

## Jennett's Park CE Primary

### Health and Safety



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## 1. Statement of Intent

At Jennett's Park CE Primary, we are committed to the health and safety of our staff, pupils, and visitors. Ensuring the safety of our community is of paramount importance and this policy reflects our dedication to creating a safe learning environment.

We are committed to:

- Providing a productive and safe learning environment.
- Preventing accidents and any work-related illnesses.
- Compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff and representatives in health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop the school's culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our school.
- Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable.

Signed: S Marlow

(Chair of Governors)

Signed: Liz Savage

(Head Teacher)

Date: 10.9.25

## 2. 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](#), guidance from the Health and Safety Executive (HSE) on [incident reporting in schools](#), and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- The Personal Protective Equipment at Work Regulations 1992
- The Education (School Premises) Regulations 1999
- The Ionising Radiation Regulations 2017 (IRR17)
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)
- [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 require 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.

This policy has due regard to national guidance including, but not limited to, the following:

DfE (2022) 'Health and safety: responsibilities and duties for schools'

UK Health Security Agency (2024) 'Health protection in children and young people settings, including education'

HSE (2024) 'Sensible health and safety management in schools'

DfE (2022) 'First aid in schools, early years and colleges'

### **3. Roles and responsibilities**

#### **3.1 The Local 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 Joy Venediktou.

#### **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 Headteacher(s) assume the above day-to-day health and safety responsibilities.

#### **3.3 Health and safety Team and Site staff**

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.

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

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.

All staff should make themselves and their pupils familiar with the positions of fire alarms, exits, and extinguishers.

There will be at least one fire drill and lockdown per term.

The fire alarm is tested each week on Tuesday morning.

A fire safety checklist can be found in appendix 1.

## 5b Jennett's Park CE Primary School Fire Evacuation Procedures September 2023 v1

The fire alarm is a continuous loud ringing.

### In the event of a fire alarm sounding:

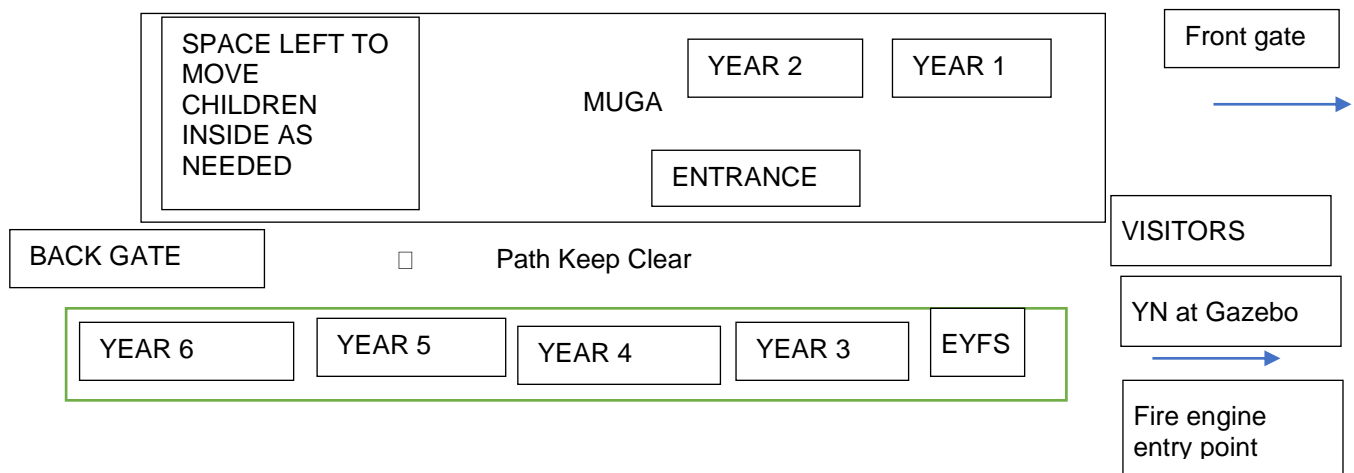
The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately.

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

Class teachers and LSA's are responsible for their classes: check that all children are safely out, toilet/cloakroom and store areas are evacuated; close any doors and windows on the way out.

Staff and pupils will congregate at the assembly points Take pupil lists from exit door .

**Assembly Points - EYFS: Exit through Rainbow door to MUGA Y1- 6 Classes exit to MUGA**



**HT/DHT, Finance Manager & FSW.** Check central area of school is clear:

- o HT/DHT to check HT/Finance Manager /DHT office, Disabled toilet, Hall and Kitchen. To check the board for location. **Bring out wireless device for staff signing in**
- o Finance Manager/ Office Manager to check Library, Pupil toilets, Staffroom, Staff toilets, music room. Walk KS2 corridor and exit onto Playground.
- Office staff to check the main school office, meeting room, ICT & reprographics. Walk KS1 corridor and exit to assembly point in car park.
- **Office staff** to collect the whole school pupil list, radio and signing in tablet and proceed to MUGA. *Print signing in.*
- Site manager responsible for kitchen and entry points and liaising with fire service. HT/ DHT assume role in time when not in.
- Children and staff are registered in correct area; children to line up and to answer their name back to their teacher when called.
- Teachers raise register once their class are accounted for

The office team will take a register of all staff using who's on location software

Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter SLT to reallocate staff to areas if a staff member on rota is absent.

In the event that the fire alarm sounds **during lunch time or before or after school**, staff in the team are responsible for the evacuation. If a YG is using the hall then evacuate the hall through the side doors. All children will be escorted by staff to register on the MUGA. The route to be taken is through the car park onto the playground and keep as close to the field as possible on the playground. **ALL** children from the playground will assemble on MUGA for registration - this includes Reception children. HT & Finance Manager & Office Staff will check the central area of school is clear.

## 6. Lockdown Procedure

- a. This is a slightly alarming term, referring to the procedure for keeping pupils safe by keeping them indoors in their classrooms or other safe locations away from a perceived threat. For example, when an intruder is seen on or near the school site following the Broadmoor Cascade Alert.
- b. Lockdown could also apply if the intruder is within the school buildings, in which case a quick assessment will be made as to whether it is safer to keep pupils within their classrooms or to evacuate and disperse them.
- c. The Head Teacher in consultation with Finance Manager or Site Manager will activate the lockdown signal, which is the siren on the loud hailer/megaphone.
- d. A member of the admin team will call the emergency services.
- e. Teachers will clear the halls and get all pupils and staff into the closed classrooms.
- f. Staff will keep all pupils in their classrooms until given the all clear.
- g. Consider locking doors/gates if possible, shut/lock windows and close blinds.
- h. Turn off lights if necessary.
- i. Keep pupils seated and away from doors and windows. There may be circumstances when it is best to sit on the floor or under desks.
- j. Teachers will maintain (as best they can) a calm atmosphere in the classroom and keep alert to the emotional needs of pupils.
- k. Try and keep pupils engaged in a quiet activity or game.
- l. Staff will not allow anyone out of the classroom during a lockdown procedure in any circumstances.
- m. Teachers will remain with their pupils at all times.
- n. If the teacher is out of class at the time of the incident, then they should only attempt to go back to the classroom IF SAFE to do so. However, if this is too risky or dangerous, then they will try and contact the children as soon as possible.
- o. Follow the Emergency Initial Response checklist.
- p. Parents will not be allowed to pick up their children during a lockdown procedure.
- q. If the children are outside, teachers/supervisors will, depending on the situation, either move them to the nearest building that can be secured and has an alternative escape route, or ask them to hide, disperse or take cover.
- r. The headteacher will activate the all clear signal via the loud hailer/megaphone.

## 7. Active monitoring system

The school's procedure for actively monitoring its system will include:

- Annual audits, including fire risk assessments and health and safety audits.
- **Termly** examination of documents to ensure compliance with standards.
- **Termly** inspection of premises, plants and equipment.
- **Monthly** reports and updates to the headteacher.
- External measures, such as surveys by contractors and service providers, along with visits from Environmental Health and Ofsted.

## 8. Risk assessment

The headteacher has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas in the school. The health and safety officer will be consulted when risk assessments are being carried out.

Termly assessments of high-risks areas, such as laboratories, will be undertaken. Annual risk assessments will be conducted for all other areas of the school. Risk assessments will consider the needs of staff, pupils, visitors and



contractors. Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.

Risk assessments will be reviewed if:

- There is any reason to suspect that they are no longer valid.
- There has been a significant change in related matters.
- The governing board will be informed of risk assessments, allowing issues to be prioritised and actions to be authorised, along with funds and resources.

The school will record any significant findings of any risk assessments, including the following:

- The identified hazards
- How people might be harmed by them
- What the school has implemented to control the risk

The school will appoint an educational visits coordinator and ensure they receive the training necessary to carry out the role. Where there is no educational visits coordinator, the headteacher will perform this duty. The educational visits coordinator will ensure risk assessments are completed by staff leading day trips or residential stays.

## 9. 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

Germes that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by **John Paul Bagnoli Site Manager under direction of Trust site lead Gary Plumley** and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

The site manager will keep an up-to-date inventory of all the hazardous chemicals and materials held at the school. A termly audit of hazardous materials will be undertaken by the site manager with routine surveillance to ensure that they remain safe to store. Unwanted or surplus chemicals and materials, including those that have become unsafe, will be disposed of by a registered waste carrier, in accordance with school procedures.

The school will only purchase hazardous materials from a reputable source, making sure that the relevant material safety data sheet (MSDS) is provided by the retailer on delivery. The school will only order supplies of hazardous materials when existing stocks are no longer adequate, and in quantities that are no larger than necessary.

The health and safety officer will be responsible for ensuring all products that may be hazardous to health are risk assessed before being used, taking into account the advice on the relevant Hazard – the latter is provided from CLEAPPS, recognised by Ofsted and HSE as a definitive basis for undertaking practical work safely

No chemicals or other hazardous materials will be used without the permission of the headteacher.

The site manager, in liaison with the health and safety officer, will ensure that the relevant control measures and appropriate guidelines are put in place to manage the risks identified in risk assessments. Control measures will be checked and reviewed by the site manager on a termly basis to ensure continued effectiveness, even when they are known to be reliable.

The headteacher will ensure that at least two staff members are suitably trained in the handling of hazardous chemicals and materials.

All equipment, materials and chemicals will be held in appropriate containers and areas conforming to health and safety regulations. Hazardous substances will be labelled with the correct hazard sign and contents label.

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.

Low-toxic products, such as corrective fluid and aerosol paints, will be stored securely and only used under supervision in a well-ventilated area. Dust and fumes will be safely controlled by local exhaust ventilation equipment.

No staff member or pupil will ever be put at risk through exposure to any hazardous substance used in our practical curriculum. No potentially hazardous materials will be used in lessons without the approval of the health and safety officer. The health and safety officer will ensure staff are appropriately trained to use hazardous materials.

Where a substance has a workplace exposure limit, control measures will ensure that exposure is below the limit

### **9.1 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

### **9.2 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

### **9.3 Asbestos**

We have no Asbestos built into the site .

### **9.4 Sharps**

For the purposes of this policy, "sharps" is defined as sharp objects such as needles, scalpels, razor blades and broken glass which pose a risk of an accidental penetrating injury or laceration or puncture to skin.

[Please amend this list in line with any specific instances in your school where sharps are likely to be found, or have been found in the past.] Sharps are not likely to be found commonly on school premises; however, staff will be vigilant towards the following circumstances in which sharps may be found:

- During school-based vaccination programmes
- Where an individual within the school requires injections to manage a health condition
- Where a pupil brings a sharp into the school
- Where glass is broken within the school, or broken glass is found on or around the school premises
- Where drug paraphernalia, e.g. heroin needles, is found on or around the school premises

In the context of this policy, offensive weapons are not considered sharps. Offensive weapons will be handled in line with the School Security Policy.

Handling and disposing of a sharp

All staff members will receive health and safety training as part of their induction, which will be refreshed annually. This training will include:

- The safe collection and disposal of sharps.
- Assembling sharps boxes and verifying that they are compliant with the accepted standards.
- The procedure to log incidents and who to inform.
- Immediate action in the event of sharps or needlestick injury.

Where an individual brings a sharp onto the school premises, e.g. a needle to manage a health condition, they will be responsible for its disposal. The use of needles for medication for an individual on the school premises will be managed in line with the Administering Medication Policy.

The headteacher will ensure that all pupils are informed that, where they see a sharp, they must alert the nearest staff member immediately and avoid touching the sharp.

Where a sharp is found, the nearest staff member will move all pupils away from the area in order to prevent accidental injuries and will guard the sharp while alerting another staff member to bring the sharps retrieval kit. Sharps retrieval kits will contain:

- Protective gloves.
- A pair of long-stemmed tongs.
- A pincer tool, e.g. tweezers.
- Brush and pan.
- Sharps box for disposal.

Sharps boxes will be marked 'Danger: Contaminated Sharps' and 'Destroy by Incineration'. They will be kept off the floor and out of the reach of pupils. Sharps boxes must not be filled above the designated fill line on the outside of the box. Once filled, boxes will be sealed immediately and removed by a clinical waste contractor or a specialist collection service.

The staff member will check the surrounding area carefully to ensure that no other sharps are in the vicinity. Where the sharp cannot be removed immediately, e.g. due to a delay in obtaining the sharps retrieval kit, the nearest staff member will place a cone or box on top of the sharp to prevent anyone from touching or finding it.

The following procedure will be followed in the event that sharps are found on the school premises:

- Staff will wear protective gloves and will not handle sharps with bare hands.
- Staff will not handle sharps while barefoot or wearing open shoes, as injury may occur if the sharp is dropped on feet.
- Only one sharp will be handled at a time and, where there are multiple, sharps will be carefully separated using the pair of tongs.
- Sharps will be picked up using the relevant equipment, e.g. pair of tongs or brush and pan for broken glass, and place it into the sharps box, which will be brought to the sharp rather than the other way around.
- The appropriate staff, including the headteacher and site manager, will be informed.
- The incident will be recorded, with details of when, where and by whom the sharp was found.
- Sharps will be disposed of quickly and safely into the school's sharps bin.

#### Sharps injury

First aid staff will be trained in handling sharps injuries, and will adhere following guidelines in case of injury from a contaminated sharp:

- Encourage the wound to bleed gently, ideally by holding it under running water
- Wash the wound using water and soap
- Avoid scrubbing the wound while washing

- Avoid sucking the wound
- Dry the wound and cover it with a waterproof dressing
- Seek medical advice

Injuries will be handled in line with the First Aid Policy.

## 9.5 Cleaning

Contract cleaners will be monitored by the site manager. The standard required will be clear in the service level agreement held with the contracted cleaners. Special consideration will be given to hygiene areas.

Waste collection services will be monitored by the site manager. Special consideration will be given to the disposal of laboratory materials and clinical waste.

The headteacher is responsible for ensuring that the school is at a safe temperature for staff and pupils to work in. The school will adhere to the provisions as outlined in The Education (School Premises) Regulations 1999, which state the following:

Areas	Temperature
Where there is a below-normal level of physical activity due to ill health or a physical disability, e.g. isolation rooms; however, this does not include sleeping accommodation	21°C
Where there is a normal level of physical activity associated with teaching, private study or examinations	18°C
Where there is a high level of physical activity, e.g. PE sports halls, washrooms, sleeping accommodation and circulation spaces	15°C

## 10. Maintaining equipment

**The school will ensure that staff and pupils can expect that any equipment they use is suitable for its intended use and is properly maintained.**

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

### 10.1 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 the Site Manager immediately.

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

Only trained staff members can check plugs.

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

All 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.

## **10.2 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.

## **9.3 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 by themselves as part of the yearly health and safety induction.

‘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).

## **9.4 Specialist equipment**

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

## **9.5 Personal protective equipment (PPE)**

The school will provide employees and pupils who are exposed to a hazard at the school, which cannot be controlled by other means, with PPE where appropriate. All staff and pupils will be provided with protective eyewear in all workshops and laboratories. Visitors will also be supplied with PPE when appropriate.

Staff and pupils will use the PPE provided, and care for it according to the instructions and training given. Supervising staff will ensure PPE fits the wearer properly. Where more than one item of PPE must be worn, the items should be compatible and remain effective. PPE will not be worn if wearing it causes a hazard greater than the hazard it is intended to protect the wearer from.

Pupils will report any loss or defects to their class teacher, who will report it to the site manager for repair. Damaged PPE will not be used and will be disposed of in line with the manufacturer’s instructions if it is not possible to repair.

Thorough risk assessments will be carried out by the health and safety officer to determine the suitable PPE to be used for each hazard and these are reviewed on a termly basis.

Staff and pupils will receive appropriate health and safety training in order to ensure they know how to properly use, maintain and store PPE, and how to detect and report faults. Equipment manuals are readily available and warning signs are clearly displayed in areas, and on equipment, where PPE is mandatory. When not in use, PPE will be properly stored, kept clean, and in good repair.

The school will cover the costs of purchase, cleaning and repair for all clothing that is:

- Protective clothing that staff require to fulfil their roles.
- A uniform that employees only wear to work.

The SBM will keep a record of all expenses related to PPE and uniform for HR and finance purposes. In accordance with HM Revenue and Customs (HMRC), the school will pay any tax and national insurance on uniforms and PPE that are not exempt. Using a P11D form, the school will report the cost of the following to HMRC, unless they are exempt:

- Buying the clothes for employees
- Lending clothes to employees
- Cleaning or repairing clothing

The school will not report the above to HMRC if it is provided as part of a salary sacrifice arrangement. If the school follows either of the below procedures, we will not report uniform costs as detailed in section 17 to HMRC:

- Paying a flat rate to employees as part of their earnings – either a benchmark rate or a special (bespoke) rate approved by HMRC
- Paying back the employee's actual costs

The school will always use PPE in line with UK Health Security Agency guidance.

## **9.6 Employee clothing**

If the school purchases clothing for employees, or lends it to them, we will:

- Report the costs on P11D form.
- Pay Class 1A National Insurance on the value of the benefit.
- If employees purchase clothing that is necessary to complete their role and the school reimburses them, the school will:
  - Add the value of the benefit to employees' earnings.
  - Deduct and pay PAYE tax and Class 1 National Insurance through payroll.

If employees purchase non-durable clothing, e.g. rubber gloves, and the school reimburses them, the school will:

- Add the value of the benefit to the employees' other earnings.
- Deduct and pay PAYE tax (not Class 1 National Insurance) through payroll.

If employees pay to have clothing cleaned or repaired, the school will:

- Add the value of the benefit to employees' earnings.
- Deduct and pay PAYE tax and Class 1 National Insurance through payroll.

The value of clothing for tax and reporting will depend on whether the school has given or lent clothing to employees. If clothing is given to employees, the school will use the higher of the following to work out the value of clothing for tax and reporting purposes:

- The second-hand value of the clothing when it is given to employees
- The initial cost of the clothing

If clothing is lent to employees, the school will use the higher of the following to work out the value of clothing for tax and reporting purposes:

- 20 percent of the clothing's market value when first provided to employees
- Any annual rental or hire charges the school pays for it

## **10. Lone working**

### **School Ethos**

Jennett's Park Primary School is committed to ensuring that staff, volunteers and contractors enjoy a safe working environment. It is recognised that there are occasions when teaching, support, administrative, grounds or cleaning staff may be required, or choose, to work alone or in isolated situations. This, however, may introduce risks for a normally non-hazardous work activity.

### **10.1 Lone working**

For the purposes of this policy, lone working will be defined as a situation where staff are engaged in work (either outdoors or indoors) where there are no other people who could reasonably be expected to come to their immediate aid in the event of an incident or emergency.

Within Jennett's Park Primary School, there are various work activities that may result in staff members working alone; for example:

1. Staff that are required to work alone for all or most of the time, such as cleaning staff working at night or early morning.
2. Staff staying on to finish urgent work after others have left, or those who regularly work late or start early, before anyone else gets into the building.
3. Staff who are key-holders or who are left to turn out the lights, set the alarm and lock up the premises after everyone else has gone home.
4. Peripatetic workers whose work involves travelling or home visits to service users.
5. Staff on home visits alone e.g. Parent Support Advisor or Nursery Staff.

## **10.2 Risk Assessment for Lone working (Appendix 9)**

It is the responsibility of the Head Teacher to ensure that an annual Health and Safety and Risk Assessment is undertaken and that members of staff are aware of the content of this, as well as the risks of Lone Working. The risk assessment will take into account the type of tasks undertaken, the environment, health and safety instruction and training received in addition to the individual's medical history.

Hazards identified will be evaluated by the Health and Safety Co-ordinator for the likelihood of the hazard causing harm. Measures will be introduced if the assessment shows that existing precautions are inadequate to eliminate or adequately control the hazard. The risk assessment will be subject to review to ensure it is relevant and current to the workings of the school.

Contractors will be given the opportunity by the Health and Safety Co-ordinator to complete a Lone Working Risk Assessment as necessary and receive the appropriate Health and Safety information.

## **10.3 Protocol**

Staff should seek the permission of the Head Teacher to work alone in the building outside of normal school hours. The experience and training of staff and the activities to be undertaken will be taken into consideration before allowing lone working. Whenever possible it is recommended that staff work with a colleague and ensure that they are aware if they are to be in a lone working situation, for example if a colleague had previously been on site but had subsequently left. Staff should not work alone if they have medical conditions that might cause incapacity or unconsciousness.

## **10.4 Staff Responsibilities for lone working:**

Staff members have a duty of care for themselves and anyone else who could be affected by their actions. Therefore, they have a responsibility to ensure that they:

- Are aware and follow all policies or procedures.
- Always plan ahead.
- Are fully aware of the risks when working alone.
- Do not put themselves in potential danger.
- Ensure that they have made themselves aware of the nearest place of safety.
- Be aware of the on-site security procedures.
- Ensure that access is available to personal alarms/mobile phones or some form of personal communication.

All lone working staff should establish their own checking in and out system with family, friends or work colleagues. It is advised that lone workers keep a mobile phone with them and a school wireless phone (in the event of own mobile losing signal) in case of an emergency.

Staff completing home visits as a Lone Worker should ensure that someone is aware of the address/family to be visited and a time by which they should receive a call to say that the visit has been safely completed. If this call has not been received by the agreed time, the lone worker should be contacted, if they do not answer then the police will be called.

Site security must be maintained at all times, however staff should not enter the school premises if there are signs of intruders but are advised to immediately call the police. Staff must not put themselves in danger by challenging intruders or vandals.

All staff receive training to help ensure they understand the risks associated with lone working and to minimise these risks. All lone workers, in an otherwise unoccupied building, must follow the school's fire and evacuation procedures in case of an emergency. Staff are responsible for making themselves familiar with and following the school's safety procedures and knowing the location of safety equipment.

Contractors are responsible for assessing their own risk.

Lone workers should not undertake activities that involve the handling of money (such as being handed dinner/trip money in the family home). They should not undertake activities that involve working at height or any task that has been identified as medium risk (such as moving heavy or unstable objects). They should not undertake any activities that are identified as high risk (such as entering the home where suspected or known violence, drug or alcohol misuse has taken place) or which is potentially hazardous, given their own level of experience and the nature of the task. Staff working at height in an isolated building must follow appropriate Working at Height procedures.

It is the responsibility of all school personnel and contractors to be aware of and to adhere to the lone working procedures and to report any difficulties, failure of equipment or general concerns on health and safety to the Health and Safety Co-ordinator. If members of staff fail to follow procedures designed to protect their safety, this could result in a disciplinary matter as they will have contributed to their injury and any compensation claims for damages or unfair dismissal may be reduced accordingly.

Jennett's Park Primary School respects the right of the employee, under the Trade Union Reform and Employment Rights Act 1993, to refuse to carry out work where there is a serious and imminent risk of danger. Staff should be proactive in bringing to the attention of the Head Teacher/ Health and Safety Co-ordinator any aspect of work-related risks.

This policy will be regularly reviewed and amended as necessary. Following any incident, a thorough investigation will be carried out and its findings used to inform change to procedures and working practices.

## **11. Identity Badges**

Every member of staff will wear a lanyard daily.

## **12. Security**

Each visitor that enters the school should report to the office and wear a badge. It is the responsibility of all school staff to approach adults on the school site and direct them to the school office.

The procedures outlined in the Visitor Policy and the Contractors Policy will be implemented by relevant staff when receiving visitors to the school.

Anyone hiring the premises will be made aware of their health and safety obligations when making the booking.

Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, pupils or visitors to the school.

## **13. 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>

## **14. 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

## **15. 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 \(edufocus.co.uk\)](https://www.edufocus.co.uk)

## **16. 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.

## **17. 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.

## **18. Smoking**

Smoking is not permitted anywhere on the school premises.

## **19. 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.

### **19.1 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

### **19.2 Coughing and sneezing**

Cover mouth and nose with a tissue

Wash hands after using or disposing of tissues

Spitting is discouraged

### **19.3 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

### **19.4 Cleaning of the environment**

Clean the environment frequently and thoroughly

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

### **19.5 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

### **19.6 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

### **19.7 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

### **19.8 Animals**

Inform headteacher if there are animals onsite

Write risk assessment for visiting 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

### **19.9 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

### **19.10 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

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

The school will follow recommended exclusion periods outlined by Public Health England, summarised in appendix3.

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

## **20. 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

## **21. 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 stress at work and wellbeing policy for more details on our support.

## **22. 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/>

## 22.1 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>

## 22.2 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.

### **22.3 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.

### **22.4 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.

## **23. 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.

## **24. Monitoring**

This policy will be reviewed by the Headteacher **every two years and** relevant updates made.

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

## **25. Near misses**

A 'near miss' is an event not causing harm but has the potential to cause injury or ill health.

If staff members, pupils, contractors, or visitors see or are involved in a near miss, they will report it in order to allow consideration of how to prevent a possible accident happening in the future.

Reporting will be conducted verbally to the health and safety officer as soon as possible, who will then inform the headteacher as appropriate.

The school will report near misses that constitute as dangerous occurrences to the HSE. A 'dangerous occurrence' includes any incident which results in requiring hospital treatment or further attention.

All accidents and near misses, however small, will be reported and investigated by the health and safety officer and the outcomes recorded. The length of time dedicated to each investigation will vary depending on the seriousness of the accident.

After the investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

## **25. Links with other policies**

This policy operates in conjunction with the following school policies:

- Accessibility plan
- Adverse Weather Policy
- Data Protection Policy
- Educational Visits and School Trips Policy
- Emergency plan
- Emergency Planning
- Evacuation Procedure
- First aid and health Care
- Intimate Care
- Lockdown and Evacuation Policy
- Lone Working
- Menopause
- Safeguarding
- School Uniform Policy

- Staff Wellbeing Policy
- Stress at work
- Supporting pupils with medical conditions
- Supporting Pupils with Medical Conditions Policy
- Use of reasonable Force/Manual Handling Policy
- Visitor Policy

## 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 / JP 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 gym equipment	Site Controller	Weekly
Cleaners Audit	Site Controller	Monthly
MUGA	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>.



## Appendix 4 HEALTH AND SAFETY INDUCTION 25-26



Health and safety  
2025-26.pdf

Every staff member of long term trainee is emailed a link to an online forms.

Visitors are inducted separately.



Safeguarding  
leaflet.pdf



Volunteer risk  
assessment blank.doc



## **Appendix 5 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.



## Appendix 6 Sun Safety approach

### 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.

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

