

Barford St. Peter's C.E. (V.A.) Primary School

Together we love; together we learn



Health and Safety Policy

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1. Aims

Our school aims to:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely, and are regularly inspected

2. Legislation

This policy is based on advice from the Department for Education on health and safety in schools and the following legislation:

- › [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- › [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- › [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- › [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- › [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- › [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- › [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- › [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- › [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

The school follows [national guidance published by UK Health Security Agency \(formerly Public Health England\)](#) when responding to infection control issues, and [Actions for schools during the coronavirus outbreak](#), which provides guidance on what schools need to do during the COVID-19 pandemic.

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

3. Roles and responsibilities

3.1 The local authority and governing board

Warwickshire Local Authority has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board.

The governing board delegates operational matters and day-to-day tasks to the headteacher and staff members.

3.1 The governing board

The governing board has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to 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 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 **Alan Rhead**

3.2 Headteacher

The headteacher is responsible for health and safety day-to-day, with some responsibilities delegated to the school business manager. Responsibilities involve:

- 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, another member of the Senior Leadership Team assumes the above day-to-day health and safety responsibilities.

3.3 Health and safety lead

The nominated health and safety lead is the headteacher, Mary Baker.

3.4 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

3.5 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.

3.6 Contractors

Contractors will agree health and safety practices with the headteacher or school business manager before starting work. Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work. Where contractors are used who are not engaged through Warwickshire County Council, appropriate insurance and trade qualifications will also be obtained, in addition to risk assessments.

4. Fire

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

Emergency evacuations are practised at least once a term.

The fire alarm is a loud continuous bell.

Fire alarm testing will take place once a week.

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

There is a detailed fire evacuation procedure, which is also summarized below:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
- Staff and pupils will congregate at the assembly points. These are the field for Years 1, 2, 3, 4, 5 and 6, and the front playground for Pre-School, Reception and any staff or pupils in Bright Stars or the Activity Room.
- Class teachers will take a register of pupils, which will then be checked against the attendance register of that day
- The office staff will take a register of all staff
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter

The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities, as identified in their PEEP documents.

A fire safety checklist can be found in appendix 1.

5. COSHH

Schools are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by Carole Fletcher and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

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

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

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

5.1 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 they have adequate ventilation. Note there are no longer any gas appliances in the kitchen, with gas usage being limited to boilers.

5.2 Legionella

- › Water temperature testing is completed monthly by WES services, with the operational findings recorded in the school's water log book.
- › A water risk assessment is completed every two years. Mary Baker is responsible for ensuring that the identified operational controls are implemented where appropriate and recorded in Atlas.
- › This risk assessment will be reviewed annually and when significant changes have occurred to the water system and/or building footprint.
- › The risks from legionella are mitigated by regular use of all taps and regular cleaning procedures.

5.3 Asbestos

- › A local asbestos management plan is in place, detailing how the school manages asbestos.
- › The location of all known and suspected asbestos is detailed in the asbestos register on Atlas, a copy is also available in the school office.
- › Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it
- › Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work
- › Contractors will be advised that if they discover material that they suspect could be asbestos, they will stop work immediately until the area is declared safe

6. Equipment

- › All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place
- › When new equipment is purchased, it is checked to ensure 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

6.1 Electrical equipment

- › All staff are responsible for ensuring they use and handle electrical equipment sensibly and safely
- › Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- › Any potential hazards will be reported to immediately to the school office, where they will either be recorded in the caretaker's daily log book for resolution, or reported to WCC Hotline for resolution.
- › Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- › Only trained staff members can check plugs
- › Where necessary, a portable appliance test (PAT) will be carried out by a competent person

- All isolator switches are clearly marked to identify their machine
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

6.2 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 PE Lead, Tim Swards
- Additionally, there is a WES annual PE and Sports inspection

6.3 Display screen equipment

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)

6.4 Specialist equipment

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

Where required, oxygen cylinders are stored in a designated space, and staff are trained in the removal, storage and replacement of oxygen cylinders.

7. Lone working

Lone working may include:

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

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

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return. A communication method (e.g. mobile phone message or call) will also be agreed between the lone worker and colleague, friend or family member, along with a suitable 'check in' schedule, dependent on how long the lone working period is. The lone worker will provide a final check in at the end of their lone working. If the final check in is over-due, the colleague, friend or family member will attempt to contact the lone worker via the pre-agreed method, with escalation to the Headteacher if contact cannot be made.

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

If a lone worker arrives at school and finds any sign of intruders, do not enter the building. Instead, call the police. If a lone worker becomes aware of intruders or vandals, do not challenge them. Instead, call the police.

8. Working at height

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

In addition:

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

9. 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

10. 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 mobile phone and request parent contact details via the school office, where required. Staff will also take a portable first aid kit and any relevant information about the specific medical needs of pupils.
- There will always be at least one first aider on school trips and visits
- For trips and visits with pupils in the Early Years Foundation Stage, there will always be at least one first aider with a current paediatric first aid certificate
- For other trips, there will always be at least one first aider on school trips and visits

11. 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.

12. 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.

13. Smoking

Smoking is not permitted anywhere on the school premises.

14. Infection prevention and control

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

14.1 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

14.2 Coughing and sneezing

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

14.3 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
- Use personal protective equipment (PPE) to control the spread of COVID-19 where required or recommended by government guidance and/or a risk assessment

14.4 Cleaning of the environment

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

14.5 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

14.6 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

14.7 Offensive waste

- In accordance with government guidelines, offensive waste (used nappies) is bagged and stored in a separate, foot-operated bin, and then transferred to the mixed municipal waste (black bag). Sanitary products are segregated into sanitary bins and disposed of by a registered waste contractor.
- Healthcare waste (gloves, plasters etc.) are stored in a separate, foot-operated bin, and then transferred to the mixed municipal waste (black bag).

14.8 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

14.9 COVID-19 management

Please see separate COVID risk assessment.

14.10 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 any of these, the parent/carer will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

14.11 Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by the UK Health Security Agency and other government guidance, summarised in appendix 4.

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

15. New and expectant mothers

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

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

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to an antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation

- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly
- COVID-19 may affect pregnancy, especially if the mother is not vaccinated. Pregnant women are considered part of the moderate risk group (clinically vulnerable) by the NHS

16. 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.

All staff attend well being meetings at least twice per year. Staff are encouraged to take time off site for their PPA cover.

More detail regarding staff well being can be found in our well being policy.

17. Accident reporting

17.1 Accident record book

- Effective from April 2024, a new online Medical Tracker application will be used to record accidents, as soon as possible after the accident occurs, by the member of staff or first aider who deals with it. The accident report will also be emailed to parents. Until Medical Tracker is available, a paper accident form will continue to be completed and sent home to parents.
- 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. One copy will be kept in school and one sent home to parents.
- As much detail as possible will be supplied when reporting an accident
- Records of accidents 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.

17.2 Reporting to the Health and Safety Executive

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

The head teacher 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 – <http://www.hse.gov.uk/riddor/report.htm>

17.3 Notifying parents

A member of staff will inform parents of any accident or injury sustained by a pupil in the Early Years Foundation Stage, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

17.4 Reporting child protection agencies

A DSL will notify Warwickshire 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.

17.5 Reporting to Ofsted

The head teacher or Warwickshire local authority 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.

18. Training

Our staff are provided with health and safety training as part of their induction process. Every three years, refresher training is also provided on staff inset day.

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.

19. Site Security

We strive to create and maintain a secure and safe environment for all children and adults in school, it is also important that visitors continue to feel welcomed. Parents need to be confident that procedures are in place to provide this environment.

Our aims with site security are:

- To help make the children and all those who work in the school feel safe and secure.
- To focus strongly on personal awareness and responsibility
- To identify and minimise risk as far as is practical and sensible.
- To meet the latest recommendations of the DFE & local authority guidelines.
- To control access to and movement within the school and its grounds by people and vehicles.
- To respond effectively and in good time to identified security issues.
- To review our policy on a bi-annual basis or more often if events dictate.

19.1 Pupils, Parents, Community Users and Visitors

Pupils, parents, community users and visitors are expected to respect the measures taken by the school to improve and ensure security, and are encouraged to report ideas and problems to the staff or Governors or both.

19.2 Physical Security Measures

The headteacher 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.

Mary Baker (headteacher), Lucy Rose (assistant head), Tim Sowards (teacher), Carol Fletcher (caretaker) are key holders and will respond to an emergency. Keys are also held by Victoria Stokes (office manager), Michelle Bunn (wrap around manager) and Hannah Moore (business manager), for operational purposes.

Barford St Peter's Primary School is on a single site. The main front vehicle entrance, from Church Street, gives pedestrian access or access to the car park. There is also a pedestrian entrance from Church Street on to the front playground, and a pedestrian entrance from King George Playing Fields onto the school field

The following physical security measures are in place:

- Sign-posted entry to ensure all visitors report to reception, which is the front of the school.
- Pedestrian gates are padlocked after the start of the school day.
- To gain entry onto school grounds, all visitors are required to call reception from the intercom at the pedestrian gate on the main front drive.
- All visitors are required to sign in and out with reception.
- ID badges are provided for visitors (including contractors) and Governors.
- No member of staff should admit an unknown person unless proof of identity has been obtained.
- All door and window locks comply with LA standards and are reviewed regularly.
- Outside normal hours the school has an electronic security alarm activated.
- Security lights are on whilst the premises is occupied after dark.
- It is the responsibility of the class teacher to make sure their classroom is secure, windows closed and equipment switched off before leaving the premises.
- THE LAST KEY HOLDER TO LEAVE THE PREMISES IS RESPONSIBLE FOR SECURING THE BUILDING, IF THEY LEAVE AFTER THE CARETAKER.

19.3 Alarm Call Outs

If a key holder is contacted as a result of a 'Person Present', they will wait in the outside car park until the police arrive. If necessary, additional key holders should be contacted for support.

19.4 Car Parking and Vehicle Movement

As the school has a separate pedestrian entrance, cars dropping off and collecting children are not allowed to enter or leave the staff car park at any time, particularly, when pupils are arriving at the beginning or end of the school day. Parking is provided for staff and there is limited parking for visitors. The front entrance is supervised during the morning start to the school day and the children are supervised from the classroom doors in the afternoon.

19.5 People Management

The school acknowledges the concerns of all parents for the welfare of their children and its duty of care to ensure their safety. Critical to this is the selection, monitoring and control of all adults who come into contact with the children, and the Governing Body and the teaching staff take this aspect of the management of the school extremely seriously. The following rules apply to all individuals who come into contact with children and follow the HSE Guidance.

1. All staff and governors are fully vetted before joining the school team or governing body. This includes the taking up of references and checks with the Disclosure Barring Service (DBS) on criminal records for any offence.
2. A register of security incidents will be maintained by the Site Manager/Headteacher.
3. All regular parent helpers are checked with the DBS before working unsupervised with children.
4. Visitors at the school are obliged to wear identification badges. Children are instructed on what to do when they encounter an unidentified stranger.

19.6 Site Manager

It is the responsibility of the Site Manager to check daily that:

- All locks and catches are in working order
- The security system is working properly and before leaving the premises
- All windows are closed
- All doors are locked and secure
- The security alarm is set (if last person to leave the building)
- All gates are shut and padlocked

19.7 Headteacher

It is the responsibility of the Headteacher to ensure the performance of the above functions in the absence of the Caretaker/Cleaner in Charge. In addition, the Headteacher or in their absence, a member of the Senior Leadership Team is responsible for the security of the premises during the school day.

19.8 Pupil Supervision – Arrivals

Children should not arrive on site until 8:25am unless they are attending a supervised activity or have permission to be in school before this time. The school doors are opened at 8.30am. All children who arrive after 8:45am must report to the school office, accompanied by an adult, to sign in as being late.

19.9 Supervision of School Grounds

During the school day all children are supervised when in the playground. This is by teachers at morning break and by mid-day supervisors at lunchtime.

There should always be a member of the qualified teaching staff out with a class during games or outdoor PE.

At playtime and lunchtime, staff (whether teaching or non-teaching staff) should wander around the designated areas as indicated on the duty list. Staff should be vigilant at all times and should not stand talking together.

19.10 Leaving School at the End of the Day

Parents are permitted to wait on the front or side playground. All children are collected either from the front playground or from the outer door of their classroom for years 4, 5 and 6, with staff allowing the children to leave the room as and when appropriate.

Children are not allowed to walk home by themselves unless individual arrangements have been made and are known to school.

Children should be collected by a known adult. School should be informed of any change to this arrangement.

If by 3.20 p.m., the adult who should be collecting a child has not arrived, the child should be asked to report to the school office, where a member of the office staff will telephone to see what the delay might be.

The child remains in the reception area until an adult arrives to collect them. Parents must inform the school either in writing or by informing the teacher in the morning in person, if they wish their child to be collected by another person.

19.11 Leaving School during the Day

No child is allowed out of school during the day for an appointment, unless a known adult arrives to collect them from the school office. The departure and return of the pupil is logged on the e-Reception application.

19.12 Trespass and Nuisance

In the first instance, members of the Senior Leadership Team should consider the level of risk and may approach an unauthorised member of the public. If pupils are outside, it might be necessary for the 'Coming In' procedure to be followed.

However, in any case where such measures fail to resolve the situation, recourse to the law will be considered. This extends to unlawful presence on site, individuals creating a nuisance or disturbance, verbal abuse of pupils or staff as well as violence to any individual. Any such situation will be contained as appropriate at the time but as this is a criminal offence the school will always refer to the police.

19.13 Serious Incident and Threat

In the event of any serious incident staff should:

1. Stay calm.
2. Minimise the risk to yourself, the children or others.
3. Seek help as soon as possible (referral via internal phone or by sending an accompanied child/ren).

The general policy is:

- The welfare, security and protection of the children, staff and visitors will take precedence over any other action required to contain the situation.
- The headteacher or other senior member of staff must be informed. This person will then decide what action to take, which may involve contacting parents or the police.

After any such event, a detailed report will be prepared by a nominated individual for presentation to the governing body. If required an emergency meeting will be held by the governing body to review, make recommendations and take appropriate action. Statutory bodies such as the Police, Local Authority, etc. will be informed and consulted as required. The school will seek to follow best practice guidelines in its response and handling of threats and incidents, according to the "Critical Incidents: Guidance for Schools" publication.

19.14 Offensive Weapons

The headteacher has discretion to determine what an offensive weapon is or what may cause harm if worn or brought to school, and to ban it. Any appeal against the headteacher's decision will be considered by the governing body.

19.15 Theft and Burglary

Schools are not immune from burglary or from theft of belongings, monies and personal items of pupils. The school takes an active stance on this with items of high value “security marked” and the banking of all monies such that large sums are not left on the school premises. Valuables left on school premises are stored in a locked cabinet or safe. The school actively encourages personal security awareness. Pupils and staff are discouraged from bringing in items of value. Any incident of theft is investigated. In the Foundation Unit Mobile phones are stored away from the classroom. In other classes staff are discouraged from bringing phones into school. The school will not take responsibility for loss or damage to phones.

19.15 Curriculum Activities

Children will be made aware of security issues at the appropriate level through a series of school based activities. They will be:

- Encouraged to be security conscious e.g. never open external doors to adults other than staff.
- Encouraged not to approach any adult they don't know but to tell a safe adult.
- Taught how to take care of themselves and others. – STRANGER DANGER
- All the above issues are covered in the Personal Social and Health Education

19.16 (PSHE) Curriculum Activities

The school takes advantage of any opportunity to heighten children's awareness. Children will be listened to and their fears and concerns respected.

19.17 Security of Equipment

All items of equipment in the school are the property of the school and as such must be kept well maintained and secure at all times. The school uses an Asset Register to identify valuable pieces of equipment.

Teachers are permitted to take their class laptop out of the building but they are required to sign a form accepting responsibility for it. If a member of staff wishes to borrow other pieces of equipment full details must be recorded on the correct form. If an item is damaged whilst it is in the possession of a member of staff, repairs will be then undertaken by school, however, staff will be recharged for the cost of repair if the damage is due to negligence.

20. Monitoring

This policy will be reviewed by the head teacher and governing body every two years.

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

21. Links with other policies

This health and safety policy links to the following policies:

- First aid
- Supporting pupils with medical conditions
- Accessibility plan
- Emergency lockdown
- Fire Evacuation
- Educational visits

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 COVID-19, we will follow the recommended self-isolation period based on government guidance.

Infection or complaint	Recommended period to be kept away from school or nursery
Athlete's foot	None.
Campylobacter	Until 48 hours after symptoms have stopped.
Chicken pox (shingles)	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.
Cold sores	None.
Rubella (German measles)	5 days from appearance of the rash.
Hand, foot and mouth	Children are safe to return to school or nursery as soon as they are feeling better, there is no need to stay off until the blisters have all healed.
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
Measles	Cases are infectious from 4 days before onset of rash to 4 days after, so it is important to ensure cases are excluded from school during this period.
Ringworm	Exclusion not needed once treatment has started.
Scabies	The infected child or staff member should be excluded until after the first treatment has been carried out.
Scarlet fever	Children can return to school 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered, the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the school or nursery, the health protection team will assist with letters and a factsheet to send to parents or carers and staff.
Slapped cheek syndrome, Parvovirus B19, Fifth's disease	None (not infectious by the time the rash has developed).

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

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