



**Date:** April 2026



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## SECTION A

### **General Statement of Policy**

The health and safety of both staff and students has always been of paramount importance to the Governing Body. Under the Local Management of Schools framework, the Governors of the school share the responsibility for health and safety with the Local Authority (LA) which is Northumberland County Council (NCC).

The Governing Body fulfils many of the functions of the employer and has significant responsibility for the day to day running of the school and the management of the delegated budget. The Headteacher is responsible for discipline and internal organisation of the school, and for the safe conduct of the staff and students and all school related activities. NCC provides specialist advice in relation to safety matters and many of the services requiring technical expertise.

The Health and Safety at Work Act requires an employer to publish a Health and Safety Policy setting out the employers' statement of intent, management organisation and detailed arrangements with regard to health and safety. The policy must be brought to the attention of each employee.

In order to comply with this requirement, the NCC Health and Safety Policy Statement and the Schools' Health and Safety Manual (SHSM) is provided, along with several other supporting policy documents. However, due to the differences in the internal management and organisation of schools, the SHSM is designed to provide generic advice. In view of this, the school's own health and safety policy has been devised to provide details of the specific arrangements in place within the school. For ease, the school policy is cross referenced with the SHSM.

In order to issue this policy, many members of staff have already undertaken much work, and the Governors wish to acknowledge their appreciation of these contributions. Clearly, the maintenance of a detailed policy will require a continuing commitment from staff and an annual review of the policy is carried out. Further contributions or suggestions from members of staff would be most welcome.

In partnership with NCC, the Governing Body recognises its responsibility to provide a safe and healthy environment for staff, students, contractors and visitors to the premises and will take all reasonably practicable steps to fulfil this responsibility. Such matters include:

- a safe place of work and a safe working environment
- safe plant and equipment
- safe systems of work
- safe access to and egress from places of work
- the assessment of all significant risks associated with work processes, and the adoption of appropriate precautions
- the provision of adequate information, instruction, training and supervision
- adequate consultation with staff on all matters relating to health and safety, and the fostering of a positive safety culture in the school

- keeping abreast of legislation by obtaining advice from NCC and through persons competent in health and safety matters
- a written system of safety management which includes:
  - the identification of needs and objectives, in order of priority
  - the allocation of appropriate funds
  - the integration of health and safety planning within the School Development Plan
  - the regular monitoring of progress and safety performance, to be used in the planning process
  - an annual review of the safety policy
  - the inclusion of health and safety on the agenda of Governing Body meetings, at least annually.
  - the inclusion of health and safety as a standing agenda item at regular staff meetings.

Kristian Marshall (Chair of Governors)

Date: 28<sup>th</sup> April 2025

**SECTION B**  
**Safety Organisation**

Key roles within the school are identified below:

<b>Title</b>	<b>Name</b>
Chair of Governors	Kristian Marshall
Vice Chair	Helen Geraghty
Governor with Safety Responsibilities	Kristian Marshall
Headteacher	Lisa Robson
Assistant Headteacher	Kaye Smith Kari Sparrow
School Safety Coordinator	Mark Fisher/ Shauna Davison
Subject Coordinators (and areas of responsibility, if not obvious)	See attachment at end of document
Coordinator - COSHH	Mark Fisher
Coordinator - Manual Handling	Mark Fisher
Coordinator – Fire and Emergency	Mark Fisher
Coordinator – First Aid	Shauna Davison
Medication Coordinator	Shauna Davison
Caretaker	Mark Fisher
Kitchen Manager	Lynsey Jewitt
Educational Visit Coordinator (EVC)	David Pringle
Designated Safeguarding Officer(s)	Lisa Robson Kaye Smith Kari Sparrow Carolyn Mackay

## **Roles and Responsibilities**

***(see Section D of SHSM)***

Further, more detailed information, regarding roles and responsibilities can be found in 'Section D - Organisation' of the SHSM. Responsibilities of additional roles in schools, such as Senior Technicians and Safety Representatives, should be added if appropriate. The roles and responsibilities of corporate services such as Occupational Health and the Corporate Health and Safety Team can also be included.

### **School Governors**

The Chair of the governing body should take steps to discharge their own responsibilities for health and safety performance in school. Details of the responsibilities of governing bodies in relation to NCC is given in section 'E1 - Safety Management' of SHSM. However, some of the principle responsibilities are given below:

- Ensure that Headteachers have made adequate arrangements to discharge their responsibilities for health and safety within the school as detailed below.
- Take an active role in the development of the health and safety policy for the school that reflects local procedures and policies.
- In conjunction with the Headteacher, provide a monitoring role for the school for health and safety performance. Any inspection reports should contain the following:
  - action allocated to individuals who are responsible for the function
  - time limits set for action
  - remedial action to deal with the problems identified
  - identification of any long-term action required in order to address underlying causes of problems
- Ensuring that health and safety issues are covered at meetings of governing bodies, either through a special meeting or a standard agenda item. This should include discussion of any safety reports or information issued to the Headteacher by the County Council.
- To provide information to NCC on Health and Safety matters when requested.
- To ensure adequate resources are given to safety issues.
- To review performance periodically.
- To ensure that safety training is given priority for both governors and staff.
- To ensure that the protocols detailed in section E3 are followed.

## **Headteacher**

*(The following points are a summary; full details of roles and responsibilities can be found in Section D of SHSM)*

The Headteacher is responsible for the effective day-to-day management of school activities, including the safe conduct of staff and students. Assistance in this task is provided through the delegation of specific duties to those staff who comprise the management team, such as Assistant Heads and the Site Manager, where appointed.

The Headteacher, assisted by the management team, is required to:

- Establish a structured system of safety management, in accordance with NCC guidance and the Schools' Health and Safety Policy Manual. This should be designed to identify safety requirements and objectives and set out clear priorities which are incorporated into the school budget planning process and, where appropriate, the School Development Plan.
- monitor and review safety performance regularly, and identify future needs in order to aid the planning process.
- implement a system for safeguarding all persons either on the premises, or involved in school activities, from risks which are reasonably foreseeable
- coordinate any necessary safety arrangements with any contractors working on the site
- implement such procedures as are necessary to comply with all health and safety legislation, in accordance with NCC guidance
- provide regular reports on significant issues and general progress to the Governing Body
- foster the growth of a positive safety culture, in which all the staff share the aim of continuous improvement in health and safety.

## **The Assistant Headteachers**

The School Management Team is assigned specific duties to assist the Head in the day-to-day management of the school, and deputise for the Head during any period of absence.

### **Site security**

**Mark Fisher** (school caretaker) and Lisa Robson (headteacher) are responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

Mark Fisher, Lisa Robson, Shauna Davison and Lynn Scott are key holders and will respond to an emergency.

## **School Safety Coordinator**

The Head teacher may delegate certain responsibilities to the Safety Coordinator in part or in full:

- To assist the Head teacher to annually review the schools Health and Safety Policy and arrangements.
- To ensure that members of staff are aware of, and have access, to the schools Health and Safety Policy.
- To ensure new or temporary staff are informed of their Health and Safety responsibilities and duties and that they are provided with the necessary information, documentation and support to allow them to carry out their duties safely.
- To liaise with the Head teacher and, where appropriate seek further advice on the implications of safety legislation, codes of practice and approved safe working procedures.
- The health and safety aspects, affecting the design and layout of new and reorganised working areas.
- The health and safety aspects of new plant, equipment and personal protective clothing.
- To ensure that periodic inspections of the premises, plant, tools, equipment and work activities are completed by departmental manager, reporting to the head teacher and other managers who have responsibilities for actioning health and safety reports.
- To assist management with the preparation of departmental safe working procedures and safety rules.
- To liaise, where appropriate, with NCC Health and Safety Advisors, Health and Safety Executive (HSE) Inspectors, Fire Safety Officers and Environmental Health Officers.

## **Subject Coordinators**

***(detailed information provided in Section D)***

The Subject Coordinator is responsible to the Headteacher for the safe management of the subject and for implementing specific school health and safety procedures relating to the subject area.

The Subject Coordinator will identify clear short- and long-term priorities of the Subject with regard to health and safety and provide this information to the Headteacher so that it may be included in the normal budget planning arrangements.

The Subject Coordinator will maintain a permanent file of safety publications and guidance issued by the LA, or any other relevant bodies or professional associations, relevant to the subject. They will ensure that it is freely accessible to all relevant staff, and that all subsequent additions are brought to the attention of such staff, and added to the file, as appropriate. The Subject Coordinator will assist in the fostering of a positive safety culture within their subject area.

The Subject Coordinator will make appropriate arrangements for the periodic monitoring of safety standards, arrangements and progress towards identified objectives. They will report the results to the Headteacher, for incorporation in the regular review of safety matters and inclusion, where appropriate, in the School Development Plan and/or budget planning.



## **Kitchen Manager**

Kitchen Managers are directly responsible to the Headteacher for the safe organisation and work of the school kitchen, for reporting accidents, defects to the building or kitchen equipment and any other relevant matter to the Headteacher.

Ringway Primary School manages their catering services without the support of NCC, therefore reference should be made to section E3 of the *SHSM*.

In all school managed services, it is the responsibility of the governing body to develop appropriate **procedures to maintain effective Health and Safety compliance.**

## **Site Managers, Caretakers and Cleaners in Charge**

The caretaker is responsible to the Headteacher for the safe organisation and work of the service, and, as Head of a 'Service Department', for fulfilling all those functions listed under 'Head of Department', with respect to caretaking and cleaning staff.

These staff are responsible for reporting accidents, defects to the building or their equipment, and any other relevant matters to the Headteacher.

The school manages their caretaking services without LA support, reference should be made to section E3 of the *SHSM*.

## **All Staff**

All staff have a duty to take reasonable care of themselves and other persons who may be affected by their acts or omissions at work. Individuals also have a duty to cooperate with managers in order that the employer can fulfil its statutory duties. The Health and Safety at Work Act also makes reckless interference with or misuse of anything provided in the interest of health, safety or welfare an offence.

Health and safety legislation require all staff to use all materials, equipment and facilities in accordance with the information, instruction and training which they have received. Furthermore, staff must observe site safety rules and all instructions on health and safety issued by the Headteacher, Subject Coordinator or any other person delegated to be responsible for a relevant aspect of safety. Individuals must also assist Officers of the County Council and Inspectors of the Health and Safety Executive in their inspections and investigations

Staff must report immediately to their line manager any:

- serious and immediate danger to health and safety, including any defects relating to facilities or equipment
- matter which they, taking into account their instruction and training, would reasonably consider represents a shortcoming in the protective arrangements for health and safety
- accident, near miss, violent incident or hazard, ensuring that an appropriate report form is completed

## **Pupils**

Pupils, in accordance with their age and aptitude, are expected to:

- Exercise personal responsibility for the health and safety of themselves and others.

- Observe standards of dress consistent with safety and/or hygiene.
- Observe all the health and safety rules of the school and in particular the instructions of staff in an emergency situation.
- Not wilfully misuse, neglect or interfere with things provided for their health and safety,

## **SECTION C**

### **Arrangements**

#### **The Management of Health and Safety (Section B and E1 of SHSM)**

The Management of Health and Safety at Work Regulations require that a thorough and modern system of safety management is adopted as described in the NCC Health and Safety Policy Statement (Section B of the *SHSM*). Detailed arrangements and responsibilities of schools are provided in section E1 of the *SHSM*. All Headteachers and Governors should be aware of the content of this section and should document arrangements for fulfilling these duties within this policy.

#### **General Arrangements**

The arrangements set out in Sections E to L of the *SHSM* remain in effect. The purpose of this section is to amplify those arrangements with the inclusion of specific details and, where necessary, identify responsible individuals. This clearly explains how the matter in question is managed within the school. It also provides an opportunity to include individual topics which do not appear in the *SHSM*, so that over a period of time this section may develop into a comprehensive and valuable resource.

Over the course of time circumstances may change. It is, therefore, important that these arrangements are reviewed so as to remain fully up to date.

#### **Meetings of the Safety Management Team**

##### *Purpose of Meetings:*

- To direct and coordinate the necessary planning for health and safety, and to draft the School's Safety Policy
- To review, prioritise and direct safety initiatives arising from:
  - plans submitted by subject coordinators
  - reports concerning safety inspections, accident reports and other means of monitoring performance
  - new information or guidance received from the County Council, enforcing authorities or consultants
- To audit all parts of the safety management system on an ongoing basis.

### *Frequency of Meetings*

Meetings will take place annually. Additional meetings should take place after serious incidents or where necessary.

### **Accidents, Near Misses, Violent Incidents** ***(Section F1 and F2 of SHSM)***

#### **Accident Procedure**

- In the event of an accident any member of staff is expected to ensure the scene is made safe and give comfort and aid to the injured person. A message must be sent to the school office as an urgent action. An assessment of the injury should be made by the first aider at the earliest opportunity.

Should an ambulance be required it is usually summoned from the main office. If it is clear that the seriousness of the injury requires immediate medical attention, any member of staff should summon the ambulance by calling 999. In this case, again, a message should be sent to the main office as soon as possible to allow plans to be made to meet the ambulance.

- In the event of serious injury or ill health to a student, the parent (or emergency contact) should be contacted immediately using the contact numbers held in the main office. A request to collect their child to take home or to hospital should be made, as appropriate. *Medical treatment or advice should not be delayed if parents or emergency contacts are not available.*
- In circumstances where a student needs to be taken to hospital immediately by ambulance and a parent is not available to accompany them, a member of the school staff should go to the hospital to await the arrival of the parent. On occasion, it may be necessary to take an injured student to hospital in a vehicle belonging to a member of staff. Before this occurs, staff should ensure that their insurance covers this eventuality. Staff should be aware that hospital personnel will stabilise the casualty's condition until the parents arrive and give consent to further treatment.
- Students should only be sent home when a responsible person is present to take care of them. This would normally be a parent/guardian, second emergency contact or close relative.

#### **Record Keeping**

##### *Accident, Near Miss, Violent Incident Logging (ANVIL) System*

- In the case of pupil incidents, an ANVIL report should be completed for all incidents resulting in significant injury such as sprains, strains, lacerations, fractures, injuries to the head and any other unusual injuries. It is important that the member of staff supervising at the time of the incident assists in recording the details accurately.
- ALL incidents involving staff or visitors must be recorded on ANVIL. There are no exceptions to this. Reports of staff incidents should be completed by the relevant line manager; if the report is completed by another member of staff then the form should be viewed and authorised by the line manager. It is important that actions to prevent recurrence are always recorded and any required actions implemented. *The injured person should not complete the form.*
- In all cases, the ANVIL report form must be submitted to the Headteacher or authorised senior officer for approval prior to the form being submitted to the Corporate Health and Safety Team.

- *School Accident Book/Form*
- In the case of insignificant or minor injuries to pupils, which may only require that the pupil be comforted, the school records details of the injury and treatment rendered in the school's own accident book. In order to comply with the requirements of the Data Protection Act only one record per page should be completed. Each record should be detached on completion and kept in the school office. It is important that treatment rendered by the first aider is recorded.

It is important to indicate the responsibilities of staff when reporting accidents. The Safety Coordinator or Headteacher/senior member of staff should monitor records to identify accident trends.

### **Accident Investigation**

The Safety Coordinator should advise staff on the appropriate level of response.

A senior member of staff should undertake an investigation using form ACC2 if the incident is serious, complex or one which may have serious repercussions.

In the most serious cases the school should call in a Health and Safety Advisor. If appropriate, they will undertake a full accident investigation and take photographs and witness statements.

### **Reportable Injuries**

The Health and Safety Executive (HSE) should be notified of an incident immediately in the following circumstances:

- Death or 'specified injuries' in respect of employees
- Death of a pupil
- 'dangerous occurrences'
- 'occupational diseases'
- 'injuries to students or non-employees, arising out of or in connection with work activities, where the injured person is taken directly to hospital from the scene of the incident and receives treatment.

In the case of injuries to employees resulting in an over-seven days' absence from work, these should be reported to the HSE within 15 working days. This should be done using the information about the incident recorded on the ANVIL e-form.

**All notifiable incidents can be reported to the HSE via their on-line reporting system.**

### **First Aid Arrangements (Section F3 of SHSM)**

First aid arrangements are given below:

- Shauna Davison is our named first aid coordinator. They take on the responsibility for ordering items and replenishing first aid boxes and ensuring that certificates remain current
- In High Schools at least two members of staff should be trained to the full First Aid at Work standard and staff in practical areas (PE, Science, Design & Technology) trained to at least the emergency aid level. The position should be monitored to take account of staff turnover. As

a primary school, all of our staff are trained in paediatric emergency first aid which is refreshed every 3 years.

- First aid boxes should be located in the main office, the KS1 corridor, LKS2 and UKS2 corridor, reception classroom and nursery classroom.
- Ideally a medical room should be available; supervision of this facility must always be a consideration. In more serious cases the child should be transferred to the care of parents as soon as possible
- Other relevant arrangements or need for information may include:
  - arrangements for first aid training/emergency aid training
  - arrangements for community association activities
  - arrangements for parties on off site visits

## **Health Matters**

### ***Policy on Supporting Pupils with Medical Conditions***

- The means of identifying students' medical needs should be established:
  - in the school's website
  - by writing letters to parents
  - on intake forms which require parents to identify medical needs
- Staff should only administer prescribed medication with the agreement of the Headteacher and only when a parental consent form has been completed. The medication should only be administered during school hours where this is unavoidable.
- Arrangements should be made for the storage of medication in school in a secure cabinet, usually in the main office. The exception to this is emergency medication, such as asthma inhalers or auto injector pens, which should not be locked away.
- Medication should be suitably labelled with details of name and dosage
- All staff should know the location of students' health care plans, where they exist for more serious conditions. The arrangements for updating them should be agreed. First aiders should have a comprehensive list of a student's medical requirements. Medical input to the individual health care plans should be sought from the School Nurse Service.
- Arrangements should be made to train staff, particularly to recognise and deal with anaphylaxis, asthma, diabetes and epilepsy via the School Nurse Service.
- Administration of non-prescribed Paracetamol tablets (500 mg) should be kept to a minimum, though it is permissible in certain circumstances, such as period pains and migraine. The following will still be required:
  - Parental consent
  - Record of issue
  - Details of any allergies

## ***Staff Health (including stress management)***

### ***(Section K1 of SHSM)***

Schools should note the content of section K1 'Health' of the SHSM, which signposts to health-related policies, and include their own arrangements for complying with these.

## **Building, Site Maintenance and Commissioning Services Independently**

### ***(Section E3, G3, H3, J1, J2 of SHSM)***

- The Headteacher is in charge of the maintenance of the school site and its buildings. All staff have a responsibility to notify the Caretaker of any defects they find via the defect reporting book *kept in the school office*.
- The School has developed a contractors induction pack and an HSC1 form is completed to record the essential exchange of H&S information between the school and the contractor in relation to works to be undertaken. The Caretaker/Headteacher is responsible for liaison with contractors in order to coordinate any necessary safety precautions during the progress of any building/site maintenance. This may entail completion of the HSC1 form, when required. The schools consistent application of HSC1 and N1 processes is essential in ensuring that asbestos in-situ is not disturbed. ***(SHSM: J2)***
- 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 and where possible must provide their DBS, Trade Qualifications, member details and Public Liability Insurance details.
- Those schools which choose to commission services independently must ensure that the protocols detailed in section E3 are implemented. In particular, construction work must not commence unless an N1 form has been completed and approved by Property Services. It is particularly important that the specification for any alternative statutory inspection and testing services is comparable to services commissioned by Property Services. Additionally, the headteacher must be fully aware of ongoing Duty Holder responsibilities to ensure arrangements are adequate and any essential remedial actions highlighted are dealt with appropriately. ***(SHSM: J1)***

## **Maintenance and Testing of Equipment**

### ***(Section E1, G1 of SHSM)***

With regard to the above, appropriate arrangements need to be in place and person(s) identified to ensure that:

- internal school procedures are established and followed
- liaison with the County Council and contractors takes place
- full records relating to statutory testing are maintained. These will include:
  - Annual safety tests of 240v portable electrical appliances ***(L4 of SHSM)***
  - 5 yearly fixed wiring inspection ***(L4 of SHSM)***
  - Fire safety checks ***(Section 5 of the Fire Log Book)***
  - Water hygiene test ***(H8 of SHSM)***

RCD testing will also be carried out and the results recorded.

## **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 August 2022 by HSL. Mark Fisher 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 year 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, heating of water, disinfection of sinks.

## **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

## **Fire Safety and Emergencies (Fire Log Book)**

- The Head should ensure that the fire risk assessment in section 4 of the Fire Log Book is completed for each building and reviewed annually. Several parties should be involved in the completion of this task
- The Fire and Emergency Coordinator (nominated by the Headteacher) is responsible for devising and coordinating fire drills and maintaining records in the Fire Log Book, such as fire drills and fire alarm tests
- Fire drills should take place each term
- The following arrangements for fire precautions should be in place to ensure that:
  - Flammable liquids are stored in a locked metal cupboard
  - Fire doors are always closed and never wedged open
  - Waste materials are collected daily and are stored in a locked area until collection by the Council
  - Electrical equipment not in use is always isolated from the mains.
- Issues arising out of inspections undertaken by the NCC Fire Safety Officer are actioned quickly.

## **Safeguarding**

A separate safeguarding pack (*available on the Corporate Health and Safety Team web page*) has been completed detailing specific school arrangements.

Most schools have security systems in place including fence lines, locks and door access systems which afford authorised access only and allow movement between different parts of buildings at specific times. In addition, many schools have adopted signing in systems and issue visitors' badges to authorised visitors.

All vehicle movements on site should be subject to a detailed risk assessment.

All individuals who have unrestricted access to pupils are subject to DBS arrangements and details are maintained in the school central register. Trained Designated Safeguarding Officers are available within school.

Such measures enable schools to be secure and safeguard staff and students against the risks of unauthorised entry to specific site areas and school buildings.

## **Risk Assessment** **(Section E6 of SHSM)**

A written assessment of all activities that involve a significant risk to health or safety should be produced, in which the hazards, risks and necessary precautions are identified. The Corporate Health and Safety Team provides further guidance and several generic assessments are available to schools via the Corporate Health and Safety webpage. However, most assessments are best done in light of the particular circumstances in the school, and by school staff. Once completed, there is a need to undertake a periodic review of the assessment to check they are still valid. A review may also be needed following an accident or when the activity changes.

With regard to teaching, in many cases standard national texts and model risk assessments are provided by organisations such as CLEAPSS, AfPE and DATA. Where relevant these should be adopted, adapted and implemented.

Where appropriate, the precautions detailed in the risk assessment should be transcribed into relevant working documents, such as a lesson plans or worksheets. Risk assessments should be indexed for easy retrieval.

Manufacturers' safety data sheets should be obtained for all hazardous products used in school (except where 'haz-cards' are provided by CLEAPSS for Science chemicals). Risk assessments should also be completed for activities involving hazardous chemicals. Further information is contained within the COSHH section of the SHSM (**Section H1**).

## **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 Northumberland County Council 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 and stored in a locked cupboard.

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.

Mark Fisher (caretaker) and Lisa Robson (Headteacher) are responsible for coordinating and maintaining records of risk assessments.

### **Manual Handling** **(Section L1 of SHSM)**

A written assessment of all manual handling tasks likely to involve risk of injury should be produced. Wherever reasonably practicable, procedures and practices should be changed to eliminate or otherwise reduce manual handling tasks.

Manual handling training is provided to staff where appropriate.

### **Display Screen Equipment** **(Section L2 of SHSM)**

Staff who are using computer workstations regularly and for a significant part of their working day (defined as 'computer users') should be provided with a suitable workstation which is ergonomically designed to minimise the stresses and strains of this type of work. In practice this requires the provision of adjustable furniture to provide optimum support and comfort for the user and a clear screen display which is set up to avoid unwanted reflections.

All defined 'computer users' should complete a self-assessment of their workstation which is then passed to a trained workstation assessor to be verified. Each school should have at least one member of staff who is suitably trained in carrying out DSE workstation assessments. All workstations must be assessed periodically and new workstations must be assessed before being put into use.

The cost of reimbursement of eye tests for users and the provision of corrective spectacles, where deemed necessary solely for DSE use, is delegated to schools.

### **Machinery and Work Equipment** **(Section G1 of SHSM)**

All new machinery and work equipment should be selected through assessment to ensure that it is appropriate for the intended purpose. All such equipment must be maintained in safe working order, usually by a specialist contract via an SLA or other such contract.

## **Educational Visits**

*(see school's own policy - insert details)*

All school trips are planned by a competent Party Leader. The details relating to the planning process are entered into the County Council's Evolve system. These details are then checked by the appointed School's Educational Visits Coordinator (EVC) who has undertaken the County Council's recognised training course.

The EVC must ensure that suitable and sufficient risk assessments are in place and a complete Evolve submission has been made for both Category 1 and Category 2 visits. Additionally, the EVC should ensure that members of staff are aware of, and have access to the County Council's Code of Practice for Off-Site Educational Visits. Where necessary, advice is to be sought from the County Council's Health and Safety Adviser (Educational Visits).

All Category 1 visits must be approved by the Headteacher.

In the case of Category 2 visits, following approval by the Headteacher, the school's submission is assessed by the Health and Safety Advisor (Educational Visits) before final approval is made for the visit to go ahead.

Category 1 and Category 2 visits must not proceed unless these approvals have been provided.

The school has its own policy on Off-Site Educational visits, a copy of which has been uploaded onto Evolve.

## **Outdoor Play Equipment and PE Equipment** ***(Section G5 of SHSM)***

The school play equipment is checked regularly by school staff and inspected at least annually by a competent contractor. Written records of these inspections are maintained.

Any actions identified in the annual Play Equipment Inspection report are initiated immediately or referred to the Governors Resources Group. Where necessary, equipment is taken out of use temporarily until repairs are completed.

Further details about outdoor play equipment can be found in section G5 of the SHSM. This guidance should be followed when planning the installation of any new equipment. An independent commissioning inspection should be undertaken prior to the equipment being brought into use.

Likewise, similar arrangements are in place for the inspection and maintenance of PE/Gym equipment. A contract is in place with a qualified contractor to undertake a formal inspection of this equipment.

## **Personal Protective Equipment (PPE)** ***(Section L7 of SHSM)***

Where PPE is identified as a control measure in a risk assessment the equipment selected must be appropriate for the task. This ensures that it will provide adequate protection and is compatible with other equipment in use.

The assessment should be reviewed if there is a significant change in the activity. Advice on the selection of PPE is available from the Corporate Health and Safety Team.

All PPE must be maintained in good working order, and any defect reported immediately to the Head of Department, for repair or replacement.

Respiratory protective equipment (RPE) is maintained in good working order, kept hygienically clean, stored in clean condition, and inspected at monthly intervals (3 monthly where use is infrequent) by the Head of Department. A written record will be kept for inspection. Alternatively, disposable RPE is used, provided that this is suitable for purpose and worn in line with the manufacturer's instructions. The cost of all PPE is covered by the school.

### **Subject Areas**

Each subject area within the school may have health and safety arrangements that are unique. Where appropriate, Subject Coordinators may submit a summary of key issues and procedures for inclusion in the School Safety Policy. Topics may include:

- How safety is planned and managed within the Department
- Where safety information is filed
- Special safety rules and training requirements
- Responsibilities of certain individuals with regard to safety tasks or functions
- Liaison with regard to safety tests and inspections
- Maintenance of plant and equipment
- Provision of protective equipment

Those subject areas which involve a higher degree of risk, such as D&T and Science, may require their own health and safety policy. In certain cases, CLEAPSS provides standardised documentation which may be adapted by the school.

### **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

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 that they are medically fit to work alone.

### **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 caretaker 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

### **Lettings**

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

### **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.

### **Smoking (or Vaping).**

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

### **Infection prevention and control**

We follow national guidance published by Public Health England when responding to infection control issues (including Covid-19). 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

### **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

### **Clinical waste**

- Always segregate domestic and clinical waste, in accordance with local policy
- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins

### **Animals**

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

### **Exclusion periods for infectious diseases**

The school will follow recommended exclusion periods outlined by Public Health England, summarised in appendix 1.

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

### **New and expectant mothers**

Risk assessments will be carried out whenever any employee 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 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

### **Information and Training** **(Section E2 of SHSM)**

Staff will be provided with appropriate information and training to enable them to undertake and supervise school activities. Examples of such activities include the safe use of substances, machines and other items of work equipment. Training requirements for staff are identified via a training needs analysis which would also consider any specialist safety training requirements.

Training needs should be prioritised in an annual training plan and costed to allow appropriate allocation of the school's training budget.

### **Monitoring**

This policy will be reviewed by the headteacher every year.

At every review, the policy will be approved by the resources governing committee

### **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
- Parent and Visitor Conduct Policy

## Appendix 1. 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 Public Health England. For each of these infections or complaints, there [is further information in the guidance on the symptoms, how it spreads and some 'do's and don'ts' to follow that you can check.](#)

Infection or complaint	Recommended period to be kept away from school or nursery
<b>Athlete's foot</b>	None.
<b>Campylobacter</b>	Until 48 hours after symptoms have stopped.
<b>Chicken pox (shingles)</b>	Cases of chickenpox are generally infectious from 2 days before the rash appears to 5 days after the onset of rash. Although the usual exclusion period is 5 days, all lesions should be crusted over before children return to nursery or school.  A person with shingles is infectious to those who have not had chickenpox and should be excluded from school if the rash is weeping and cannot be covered or until the rash is dry and crusted over.
<b>Cold sores</b>	None.
<b>Rubella (German measles)</b>	5 days from appearance of the rash.
<b>Hand, foot and mouth</b>	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.
<b>Impetigo</b>	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
<b>Measles</b>	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.
<b>Ringworm</b>	Exclusion not needed once treatment has started.
<b>Scabies</b>	The infected child or staff member should be excluded until after the first treatment has been carried out.
<b>Scarlet fever</b>	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 factsheet to send to parents or carers and staff.

<b>Slapped cheek syndrome, Parvovirus B19, Fifth's disease</b>	None (not infectious by the time the rash has developed).
<b>Bacillary Dysentery (Shigella)</b>	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.
<b>Diarrhoea and/or vomiting (Gastroenteritis)</b>	<p>Children and adults with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course is completed.</p> <p>For some gastrointestinal infections, longer periods of exclusion from school are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, school health advisor or environmental health officer will advise.</p> <p>If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.</p>
<b>Cryptosporidiosis</b>	Until 48 hours after symptoms have stopped.
<b>E. coli (verocytotoxigenic or VTEC)</b>	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.
<b>Food poisoning</b>	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).
<b>Salmonella</b>	Until 48 hours after symptoms have stopped.
<b>Typhoid and Paratyphoid fever</b>	Seek advice from environmental health officers or the local health protection team.
<b>Flu (influenza)</b>	Until recovered.
<b>Tuberculosis (TB)</b>	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.
<b>Whooping cough (pertussis)</b>	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.
<b>Conjunctivitis</b>	None.



Designated safeguarding lead	Lisa Robson
Deputy designated safeguarding lead	Kaye/ Carolyn/Kari
Designated teacher for looked after children	Kaye Smith
Early Years	Chelsea Runciman
Key Stage 1	Kaye Smith
Key Stage 2	Kari Sparrow
Sendco	Kaye Smith
English	Writing - Kari Sparrow Reading – Adam Grace Phonics – Chelsea Runciman
Maths	Chloe Lewis
Science	David Pringle
History	Chloe Lewis
Geography	Chloe Lewis
Re	Kari Sparrow
PE	Adam Grace
Music	Carolyn Mackay
Computing	Kaye Smith
Dt	Katie Tweddle
Art	David Pringle
PSHE	Chelsea Runciman
MFL	Laura Suttill
EVC	David Pringle
Forest School	Amy Atkinson
E safety	Kaye Smith
GDPR	Kaye Smith
ECT Mentor	Kaye Smith
Community and home-school lead	Kari Sparrow
Safeguarding and Pastoral lead	Kaye Smith
Intervention lead and Pastoral mentor	Ann Bower
HLTA/ School council lead	Michelle Duffield
School library lead	Wiebke Howey
Student Mentor	Kari Sparrow