

**Date reviewed:** Summer 2023**Next Review Due:** Summer 2024**Approval by Whole Governing Body****Signature of Chair of Governors:****Statement of Health, Safety and Welfare Policy**

- We aim to provide a safe, secure environment where everyone enjoys a wide range of educational experiences and opportunities
- We aim to provide a rapid response when serious risks are identified and put right problems quickly
- We ensure that pupils with medical conditions receive appropriate care and support and access a full time curriculum or as much as their medical condition allows
- The school will carefully consider statutory guidance and take account of it in all aspects of school life
- We place a clear emphasis on meeting the needs of pupils with SEN and Disabilities, including those pupils with medical conditions

This policy should be read in conjunction with:

- Staff training records

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 Public Health England when responding to infection control issues.

Key roles and responsibilities

Suffolk County Council has prime responsibility for health and safety and the governing body and Headteacher have specific responsibilities to manage health and safety at school level. The Headteacher has a principal duty to ensure local implementation of guidance and codes of practice. This duty extends to ensuring that working conditions and

environment, substances, equipment and working methods do not impair the well-being of any employee, or any other person including clients, contractors, visitors, volunteers and any member of the public who may be affected by the conduct of its work.

The Headteacher has the responsibility in the school for day to day management of health, safety and medical issues. All staff should have regard to their own health and safety and that of others. They should communicate any concerns to the appropriate person (see table below) or via the school office, so that any potential hazards can be quickly rectified.

This Policy applies to all staff. Every member of staff has personal responsibility to ensure they comply with this document, in order to comply with Health & Safety legislation, including the Health & Safety Executive/COSHH regulations which can be found: [https:// http://www.hse.gov.uk/coshh/index.htm](https://http://www.hse.gov.uk/coshh/index.htm)

Everyone in school should assist in maintaining a safe and healthy environment. Any concerns or incidents should be reported to the school office. Children should be encouraged to report issues to their teacher, a teaching assistant or to midday supervisory assistants, and be vigilant on behalf of others, especially those younger than themselves.

Incidents and accidents are reported using Medical Tracker.

The Head will scrutinise records, and take action on reports, with the advice of Governors. The school office will arrange for minor building repairs. These are usually recorded in the caretaker's book and should not be made directly to him without prior agreement with the office, *unless they are a matter of immediate danger, in which case if the caretaker is on site the repairs can be made straight away.*

Individual members of staff are responsible for the following aspects.

Task	Name of person responsible
H&S Policy review	Headteacher / Health & Safety Governor
Communication and Information management	Headteacher
Critical Incident Management	Headteacher + Emergency Team
H&S Induction training	Deputy Headteacher
Routine updating training	Headteacher
Personal safety procedures (also Schoolsafe/Behavioursafe)	Deputy Headteacher
Regular H & S walkabout	Caretaker/ Health & Safety Governor
Health & Safety Induction training	Deputy Headteacher
Planned checks (procedures)	Caretaker/ Health & Safety Governor
Planned checks (equipment)	Caretaker
Planned checks (premises)	Caretaker
Incident reporting / investigation	Headteacher
Coordination of risk assessment work	Headteacher
Fire procedures	Headteacher
Building repairs and alterations - contractors on site - School day. Monitoring of routine works	Facilities - Admin
Contractors on site – outside school day / school holidays	Caretaker
PE and Sport	PE Subject Leader and team
Technology and Food Safety in School	DT Subject Leader
Science	Science Subject Leader
Vehicle control, cycle and pedestrian safety	Headteacher
Educational visits coordinator (EVC)	Headteacher
Well-Being Co-ordinator	Jamie Winch
Premises Security	Caretaker
Outside lettings	Admin Assistant

Routine checks

The school maintains a spreadsheet of routine checks, when completed and by whom. This is monitored and updated by the admin team (facilities). Monitoring spreadsheets for internal checks are completed by the school caretaker. Certificates and maintenance reports are stored in the school office.

Safeguarding

Our school recognises the contribution it can make to protect children from harm and support and promote the welfare of all children who are registered at our school. The elements are prevention, protection and support. As part of Health & Safety at Sebert Wood, staff are aware of their roles and responsibilities in safeguarding pupils and that this policy has an important part to play in keeping all children safe.

Communication and Information Management

The Headteacher presents a report in the recommended format for health and safety to the whole governing body. Relevant health and safety information is passed on to all staff as necessary. The Headteacher reminds all staff regularly at staff briefings of the need for vigilance to prevent accidents and of the reporting procedures for incidents and broken equipment. Staff are made aware of the following:

- The schools health and safety policy
- A copy of the "Health and Safety Law – What you should know" leaflet (which should be issued to all staff)
- A copy of the DfE document *Supporting Pupils at School With Medical Conditions* - December 2015, is available for reference
- Notes from the school's premises committee (health and safety) meetings
- Individual risk management for specific risks
- The staff handbook
- Lone Working assessment
- Fire Risk Assessment

Security and Personal Safety Procedures

- Senior Teaching Staff are key holders along with the Caretaker and Office Staff. Each key holder has a personal alarm code that must be used when they access the school out of hours. All key holders must undertake to follow procedures for school security. Lone workers (especially on dark evenings) are encouraged to ensure they consider their personal safety at all times by having access to a telephone and keeping outside door locked. The school uses an external contractor for safety audits at intervals of every 3 years
- Visitors and people entering the building are monitored. The main point of entrance is through the front door. All visitors must sign in and wear a badge at all times
- The school has security locks on doors and gates around the site. These protect staff and pupils and the school property. The Caretaker locks gates when the school is closed and children should not be in the grounds at this time. The Caretaker locks the gates soon after the start of school. Outside doors are kept closed when lessons are in progress. Teaching staff are responsible for ensuring that doors are kept closed. Doors are also kept closed while lettings are in progress. The main entrance and the side entrance have swipe card entry systems and should only be left propped open (e.g. for a delivery) when a member of staff is in attendance
- The school has a written procedure advising how staff should deal with an incident where an adult has displayed aggressive behaviour or any kind of assault (including verbal abuse)
- There is a clear policy on reporting and investigating such incidents and the LA Incident Report form is used where the incident would lead to an updated risk assessment
- Relevant staff have been trained to the Schoolsafe/Behavioursafe standard
- Walkie Talkies are used to communicate at lunchtimes and in emergencies

Risk Assessments

Risk assessments are made whenever the need arises. Risk assessments may be required under many circumstances, but in general they will only need to be completed in schools when published guidance or recommended practice is not followed, is not completely relevant to the activity considered, or does not exist. Risk assessments consider safeguarding implications of events/activities. These risk assessments are stored on the O drive for updating. These are photocopied and shared with appropriate staff and signed off by the Headteacher/Educational Visits Co-ordinator.

Individual pupil risk assessments (where specific needs/risk/circumstances are identified) are completed by the class teacher and shared with members of staff working with the pupil - completed risk assessments are kept in the class yellow pupil information files and office managers office.

Staff risk assessments (where specific needs/risk/circumstances are identified) are completed by the Headteacher - completed risk assessments are kept in the office managers office.

Health and Safety Induction Training

The Deputy Head delivers induction training, which may include training matched to specific work and responsibilities.

Staff receive regular training in:

First Aid/Paediatric first aid	3 years
Fire Safety	3 years – <u>with regular updates throughout the year</u>
General Safeguarding	2 years – <u>with regular updates throughout the year</u>
Designated safeguarding Lead	2 years
Named Governor Safeguarding	2 years

Contractors on Site

Contractors report to reception and sign in. They are then issued with a visitor's badge. They are issued with a contractor's pack which includes the relevant policies and risk assessments. All contractors are required to show the original current cleared DBS or hard evidence of disclosure numbers and relevant information. All contractors are expected to provide a method statement prior to the start of their work and to have suitable public liability insurance. School and Pre-School staff are informed of the contractor's presence.

Vehicles and Pedestrian Safety

Staff and official visitors use the school car park which is secured by gates. Parents must not use the staff car park under any circumstance, and they are encouraged to use local council car parks and not to park on local streets. During the school day delivery vehicles enter the car park. Children are restricted to the gated playground areas and bollards and fencing protect a section identified as a more vulnerable area, to prevent cars parking or reversing onto paved areas.

Lifting and storage

The school receives delivery of many bulky items including paper, sand and clay. Trolleys are provided for the safe handling of these items and staff should ensure that these are used and loads are split to create safe handling conditions for moving heavy resources.

Chairs are stored in stacks in the hall – these present a particular hazard when being stacked and care should be taken to ensure that stacks are kept low in areas where children are circulating (max. 6 chair per stack). Chair trolleys should always be used to move stacks of chairs.

The school has a stepladder for access to the loft areas for long term storage of resources, records etc. Only staff trained in 'working at height' are to access the loft space. A physical check and ladder inspection sheet is to be completed before ladders are used. Ladders are only to be used in conjunction with the risk assessment. Loads should be split to ensure safe lifting into and out of lofts and children must not be present in areas when the lofts are being accessed. Only a minimum of items should be stored in loft areas and items not likely to be used in the future should be discarded or sold. A minimum of 2 members of staff should always be present when entering the loft areas. Caretaker to attend manual handling and working at height courses every two years.

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 practicably.

Confined Space Register / Asbestos Register

The confined space register identifies all confined spaces e.g. the loft, boiler houses etc. Copies of the register are located in the school middle office. Staff/contractors to sign this document before entering these areas. Gas masks from World War 2 may contain asbestos. The Health and Safety Executive advice is that it does not think it appropriate for children or teachers to wear or handle a gas mask unless it can be clearly demonstrated that the

particular mask does not contain asbestos. Please seek health and safety advice should you have any concerns on this issue.

Lone Working

Lone working may include:

- Late working
- Parents' evenings
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed then the task will be postponed until other staff members are available. If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return. The lone worker will ensure that they are medically fit to work alone

Swimming Pool Supervision

- The school has guidelines for safe coach travel by children including visits to the swimming pool. These are issued to families at the start of each school year.
- The school hires the pool through the Suffolk School's Swimming Scheme and complies with all SCC procedures.
- Staff who teach at the pool are required to take the Shallow Water Certificate.

Working at Height

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

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

Infection, prevention and control

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

Handwashing

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

Coughing and sneezing

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

Personal protective equipment

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

Cleaning of the environment

- Clean the environment, including toys and equipment, frequently and thoroughly
- Cleaning of blood and body fluid spillages
- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for

use on the affected surface

- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below
- Make spillage kits available for blood spills

Laundry

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

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

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

Pupils vulnerable to infection

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

Exclusion periods for infectious diseases

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

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

Fire Procedures

- The school has a clear evacuation procedure, which is practised at varying times of the school day
- These drills are carried out every 6 months as a minimum
- This is recorded in the Fire Drill Log Book held in the school office
- There is a weekly fire alarm test by staff and quarterly testing by Abbey Fire.

- Fire extinguishers are tested during annual inspection and the fire hydrant is checked annually by Dryrisers Direct.
- Two places of safety and assembly in the event of an evacuation have been identified - Moreton Hall Community Centre and Christ Church, Moreton Hall. In the event that access to this side is not possible then alternative exit to Raedwald Drive to be used and assemble on horseshoe grass area in Raedwald drive vicinity.

Outside Lettings

The school has a Lettings Policy, which includes sections on evacuation, child protection, supervision of children and accidents and safety. All groups hiring school premises sign these terms of hire.

Education Visits Coordinator (EVC)

The named Education Visits Co-ordinator is the Headteacher. He approves visits, checks arrangements and risk assessments, ensures the current county council advice is followed, via the EVOLVE system and reports to Governors.

Well Being Co-ordinator

The school's Well Being Co-ordinator encourages staff to monitor their own wellbeing and ensures they have access to in-school and external professional support, should they feel they would like it.

COSHH

Schools are required to control hazardous substances, which can include Chemicals, fumes, dust and germs that cause diseases. Control of substances hazardous to health (COSHH) risk assessments are checked by the Headteacher and are circulated to all employees who work with hazardous substances. PPE will be provided to staff where required. All hazardous products are kept in their original containers and used in accordance with the product label. They are stored securely.

Gas safety

Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer. Pipe work, appliances and flues are regularly maintained. All rooms with gas appliances are checked to ensure they are adequately ventilated.

Legionella

A water risk assessment is carried out by the school at regular intervals. The risks from legionella are mitigated by weekly water temperature checks, 6 monthly servicing and regular descaling of taps and shower heads.

Electrical Equipment

All staff are responsible for ensuring they use and handle electrical equipment sensibly and safely. Any potential hazards will be reported to the admin team immediately. Where necessary a portable appliance test (PAT) will be carried out by a competent person. Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.

Display screen equipment

Staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. These 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)

SPECIFIC SAFETY GUIDANCE - THE SCHOOL HAS ADOPTED ALL SCC SAFETY GUIDELINES.

Certain items of equipment used by staff can present a considerable risk to children if they come into contact with them. The following items must not be left in reach of pupils: staple guns, craft knives, bradawls and medication.

Technology (See SCC guidance booklet in each base)

Glue guns may only be used at Key Stage 2 with supervision. Tasks should be appropriate with adequate working space. Cookers should only be used with direct supervision by staff.

Hot Drinks

Teachers should take extra care when handling, carrying or storing hot drinks in the presence of children. Hot drinks should be transported on trays and care must be taken to ensure areas are clear. They may be taken into 'base' areas

if consumed away from children. Care should be taken when drinking hot drinks on the playground. These should be closely guarded at all times. Black coffee/tea must be sufficiently cooled before being taken outside. No glass containers for cold drinks are allowed on the playground.

P.E.

Always check the safety and security of apparatus before allowing children to use it. Children must be taught to set up apparatus safely and must not carry excessive weights.

Planned Safety Checks

The school has a system for planned safety checks/periodic inspections, maintained by Karen Noe. The building Monitoring and Maintenance Schedule is updated regularly for the maintenance cycle of all school building and equipment.

Periodic Inspections

The following formal inspections will take place:

Fire Extinguisher Inspection	Annual	Contractor
Burglar Alarm Inspection	Annual	Contractor
Fire Alarm Test	Weekly	Caretaker
Fire Alarm Inspection	Quarterly	Contractor
P.E. Equipment Inspection	Annual	Contractor
Electrical, Visual Equipment Inspection	Termly	Caretaker
Water testing	Termly	Caretaker & 6 monthly contractor
Electrical testing	As required by regulations	Contractor

The Catering Contractor (Vertas) maintains kitchen equipment.

Risks are recorded in the Risk Management Log and action taken is recorded and dated.

Regular Inspections

Frequent inspections are made as follows:

Visual Inspection of PE Apparatus before use		All staff
Inspection of Outdoor Climbing Area	Daily	Caretaker
Inspection of Playground Areas and Paths	Daily	Caretaker
Inspection of All Outdoor seating and timber	Daily	Caretaker
Inspection of Field	Daily	Caretaker
Inspection of condition of PE equipment	Termly	PE Subject Leader