safety policies, procedures and risk assessments which are communicated and accessible, supported by frequent meetings with health and safety as an agenda item; and
- making proportionate and proactive health and safety management an integral part of the school's overall culture and decision-making process.

This policy:

- will be brought to the attention of, and/or issued to all members of staff (a reference copy is kept in the shared drive policies folder);
- details the school-specific position on the management of health and safety at Maple Tree Primary School, to outline how the school fulfils its responsibilities under Central Bedfordshire Council's (CBC) Corporate Health and Safety Policy; and
- will be reviewed annually, or sooner in the event that circumstances require it.

Legislation

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

[The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings

[The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees

[The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training

[The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health

[The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept

[The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test

[The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register

[The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff

[The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

The school follows [national guidance published by UK Health Security Agency \(formerly Public Health England\)](#) and government guidance on [living with COVID-19](#) when responding to infection control issues.

Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#).

Roles and responsibilities

The governing board

The governing board has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the headteacher, Mrs Cath Bainbridge.

The governing board has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The governing board as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks.

- Inform employees about risks and the measures in place to manage them.
- Ensure that adequate health and safety training is provided.

The governor who oversees health and safety is Mr David Walker.

Headteacher

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

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

In the headteacher's absence, Mrs Kim Varley, School Business Manager, assumes the above day-to-day health and safety responsibilities.

Health and Safety Lead

The nominated Health and Safety lead is Mrs Cath Bainbridge.

Staff

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

Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work.
- Co-operate with the school on health and safety matters.
- Work in accordance with training and instructions.
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken.
- Model safe and hygienic practice for pupils.
- Understand emergency evacuation procedures and feel confident in implementing them.

Pupils and parents/carers

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

Contractors

The school currently buys back the professional services of CBC. In most instances approved contractors are used or where local traders are employed, their insurance, H&S responsibilities are checked by the School Business Manager.

Contractors will agree health and safety practices with the headteacher before starting work. Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

Mr Jason Briggs, Site Manager, and Mrs Kim Varley, School Business Manager, are responsible for managing the selection of contractors to ensure that:

- contractors are competent to carry out the works required;
- risk assessments and method statements covering the extent of the works to be carried out are suitable and sufficient;
- checks for the presence of asbestos are made and appropriate action is taken where asbestos may be disturbed; and
- appropriate planning, update and monitoring meetings are held as required (e.g. pre-start planning meetings, updates during works and post-works review).

The Head Teacher is responsible for reviewing selection and providing final authorisation to proceed.

Mr Jason Briggs, Site Manager/Mrs Kim Varley, School Business Manager, is responsible for the management of contractors on site, to ensure that:

- contractors sign in and are given an induction on site arrangements (e.g. fire and evacuation, welfare, first aid, smoking, etc.);
- planned works are reviewed before commencing on each working day;
- contractors are periodically monitored to ensure that they are working safely and abiding by the pre-agreed safe working methods; and
- unsafe working is challenged and works stopped if required.

All staff are authorised and empowered to challenge contractors and demand that works cease where they believe work is being carried out unsafely. In such circumstances, they must report this to the above responsible officers for action.

Procedures and Arrangements

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements. These procedures and arrangements are relevant and apply to anyone or any group working within our school environment, including wraparound care (Kid's Club). They are presented in alphabetical order for ease of reference).

Accident Reporting, Recording and Investigation

The Headteacher is responsible for:

- the periodic review of local incident reporting arrangements for suitability and to ensure that the requirements of CBC's Accident, Incident, Near Miss & Dangerous Occurrences Reporting Policy and Procedure are met;
- ensuring that all staff are aware of their responsibilities under this policy and CBC's Accident, Incident, Near Miss & Dangerous Occurrences Reporting Policy and Procedure; and
- reporting incidents, including where required under the terms of the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (RIDDOR) 2013, with the assistance of the CBC Corporate Health & Safety Team (CHST), to the Health & Safety Executive (HSE).
- reviewing all incident forms generated;
- ensuring that incidents are reported to AssessNET where required, including calling the CBC CHST

immediately upon notification that a significant incident (i.e. one where the injured / affected person has required transportation to hospital / professional medical treatment / time away from work or on amended duties, or which had the potential to cause significant harm or loss but did not) has occurred;

- ensuring that suitable and sufficient investigations are carried out following all incidents and that all reasonable actions are taken to prevent recurrence of similar incidents;
- liaising with and providing any information as is required by the CBC CHST; and
- reviewing First Aid treatment logs, analysing incident trends and producing an incident overview report for the Governing Body (as part of the termly Headteacher's Report).

Kim Varley (School Business Manager) as the school's AssessNET Administrator is responsible for:

- reporting incidents to AssessNET (where required) as soon as possible and in any event within 10 days of the incident occurring; and
- updating AssessNET incident records as required.

All staff are responsible for:

- ensuring that all accidents, incidents and near misses are reported to the Headteacher or member of the SLT without delay and in any event on the day the incident occurred.
- investigating incidents which occur within their area of work to provide comprehensive information on the incident form they submit and taking all reasonable immediate and longer term actions as required to prevent recurrence of a similar incident; and
- providing to the Headteacher, or Deputy Headteacher, as soon as possible, a copy of any written confirmation by a medical professional of an occupational (work-related) disease or illness with which they have been diagnosed.

Asbestos

Staff are briefed on the hazards of asbestos.

The Headteacher is responsible for the CBC Asbestos Log Book, which is located in the school office.

All contractors have sight of and complete the log book prior to starting any work on the premises.

Although the school has not got any asbestos, staff should notify the Site Manager if any drilling or fixings are required.

Behaviour Management/Bullying

The Deputy Head is the lead for behaviour management.

The arrangements for behaviour management and bullying are outlined within the Maple Tree Primary School:

- Behaviour Principles Statement and
- Positive Relationships Policy which includes anti-bullying and positive handling.

Staff working with pupils who demonstrate challenging or difficult behaviour are provided with Team Teach training. Miss Amy Hyde is responsible for the Team Teach training programme.

Building Works

When making alterations to the premises, The Headteacher is responsible for ensuring that alterations are designed, arranged and carried out in compliance with the Construction, Design and Management Regulations 2015. As part of this management, the Headteacher will ensure that:

- works requiring notification to CBC under the School Notifiable Projects process, are duly notified and approved before work commences;
- statutory consents are sought as required for planning and building control;

- alterations are competently designed to ensure compliance with legislation including the Building Regulations, the Workplace (Health, Safety and Welfare) Regulations, and the Regulatory Reform (Fire Safety Order); and
 - relevant sections within this policy, including those on Asbestos and Contractors, are complied with.
- The duties required to manage such works may be delegated to other Maple Tree Primary School staff but at all times the Headteacher is responsible for monitoring and ensuring that actions taken fulfil the above requirements.

Catering

School meal provision is out sourced to HCL Catering who are responsible for Health & Safety training however, the staff take part in evacuation procedures and raise any Health & Safety concerns for the site via the school office.

Cleaning

Cleaning is carried out by in-house staff who are supervised by Mr Jason Briggs, Site Manager.

All staff are encouraged to immediately resolve small spills of known low-risk contamination such as spilt food or drink, to reduce the immediate risk from slips, trips and falls.

Spills of hazardous substances such as body fluids or chemicals must be cordoned off and the procedure for dealing with vomit/body fluids should be followed.

Risk assessments and working procedures are in place and regularly updated.

Cleaners (and others fulfilling cleaning roles) receive appropriate information, instruction, training and supervision to ensure that activities are carried out safely in line with the arrangements detailed in this policy.

Display Screen Equipment

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

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

Dress Code

The Headteacher is responsible for the school's dress code guidance which is incorporated into the staff handbook and includes consideration of the standards of safety and/or hygiene required for school activities.

Educational Visits and Journeys (EVJs)

The school's Educational Visits Co-ordinator is Ms Tanya Cassidy.

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

- Risk assessments will be completed where off-site visits and activities require them.
- All off-site visits are appropriately staffed.
- Staff will take a mobile phone, an appropriate portable first aid kit, information about the specific medical needs of pupils, along with the parents/carers' contact details.

Staff directly follows the CBC procedure for the safe management of EVJs using EVOLVE which is monitored by CBC Children's Services department (and which will review and approve more complex EVJs).

All EVJs submitted on EVOLVE are reviewed by the EVC and approved by the Headteacher.

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

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

Electrical Equipment (fixed and portable)

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

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

Any potential hazards will be reported to the Site Manager immediately.

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

Only trained staff members can check plugs.

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

All isolator switches are clearly marked to identify their machine.

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

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

No personal items should be brought into and used in school.

Defective electrical equipment should be reported to the School Business Manager for removal from the register.

Fire Precautions and Emergency Procedures

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

Emergency evacuations are practised at least once a term. Records are kept in the office and any feedback/actions following this are shared with staff immediately and the risk assessment updated accordingly.

The fire alarm is a loud continuous bell.

Fire alarm testing takes place once a week with the results recorded in the fire log book which is held in the main school office. The tests are done on a rota basis to ensure all of the fire checkpoints are tested regularly. Fire systems and emergency lights are annually serviced and maintained by CDS.

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

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately.
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk.
- Staff and pupils will congregate at the assembly points. These are at the edge of the field on the back playground and at the far side of the car park at the front.

- Class teachers will take a register of pupils, which will then be checked against the attendance register of that day.
- The School Business Manager/Pupil Administrator will take a register of all staff.
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter.

The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities. These arrangements will be outlined in personal emergency evacuation plans (PEEPS).

A fire audit and risk assessment is carried out annually and a fire safety checklist can be found in appendix 1.

Portable fire extinguishers are inspected by the Site Manager on a monthly basis. They are also serviced annually by Kings Fire Ltd.

First Aid

The School Business Manager is responsible for:

- carrying out and recording a suitable and sufficient assessment of first aid needs;
- procuring such first aid equipment as is required following the completion of the first aid needs assessment;
- ensuring that lists around the school showing the names of first aiders and Paediatric first aiders are periodically updated as required;
- arranging for the purchase of replacement first aid equipment and supplies as required;
- arranging for and ensuring that first aiders have appropriate training and that certificates are in date;
- periodically coordinating the checking of contents of first aid kits, reporting deficiencies or faults; and
- restocking first aid equipment as required.

Whilst Maple Tree Primary School is only obliged to provide first aid assistance to employees and pupils (within the scope of Department for Education requirements), first aid will be provided to other persons present on the school site (such as parents and contractors) where possible, appropriate and in line with first aiders' training.

All classrooms have mobile first aid kits and additional first aid boxes are located at strategic locations around school buildings.

Gas safety

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

Gas pipework, appliances and flues are regularly maintained.

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

Grounds Maintenance

This is managed via contract.

- Training is the responsibility of the contractor
- Visits are all logged in the office signing in/out book

Hazardous Substances

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 circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

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

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

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

The Site Manager is responsible overall for ensuring that hazardous management arrangements are in place, including:

- maintenance of hazardous substance inventories;
- obtaining Safety Data Sheets for purchased products;
- production and maintenance of detailed 'COSHH' Assessments for substances posing more significant risk (purchased products and those encountered naturally or as a result of a work process such as wood dust);
- ensuring that staff only use or handle substances where appropriate to do so and in line with assessments (including provision of appropriate information, instruction, supervision, training and protective equipment);
- ensuring that First Aid arrangements are updated in line with findings of COSHH Assessments; and
- arranging COSHH Assessment training for those required to assess risks.

Most substances are those used by the premises staff and are secured in the site manager's store. For items used in school there is a COSHH risk assessment (held in the cleaner's cupboard) and details of safety procedures where relevant (H&S file – main office). For subjects such as science, the CLEAPPS guidance is used to ensure the hazards are minimised.

Health and Safety Information and Training

The arrangements in this policy will only be possible where relevant health and safety information is communicated and discussed, and where staff are provided with sufficient instruction, training and supervision for the work they do.

The Headteacher is responsible for ensuring that meetings of the Leadership Team and staff meetings include specific agenda items on health and safety as required and that relevant information is discussed on those agendas. Staff records of induction and training are kept by the Headteacher.

Mr Andy King, Chair of Governors, is responsible for ensuring that meetings of the Governing Body include specific agenda items on health and safety and that relevant information is discussed on those agendas.

Mrs Cath Bainbridge, Ms Kim Varley and Mr Jason Briggs, are responsible for maintaining the Maple Tree Primary School assessment of training needs, for the maintenance of training records and for the content of

the staff induction in relation to Health and Safety. Individual responsibilities of leaders and needs of employees depends on the role a member of staff is appointed to.

All staff are responsible for ensuring that they:

- act on health and safety information appropriately;
- participate in health and safety initiatives;
- that they work in line with their training and competency level; and
- raise without delay any health and safety concerns to their immediate manager or other member of the leadership team.

Health and Safety Monitoring and Inspections

The arrangements in this policy will be monitored as follows:

Daily site inspections, to check for hazards and condition of equipment are carried out by all staff prior to using any equipment and faults reported to Mr Jason Briggs, Site Manager.

Half-termly site meetings and termly inspections, covering a wider and more detailed look at premises-related health and safety management are carried out by Mrs Cath Bainbridge with Mr Jason Briggs, Site Manager.

Management inspections, covering both physical site and monitoring of general health and safety management arrangements are carried out at least annually by Mr Jason Briggs and Mr David Walker on behalf of the Governing Body.

More detailed curriculum area inspections of resources and equipment are carried out by Subject Leads annually. It is the responsibility of all staff to report any faulty resources and equipment to the relevant subject leader.

Mrs Cath Bainbridge is responsible for:

- monitoring that inspections are being carried out consistently and issues resolved;
- ensuring that actions arising are dealt within appropriate timescales; and
- providing inspection results to the Governing Body.

Maple Tree Primary School is subject to periodic monitoring by the CBC Corporate Health and Safety Team of operational health and safety arrangements and CBC Assets Team for property-related health and safety arrangements; monitoring frequency varies according to statutory requirements and on a risk-based approach.

Inclusion

Planning and assessment for SEND pupils is undertaken carefully and includes making reasonable adjustments in respect of access under DDA). Where necessary, staff are suitably informed and trained to be able to support pupils safely and effectively.

Infection Prevention and Control

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

Handwashing

- Wash hands with liquid soap and warm water, and dry with paper towels or hand dryers.
- 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 changing)
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals
- Use personal protective equipment (PPE) to control the spread of infectious diseases where required or recommended by government guidance and/or a risk assessment

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

Clinical waste

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

Infectious disease management

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

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

- Following good hygiene practices: We will encourage all staff and pupils to regularly wash their hands with soap and water or hand sanitiser, and follow recommended practices for respiratory hygiene. Where required, we will provide appropriate personal protective equipment (PPE).
- Implementing an appropriate cleaning regime: We will regularly clean equipment and rooms, and ensure surfaces that are frequently touched are cleaned throughout the day.
- Keeping rooms well ventilated: We will use risk assessments to identify rooms or areas with poor ventilation and put measures in place to improve airflow, including opening external windows, opening internal doors and mechanical ventilation.

Pupils vulnerable to infection

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

Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by the UK Health Security Agency and other government guidance, summarised in appendix 3.

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

Legionella

The Site Manager undertakes regular testing of the water supply as required by the recommended guidance. He records temperatures and reports any irregularities.

A bi-annual safety assessment is undertaken by an external contractor organised through the CBC buy-back service. This contractor is Hydraclean. They also annually service the tap thermostatic valves.

Lettings/Use of Premises Outside School Hours

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

The policies on Safeguarding and Health & Safety are shared with each group letting the building and each club in school hours. Before agreeing to let school premises to outside bodies the proposed use and responsibility for supervision will be established to ensure that the use is compatible with the individuals, premises and equipment and that residual problems relating to subsequent school use are not likely to arise.

The school makes it clear which areas of the school and which equipment is available during the letting. Groups using the premises outside school hours must be covered by insurance and provide the school with a copy of this insurance prior to the letting.

Lone Working

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office
- Remote working, self-isolation and/or remote learning

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

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

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

Medicine and Medical Conditions

Maple Tree Primary School applies the management approaches outlined in the Department for Education's "Supporting pupils with medical conditions at school".

Further information on the arrangements for the management of medicines and medical conditions can be found in the school's First Aid and Medical Conditions Policy.

Manual Handling and Lifting

Mrs Cath Bainbridge, Headteacher and Mr Jason Briggs, Site Manager, are responsible for:

- identifying manual handling tasks carried out within the school;
- conducting a general manual handling risk assessment (for lower risk routine manual handling tasks) and task-specific manual handling risk assessments (for higher risk manual handling tasks) which consider the task being carried out, the individual carrying out the task, the load being handled and the environment in which the task is being carried out;
- producing general manual handling guidance on good practice (for lower risk routine manual handling tasks) and task-specific safe working methods (for higher risk manual handling tasks) and communicating these to relevant persons;
- ensuring staff have a basic level of manual handling training (provided by a trained individual);
- periodically reviewing risk assessment and guidance / safe working methods; and
- purchasing such lifting aids as are required to enable manual handling tasks to be carried out safely so far as is reasonably practicable.

Where staff are required to lift, move or otherwise handle pupils (e.g. during behaviour management, personal care or other activities), Mrs Cath Bainbridge is responsible for:

- assessing the risks posed by those tasks; and
- documenting the outcomes of those assessments (e.g. within pupil personal care plans, individual risk assessment and reduction plans).

The term manual handling relates to the moving of loads either by lifting, lowering, carrying, pushing or pulling.

The basic principles applied to manual handling tasks are to:

- **avoid** the need for hazardous manual handling, so far as is reasonably practicable;
- **assess** the risk of injury from any hazardous manual handling that can't be avoided; and
- **reduce** the risk of injury from hazardous manual handling, so far as is reasonably practicable.

Mr Jason Briggs, is responsible for ensuring that relevant handling aids and protective equipment are provided where required by risk assessments.

All staff are responsible for ensuring that materials and items are stored safely, to avoid the need for poor handling techniques and risks from falling objects.

Identification of training needs and provision of specific handling training falls under the arrangements detailed within the 'Health and Safety Information and Training' section of this policy.

New and Expectant Mothers

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

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

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to an antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly
- Some pregnant women will be at greater risk of severe illness from COVID-19

Outdoor Play Equipment

Outdoor equipment is visually inspected by the site manager and any signs of deterioration should be made aware to the Headteacher so that maintenance work can be agreed by the governing body where appropriate. An annual inspection takes place by approved specialist contractor Sportsafe.

PE Equipment

Indoor equipment is inspected by approved specialist contractor Sportsafe on an annual basis. Maintenance is carried out as issues are identified. Staff are responsible for considering risk assessments into their lesson planning.

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

Any concerns about the condition of the floor or other apparatus will be reported to site manager or school business manager.

Personal Protective Equipment (PPE)

Where identified as required by risk assessment, PPE will be provided free-of charge to those requiring it. Mr Jason Briggs/Mrs Kim Varley, are responsible for the:

- procurement and issuing of PPE;
- recording of PPE issued; and
- monitoring of the condition of PPE issued.

All staff and pupils must wear PPE when required by risk assessments. Staff issued with PPE for their personal use or for provision to others under their control must ensure that PPE is stored appropriately, that it is maintained in good condition, checked before use and that defects are reported for replacements to be made.

PPE used in school includes protective First Aid and personal care gloves, gardening gloves, washing up gloves, aprons and reflective clothing.

Risk Assessments

As required by the Management of Health and Safety at Work Regulations, Maple Tree Primary School will document its assessments of health and safety risk and ensure that they are implemented and reviewed. The method of documentation of risk assessment can take many forms and does not necessitate the creation of additional paperwork. As such, risk assessment will be documented in a format which is appropriate to the activity involved. This may include, for example:

- risk assessments relating to pupils with specific care / other needs being documented as part of care and support plans;

- risk assessments relating to curriculum activities being incorporated as part of lesson plans;
- risk assessments relating to staff ill health being incorporated into return to work documentation;
- and
- more 'traditional' format risk assessments for general work activities.

In all cases, risk assessments must be reviewed annually or sooner if determined as appropriate or in the event that there is an incident or change in circumstances which might affect the validity of the original assessment.

- Staff in charge of activities are responsible for ensuring that the risks associated with the activities under their control are adequately assessed and the results communicated and implemented by those for whom it is relevant.
- Mr Jason Briggs is responsible for risk assessments related to the school buildings and grounds.
- Individual subject leaders, are responsible for risk assessments related to their subject. Where no additional risks are identified a separate risk assessment will not be written.
- All Class Teachers, are responsible for ongoing risk assessments as part of daily planning for any activities carried out within their lessons.
- Ms Kerry Green, is responsible for risk assessments related to Kid's Club.
- Mrs Cath Bainbridge is responsible for risk assessments related to general classroom activity and for risk assessments related to the Early Years Foundation Stage.

General risk assessment training is provided to staff who carry out risk assessments on an annual basis.

Reviews of school activities are conducted on an annual basis and new risk assessments for activities identified as a result of this or in relation to an incident. All staff are required to read and provide feedback on core risk assessments.

All risk assessments are stored in the policies and risk assessment shared drive in order to ensure that all staff have access. A printed copy of each risk assessment is also held on file in the school office.

New and updated risk assessments are communicated to all staff as part of the weekly staff newsletter.

Site Security

An access control system is in place at the main entrance and accessible only by numerical code or when released by a staff member. Pupils are not permitted to release the door lock, unless in an emergency. The playground key coded door entry and intercom systems are inspected and serviced twice annually, by South East Security.

Perimeter fencing provides access barriers to the site grounds.

The Site Manager, Mr Jason Briggs, monitors perimeter security as part of his site inspections and is responsible for locking/unlocking the site at the start/end of each day. 4 Maple Tree Primary School staff are building key holders.

All visitors are required to sign in, wear a visitor badge and be accompanied. Visitors will only be permitted unsupervised access whilst pupils are on site where DBS checks have been confirmed and are considered acceptable.

All staff are responsible for ensuring that they are not tailgated through security doors by unauthorized persons and for challenging (if safe and appropriate) or reporting concerns about unauthorized access.

Site Maintenance

All staff are responsible for reporting any damage or wear and tear to the Site Manager/Headteacher using the log which is kept in the staffroom. The site manager is responsible for reviewing faults or requests and taking appropriate action.

As Site Manager, Mr Jason Briggs co-ordinates site maintenance for the school site.

Basic site maintenance activities are carried out by the Site Manager directly in line with training, qualifications and experience; more specialist requirements are carried out by contractors who will be commissioned by the Site Manager/School Business Manager.

All staff:

- must not attempt any site maintenance activities on their own. All faults and alterations must be recorded in the site's maintenance log and for urgent jobs, staff may contact the Site Manager directly; and
- may contact Mrs Cath Bainbridge or a member of the Senior Leadership Team in relation to any job requiring urgent attention when the Site Manager is not available.

Smoking

Smoking (including the use of electronic cigarettes) is not permitted anywhere within Maple Tree Primary School buildings or grounds.

Mr Jason Briggs is responsible for ensuring that Maple Tree Primary School buildings clearly display appropriate smoke free signage at entrance points.

Stress

Stress is a legitimate cause of ill-health and the school has an obligation to reduce stress in staff by appropriate risk assessment and any consequent work adjustments.

Risk assessments will be reviewed regularly.

Suitable resources will be provided to support stress management by Human Resources and Occupational Health.

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

Severe Weather

Mrs Cath Bainbridge is responsible for ensuring that a severe weather plan is in place for the school. This is created in line with CBC guidance on coping with severe weather, which is provided on the Schools Portal.

Mrs Cath Bainbridge, as headteacher, is ultimately responsible for deciding whether school site(s) are closed as a result of severe weather conditions.

Swimming

When swimming lessons are provided, they take place at Biggleswade swimming pool. Relevant risk assessments are undertaken as part of the school visits policy as well as using the providers risk assessments for the use of the pool.

Violence at Work

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

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

Volunteering

Persons volunteering in support of Maple Tree Primary School activities are subject to safer recruitment processes in line with the Maple Tree Primary School Child Protection and Safeguarding Policy.

Volunteers are managed in line with school policies and procedures for paid staff.

Waste management

Appropriate provision is made for the disposal of waste types generated by Maple Tree Primary School activities and all staff are required to ensure that waste is disposed of in the appropriate way. In particular, containers of hazardous substances must be disposed of in line with hazardous substance assessments and / or applicable safety data sheets.

Items awaiting disposal must at all times be stored appropriately and never in a way which may restrict or obstruct free movement, access, egress or cause a fire hazard.

Mrs Kim Varley is responsible for the management of waste contracts and ensuring that:

- general waste is collected weekly and recycling is collected fortnightly;
- clinical waste is collected monthly,
- sanitary waste is collected on a monthly basis by PHS;
- bulk waste, chemical waste, electrical waste, computer equipment/HDDs and fluorescent tubes are collected as necessary by arrangement; and
- appropriate Duty of Care Waste Transfer Notes are completed and kept on file for a minimum of two years.

Work Experience

Arrangements for managing the safety of those who are accepted to undertake work experience placements within the school:

- Key Stage Leaders are responsible for ensuring that an appropriate risk assessment is in place; and
- Key Stage Leaders and Class Teachers will ensure that the person on the placement receives an appropriate induction, including relevant information, such as policies, instruction, training and supervision.

Working at Height

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

In addition:

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

Further Information

The Maple Tree Primary School health and safety policies and procedures are stored on the policies & risk assessment shared drive and in a file in the school office.

For advice on health and safety management arrangements, contact the CBC Corporate Health and Safety Team:

corporatehealth&safety@centralbedfordshire.gov.uk

0300 300 6793 / 5839

Links with other policies

This health and safety policy links to the following policies:

- First aid
- Risk assessment
- Supporting pupils with medical conditions
- Accessibility plan
- Emergency or critical incident plan

Appendix 1. Fire safety checklist

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

Appendix 2. Accident report

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

Appendix 3. Recommended absence period for preventing the spread of infection

This list of recommended absence periods for preventing the spread of infection is taken from non-statutory guidance for schools and other childcare settings from the UK Health Security Agency. For each of these infections or complaints, there [is further information in the guidance on the symptoms, how it spreads and some 'dos and don'ts' to follow that you can check.](#)

In confirmed cases of infectious disease, including COVID-19, we will follow the recommended self-isolation period based on government guidance.

Infection or complaint	Recommended period to be kept away from school or nursery
Athlete's foot	None.
Campylobacter	Until 48 hours after symptoms have stopped.
Chicken pox (shingles)	<p>Cases of chickenpox are generally infectious from 2 days before the rash appears to 5 days after the onset of rash. Although the usual exclusion period is 5 days, all lesions should be crusted over before children return to nursery or school.</p> <p>A person with shingles is infectious to those who have not had chickenpox and should be excluded from school if the rash is weeping and cannot be covered or until the rash is dry and crusted over.</p>
Cold sores	None.
Respiratory infections including coronavirus (COVID-19)	<p>Children and young people should not attend if they have a high temperature and are unwell.</p> <p>Anyone with a positive test result for COVID-19 should not attend the setting for 3 days after the day of the test.</p>
Rubella (German measles)	5 days from appearance of the rash.
Hand, foot and mouth	Children are safe to return to school or nursery as soon as they are feeling better, there is no need to stay off until the blisters have all healed.
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
Measles	Cases are infectious from 4 days before onset of rash to 4 days after, so it is important to ensure cases are excluded from school during this period.
Ringworm	Exclusion not needed once treatment has started.
Scabies	The infected child or staff member should be excluded until after the first treatment has been carried out.
Scarlet fever	Children can return to school 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered, the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the school or nursery, the health protection team will assist with letters and a factsheet to send to parents or carers and staff.

Slapped cheek syndrome, Parvovirus B19, Fifth's disease	None (not infectious by the time the rash has developed).
Bacillary Dysentery (Shigella)	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.
Diarrhoea and/or vomiting (Gastroenteritis)	Children and adults with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course is completed. For some gastrointestinal infections, longer periods of exclusion from school are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, school health adviser or environmental health officer will advise. If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.
Cryptosporidiosis	Until 48 hours after symptoms have stopped.
E. coli (verocytotoxigenic or VTEC)	The standard exclusion period is until 48 hours after symptoms have resolved. However, some people pose a greater risk to others and may be excluded until they have a negative stool sample (for example, pre-school infants, food handlers, and care staff working with vulnerable people). The health protection team will advise in these instances.
Food poisoning	Until 48 hours from the last episode of vomiting and diarrhoea and they are well enough to return. Some infections may require longer periods (local health protection team will advise).
Salmonella	Until 48 hours after symptoms have stopped.
Typhoid and Paratyphoid fever	Seek advice from environmental health officers or the local health protection team.
Flu (influenza)	Until recovered.
Tuberculosis (TB)	Pupils and staff with infectious TB can return to school after 2 weeks of treatment if well enough to do so and as long as they have responded to anti-TB therapy. Pupils and staff with non-pulmonary TB do not require exclusion and can return to school as soon as they are well enough.
Whooping cough (pertussis)	A child or staff member should not return to school until they have had 48 hours of appropriate treatment with antibiotics and they feel well enough to do so, or 21 days from onset of illness if no antibiotic treatment.
Conjunctivitis	None.

Giardia	Until 48 hours after symptoms have stopped.
Glandular fever	None (can return once they feel well).
Head lice	None.
Hepatitis A	Exclude cases from school while unwell or until 7 days after the onset of jaundice (or onset of symptoms if no jaundice, or if under 5, or where hygiene is poor. There is no need to exclude well, older children with good hygiene who will have been much more infectious prior to diagnosis.
Hepatitis B	Acute cases of hepatitis B will be too ill to attend school and their doctors will advise when they can return. Do not exclude chronic cases of hepatitis B or restrict their activities. Similarly, do not exclude staff with chronic hepatitis B infection. Contact your local health protection team for more advice if required.
Hepatitis C	None.
Meningococcal meningitis/ septicaemia	If the child has been treated and has recovered, they can return to school.
Meningitis	Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed.
Meningitis viral	None.
MRSA (meticillin resistant Staphylococcus aureus)	None.
Mumps	5 days after onset of swelling (if well).
Threadworm	None.
Rotavirus	Until 48 hours after symptoms have subsided.