Devonshire Primary Academy Health & Safety Policy

THE SEA VIEW TRUST

Adopted by Governors/HT: Governors
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Person responsible for policy: Business Lead, Deputy Headteacher & Site Supervisor

D O'Brien

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The Sea View Trust

Health & Safety Statement of Intent

The Board of Directors of The Sea View Trust acknowledge the overall responsibility to provide and maintain safe and healthy conditions for all employees, children, clients, the community and any other parties that may be affected by our work activities.

As a Trust we undertake, as far as is reasonably practicable, to provide safe places of work, safe equipment, safe systems of work, information, training and supervision as may be needed to create and maintain a safe and healthy work environment.

The Trust will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the 'Health and Safety at Work Act 1974' and other statutory and common law duties.

This statement supplements 'Blackpool Borough Council's Occupational Health and Safety Manual', which will continue to be updated with appropriate guidance notes and each Academy will be responsible for disseminating this information to their staff.

As a management body, the Board of Directors must ensure that academy staff and premise comply with the Council's health and safety policies and practices (e.g. reporting accidents, first aid provision etc.) and:

- Develop and regularly update an Academy specific health and safety policy and advise employees of it.
- Have a critical incident/emergency contingency plan.
- Ensure, so far as reasonably practicable, the health, safety, and wellbeing of teachers and other education staff, the health and safety of pupils in school and on off-site visits, and the health and safety of visitors to the school including volunteers involved in any school activity and contractors working on the school site.
- Assess the risk of all activities, both in school and off-site, introduce measures to manage the risks, and instruct employees about the risks and measures to control them.
- Ensure that staff are competent and trained in their responsibilities (including written records of training), and are actively involved in health and safety.
- Take reasonable steps to make sure that the buildings, equipment and materials are safe and do not put the health of users and visitors at risk.

In practice, the Board of Directors may delegate these tasks to each Local Governing Body.

Devonshire Primary Academy

Health and Safety Statement of Intent

Devonshire Primary Academy fully acknowledges the provisions of the 'Health & Safety at Work Act 1974'. Devonshire Primary Academy understands fully that it is the duty of every employer to conduct their business in such a way to ensure, so far as is reasonably practicable, and accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of pupils, staff and others using the academy premises or participating in academy events or activities.

It also understands that it must ensure that persons who are not in their employment, but who may be affected by it, are not exposed to risks to their health and safety.

'The Management of Health and Safety at Work Regulations 1999', requires employers to:

- Assess the risks to staff and others affected by school activities in order to identify the health and safety measures that are necessary and, in certain circumstances, keep a record of the significant findings of that assessment.
- Introduce measures to manage those risks (risk management).
- Tell their employees about the risks and measures to be taken to manage the risks.
- Ensure that adequate training is given to employees on health and safety matters.

The Local Governing Body believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

We are committed to:

- Providing a safe and healthy working and learning environment;
- Preventing accidents and work related ill health;
- Assessing and controlling risks from curriculum and non-curriculum work activities;
- Complying with statutory requirements as a minimum;
- Ensuring safe working methods and providing safe equipment;
- Providing effective information, instruction and training;
- Monitoring and reviewing systems to make sure they are effective;
- Developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters;
- Setting targets and objectives to develop a culture of continuous improvement;
- Ensuring adequate welfare facilities exist at the school;
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable;
- Following good practice in Risk Management as given in the Academies Financial Handbook, and endeavouring to fully comply with DfE and EFA requirements.

Headteacher – Mr Dan Simm
Chair of Governors – Rev. David O'Brien
H&S Key Responsibility – Simon Clark

1. Aims

Devonshire Primary Academy 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; and
- 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, arrange 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.

This policy complies with our funding agreement and articles of association.

3. Roles and Responsibilities

3.1 The Governing Board

The Governing Body will ensure the successful implementation of the academy's Health and Safety Policy and all those documents associated to it. The Governing Body has ultimate responsibility for the Health and Safety Policy, but will delegate day-to-say responsibility to the Headteacher.

The Governing Body will ensure that sufficient and appropriate resources are allocated to implement the H&S Policy. It will also guarantee that:

- They are familiar with the requirements of the appropriate legislation and codes of practice;

- There is a nominated H&S representative on the Governing Body to act as a link between the Governing Body and the wider school community who will stay up to date with academy H&S initiatives, contribute to H&S activities such as fire drills and regular audits and report to the committee when necessary. The H&S representative on the Governing Body is Mr Simon Clark.
- H&S is an agenda at Governing Body meetings where a termly report will be provided to enable them to monitor its effectiveness;
- They facilitate any necessary review of the academy's H&S policy and procedures.

It will also undertake to provide, so far as is reasonably practicable, that the academy and its business provides a safe place for all users of the site.

The Trust Board of The Sea View Trust, 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.

3.2 Headteacher

The Headteacher will be ultimately responsible for all on and off site academy related activities, and will advise governors of any H&S issue where their support or intervention is necessary and appropriate in order to ensure that the Health and Safety Policy is implemented. The Headteacher will have responsibility for the day-to day development and implementation of safe working practices and conditions for all staff, students, visitors and the wider community. This involves:

- Implementing the Health and Safety policy;
- Ensuring there is enough staff to safely supervise pupils;
- Ensuring that the school building and premises are safe and regularly inspected;
- Appropriate levels of staff are trained to meet the needs of the academy and that sufficient resources are put in place to ensure appropriate training is carried out - this training may include:
    - Fire Warden
    - COSHH
    - Lifting & Handling
    - EVAC chair use
    - First Aid
    - Fire Safety
    - IOSHH
    - MIDAS
    - Working at Height
    - Food Hygiene
- Reporting to the governing board on H&S matters;
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held;
- Appropriate procedures are in place for the reporting, recording, investigation and follow up of accidents and incidents
- Ensuring all risk assessments are completed and reviewed;
- Ensuring that in their absence, H&S responsibilities are delegated to another member of staff;
- Monitoring cleaning and ensuring cleaners are appropriately trained and have access to personal protective equipment (where necessary, this is the duty of the Site Supervisor).

In the Headteacher's absence, the Deputy Headteacher assumes the above day-to-day H&S responsibilities.

The Headteacher may delegate any of the above tasks to other single members of staff who may be tasked with the H&S administration arrangements for ensuring the above responsibilities are complied with. The Headteacher will, in any event, retain the overall responsibility for ensuring these responsibilities are carried out.

3.3 Business Lead and Deputy Headteacher

The Business Lead and Deputy Headteacher will act as Health and Safety Co-ordinator and have the following responsibilities:

- To co-ordinate and manage risk assessment processes for the academy;
- To co-ordinate the annual general workplace monitoring inspections and performance monitoring process in collaboration with the Site Supervisor;
- To make provision for the inspection and maintenance of work equipment throughout the school in collaboration with the Site Supervisor;
- To advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors;
- To ensure that staff are adequately instructed in safety and welfare matters about their specific work place and the school generally;
- Carrying out any other functions devolved by the Headteacher or Governing Body.

3.4 Staff

All school staff have a duty to take care of pupils in the same way that a prudent parent would do so. All school staff must familiarise themselves with the Health and Safety policy, ensuring that it is applied to all aspects of their work and avoid conduct which would put themselves or others at risk. In particular, 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;
- Adhere to and comply with statutory regulations and agreed procedures for safe working;
- Comply with the school's Health and Safety policy and procedures at all times – in particular, the procedures for fire, first aid, security and other emergencies;
- Co-operate with the school on health and safety matters and complying with relevant H&S law;
- Use all work equipment and substances in accordance with instruction, training and information received;
- Work in accordance with training and instructions;
- Report to the H&S Coordinator / Headteacher any hazardous situations and defects in equipment found in their work places;
- Report all incidents in line with current incident reporting procedure;
- 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
- Sign to confirm they have read important school policies including Health and Safety, Fire and Emergency, Safeguarding and Child Protection, Keeping Children Safe in Education, Code of Conduct etc. (All new staff will be provided with copies of key policies during the induction process.)

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 immediately.

Pupils and parents, allowing for their age and aptitude, are expected to:

- Exercise personal responsibility for the health and safety of themselves and others;
- Observe standards of dress consistent with safety and/or hygiene;
- Observe all the health and safety rules of the academy and in particular the instructions of staff given in an emergency;
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

3.6 Contractors

Contractors will agree health and safety practices with the Headteacher or Site Supervisor before starting work. Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

3.7 Site Security

The Senior Leadership Team is responsible for the security of the school site in and out of school hours, in conjunction with Blackpool Security Services who will respond to alarm calls and contact staff if necessary.

The Site Supervisor is responsible for daily visual inspections of the site, and for the intruder and fire alarm systems.

The Business Lead is also a key holder and will respond to an emergency.

3.8 Class Teachers

Class teachers are expected to:

- Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out;
- Give clear oral and written instructions and warnings to pupils when necessary;
- Follow safe working procedures;
- Require the use of protective clothing and guards where necessary;
- Make recommendations to the Headteacher or Health and Safety Co-ordinator on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery;
- Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education;
- Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation. All electrical equipment must be tested annually;
- Report all accidents, defects and dangerous occurrences to the Business Lead;
- Carry out regular assessments of their working areas;
- Inform the H&S Coordinator if any new activities lead to additional risks in the setting so that a specific risk assessment or safe system of work may be carried out.

4. Fire

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices in each classroom and workroom. Emergency evacuations are practised at least once a term.

The fire alarm is a two-beat tone followed by "This is a fire alarm. Please leave the building immediately". Fire alarm testing will take place once a week and will be completed by the Site Supervisor.

Fire risk assessment of the premises will be reviewed and updated annually by the H&S Coordinators and the Site Supervisor.

New staff will be provided with a copy of the Fire and Emergency Policy. Where possible, this will be provided to them before their employment/placement begins.

All staff and pupils will be made aware of any new fire safety 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.
- Staff may use fire extinguishers, but only 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 point; the MUGA.
- Class teachers will take a register of pupils, which will then be checked against the attendance register of that day. They will also be responsible for any class-based support staff.
- The Office Staff will take a register of all non-class based support staff and visitors from Inventry.
- Staff and pupils will remain outside the building until the emergency services/Headteacher (or, in their absence, the most senior member of staff) 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 pay particular attention to those with disabilities.

A fire safety checklist can be found in Appendix 1.

Further information can be found in the Fire and Emergency policy.

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

The Site Supervisor is responsible for the control of substances hazardous to health (COSHH) and has undertaken COSHH training, which is updated every five years, or as soon as possible thereafter. Hazardous products are used and stored 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.

Where necessary, staff are provided with protective equipment.

6. Gas Safety

- A competent Gas Safe registered engineer will carry out installation, maintenance and repair of gas appliances and fittings.

- Gas pipework, appliances and flues are regularly maintained.
- All rooms with gas appliances are checked to ensure that they have adequate ventilation.

7. Legionella

- A Water Risk Assessment is completed every two years by Waterman Environmental Serviced Ltd and their trained operatives also carry out monthly legionella checks. Reports are passed to the Site Supervisor, who is responsible for ensuring that the identified operational controls are conducted and recorded and the information is locked on the compliance manager system.
- The water risk assessment will be reviewed every two years and when significant changes have occurred to the water system and/or building footprint.
- The following mitigate the risks from legionella: carrying out monthly checks on all water systems in school (e.g. temperature checks, heating of water, disinfection of showers, etc.]. Waterman Environmental Services Ltd carries out these tests.

8. Asbestos

Devonshire Primary Academy was built in 2005 and therefore has no suspected asbestos.

- 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 will be kept of the location of any asbestos found on the school site; sight of this document is available to contractors.

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 the H&S Coordinators, Site Supervisor or the Headteacher immediately.
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed.
- Only trained staff members can check plugs.
- A competent/qualified person carries out Portable Appliance Testing (PAT) annually (every two years as a maximum).
- Fixed wiring is checked every 5 years with the next check due **Autumn 2023**.
- 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.
- A competent/qualified person carries out maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment.

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 before use.
- Any concerns about the condition of the gym floor or other apparatus will be reported to the H&S Coordinator, the Site Supervisor or the Headteacher immediately – an outside contractor also checks equipment annually.

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 that this applies to should inform the Business Lead.
- 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).

10. Lone Working

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site Supervisor 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

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

- The Site Supervisor retains ladders for working at height for those staff who have undertaken Working at Height training only.
- Pupils are prohibited from using ladders.
- Staff will wear appropriate footwear and clothing when using foot stools and/or 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.
- Trained persons only will have access to high levels, such as roofs.

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 must 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, 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. First Aid

First aid kits are provided in all classrooms, communal areas and cleaning stores.

Two travelling first aid bags are kept in the staff room. These should only be taken out to accompany pupils on sports fixtures and school visits.

A first aid kit should be kept on board the school minibus at all times.

A list of trained first aiders can be found on notices throughout school. If in doubt, ask a member of the office team.

If an ambulance is required, call "999". It may be appropriate in less severe cases to transport a pupil to a casualty department without using an ambulance, but this should always be on a voluntary basis. If a member of staff uses their own car for these purposes, they must ensure that they have obtained specific cover from their insurance company. No casualty should be allowed to travel to hospital unaccompanied. All reasonable steps to contact parents/carers will be made by office staff. The Headteacher will designate an accompanying adult in emergencies where parents/carers cannot be contacted.

14. Off-Site Visits

When taking pupils off the school premises, we will ensure that:

- Risk assessments will be completed and approved where off-site visits and activities require them – the Learning Outside The Classroom (LOTC) Coordinator/ EVC in school is Mr Brannigan or Mr Simm.
- All off-site visits are appropriately staffed with at least the correct adult:pupil ratio.
- Staff will take a mobile phone, a portable first aid kit, information about the specific medical/allergen needs of pupils and the parents' contact details (sensitive information will be held securely during the visit and destroyed following the visit).
- There will always be at least one first aider with a current first aid certificate on school trips and visits.
- For Early Years trips, 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.
- MIDAS training must be completed and refreshed as necessary before any member of staff may drive the school minibus. Staff must provide the Business Lead with a copy of their driving license. Staff are responsible for ensuring they are fit to drive and disclosing any medication which may affect their ability to drive.

15. 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.

16. Violence at Work

We believe that staff should not be in any danger at work, and the school will not tolerate violent or threatening behaviour towards its staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager or the Headteacher immediately. This applies to violence from pupils, visitors or other staff.

17. Smoking/Vaping

Smoking/vaping is not permitted anywhere on the school premises or grounds.

18. Infection Prevention and Control

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

18.1 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.

18.2 Coughing and Sneezing

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

18.3 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 CE-marked goggles if there is a risk of splashing to the face.
- Use the correct personal protective equipment when handling cleaning chemicals.

18.4 Cleaning of the Environment

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

18.5 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 by double bagging and securing.
- Make spillage kits available for blood spills.

18.6 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.

18.7 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.

18.8 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), if exposed to either of these, the parent/carer will be informed promptly, and further medical advice sought. Staff may advise these children to have additional immunisations, for example for pneumococcal and influenza.

18.9 Exclusion Periods for Infectious Diseases

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

19. Security and Visitors

All visitors must report to the office where they will be asked to sign in using the electronic signing in system. All visitors must complete all signing in questions and have their photograph taken to be permitted entry to the building. All visitors must also wear the identification lanyard (red)/badge provided to them at all times. Only visitors who have DBS clearance and whose identity has been checked may be provided with a lanyard (black) and fob allowing access around the building.

The premises of Devonshire Primary Academy and the equipment within it are protected as far as is reasonably practicable. The building is well maintained and covered in parts by CCTV monitoring equipment.

All staff have a responsibility in ensuring the building/premises are safe and secure and staff should challenge anyone in the academy if they are not wearing a visitor's lanyard.

Staff must be vigilant and ensure exit doors are always closed; wedges should never be used on fire exits or fire doors. Staff are responsible for ensuring fire and exit doors are

fully closed at all times, including ensuring doors have closed fully behind them. Staff must also report any faults to the Site Supervisor or H&S Coordinators immediately.

Staff must use the staff entrance/exit door to sign in and out during the working day. Staff should not use the main entrance/exit door at the front of the school. When using the door from the office area to the yellow corridor (or vice versa), that member of staff is responsible for ensuring the door is completely closed before they leave the area. Staff should use the loop around the admin area, unless they are with visitors or children etc.

The external fire escape stairs must not be used, unless in an emergency situation.

Staff must not open the main or staff entrance/exit door or main corridor door to visitors or allow visitors to enter, unless a member of the office staff is notified. All visitors must report to the office to be signed in and dealt with by office staff.

Supervising staff must remain with any children who have not been collected by their parent/carer after their club has ended until they are collected or until the child has left the premises.

20. New and Expectant Mothers

Risk assessments will be carried out whenever any employee notifies the school that they are pregnant. Risk assessments will be carried out by the H&S Coordinators and approved by the Headteacher. Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect a pregnancy if a woman has not previously had the infection. Expectant mothers should report exposure to their antenatal care and GP as soon as they are aware of a potential exposure. The same virus as chickenpox causes shingles, 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 encounters 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.

21. Occupational Stress/ Wellbeing

The wellbeing of staff is seen as an integral part of the academy's Health & Safety responsibility. All staff have the right to a reasonable work-life balance and to expect the appropriate support or intervention when they experience health or personal difficulties. An ethos of mutual respect and support is promoted amongst all staff.

Staff are encouraged to raise any concerns with the Headteacher or their Line Manager.

The school supports staff via the Employee Assistance Programme (EAP), who offer a variety of counselling to staff members. Staff experiencing workplace – or other – stress should speak to the Business Lead, who will offer advice on how to contact the company.

22. Accident Reporting

22.1 Accident Reporting

Tier 1

Minor accidents to pupils i.e. a small bump/bruise can be reported in the class or break/lunch accident reporting book. These books should be sent to the office for archiving at the end of each academic year and kept in line with The Sea View Trust's GDPR Compliant Records Management Policy. *Please note, for any injuries requiring treatment i.e. ice pack or first aid, or for any bump to the head, staff must notify the office who will make a courtesy call to the pupil's parent.*

Tier 2
All other accidents/near-misses must be reported using the accident/near miss form, which can be obtained from the school office. These forms and any associated paperwork should be archived at the end of each academic year and should be kept for 25 years.

- For accidents/incidents, the first priority is ensuring the safety/wellbeing of the person involved and then making the scene of the accident/near-miss safe.
- An accident/near-miss form will be completed as soon as possible after the accident/near-miss occurs by the member of staff or first aider who dealt with the accident/near-miss.
- Any persons involved in or nearby an event or the aftermath of an event, should also complete an accident/near-miss form, no matter how much or how little they witnessed, even if the witness statement indicates nothing was seen or heard.
- As much detail as possible will be supplied when reporting an accident/near-miss. This should include the 'wet' signature of the person completing.
- Completed forms should be submitted to the Business Lead.
- The H&S Coordinators are responsible for completed accident/near-miss forms, conducting an immediate risk assessment on the affected area/equipment etc. and taking corrective/preventative action. It may be appropriate for photos to be taken or diagrams to be drawn up. Where the injury is serious, the H&S Coordinator will do all of the above with the assistance of the Site Supervisor and Headteacher.
- The Business Lead is responsible for the storage of accident/near-miss forms regarding injuries.

22.2 Reporting to the Health and Safety Executive

The Business Lead 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 H&S Coordinators/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
    - Vehicle collisions
    - 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
    - Any other injury that results in admittance to hospital and treatment IS received
    - Any other injury that is received due to below-standard equipment or a lack of adequate supervision
    - When there is reasonable belief that Covid-19 was contracted at work, during a work routine
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where something happens that does not result in an injury, but could have done

- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
    - The collapse or failure of load-bearing parts of lifts and lifting equipment
    - The accidental release of a biological agent likely to cause severe human illness
    - The accidental release or escape of any substance that may cause a serious injury or damage to health
    - An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:
How to make a RIDDOR report, HSE
http://www.hse.gov.uk/riddor/report.htm

22.3 Notifying Parents

For injuries requiring first aid treatment, the class teacher or member of support staff 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 is reasonably practicable. In the event of a bump to the head, including facial bumps, a head bump letter or sticker should be sent home with the pupil, or a courtesy phone call made from the office.

22.4 Reporting to Ofsted and Child Protection Agencies

The 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 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.

23. Training

Our staff are provided with health and safety information as part of their induction process.
Staff who work in high risk environments, such as in science labs or with woodwork equipment, or work with pupils with special educational needs and disabilities (SEND), may be given additional health and safety training.

24. Links with Other Policies

This Health and Safety policy links to the following policies:

- Fire and Emergency
- First Aid
- Supporting Pupils with Medical Conditions
- Accessibility Policy and Plan

25. Covid-19 Addendum

Covid-19 (otherwise known as coronavirus) is a medical condition.

If the rate of coronavirus transmission rises above a certain level in a specific area, the government may place that area under a local lockdown. A new system has been introduced, whereby local restrictions are given a tier classification of one to three, with the numbers ascending in relation to the severity of the outbreak and may result in different degrees of closure. Schools in all tier classification areas will remain open to all staff and pupils. However, schools

may close if a nationwide lockdown is imposed and will only be open to vulnerable children and the children of critical key workers.

The DfE's guidance for full opening includes a section on public health advice to minimise coronavirus risks. This section contains up-to-date advice on infection control, social distancing, hygiene, and other factors that schools will need to consider throughout the Autumn term.

As far is as reasonably practicable, Devonshire Primary Academy commits to ensuring that its staff and pupils pay particular attention to handwashing upon entry to the building, before and after eating, using the toilet and coughing/sneezing.

As far is as reasonably practicable, Devonshire Primary Academy commits to promoting age-appropriate methods, such as singing songs, to encourage adherence to hand washing and other guidance.

As far is as reasonably practicable, Devonshire Primary Academy commits to cleaning and disinfecting toys, equipment and surfaces more frequently than normal.

As far is as reasonably practicable, Devonshire Primary Academy commits to putting in place safe routines for using the toilet, hand washing, and break and lunch times.

Risk assessments may need to be routinely updated to determine what control measures can be put in place to ensure that pupils can return to school safely after contracting the virus or after a period of self-isolation.

Appendix 1 - Termly Fire Safety Checklist

	YES/NO	Comments
Is the academy fire safety policy up to date?		
Are firefighting appliances in the correct locations?		
Is the equipment regularly checked?		
Are fire safety notices and evacuation routes posted in each area?		
Is the alarm system regularly checked?		
Are all fire doors signed and kept closed?		
Are all exit routes free from obstruction?		
Are fire drills held at least once per term?		
Is a log kept of all fire drill practices?		
Are lessons from fire drills analysed and acted upon?		
Is everyone aware of the action to take if the alarm is sounded?		
Are good housekeeping practices being observed in all classrooms/workrooms?		
Are all areas inside and outside the premises clear of all kinds of refuse or anything combustible?		
Are all flammable liquids stored safely and appropriately?		
Are all electrical appliances safe to use?		

Appendix 2

Classroom / Workroom Checklist (complete at the start of each term)

Questions you should ask?		Yes	Further action needed	N/A
Movement around the classroom (slips and trips)	*Is the internal flooring in a good condition?*			
	Are there any changes in floor level or type of flooring that need to be highlighted?			
	Are gangways between desks kept clear?			
	Are trailing electrical leads/cables prevented wherever possible?			
	Is lighting bright enough to allow safe access and exit?			
	Are procedures in place to deal with spillages, e.g. water, blood from cuts?			
	For stand-alone classrooms:			
	■ *Are access steps or ramps properly maintained?*			
	■ *Are access stairs or ramps provided with handrails?*			
Work at height (falls)	*Do you have an 'elephant-foot' step-stool or stepladder available for use where necessary?*			
Furniture and fixtures	*Are permanent fixtures in good condition and securely fastened, e.g. cupboards, display boards, shelving?*			
	Is furniture in good repair and suitable for the size of the user, whether adult or child?			
	Is portable equipment stable, e.g. a TV set on a suitable trolley?			
	Where window restrictors are fitted to upper-floor windows, are they in good working order?			
Manual Handling	*Have trolleys been provided for moving heavy objects, e.g. computers?*			

Computers and similar equipment	*If you use computers as part of your job, has a workstation assessment been completed?*			
	Have pupils been advised about good practice when using computers?			
Electrical equipment & services	*Are fixed electrical switches and plug sockets in good repair?*			
	Are all plugs and cables in good repair?			
	Has portable electrical equipment, e.g. laminators, been visually checked and, where necessary, tested at suitable intervals to ensure that it's safe to use? (There will be a sticker to show it has been tested.)			
	Has any damaged electrical equipment been taken out of service or replaced?			
Fire	*If there are fire exit doors in the classroom, are they:*			
	■ *unobstructed;*			
	■ *kept unlocked; and*			
	■ *easy to open from the inside?*			
	Is fire-fighting equipment in place in the classroom or nearby location?			
	Are fire evacuation procedures clearly displayed?			
	Are you aware of the evacuation drill, including arrangements for any vulnerable adults or children?			
Workplace (ventilation and heating)	*Does the room have natural ventilation?*			
	Can a reasonable room temperature be maintained during use of the classroom?			
	Are measures in place, for example blinds, to protect from glare and heat from the sun?			
First Aid	*Is your first aid box complete and in date?*			
	Is your first aid on the hook provided?			

Appendix 3 - Accident Report EXAMPLE

Name of injured person		**Role/class**	
Date and time of incident		**Location of incident**	
Incident details			
Action taken			
Follow-up action required			
Name of person attending the incident			
Signature		**Date**	

Appendix 4. Asbestos Record EXAMPLE

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 5. 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 (PHE).

Rashes and skin infections

Infection or complaint	Recommended period to be kept away from school or nursery	Comments
Athlete's foot	None	Athlete's foot is not a serious condition. Treatment is recommended.
Chickenpox	Until all vesicles have crusted over	Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers. These children are particularly vulnerable to chickenpox. Chickenpox can also affect pregnancy if a woman has not already had the infection.
Cold sores (herpes simplex)	None	Avoid kissing and contact with the sores. Cold sores are generally mild and self-limiting.
German measles (rubella)*	Four days from onset of rash (as per "Green Book")	Preventable by immunisation (MMR x2 doses). If a pregnant woman comes into contact with German measles she should inform her GP and antenatal carer immediately to ensure investigation.
Hand, foot and mouth	None	
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment	Antibiotic treatment speeds healing and reduces the infectious period.
Measles*	Four days from onset of rash	Preventable by immunisation (MMR x2 doses). Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers. These children are particularly vulnerable

		to measles. Measles during pregnancy can result in early delivery or even loss of the baby. If a pregnant woman is exposed she should immediately inform whoever is giving antenatal care to ensure investigation.
Molluscum contagiosum	None	A self-limiting condition.
Ringworm	Exclusion not usually required	Treatment is required.
Roseola (infantum)	None	
Scabies	Child can return after first treatment	Household and close contacts require treatment.
Scarlet fever*	Child can return 24 hours after starting appropriate antibiotic treatment	Antibiotic treatment is recommended for the affected child.
Slapped cheek syndrome/fifth disease (parvovirus B19)	None (once rash has developed)	Some medical conditions make children vulnerable to infections that would rarely be serious in most children; these include those being treated for leukaemia or other cancers. These children are particularly vulnerable to parvovirus B19. Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), inform whoever is giving antenatal care as this must be investigated promptly.
Shingles	Exclude only if rash is weeping and cannot be covered	Can cause chickenpox in those who are not immune, i.e. have not had chickenpox. It is spread by very close contact and touch. If further information is required, contact your local PHE centre. Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers. These children are particularly vulnerable

		to shingles. Shingles can also affect pregnancy if a woman has not already had chickenpox.
Warts and verrucae	None	Verrucae should be covered in swimming pools, gymnasiums and changing rooms.

Diarrhoea and vomiting illness

Infection or complaint	Recommended period to be kept away from school or nursery	Comments
Diarrhoea and/or vomiting	48 hours from last episode of diarrhoea or vomiting	
E. coli O157 VTEC **Typhoid* [and paratyphoid*] (enteric fever) Shigella (dysentery)**	Should be excluded for 48 hours from the last episode of diarrhoea. Further exclusion may be required for some children until they are no longer excreting	Further exclusion is required for children aged 5 years or younger and those who have difficulty in adhering to hygiene practices. Children in these categories should be excluded until there is evidence of microbiological clearance. This guidance may also apply to some contacts who may also require microbiological clearance. Please consult your local PHE centre for further advice
Cryptosporidiosis	Exclude for 48 hours from the last episode of diarrhoea	Exclusion from swimming is advisable for two weeks after the diarrhoea has settled

Respiratory infections

Infection or complaint	Recommended period to be kept away from school or nursery	Comments

Flu (influenza)	Until recovered	Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers. It may be advisable for these children to have additional immunisations, for example pneumococcal and influenza.
Tuberculosis*	Always consult your local PHE centre	Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers. It may be advisable for these children to have additional immunisations, for example pneumococcal and influenza.
Whooping cough*	Five days from starting antibiotic treatment, or 21 days from onset of illness if no antibiotic treatment	Preventable by vaccination. After treatment, non-infectious coughing may continue for many weeks. Your local PHE centre will organise any contact tracing necessary.

Other infections

Infection or complaint	Recommended period to be kept away from school or nursery	Comments
Conjunctivitis	None	If an outbreak/cluster occurs, consult your local PHE centre.
Diphtheria*	Exclusion is essential. Always consult with your local HPT	Family contacts must be excluded until cleared to return by your local PHE centre. Preventable by vaccination. Your local PHE centre will organise any contact tracing necessary.
Glandular fever	None	

Head lice	None	Treatment is recommended only in cases where live lice have been seen.
Hepatitis A*	Exclude until seven days after onset of jaundice (or seven days after symptom onset if no jaundice)	In an outbreak of hepatitis A, your local PHE centre will advise on control measures.
Hepatitis B*, C*, HIV/AIDS	None	Hepatitis B and C and HIV are bloodborne viruses that are not infectious through casual contact. All spillages of blood should be cleaned up immediately (always wear PPE). When spillages occur, clean using a product that combines both a detergent and a disinfectant. Use as per manufacturer's instructions and 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. A spillage kit should be available for blood spills.
Meningococcal meningitis*/ septicaemia*	Until recovered	Meningitis C is preventable by vaccination There is no reason to exclude siblings or other close contacts of a case. In case of an outbreak, it may be necessary to provide antibiotics with or without meningococcal vaccination to close school contacts. Your local PHE centre will advise on any action is needed.
Meningitis* due to other bacteria	Until recovered	Hib and pneumococcal meningitis are preventable by vaccination. There is no reason to exclude siblings or other close contacts of a case. Your local PHE centre will give advice on any action needed.
Meningitis viral*	None	Milder illness. There is no reason to exclude siblings and other close contacts of a case. Contact tracing is not required.

MRSA	None	Good hygiene, in particular handwashing and environmental cleaning, are important to minimise any danger of spread. If further information is required, contact your local PHE centre.
Mumps*	Exclude child for five days after onset of swelling	Preventable by vaccination
Threadworms	None	Treatment is recommended for the child and household contacts.
Tonsillitis	None	There are many causes, but most cases are due to viruses and do not need an antibiotic.

* denotes a notifiable disease. It is a statutory requirement that doctors report a notifiable disease to the proper officer of the local authority (usually a consultant in communicable disease control). In addition, organisations may be required via locally agreed arrangements to inform their local PHE centre. Regulating bodies (for example, Ofsted/Commission for Social Care Inspection (CSCI)) may wish to be informed.