



Dulwich Village C of E Infants' School

Health and Safety Policy

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1. Aims

Our school vision is for all children and members of the community to “Flourish with God in life, learning and love.” In order to enable this wholeheartedly we need the learning environment to be safe and secure. We will ensure all the children, staff and parents know there are processes in place that support the children to be growing healthily and safely in the school and through the activities we offer.

All members of the school community play a part in ensuring the environment is kept to a high standard of health and safety.

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 Public Health England](#) when responding to infection control issues.

3. Roles and responsibilities

3.1 The governing body

The governing body has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the Headteacher the Deputy Headteacher, School Business Manager and Facilities Manager.

The governing body 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 body 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 Francesca Nezek.

3.2 Headteacher

The Headteacher and the Facilities Manager ensure that the Health and Safety Policy is put into effect. This involves:

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 body 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, Susan James and Harry Gordon assume the above day-to-day health and safety responsibilities.

3.3 Health and safety lead

The nominated health and safety lead is Susan James – Deputy Headteacher

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 before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work. Contractors are advised of any Health and Safety related issues or circumstances that may adversely affect their Health and Safety whilst on the premises. Contractors who work in school have been given a copy of our Health and Safety policy. These include:- H2O Nationwide, Workplace Fire and Safety, Failsafe Security Services Ltd, Universal Services Ltd, Chartwells, Turn it on, Kick London.

4. Site security

Harry Gordon, Facilities Manager, is responsible for the security of the school site in and out of school hours. He is responsible for visual inspections of the site, and for the intruder and fire alarm systems. Fire Safe are responsible for overall alarm security and CCTV in and out of hours.

Helen Poyton, Headteacher, Deana O'Leary, SBM and Harry Gordon, Faculties 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. The school has a contract with Fail Safe for the maintenance of the Fire Alarm System and Workplace Fire & Safety Ltd for firefighting equipment and training.

Emergency evacuations are practised at least once a term and details recorded in the Fire Log by the Deputy Headteacher. Escape routes are listed in every room and must be kept clear at all times and an effective fire alarm system maintained. Fire doors, which are located between the classrooms on both sites, must not be propped open.

Fire alarms must not be switched off without the written authority of the Headteacher. Fire alarms will be tested once a week on both sites and a record is kept in Fire Log. The fire alarm is a loud continuous bell. New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.

In the event of a fire:

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

Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk

Staff and pupils will congregate at the assembly points. These are at the front of the Lake Building inside the fence and in the meadow and playground in the Francis Building.

Class teachers will count the number of pupils, which will then be checked against the attendance register of that day.

Helen Poyton, Headteacher or Susan James, Deputy Headteacher 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

Those designated as responsible for specific areas of the School must ensure that all deficiencies noted in their area are reported immediately to the Headteacher or Deputy Headteacher.

Fire wardens have been trained in the event of a fire to check the building and ensure all procedures are followed. Fire Wardens: The people named below have received fire warden training and understand the procedures to be undertaken during a fire or fire practice.

Francis Building: Sue Stopher. Lynn Pearson

Lake Building: Sarah Howell and Alison Bailey.

In the event of a fire, the wardens will:

- a) Organise the evacuation
- b) Tackle the fire if it is safe to do so
- c) Check area of responsibility is clear of all people
- d) Close windows and doors including fire doors
- e) Report to the Fire Emergency Coordinator (Health and safety officer).

All staff had fire awareness training on the 28th September 2021 and a fire risk assessment completed by an external agency is completed every two years (last fire risk assessment was on the 4th August 2020).

Fire blankets should be placed in all areas where cooking takes place e.g. kitchens, staffrooms etc. These will be checked annually by an outside agency e.g. H&S officer from the Local Education Authority.

Fire hydrants and all electrical appliances will be checked and dated annually by appropriate agencies organized by the facilities manager.

ARSON : Action to be taken to prevent this happening:

- Deter unauthorised entry unto the site;
 - Discourage entry by use of signs, boundary fence, and hedges.
 - Ensure that there is good lighting at obscure corners.
 - Install intruder alarms (CCTV).
 - Prevent unauthorised entry into the building;
 - Ensure that deep recesses and alcoves are eliminated when old buildings are being refurbished.
 - Limit number of doors and windows in the building or make sure that secure locks are fitted but not to compromise the means of escape.
- Reduce the opportunity for an offender to start fire;
 - Secure refuse containers and implement recycling if not in operation.
 -
 - Skirts should be fitted at the base of mobile classrooms.
 - Implement no smoking policy.
- Reduce the scope of potential fire damage;
 - In open plan buildings introduce partitioning and firebreak walls and doors to separate the building.
 - Install fire doors and automatic closers.
 - Ensure that walls and partitioning are checked regularly.

- Ensure that valuables are stored in secure areas.
- Ensure that the early warning system and are in good working order.
- Reduce subsequent losses and disruption resulting from a fire by preparing a disaster recovery plan.

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

A fire safety checklist can be found in appendix 1.

6. Lockdown

In the event that students and staff are faced with hazards in the school grounds or outside the school, students and staff may be locked within buildings for their own safety. This will usually occur if there is a dangerous intruder on school grounds, but may also occur in the event of a hazardous situation such as a chemical spill or fire, which makes it dangerous for students, staff and visitors to be outside of the school perimeter.

This policy applies to employees, volunteers, parents/carers/pupils, and people visiting the school site. It covers the procedures staff should take if and when the school is required to go to lockdown. For full details of the Lockdown procedure refer to the Lockdown policy and procedure.

7. Suspicious Package or Device

If a suspicious package or device is found, do not touch, handle or move the object. Report the incident to a member of the Senior Leadership Team or the Facilities Manager. The Administrative Officer/Assistant will contact the Police. Do not turn on or off light switches. Do not use mobile telephones and restrict the use of external telephone communication.

8. 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 Harry Gordon, Facilities Manager, and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

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

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.

8.1 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

8.2 Legionella A water hygiene risk assessment has been completed on 11.8.2020 by H2O Nationwide 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 2 years and when significant changes have occurred to the water system and/or building footprint

The risks from legionella are mitigated by the following: monthly water temperature checks which are carried by Harry Gordon, who has been Legionnaire trained by H2O and 6 monthly water sampling carried out by H2ONationwide..

8.3 Asbestos

Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it

Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work

Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe

A record is kept of the location of asbestos that has been found on the school site??

9. Equipment

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

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

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

9.1 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 Harry Gordon, Facilities 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

9.2 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 Harry Gordon, Facilities Manager.

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. '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.

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

10. Lone working

Lone working may include:

Late working

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

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

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

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

11. 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:

Harry Gordon, Facilities Manager, retains ladders for working at height

Access to high levels, such as roofs, is only permitted by trained persons. Procedures covered in the training must be fully implemented at all times.

Staff will wear appropriate footwear and clothing when using ladders

Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety

The risk from work at height are assessed and appropriate work equipment is selected and used. (see risk assessment for variances for working at height)

Contractors are expected to provide their own ladders for working at height

Pupils are prohibited from using ladders

12. 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.

13. 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.

14. 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 with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage. 12. Lettings

15. 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.

16. Smoking

Smoking is not permitted anywhere on the school premises.

17. 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.

17.1 COVID-19

From 19 July most coronavirus restrictions were removed in England and UK government social distancing guidance no longer applies.

In order to reduce the risks of infection the following workplace controls are in place:-

1. We continue to receive Coronavirus updates from the DfE and will act on them immediately.
2. Our most recent Risk Assessment is attached in Appendix 5. We will regularly review this Risk Assessment and keep it updated to manage the risk of coronavirus (COVID-19) in the school.
3. Ensure good hygiene for everyone
 - a. Hand Hygiene – frequent and thorough hand cleaning is a regular practice. Hands are washed at the beginning and end of the day, after going to the toilet and before lunch. We use soap and water.
 - b. Respiratory hygiene- the 'catch it, bin it, kill approach.
 - c. Use of Personal Protective Equipment (PPE)- most staff in schools will not require PPE beyond what they would normally need for their work. The guidance on the use of PPE in education, childcare and children's social care settings provides more information on the use of PPE for COVID-19.

17.2 Handwashing

Wash hands with foam soap and warm water.

Always wash hands after using the toilet, before eating or handling food, and after handling animals

Cover all cuts and abrasions with waterproof dressings

17.3 Coughing and sneezing

Cover mouth and nose with a tissue

Wash hands after using or disposing of tissues

Spitting is discouraged

17.4 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)

Use the correct personal protective equipment when handling cleaning chemicals

17.5 Cleaning of the environment

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

17.6 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

17.7 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

17.8 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

17.9 Animals – visiting the school

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

17.10 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.

17.10 Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by Public Health England, summarised in appendix 4.

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

18. New and expectant mothers

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

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

Covid-19: Expectant mothers are considered vulnerable and a separate Risk Assessment will be carried out at each trimester to identify and assess risks and take steps to reduce or eliminate these risks, so that pregnant school employees are safe, especially in the third trimester.

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

19. 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.

Stress is nationally recognised as a health issue within schools. Stress may be caused by a number of issues both in school, class and home. At school it is recommended that all teachers speak to the Headteacher or deputy Headteacher when feeling stressed or concerned about any aspect of their work life. In turn all staff involved will discuss how it may be possible to alleviate the stress. This may take the form of release from class, advice on meeting with other adults or working with children. If relevant to the situation staff may be sent on courses or allocated extra preparation, planning and assessment time. In serious cases of stress, the Headteacher may decide it is important to involve the Occupational Health Services for further advice and help. This would be discussed with the person involved.

Children of the school community who are feeling stressed are always encouraged to speak to their class teacher or teaching assistant. In class they have a worry bag which they can use to share and talk about any problems or stress related issues with their teacher. There is a comprehensive scheme of work for PSHE that allows discussion of issues that may be of a stressful nature for the children at school or home.

Parents of the school community who are feeling stressed may also speak to the Headteacher or deputy, or may be referred to the Parent Coach for support.

Teachers are also willing to speak to parent's regarding any issues that might be affecting the child and their education.

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

The school's vision fully supports the wellbeing of all people within the community. We stand by our desire to see everyone flourish with God in life, learning and love.

The school meets with individuals on their return to school following an absence.

Referral to Occupational Health provider for additional support and advice when appropriate,

Recognition in the Pay and Conditions Policy that staff have needs outside of school such as family matters or health issues. The Policy allows for agreed time out for these.

Appraisal meetings and reviews allow for discussions about workload and managing this.

PTFA support staff gatherings in the winter and summer, allowing all to be involved.

20. First Aid

There is a first aid room in the Francis building, and in the Lake building this is in the kitchen. Staff at the school are encouraged to become qualified in first aid. The responsibility for keeping first aid boxes stocked and well equipped at all times is the duty of the first aiders. In the Lake Building this is Sarah Howell, Jennie Philips and Bev Graham. In the Francis Building this is, and Lynn Pearson

Within each first aid room, the following facilities are found: a sink with hot and cold water; adequate heating and lighting; drinking water; soap and paper towels; storage; foot operated lined refuse containers; a clean cushion and blanket; and a recording book/folder. The first aid storage contains: medicines that are in date and clearly labelled; a list of all items; sterile eye pads; individually wrapped sterile adhesive dressings; safety pins; individually wrapped triangular bandages; disposable plastic gloves and aprons; and a folder of records. The folder is used to record: the date, time and place of the incident; the name of the injured/ill person; details of the injury/illness; what happened to the person immediately afterwards; name and signature of the first aider; instructions for which form to fill out if necessary (HS1/HS2/HS3/HS2/HS4- see appendix i).

20.1 Administering medication

Please note that only prescribed medications can be given and this must be logged and reported to the office before any medications are given. A signed form giving permission to administer medicines must be received. Located in folders in the First Aid Rooms are: request for storage and administration of medicines in school and a school medicine record.

On entrance to the school parents are asked to disclose their child's need of medicines either prescribed by a doctor or due to an ongoing illness, allergy or deficiency e.g. diabetes, nut allergies etc. All staff involved with the child e.g. class teacher, teaching assistants, first aiders and midday meals supervisors, will be made aware of this need and where necessary training will be provided. Children who may need to be monitored will have a form with a photo explaining their need, to ensure they can be looked after quickly if the need arises. All staff are to be aware of the safe storage of prescribed medications and any symptoms to be noted. Medicines are to be stored correctly i.e. in the fridge, in a locked first aid room. Before medication is given the following is always checked: the person medicine is to be given to; expiry date of medication; dispensing date, when to be given and how; how much to be given. The person giving the medicine should then log the following information: name of child; date on the medicine; expiry date; what time the medication was given; the dosage and by whom.

If a child has been diagnosed as asthmatic an asthma pump is required to be kept in the school (in a clear container clearly marked with a label of his/her name, class) with a completed Care Plan outlining the dosage details. For children with allergies and a prescription for antihistamine medication or an epi-pen, this too is required to be kept in the school (in a clear container clearly marked with a label of his/her name, class) with a completed Care Plan outlining the dosage details.

If a member of staff is complaining of feeling unwell, they are advised to make arrangements to return home. If they receive a serious injury or are seriously ill, then they would be escorted to hospital by ambulance with another member of staff and the next of kin would be contacted.

When a group of children leave the premises to go on a visit a First Aid kit and any medication that is held for any child taking part in the visit must be taken by a member of the Support Staff.

20.2 First Aid Training

The following staff have Paediatric First Aid at Work training.

Name	Job Role	Certificate	Awarded on:	Expires:
<u>Alison Bailey</u>	<u>TA and MMS</u>	<u>Paediatric First Aid</u>	<u>07.06.2022</u>	<u>07.06.2025</u>
<u>Francesca Nezrek</u>	<u>TA</u>	<u>Paediatric First Aid</u>	<u>07.06.2022</u>	<u>07.06.2025</u>
<u>Sarah Howell</u>	<u>TA and MMS</u>	<u>Paediatric First Aid</u>	<u>07.06.2022</u>	<u>07.06.2025</u>
<u>Lynn Pearson</u>	<u>TA</u>	<u>Paediatric First Aid</u>	<u>07.06.2022</u>	<u>07.06.2025</u>
<u>Jennifer Philips</u>	<u>HLTA PPA teacher</u>	<u>Paediatric First Aid</u>	<u>07.06.2022</u>	<u>07.06.2025</u>
<u>Michelle Fox</u>	<u>TA and MMS</u>	<u>Paediatric First Aid</u>	<u>07.06.2022</u>	<u>07.06.2025</u>
<u>Bev Graham</u>	<u>1:1 and MMS</u>	<u>Paediatric First Aid</u>	<u>07.06.2022</u>	<u>07.06.2025</u>
<u>Mayra Lasso</u>	<u>Breakfast Club</u>	<u>Paediatric First Aid</u>	<u>07.06.2022</u>	<u>07.06.2025</u>

21. Accident reporting

21.1 Accident record book

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. An accident form template can be found in appendix 2

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 in line with the Data Retention policy in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

Reporting to the Health and Safety Executive

The Deputy Headteacher 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 Deputy Headteacher 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:

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

21.3 Notifying parents

The Class teacher 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.

21.4 Reporting to Ofsted and child protection agencies

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

The Deputy Headteacher will also notify local child protection agencies of any serious accident or injury to, or the death of, a pupil while in the school's care.

22. Training

Our staff are provided with health and safety training and as part of their induction process are informed of who to speak to about any concerns.

Safeguarding training is annual with every members of staff inducted clearly as to the process to follow for any concerns.

Staff are trained on a cyclical basis on fire safety, positive handling and administration of medication i.e. inhalers and epipens.

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

23. Monitoring

This policy will be reviewed by the Leadership Team and Governors every two years.

At every review, the policy will be approved by the Governing Body of DVIS.

24. Links with other policies

This health and safety policy links to the following policies:

- Safeguarding
- Staff Code of Conduct
- Pay and Conditions Policy
- Supporting pupils with medical conditions
- Accessibility plan
- Positive handling Policy

Reviewed: January 2023

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. Accident report

Name of injured person		Role/class	
Date and time of incident		Location of incident	
Incident details			
<i>Describe in detail what happened, how it happened and what injuries the person incurred</i>			
Action taken			
<i>Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.</i>			
Follow-up action required			
<i>Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again</i>			
Name of person attending the incident			
Signature		Date	

Appendix 3. Asbestos record

The text in this table are suggestions only. The table will need to be adapted to your school's specific circumstances.

Location	Product	How much	Surface coating	Condition	Ease of access	Asbestos type	Comment
Roof	Asbestos cement	Whole roof	None	Fairly good	Difficult	White	
Store room	Pipes	6 x 3m	Metal case	Good	Medium	Unknown	

Appendix 4. Recommended absence period for preventing the spread of infection

This list of recommended absence periods for preventing the spread of infection is taken from non-statutory guidance for schools and other childcare settings from Public Health England. For each of these infections or complaints, there [is further information in the guidance on the symptoms, how it spreads and some 'do's and don'ts' to follow that you can check.](#)

Infection or complaint	Recommended period to be kept away from school or nursery
Athlete's foot	None.
Campylobacter	Until 48 hours after symptoms have stopped.
Chicken pox (shingles)	<p>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.</p> <p>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.</p>
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 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)	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.
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.

Appendix 5. Health & Safety Risk Assessment – COVID 19

September 2021

Subject of Assessment: Coronavirus Risk Assessment – September 2021

Details of workplace /activity: Students and employees partaking in school activities within the school premises, including general classroom activities, outdoor sessions, dining, break-times, playgrounds, pick-up and drop off, First aid and external visitors to the school.

People Affected: Pupils, Employees, Contractors, Visitors, all members of the school community

Location: Dulwich Village Infants School

Date of Assessment: 6th September 2021

Reviewed Weekly

HAZARD	WHO IS AT RISK	EXISTING CONTROL MEASURES	RISK LEVEL	WHAT NEEDS TO BE DONE	TARGET DATE
Spread/contraction of COVID-19 due to interaction with a person who has symptoms of the disease, a person who may be asymptomatic or lack of information	ALL	<ul style="list-style-type: none"> ● We are continuing to follow these protective measures:- <ul style="list-style-type: none"> - Make sure people who are required to self-isolate don't attend school. - Advise everyone to clean their hands thoroughly and frequently. - Advise everyone to practice good respiratory hygiene and promote the 'catch it, bin, kill it' approach. - Keep occupied areas well ventilated - Promote and engage with the NHS Test and Trace process. - Manage confirmed Coronavirus cases. - Contain any outbreak by following advice from the local health protection team ● Promote and encourage asymptomatic testing - Staff have been given free Lateral Flow Tests and are encouraged to test twice a week. ● Parents of SEND students or those with care plans are individually consulted on entry to the school. Parents are asked to review their child's care plan when required. ● Staff are briefed and consulted on school procedures in place to protect themselves and all others in the school community; ● Employees have had sufficient training and briefing regarding infection control and school protocols; ● In relation to mental health and stress, support organisation details are available to staff including confidential employee help lines and information that can be provided to students; ● There are communication and support networks in place for staff and if there are particular concerns staff can raise them quickly and effectively; ● Hazard reporting mechanism are in place and easily accessible; 	Low	<p>Continual communication with parents through newsletters and email updates.</p> <p>Continual communication with staff through staff meetings and staff briefing emails.</p>	6.9.2021 On going

<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p>		<ul style="list-style-type: none"> ● Students are reminded to wash hands as they come in/ leave the school building; ● Hand-wash stations are located in all classrooms; ● Help is available for children who have trouble cleaning their hands independently; ● Hand washing demonstrations have been provided to students on how to adequately wash their hands; ● Good hand washing signage to instruct students how to do this effectively is displayed ● Classroom sizes are 30 maximum students, 1 teacher and TA and SEN TA if required (specific needs of class); ● Music lessons will take place outside under a gazebo in each building. Students will sit forward facing. ● In the Lake and Francis building, an outside socket will be used for electrical equipment. <ul style="list-style-type: none"> ● Students are advised to clean hands before and after eating lunch in the classroom. ● Where possible, all spaces are well ventilated using natural ventilation (opening windows) or ventilation units. 	<p>Low</p>	<p>Ensure resources are available – e.g soap, sanitisers.</p> <p>Communicate with parents and staff and pupils</p>	<p>6.9.2021</p>
<p>Spread/contraction of COVID-19 due to lack of hand-washing and general poor hygiene.</p>		<ul style="list-style-type: none"> ● Hand washing stations are positioned at each student, staff and visitor entrance to the school; ● All those entering the school are required to wash/sanitise their hands; ● Hand washing stations are located within each classroom; ● Hand washing sinks are located within each toilet provision; ● Signage is located adjacent to each wash station or sink reminding occupants to wash their hands and how to do it effectively; ● Students and staff have been shown how to wash hands properly; ● Help is available for children who have trouble cleaning their hands independently; ● Hand washing is recommended frequently and required at the following times: <ul style="list-style-type: none"> Ø Entry and exit from the school; Ø After using the toilet; Ø On entry to the dining hall; ● Teachers will remind students to use tissues and bin them once used. If tissues are not readily available exactly when needed occupants are reminded to cough or sneeze into their arm; ● Pedal bins are provided in each classroom and office. 	<p>Medium</p>	<p>Ensure adequate provisions are ordered.</p>	<p>6.9.2021</p>

Spread/contraction of COVID-19 due to lack of adequate cleaning measures.		<p>The school has implemented additional cleaning regimes. This includes the following:</p> <ul style="list-style-type: none"> ● Cleaners have been briefed and trained on methods and products needed for maximum protection; ● Classrooms will be cleaned after school; ● Common areas will be cleaned once a day; 	High		6.9.2021
Spread/contraction of COVID-19 due to lack of social distancing measures. In particular school employees		<ul style="list-style-type: none"> ● Employees will be provided with and wear PPE when required in accordance with government guidance. At this stage that guidance is for PPE to be worn during intimate care or when caring for a child who falls ill. 	Medium	Ongoing training and monitoring by leaders	6.9.2021
<p>Spread/contraction of COVID-19 due to insufficient First aid measures. This includes:</p> <ul style="list-style-type: none"> ● Dealing with general First aid; ● Lack of trained first aiders; ● Dealing with a suspected case of Covid-19; ● Inappropriate handling / removal of clinical waste <p>Intimate care procedures</p>		<ul style="list-style-type: none"> ● There are sufficient first aiders for the school to the number of students. ● The school has a specific room dedicated for suspected cases of COVID-19-; (Webb room in Lake Building accessed via Fire Exit and gate onto to Dulwich Village. Galaxy Room with the window open in Francis Building.) ● Occupants (staff or students) who display symptoms of the virus during the school day will be isolated in the designated room until additional medical assistance can be gained. This may be 111 support, an ambulance or until they leave the site to self-isolate; ● First aiders required to assist this person will wear full PPE including, apron, gloves, mask and visor; ● First aiders have completed appropriate training for ‘donning and doffing’ PPE – NHS video / advice https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm ● PPE is disposed of in accordance with NHS COVID-19 waste management guidance; https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings <ul style="list-style-type: none"> ● The first aid room will be cleaned daily. <p>Waste disposal measures</p> <p>Waste control measure from possible cases of COVID-19 and cleaning of areas where possible cases have been identified (including disposable cloths and tissues) are as follows:</p> <ul style="list-style-type: none"> ● All waste from bins where the individual has been to be put in a plastic rubbish bag and tied; ● The plastic bag is placed in a second bin bag and tied; ● It is put in a suitable and secure place and marked for storage until the individual’s test results are known; ● Waste is stored safely and kept away from children; (Courtyard in Francis Building, Shed in Lake Building in a box labelled COVID 19) ● Waste is not put in communal waste areas until negative test results are known or the waste has 	Medium	Create list of all first aiders and cert time. INSET day to communicate procedures.	6.9.2021

		<p>been stored for at least 72 hours;</p> <ul style="list-style-type: none"> ● If the individual tests negative, this can be put in with the normal waste; ● If the individual tests positive, then waste is stored for at least 72 hours and then put in with the normal waste; ● If storage for at least 72 hours is not appropriate, a collection as a Category B infectious waste is arranged by either local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for waste that can be sent for appropriate treatment. 			
Lack of suitable premises management		<ul style="list-style-type: none"> ● The school adheres to the government guidance on managing buildings that are partially open; ● The school has applied the series of guidance documents and advice regarding continued premises management at this time; ● Premises staff levels are maintained and suitable for the use of the building; ● Appropriate cleaning and premises staffing levels are in place; ● Waste removal and enhanced cleaning programs are in place for the potential coronavirus contaminated waste; ● Contingency in place for sudden premises staff absence; 	Medium		6.9.2021
Hazardous substance management, unsuitable COSHH management and use of chemicals leading to ill-health or fire.		<ul style="list-style-type: none"> ● Suitable storage and management of flammable hand sanitizer is in place; ● All chemicals used for the cleaning of school buildings and equipment is COSHH assessed and managed appropriately; ● Material safety data sheets are held for all chemicals and readily available to all staff; ● All cleaning chemicals are stored safely and securely in accordance with requirements; ● Appropriate PPE is available for all cleaning including suitable PPE for cleaning of potential coronavirus contaminated rooms or equipment. 	Low		6.9.2021
Educational day visits.		<ul style="list-style-type: none"> ● We will carry out a separate risk assessment for each educational visit to determine whether it can be undertaken safely. 	Low		6.9.21
Fire and evacuation procedures being inadequate at this time due to lack of trained fire wardens or occupants being spread around the building without suitable procedures in		<ul style="list-style-type: none"> ● Evacuation plans including the following have been reviewed: <ul style="list-style-type: none"> ∅ Safe assembly of occupants following social distancing requirements; ∅ Safe exit via the nearest fire exit; ∅ Training occupants of any changes to evacuation; ∅ Ensuring there are enough trained fire wardens on site with the ability to sweep all used areas of the school; ∅ Use of the school has been reduced to enable safe sweeping and evacuation; ∅ All other fire system testing and maintenance has continued as normal. 	Low	Fire drills each term.	6.9.2021

place.				
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Please note:

All controls are subject to change should government guidance change due to changes to the 'R' rate. This could change on a daily basis. Government and DfE guidance MUST be regularly reviewed. Risk assessment must be reviewed if there is a significant change.

Name of Assessor:

Signed Health and Safety Officer: Susan James (Susan James) Date 6.9.2021