

# Jennett's Park CE Primary

## Health and Safety



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## 1. Aims

Our school aims to:

Provide and maintain a safe and healthy environment

Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site

Have robust procedures in place in case of emergencies

Ensure that the premises and equipment are maintained safely, and are regularly inspected

We promise as a staff and community to try to serve the common good with our work as part of the Church of England.

<b>Educating for Wisdom, Knowledge and Skills</b>	To help grow resourceful , resilient and reflective children who are equipped with the skills , knowledge and tenacity empower themselves, their learning throughout their lives.
<b>Educating for Hope and Aspiration</b>	To inspire and enrich lives beyond current opportunities and experiences in order to open minds to the potential their future holds
<b>Educating for Community and Living Well Together</b>	To be a multi-cultural, inclusive community of individuals loved by God who feel valued and involved where we create qualities of character to enable people to flourish.
<b>Educating for Dignity and Respect</b>	That children might know how much that they are loved and valued by so that they might show dignity and respect for themselves and others by carefully and safely thinking through their actions.

## 2. Legislation

- This policy is based on advice from the Department for Education on [health and safety 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](#).
- This policy complies with our funding agreement and articles of association.

### 3. Roles and responsibilities

#### 3.1 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..

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 Bonitas Trust and Local 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 Chris Simpkins

#### 3.2 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, the Deputy Headteachers assume the above day-to-day health and safety responsibilities.

#### 3.3 Health and safety Team

There is a health and safety team comprising of Site Manager, Head, Office Manager, Family Support Worker and Finance lead and they jointly support the Head as nominated lead. The Headteacher will delegate issues for admin to the Finance Manager.

#### 3.4 Phase Leaders & Line Managers

Leaders in charge of EY, KS1 and KS2 are responsible to the Headteacher for ensuring the application of this policy within the individual areas that they control. In particular line managers will ensure that:

The school's risk assessment process is applied within their area and that control measures are implemented in accordance with the assessment and monitored and reviewed accordingly.

All accidents and incidents occurring within their areas are reported, recorded and investigated in accordance with the school's procedure

Staff are properly consulted on any matters that may affect their health or safety whilst at work.

All children are given relevant Health and Safety information and instruction.

### **3.5 Staff**

School staff have a duty to take care of pupils in the same way that a prudent parent 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

### **3.6 Pupils and parents**

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

### **3.7 Contractors**

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.

#### **4. Site security**

The site manager is 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.

Members of the senior team along with the site manager are key holders and will respond to an emergency.

#### **5. Fire**

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.

The fire alarm is a loud buzzer.

Fire alarm testing will take place once a week.

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. This is on the end of the field

Form tutors/class teachers will take a register of pupils, which will then be checked against the attendance register of that day

The office team 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.

A fire safety checklist can be found in appendix 1.

## 6. 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

Germ that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by Gary Plumley 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.

*Hazardous products are stored in a locked cupboard with no access for pupils.*

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.

### 6.1 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

### 6.2 Legionella

A water risk assessment has been completed yearly. The site manager 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

### 6.3 Asbestos

We have no Asbestos built into the site .

## 7. Equipment

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

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

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

### 7.1 Electrical equipment

All staff are responsible for ensuring that 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 Jenade Ahmed 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 isolators 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

## **7.2 PE equipment**

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 gym floor or other apparatus will be reported to the site manager via his log

## **7.3 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)

## **7.4 Specialist equipment**

Parents are responsible for the maintenance and safety of their children's wheelchairs. In school, staff promote the responsible use of wheelchairs.

### **8. 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.

### **9. 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.

Working at a height over a 35cm gap can cause injury if you fall. Staff should take care to assess the need to move to a higher level.

To cut risk and protect yourself.

- Always ask yourself if you can avoid or minimise work at height if possible, eg use lightly weighted

strings to pull display items up over beams, prepare displays as far as possible before putting them up.

- Always use suitable equipment for working at height, eg 'kick-step' type stools, properly designed and maintained low steps, poles for opening high windows etc.

Our school has this sort of equipment. If you still can't reach without over-stretching, ask for help from the site manager.

- Always think of your personal safety and assess the risk from what you propose to do.
- Remember that school furniture was not designed for you to stand on.
- Be aware of obstructions at all times.
- Wear suitable footwear.
- Report poor maintenance, such as damaged window mechanisms, which could create hazards.
- Be aware of slippery surfaces, particularly stairs.
- Reduce accidents on stairs by encouraging people not to run or push.
- If you are worried about the lack of equipment or its poor quality, inform your head teacher or safety representative.

Alertness is the key

Keep your mind on what you should be doing and how you should be doing it.

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 or working at a height higher than 1 foot.

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

Anyone who is using ladders should read and understand the HSE guide.

<https://www.hse.gov.uk/work-at-height/ladders/index.htm>

## 10. Manual handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

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

Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help

Take the more direct route that is clear from obstruction and is as flat as possible

Ensure the area where you plan to offload the load is clear

When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable



## 11. Off-site visits

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 school mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details

There will always be at least one first aider for reception and Nursery with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

**Staff use evolve to log trips** [EVOLVE - Bracknell Forest Council \(edufocus.co.uk\)](http://www.edufocus.co.uk)

## 12. Lettings

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

## 13. Violence at work

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.

## 14. Smoking

Smoking is not permitted anywhere on the school premises.

## 15. Infection prevention and control

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

### 15.1 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

### 15.2 Coughing and sneezing

Cover mouth and nose with a tissue

Wash hands after using or disposing of tissues

Spitting is discouraged

### 15.3 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

### 15.4 Cleaning of the environment

Clean the environment frequently and thoroughly

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

### 15.5 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

### **15.6 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

### **15.7 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

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

### **15.8 Animals**

Inform headteacher if there are animals onsite

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

### **15.9 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 [twice a 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

### **15.9 Pupils vulnerable to infection**

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

## 15.10 Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by Public Health England, summarised in appendix 3.

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

### 16. 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 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

### 17. Occupational stress

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.

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

Please read wellbeing policy for more details on our support.

### 18. Accident reporting

An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it

As much detail as possible will be supplied when reporting an accident

Information about injuries will also be kept in the pupil's educational record

Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of

<https://www.reportincident.co.uk/bracknell/>

## 18.2 Reporting to the Health and Safety Executive

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

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

Reportable injuries, diseases or dangerous occurrences include:

Death

Specified injuries. These are:

- Fractures, other than to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding)
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia

- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours

Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days

Where an accident leads to someone being taken to hospital

Where something happens that does not result in an injury, but could have done

Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:

- The collapse or failure of load-bearing parts of lifts and lifting equipment
- The accidental release of a biological agent likely to cause severe human illness
- The accidental release or escape of any substance that may cause a serious injury or damage to health
- An electrical short circuit or overload causing a fire or explosion

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

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

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

### **18.3 Notifying parents**

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

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

The headteacher will notify MASH of any serious accident or injury to, or the death of, a pupil in the Early Years Foundation Stage while in the school's care.

### **18.5 Reporting to Ofsted**

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

## **19. Training**

Our staff are provided with health and safety training as part of their induction process. Staff sign a yearly induction and indicate training

Staff who work in high risk environments, such as in science labs or with woodwork equipment, or work with pupils with special educational needs (SEN), are given additional health and safety training.

## **20. Monitoring**

This policy will be reviewed by the Headteacher every year and relevant updates made.

At every review, the policy will be approved by the governing board.

## **21. Links with other policies**

This health and safety policy links to the following policies:

- First aid and health Care
- Lone Working
- Safeguarding
- Emergency Planning
- Intimate Care
- Use of reasonable Force
- Risk assessment
- Wellbeing
- Supporting pupils with medical conditions
- Accessibility 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. 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
<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>Respiratory infections including coronavirus (COVID-19)</b>	Children and young people should not attend if they have a high temperature and are unwell. Anyone with a positive test result for COVID-19 should not attend the setting for 3 days after the day of the test.
<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 a 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 adviser 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.
<b>Giardia</b>	Until 48 hours after symptoms have stopped.
<b>Glandular fever</b>	None (can return once they feel well).
<b>Head lice</b>	None.
<b>Hepatitis A</b>	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.



<b>Hepatitis B</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.
<b>Hepatitis C</b>	None.
<b>Meningococcal meningitis/ septicaemia</b>	If the child has been treated and has recovered, they can return to school.
<b>Meningitis</b>	Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed.
<b>Meningitis viral</b>	None.
<b>MRSA (meticillin resistant Staphylococcus aureus)</b>	None.
<b>Mumps</b>	5 days after onset of swelling (if well).
<b>Threadworm</b>	None.
<b>Rotavirus</b>	Until 48 hours after symptoms have subsided.

Appendix 3 Routine checks and tests

inspection	Completed by	How Often
Automatic Doors	Loddon Doors / GT Access	Annual
Fix Electrical test	Qualified electrician	Every 5 years
Electrical PAT testing	Qualified electrician	Annual
Fire Extinguisher / Blankets	Churches Fire Security Ltd	Annual
Fire Alarm service	Arena	6 Months
Emergency lighting	Arena	Monthly
Intruder Alarm Service	Security Control systems Ltd	6 Months
Hot & Cold water Services	IWS	6 Months
Air Handling Units	N/A	6 Months
Gas Boilers	Servio	Annual
Kitchen Equipment	ISS	Annual
Tree Survey	Bracknell Council	Annual
Health & Safety Audit	Doug Brady (BFC)	Annual
Fire Safety risk Assessment	Doug Brady (BFC)	Annual
COSSH Data Sheets	Doug Brady (BFC)	Annual
Outside timber Trail	Sport Safe	Annual
PE Equipment inc climbing	Sport Safe	Annual
Astro Pitch inspection & deep clean	Site Controller	Every 2 months
Pond	Site Controller	Daily
Cleaning audit	Estates Manager	Monthly
Fencing	Site controller	Monthly

**SITE CONTROLLER INSPECTIONS**

Daily building Check	Site Controller	Every Morning before 8am
Weekly Fire Test	Site Controller	Monday
Emergency lighting test	Site Controller	Tuesday
Door Finger guards	Site Controller	Monday
Fire Doors	Site Controller	Daily
Hot & Cold Water tests	Site Controller	Monthly
Outside Timber Trail	Site Controller	Daily
Cleaners Audit	Site Controller	Monthly
Astro Pitch check & Clean	Site Controller	Weekly

Appendix 5 IRF Incident Report Form (IRF 09/16)

Input data into Online Incident Form at: <https://www.reportincident.co.uk/bracknell>. If for any reason the Online Form is inaccessible send a hard copy (retain original) to: Corporate H&S, 1<sup>st</sup> Floor, Easthampstead House. Certain workplace incidents are reportable under RIDDOR to the HSE. For more information on contact a Health &S Adviser: 01344 352000 or go to: <http://www.hse.gov.uk/riddor/index.htm>.

**Was a Person Involved in the Incident?** Yes / No (Yes will include: a near miss, threatening behaviour, verbal abuse, racial abuse etc.)

**Your Details (Person completing this form)?**  
 Title/First Name/Surname.....Tel No: .....

**Address where the Incident occurred?**  
 Building Name: .....Street.....Postcode.....  
 Where on the premises did the incident occurred? (E.g. stairs, playground, main pool, etc.):  
 .....

**The Incident**  
 Date of Incident..... Time of Incident: .....

**Incident Type? (tick box):**

Slip/Trip/Fall	<input type="checkbox"/>	Contact with Machinery	<input type="checkbox"/>	Exposure: fire	<input type="checkbox"/>
Fall From Height	<input type="checkbox"/>	Contact with Electricity	<input type="checkbox"/>	Exposure: explosion	<input type="checkbox"/>
Handling / Lifting	<input type="checkbox"/>	Struck by vehicle	<input type="checkbox"/>	Verbal Abuse	<input type="checkbox"/>
Trapped by Object	<input type="checkbox"/>	Exposure Hot Surface	<input type="checkbox"/>	Racial Incident	<input type="checkbox"/>
Struck against fixed	<input type="checkbox"/>	Contact Harmful Substance	<input type="checkbox"/>	Sexual Harassment	<input type="checkbox"/>
Struck by Object	<input type="checkbox"/>	Physical Violence	<input type="checkbox"/>	Medical issue/ill-health	<input type="checkbox"/>
Drowning	<input type="checkbox"/>	Road Traffic Collision	<input type="checkbox"/>	Near Miss	<input type="checkbox"/>
Injured by Animal	<input type="checkbox"/>	Fall on stairs	<input type="checkbox"/>	Other	<input type="checkbox"/>

**Describe what happened?**

**If the incident involved a person circle as appropriate:**  
 Employee    Pupil (Schools Only)    Client (Social Care Only)    Member of Public    Contractor

**Was there an injury? (includes verbal abuse and a near miss) Yes/No**  
**Injuries? (tick box):**

Aches/Pains	<input type="checkbox"/>	Bruises	<input type="checkbox"/>	Cuts	<input type="checkbox"/>	Fracture	<input type="checkbox"/>	Spinal Injury	<input type="checkbox"/>
Amputation	<input type="checkbox"/>	Burns/Scalds	<input type="checkbox"/>	Dislocation	<input type="checkbox"/>	Head Injury	<input type="checkbox"/>	Sprain/Strain	<input type="checkbox"/>
Asphyxiation	<input type="checkbox"/>	Crushed	<input type="checkbox"/>	Electric Shock	<input type="checkbox"/>	Nausea	<input type="checkbox"/>	Unconscious	<input type="checkbox"/>
Back Injury	<input type="checkbox"/>	Chest Pains	<input type="checkbox"/>	Eye Injury	<input type="checkbox"/>	Poisoning	<input type="checkbox"/>	No Injury	<input type="checkbox"/>

**Body part(circle as appropriate):**  
 Ankle / Arm / Back / Ear / Elbow / Eye / Finger / Foot / Hand / Head / Hip / Knee / Leg / Neck / Shoulder /  
 Trunk / wrist / Other

**Severity of Injury? (circle as appropriate)**  
 Minor injury / Major injury / Fatality / Member of Public (*includes Pupils*) Taken to Hospital / Dangerous Occurrence /  
 Other Incident

**Has the Incident been Reported to the HSE? Yes / No**

**Did the Person? (tick relevant boxes):**

Go to Hospital	<input type="checkbox"/>	Go home	<input type="checkbox"/>	Receive First Aid	<input type="checkbox"/>
Go for treatment elsewhere	<input type="checkbox"/>	Remain at work/school	<input type="checkbox"/>	None of above	<input type="checkbox"/>

If yes who administered First Aid? .....

What treatment was given.....

If referred to Hospital by what means(circle as appropriate):  
 Ambulance / Member of staff car / Made own way / Taxi / Other

**Time off Work (Employees Only):** Number of days off work were: .....

**Details of the Person Involved:**  
 Forename & Surname.....Address.....  
 .....Town.....Post Code..... Tel No .....

**Gender:** Male / Female **Age:** .....If a minor has the parent/guardian been informed Yes/No.

**Was there any property damage? Yes / No**  
 Description of item damaged: .....

How did the damage occur? .....

Have repairs been carried out Yes/No      Have repairs been ordered Yes/No By whom.....

If no why not

**Were there any witnesses? Yes / No**      Name: .....

Name: .....

Address: .....      Address: .....

..... Tel No: .....      ..... Tel No: .....

**Remedial action taken Headteacher to prevent reoccurrence?**  
**Headteacher Please Print Name:**.....

## Appendix 6 HEALTH AND SAFETY INDUCTION 2022-23

Following your induction talk, please complete and hand to Emma Akers Finance Manager

Name: \_\_\_\_\_

Job or Role: \_\_\_\_\_

All staff should be aware of the responsibilities placed upon them under the Health and Safety at work Act (1974) to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, children and visitors. A copy of The Law of Safety and Health at Work is located in the Office for all staff reference. There are also some Health and Safety at Work publications and circulars that summarise current legislation with regard to schools.

It is important that all staff are familiar with particular school health and safety requirements and procedures. Some of this information is found in the school handbook and some on within policies. In relation to staying safe at work we direct all staff to read these policies in the Shared Admin Drive.

- The Health and Safety Policy
- Behaviour Policy
- Antibullying Policy
- Code of Conduct
- Educational visits Procedures online
- Esafety
- Intimate Care policy
- Data Protection Policy
- First Aid and healthcare Policy
- Absence Policy

Staff should be aware of:

- Emergency situations including Red triangles, Fire Drills and evacuation procedures
- Signing in arrangements
- Start of school, playtimes, lunchtimes, end of school
- Uninvited visitors
- First aid arrangements and at playtimes/lunchtimes
- Incident proformas
- Wet playtime arrangements and safety
- Handling of money
- Food safety
- Hot drinks safety
- Lone working arrangements

### Health and Safety Matters- these should be understood

- First Aid
- Location of first aid box
- Identity of first aiders
- Procedure for first aid

### Hygiene and Health

Please train the children to wash their hands using soap and water after going to the toilet and before eating food. Staff should also make a point of regularly washing their hands throughout the school day as this is proven to cut down the transmission of communicable diseases.

Report any incidents that reduce the hygiene and safety standards in school to Gary Plumley or if absent the office e.g. if urine /broken glass on the floor needs cleaning up or if soap is needed at a wash hand basin.

Health, hygiene and safety should be particularly considered and given a high profile with children during practical sessions and during the handling or preparation of food.

### Incident reporting procedures for:

- Employee incidents;
- Work related incidents for non-employees;
- Non work related incidents for non-employees
- Security procedures
- Security codes
- Visitor procedures
- Contractor procedures

### Buildings

- Ensure that materials on displays are securely fastened.
- Report to the school caretaker via the 'in tray' system in the office any structural fault that you may notice/may occur as soon as possible. e.g. loose plaster, a cracked window pane, unsafe flooring.
- Keep floor and walking areas safe by putting equipment away and train children to pick up litter, wipe up spills of water and so on.

**Fire Awareness**

- Action to take in the event of fire
- Location of call points
- Location of assembly point
- Identity of Fire Wardens
- Identity of the Emergency Co-ordinator
- The role of staff in general and the role of the staff member concerned
- ALL fire doors are to be kept closed on all occasions
- Do not block corridors
- If you walk through a fire door that is propped open, CLOSE IT!

**Equipment**

- Do not use adapter plugs or extension leads other than those approved by the caretaker.
- At all times avoid having trailing electrical cables anywhere in the school.
- Report faulty wiring/plugs to the caretaker immediately, using the 'in tray' system. Do not use equipment with faulty wiring and plugs.
- Surfaces to be clean and tidy in Practical room
- Ensure all equipment is safely stored. E.g. balls, knives, bricks, ropes.

**Substances**

- No dangerous substances should be used in classrooms or left accessible to any child.
- Correction fluid is not allowed in the school.

**Storage of Data**

- We must treat storage of information held as children as confidential.
- We must ensure data is correctly disposed of at appropriate times and following guidance given is retained for storage.

**Wellbeing**

- Members of Wellbeing team are displayed in staffroom
- Who to report concerns to – Line manager in first instance
- Occupational Health and Harmony Counselling referrals

**Educational Visits**

All staff should read and familiarise themselves with what to do to plan or accompany a trip. All staff should have completed the yearly internal training if they are accompanying a trip

**Afternoon Registration**

The law states that schools can hold afternoon registration at any point during the session, but at Jennett's Park , for Health and Safety reasons, our afternoon registration will be taken at:

EYFS	12:30 pm	KS1	12:45 pm	Y3/4	1.00pm	Y5/6	1:15
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**Child Protection**

I am aware it is my responsibility to report to Mrs Savage, the Child Protection Designated Leader (or in her absence The Child Protection Deputy Leaders Mrs. Robinson. Ms Szadowski, Mr. Page, Miss Allen, Mrs. Thorpe may help with investigations.

- Child protection involves a range of safeguarding matters including:
- Neglect
- Abuse (physical, emotional, sexual)
- Female Genital Mutilation (FGM)
- Domestic Violence (DV)
- Self-harm (e.g. picking scabs/scars, pulling out hair or eyelashes; overly picking nails)
- Bullying including cyber bullying and homophobic bullying
- E safety issues (accessing inappropriate material at home or school; grooming)
- Preventing Extremism/Radicalism
- Child Sexual Exploitation

Please state if you need any additional training on anything listed to keep children safe .....

I have read the above and related information and take responsibility for carrying out the relevant health and safety procedures as required.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix 7 Whole School Food Approach

The school supports the '5 a day' campaign to encourage children to eat 5 portions of fruit and vegetables a day, which has been shown to reduce the onset of certain life-threatening conditions as well as being helpful in tackling and preventing childhood obesity.

Jennett's Park CE Primary School is a healthy school. It is important that we consider all elements of our work to ensure that we promote health awareness in all members of the school community. We can provide a valuable role model to pupils and their families with regard to food and healthy eating patterns.

Through effective leadership, the school ethos and the curriculum, all school staff can bring together all elements of the school day to create an environment which supports a healthy lifestyle.

### **Aims and Objectives**

- To ensure that we are giving consistent messages about food and health
- To give our pupils the information they need to make healthy choices
- To promote health awareness
- To contribute to the healthy physical development of all members of our school community
- To encourage all children to take part in the '5 a day' campaign

### **Snack**

All our under 5s are entitled to free milk which is organised by the Foundation Stage teacher. All FS and KS1 classes include a morning breaktime snack of cut and washed fruit to all children, provided by the Free Fruit for schools initiative. Children are given responsibility for passing the fruit to others and for helping to clear away. KS2 children bring fruit or cereal bars which they eat at playtime – no other snack is allowed during break.

### **School lunches and packed lunches**

All our school meals are provided by a contracted caterer who has a healthy food policy as part of their tender. Where possible, this includes the use of fresh fruit and vegetables each day as a choice for the children. Many children bring packed lunch to school. We do not allow sweets, chocolate bars or fizzy drinks.

### **Water for all**

Cooled water is freely available throughout the school day to all members of the school community. Every child is encouraged to bring a water bottle into school. Children may drink their water at any time except during worship. Regular water and brain breaks are built into the school day and curriculum by class teachers. FS and KS1 children are also reminded to drink water at their snack time.

### **Food across the Curriculum**

In EYFS, KS1 and KS2, there are a number of opportunities for pupils to develop knowledge and understanding of health, including healthy eating patterns and practical skills that are needed to understand where food comes from such as shopping, preparing and cooking food.

Food Technology as part of DT provides the opportunity to learn about where food comes from and apply healthy eating messages through practical work with food, including preparation and cooking.

PSHCE encourages young people to take responsibility for their own health and well-being, teaches them how to develop a healthy lifestyle and addresses issues such as body image. Pupils are able to discuss issues of interest to young people, eg advertising and sustainable development.



School visits provide pupils with activities to enhance their physical development eg to activity centres. Out of hours learning and enrichment activities include cookery and gardening clubs from time to time.

### **Partnership with parents and carers**

The partnership of home and school is critical in shaping how children and young people behave, particularly where health is concerned. Each must reinforce the other. Parents and carers are regularly updated on our water and packed lunch policies through school and class newsletters.

We ask parents not to send in fizzy drinks and we remind them that only water may be drunk during the school day, except at lunch when children may drink juice. During out of school events, e.g. school summer fairs etc., the school will encourage parents and carers to consider the Food Policy in the range of refreshments offered for sale to the children.

### **Role of the Governors**

Governors monitor and check that the school policy is upheld by visiting the school at key times of the day, eg lunchtime and can also offer guidance where a member of the body has particular expertise in this area.

## **Aims**

This school believes in Sun Safety.

To ensure that children and staff are protected from skin damage caused by the harmful ultra-violet rays in sunlight we have written this approach. The aim of this sun safety policy is to protect children and staff from skin damage caused by the effects of ultraviolet radiation from the sun. The success of this health promotion programme will be more successful when this integrated whole school approach is adopted.

The main elements of this policy are:

1. protection: providing an environment that enables pupils and staff to stay safe in the sun.
2. education: learning about sun safety to increase knowledge and influence behaviour.
3. partnership: working with parents/carers, governors, our school nurse and the wider community to reinforce awareness about sun safety and promote a healthy school.
- 4.

As part of the Sun Safety approach, our school will:

- educate children throughout the curriculum about the causes of skin cancer and how to protect their skin;
- encourage children to wear clothes that provide good sun protection.
- hold outdoor activities in areas of shade whenever possible, and encourage children to use shady areas during breaks, lunch-hours, sports and trips. Sunbathing is definitely discouraged.
- work towards increasing the provision of adequate shade for everybody.
- encourage staff and parents to act as good role models by practising sun safety;
- regularly remind children, staff and parents about sun safety through newsletters, posters, parents meetings, and activities for pupils.
- invite relevant professional (school nurses and health promotion officers\_ to advise the school on sun safety'
- make sure the Sun Safety Policy is working. We will regularly monitor our curriculum, assess shade provision, and review the sun safety behaviour of our young people and staff (use of hats, shade etc).

Anything over 24 degrees we classify as hot regardless of breeze. Suggestions to help cope with hot weather in partnership with parents:

- Pupils to wear hats when outside.
- Pupils should wear sun cream and be allowed under supervision to reapply this at a suitable time.
- Teachers should make a judgement as to the temperature of classrooms and make internal arrangements to teach in cooler areas where possible.
- Teachers should encourage pupils to drink water and ensure there are regular breaks for them to do so.
- Where possible, all doors and windows should be opened to provide a through breeze & class room blinds should be drawn.

- Physical education lessons should be carefully planned to avoid sun exposure, unnecessary exertion and dehydration. In extreme weather, outdoor PE lessons should not last for more than 20 minutes when children should be brought indoors, given time to rest and drink water.
- Staff to not repeatedly expose children at several points in a day – be aware of how long they have been out e.g. PE session (30 mins) + lunch ( 30 mins) + one outside activity could lead to too long over 1 ½ hours exposure.
- Annual Sports' Day will be determined by preceding days' climate and national weather forecasts. Again children spectating should not do so for more than 30 minutes at a time.

Pupils with Asthma, breathing difficulties or other relevant health conditions, or those who are fasting should avoid physical activities

Parents/carers and children must be encouraged to follow these procedures at home

Staff must also ensure they drink water regularly and take precautions against the high temperatures

In rare cases, extreme heat can cause heatstroke

Symptoms to look out for are:

- Cramp in arms, legs or stomach, feeling of mild confusion or weakness.
- If anyone has these symptoms, they should rest for several hours, keep cool and drink water or fruit juice.
- If symptoms get worse or don't go away medical advice should be sought. NHS Direct is available on 0845 4647
- If you suspect a member of staff or pupil has become seriously ill, call an ambulance. While waiting for the ambulance:
- If possible, move the person somewhere cooler.
- Increase ventilation by opening windows or using a fan.
- Cool them down as quickly as possible by loosening their clothes, sprinkling them with cold water or wrapping them in a damp sheet.
- If they are conscious, give them water or fruit juice to drink.

**Do not give them aspirin or paracetamol**