



BEECHWOOD
Primary School

HEALTH AND SAFETY POLICY

SEPTEMBER 2023
Autumn Term

Approved by: **Engagement & Wellbeing Committee**

Date:

Last reviewed on: **September 2023**

Next review due by: **September 2024**

HEALTH & SAFETY POLICY

1. Rationale:

The health and safety of learners, staff and other users of the school is of the greatest importance to all. Everything will be done to promote good health, to keep everyone safe and to protect **all stakeholders** from any dangers. The Headteacher, governing body and staff of Beechwood Primary School recognise their responsibility to provide a safe and healthy environment for teaching and non-teaching staff, pupils, visitors, contractors at the premises and those affected by the school's activities elsewhere.

2. Aims:

Our school aims to:

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

3. Objectives and Outcomes:

- To establish excellent and effective procedures for keeping children safe, healthy and active.
- To put into place safe procedures and contingency plans for the health and safety of learners.
- To ensure that staff are trained and carry out their health and safety responsibilities effectively.
- To ensure that there is a quick and effective response to any incident.
- To ensure that any probable sources of danger are identified and that appropriate action is taken.
- To ensure that appropriately trained members of staff provide first-aid in case of accident.
- To ensure that there are sufficient members of staff, trained as paediatric first aiders.
- To ensure that the school makes effective use of appropriate outside agencies to advise and support on health and safety matters.
- To use the curriculum and extra-curricular activities to promote children's healthy growth and physical development.

Beechwood will do all it can to provide a safe environment in which children and adults can work, learn and play. Through the curriculum and other activities it will do all it can to facilitate the healthy growth and development of learners.

4. Legislation:

This policy is based on advice from the Department for Education on health and safety in schools and follow a range of legislation.

The school follows [national guidance published by Public Health England](#) when responding to infection control issues.

See Appendix A

5. Roles and Responsibilities:

The Local Authority and Governing Board

Cheshire East has ultimate responsibility for health and safety matters in the school but delegates responsibility for the strategic management of such matters to the school's governing board.

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

The governor who oversees health and safety is **Adam Stokoe**.

Headteacher & School Business Manager (SBM)

The headteacher and SBM are responsible for health and safety day-to-day.

This involves:

- Implementing the health and safety policy;
- Ensuring there is enough staff to safely supervise pupils;
- Ensuring that the school building and premises are safe and regularly inspected;
- Providing adequate training for school staff;
- Reporting to the governing board on health and safety matters;
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held;
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff;
- Ensuring all risk assessments are completed and reviewed;
- Monitoring cleaning contracts and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary.

In the headteacher's absence, Helen Sarson (SBM) assumes the above day-to-day health and safety responsibilities.

Site Maintenance Officer & Caretaker

The site maintenance officer and/or caretaker will:

- Identify health and safety repairs and put into operation as necessary emergency work required to ensure the Health and Safety of staff, pupils and others;
- Maintain plans, schedules and other data relating to the maintenance and building alterations as they affect health and safety issues;
- Liaise with outside bodies on matters of health and safety relating to electricity, gas, water supplies, waste disposal, alarms, safe access of pedestrians and vehicles, building regulations and planning;
- Manage asbestos in the building and be familiar with the Asbestos Register.

School Staff

All teaching and support 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;
- Report all accidents, dangerous occurrences and potentially dangerous practices and situations to the headteacher so that action can be taken;
- Model safe and hygienic practice for pupils;
- Understand emergency evacuation procedures and feel confident in implementing them;
- Be aware of specific guidelines and specialist publications.

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.

Contractors

Contractors will agree health and safety practices with the headteacher or site maintenance officer before starting work. Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work. They will also be required to read and sign to say that they understand the Contractor's Induction Handbook. A copy of the signed sheet will be retained by the school.

6. Site Security:

The Site Maintenance Officer is responsible for the security of the school site in and outside of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

Sara Harper, Helen Sarson, Dave Millington and Peter Hayden are key holders and will respond to an emergency. Alpha Omega are also key holders for the building and will attend site when the intruder alarm is triggered. They will then check the site and compile a report for the school staff. If there is no sign of a break in, they will not contact the emergency key holders by telephone but will email or hand deliver a report.

7. Fire:

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

Emergency evacuations are practised at least once a term.

The fire alarm is a loud continuous bell.

Fire alarm testing will take place once per week.

New staff will be trained in fire safety via National College as part of their induction 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 at the far end of the school field;

- Class teachers will take a register of pupils, which will then be checked against the attendance register of that day which should be removed from classroom door on exit of the building;
- One of the assistant headteachers will take a register of all staff and visitors;
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter. In the case of a false alarm, staff and pupils will remain outside the building until the headteacher or SBM deem it is safe to re-enter.

The school has 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.

See Fire Drill for further information

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 the Site Maintenance Officer and School Business Manager and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary. If staff use and store hazardous products it must be 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.

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 checked and certified annually.
- All rooms with gas appliances are checked to ensure that they have adequate ventilation.

Legionella

- A water risk assessment was completed in April 2023 by Green Water Services Limited.
- This risk assessment will be reviewed every 2-3 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 checks by Green Water Services Ltd who complete regular temperature checks, heating water in the shower and disinfection of showers.

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. This forms part of the induction handbook which is reviewed annually.
- 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.
- An Asbestos Log Register shows the location of asbestos that is present on the school site. This is currently only the chimney stack and this is suspected but not confirmed.

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.

Electrical Equipment

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely.
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them.
- Any potential hazards will be reported to the Site Maintenance Officer immediately and written in the Site Maintenance log book.
- Permanently installed electrical equipment is connected, by a certified person, through a dedicated isolator switch and adequately earthed.
- Only trained staff members can check plugs.
- A portable appliance test (PAT) will be carried out annually by a competent person.
- 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.

PE Equipment

- Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely.
- Any concerns about the condition of the gym floor or other apparatus will be reported to the Site Maintenance Officer and written in the Site Maintenance log book.
- All P.E. equipment is checked annually by a registered, competent person.

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).
- DSE users are required to complete the Cheshire East (LA) DSE Risk Assessment.

Specialist Equipment

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

10. Lone Working:

Potentially dangerous activities, such as those where there is a risk of falling from height and manual handling of heavy items, are **NOT permitted** 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.

Lone working may include:

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

Permission must be sought in advance of Lone Working from the headteacher.

11. Working at Height:

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

In addition:

- The Site Maintenance Officer retains ladders for working at height;
- Pupils are prohibited from using ladders;
- Staff will wear appropriate footwear and clothing when using ladders with a minimum of two staff present;
- Contractors are expected to provide their own ladders for working at height;

- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety;
- Access to high levels, such as roofs, is only permitted by trained personnel.

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, where required, proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

Staff 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.

Pupil may, from time to time, assist with small lifting items whilst under the supervision of a member of staff and working as directed.

13. Off-site Visits:

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

- Risk assessments are completed;
- All off-site visits are appropriately staffed;
- Staff take the 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 on school trips and visits. Where the visit involves pupils from the Early Years, there will always be at least one first aider with a current paediatric first aid certificate on school visits, as required by the statutory framework for the Early Years Foundation Stage.

14. Lettings:

This policy applies to lettings. Those who hire any aspect of the school site or any facilities are responsible for complying with the content of the school's health and safety policy.

15. Tree House & Holiday Club

Some elements of wrap around care involve staff being on site without an SLT being present. In such cases, a member of SLT will always be contactable by telephone in case of any emergency. All staff who deliver wrap around care **MUST** have current food hygiene and administering medicine training delivered by National College. At least one member of staff on duty must hold a current first aid qualification.

See Wrap Around Care Risk Assessment

16. 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 the headteacher immediately. This applies to violence from pupils, visitors or other staff.

See Violence at Work Risk Assessment

17. Smoking:

Smoking, including e-cigarettes, is not permitted anywhere on the school premises.

18. Infection Prevention and Control:

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

Handwashing

- Wash hands with anti-bacterial liquid soap and warm water for at least 20 seconds, and dry with paper towels or hand dryers.
- Always wash hands after using the toilet, before eating or handling food, and after handling animals.
- Cover all cuts and abrasions with waterproof dressings.

Coughing and Sneezing

- Cover mouth and nose with a tissue.
- Wash hands after using or disposing of tissues.
- Apply the 'Catch it, Bin it, Kill it' protocol when dealing with coughs or sneezes.
- Spitting is discouraged.

Personal Protective Equipment

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves where there is a risk of splashing or contamination with blood/body fluids.
- Wear goggles if there is a risk of splashing to the face.
- Use the correct personal protective equipment when handling cleaning chemicals or dealing with a suspected case of Covid-19.

Cleaning of the Environment

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

Cleaning of Blood and Body Fluid Spillages

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment.
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface.
- Never use mops for cleaning up blood and body fluid spillages - use disposable paper towels and discard clinical waste in appropriate bins.

Laundry

- Wash laundry in a separate dedicated facility.
- Wash soiled laundry separately and at the hottest wash the fabric will tolerate.
- Wear personal protective clothing when handling soiled laundry.

- Bag children's soiled clothing to be sent home, never rinse by hand.

Clinical Waste

- Always segregate domestic and clinical waste.
- 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.

Animals

- Wash hands before and after handling any animals during zoo or farm visits.
- Keep animals' living quarters clean and away from food areas.
- Dispose of animal waste regularly.
- Supervise pupils when playing with animals and complete a risk assessment.
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet if applicable.

Pupils Vulnerable to Infection

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

Exclusion Periods for Infectious Diseases

The school will follow recommended exclusion periods outlined by Public Health England. In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action. An up-to-date poster is displayed in the main office and has been shared with parents/carers.

19. 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:

- 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.

20. Occupational Stress:

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.

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

21. Accident Reporting:

Accident Record Folder

- An online accident form will be completed as soon as possible after the accident occurs by the first aider who deals with it.
- As much detail as possible will be supplied when reporting an accident and the accompanying text sent to parents/carers.
- All serious injuries and those involving a hospital visit are recorded on Prime and parents/carers are notified by text or phone call as soon as practically possible.
- First aid records held electronically will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then erased.

Reporting to the Health and Safety Executive

The School Business Manager (SBM) 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 SBM 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.

Notifying Parents

A member of school 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 reasonably practicable.

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 the Local Authority 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 as part of their induction process.

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

23. Monitoring:

This policy will be reviewed by the headteacher annually.

At every review, the policy will be approved by the Engagement and Wellbeing committee of the Governing Body.

24. Links with other Policies:

This health and safety policy links to the following policies/additional documentation:

- Supporting Pupils with Medical Conditions Policy
- Accessibility Plan
- Fire Drill
- Lone Working Arrangements

HEALTH & SAFETY POLICY

This policy was adopted at a meeting of Engagement and Wellbeing Governor sub-committee, held on _____

Date to be reviewed: **September 2025**

Signed:

Name of signatory:

S. Harper

J. Cargill

Role of signatory:

Headteacher

Chair of Governors

APPENDIX A - 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