

Broadwas CE Primary School, Broadwas on Teme, Worcester, WR6 5NE

Health and Safety Policy with arrangements

Our Vision

As a church school, rooted in Christian values, our vision is inspired by the miracle of the loaves and the fishes. This demonstrates God's provision and care for us all through the generosity of one young child. By valuing each individual within our school family, we enable everyone to grow and flourish at Broadwas by providing a relevant, inclusive and knowledge rich curriculum in a stimulating, fun and loving environment.

At Broadwas we 'Live Our Values Everyday'

1 THE STATEMENT

1.1 General Requirements

The Governors of Broadwas CE Primary School recognise their responsibility under the Health and Safety at Work etc. Act 1974 (HSW Act), so far as is reasonably practicable, to:

- a) provide safe systems of work, plant and equipment;
- b) provide for the safe use, handling, storage and transport of articles and substances;
- c) provide such information, instruction, training and supervision as is necessary for staff and pupils to undertake their work safely;
- d) provide a safe place of work with safe means of access and egress for all persons using the premises;
- e) provide a safe and healthy working environment with adequate welfare arrangements;
- f) provide for the health and safety of persons not employed by the school, but who may be affected by its activities;
- g) encourage all staff to take reasonable care for their own health and safety and to co-operate with the management of the school in the carrying out of their statutory duty;
- h) require all staff to report through the appropriate channels, any problem, defect or hazard likely to lead to a lack of safe or healthy conditions for themselves or others.
- i) Have robust procedures in place in case of emergencies

Agreed/Ratified by:	Signature	Date
Chair of Governors		29.01.2020
Health and Safety Governor	Mark SMITH (Until Appointment Made)	29.01.2020
Headteacher	James Dennis	01.04.2021

Next review date: January 2024

1.2 Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation:

[The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings

[The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees

[The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training

[The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health

[The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept

[The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test

[The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register

[The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff

[The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

The school follows [national guidance published by UK Health Security Agency \(formerly Public Health England\)](#) and government guidance on [living with COVID-19](#) when responding to infection control issues.

Schools with Early Years Foundation Stage (EYFS) provision add:

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

1.3 Staff Responsibilities

The HSW Act also puts a responsibility upon employees to take care of their own health and safety, within the limitations of the training, instructions and equipment provided for them. This is acknowledged by clause (g) above.

1.4 Staff Rights

The Governors recognise the need to consult staff on matters of health and safety and will recognise the right of the staff to appoint Safety Representatives, through their recognised trade unions or professional associations. The Governors will accommodate the establishment of a School Safety Committee on which the staff Safety Representatives, amongst others, may serve, should it be requested by staff or their representatives.

No individual member of staff shall be required to undertake specific responsibility for any health and safety function (eg. School Safety Officer) without having first been consulted.

1.5 The Role of the Local Authority

The Governors recognize the Statement of Safety Policy of Worcestershire County Council Directorate of Children's Services, together with its organisation and arrangements and undertake to comply with its requirements and procedures in respect of maintaining safe and healthy places of work for the staff and pupils of the school.

The Governors recognize that it may on occasions be necessary to seek advice on specialist matters pertaining to health and safety and will consult the Health and Safety Advisor of Worcestershire County Council Directorate of Children's Services or such other persons as may be necessary.

1.6 Local Management of Schools and Delegated Funding

The Governors recognize the need to ensure that sufficient funds are reserved for safe practice throughout the school and in particular the inspection and maintenance of those items of premises and equipment where financial responsibility has been delegated to them.

1.6 Risk Assessment

The Governors recognize their responsibilities to ensure that any significant risks arising from work activities, equipment or premises are assessed, as required under:

- the Management of Health and Safety at Work Regulations 1999 as amended 2006,
- the Control of Substances Hazardous to Health (COSHH) Regulations 2002,
- the Manual Handling Operations Regulations 1992 as amended,
- the Provision and Use of Work Equipment Regulations 1998 and
- the Display Screen Equipment Regulations 2002.

1.7 Acknowledging Responsibility

A copy of this Statement (not the whole policy) will be posted in the staff room.

A copy of this statement will be included in the Staff Handbook. The whole policy is available in the school office. Staff will be required to sign to say that they have read the policy. This includes part-time staff and volunteers and Governors.

2 THE ORGANISATION

2.1 The Governing Body:

- a) has overall responsibility as employer for all aspects of health and safety of employees, pupils and other persons at Broadwas CE Primary School (under sections 2 and 3 of the Health and Safety at Work Act 1974).
- b) has responsibility for appointing competent principal contractors where building or plant maintenance work is done which is the financial responsibility of the Local Authority under its Scheme for Financing of Schools.
- c) has responsibility for appointing a competent person as Planning Supervisor in those works which fall within the scope of the Construction (Design and Management) Regulations 2007 unless the school has initiated the building work, in which case this will be the responsibility of the Governing Body.

The Governing Body, through the Headteacher, is also responsible for:

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

In the headteacher's absence, a designated senior leader assumes the above day-to-day health and safety responsibilities.

All records in this regard are held by the Office Manager in the school office.

2.2 The School Safety Officer (Headteacher) is responsible for:

- a) The implementation of the school safety policy.
- b) Advising the Governing Body of the need to review the school safety policy.

- c) Ensuring there is enough staff to safely supervise pupils.
- d) Ensuring that the school building and premises are safe and regularly inspected
- e) The day to day responsibility for health and safety in the school.
- f) Ensuring that risk assessments are carried out in accordance with the Management of Health and Safety at Work Regulations 2006 in all areas of significant risk, as well as those required under the Control of Substances Hazardous to Health (COSHH) Regulations 2002, the Manual Handling Operations Regulations 1992 as amended the Provision and Use of Work Equipment Regulations 1998 and the Display Screen Equipment Regulations 2002. The Headteacher is responsible for risk assessments in relation to all school activities, including those that take place away from the school premises.
- g) Ensuring that staff receive appropriate health and safety training.
- h) Carrying out a six-monthly safety audit.
- i) Ensuring that all problems or defects affecting the health and safety of staff, pupils or other persons in the school are dealt with.
- h) Notifying the LA Health and Safety Co-ordinator of any serious accidents to pupils or **any** accidents to staff or other persons and any "near miss" situations, in accordance with the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations.
- i) Notifying the LA Health and Safety Co-ordinator of any hazards or problems affecting the health, safety or welfare of staff, pupils or others that cannot be resolved by appropriate local action. **(NB. Any major property problems should be notified to the school's allocated Property Services Liaison Officer in the first instance.)**
- j) Emergency procedures, including evacuation in case of fire or bomb threats.
A full fire drill, including an evacuation exercise is carried out at least once during a school term.
- k) Ensuring that adequate provision is made for the administration of First Aid.
- l) Ensuring that all new material on health and safety matters, supplied by the LA or the Health and Safety Executive, is brought to the attention of any relevant persons promptly.
- m) Facilitating the meeting of a School Safety Committee, if it is requested by staff or approved trade union safety representatives, and for attending such meetings.
- n) Consultation with approved trade union safety representatives on matters affecting the health, safety or welfare of any members of staff and for facilitating the carrying out of their duties, including safety inspections and attendance at training courses.

2.3 Other School Staff are responsible for:

- a) Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- b) Co-operate with the school on health and safety matters

- c) Work in accordance with training and instructions
- d) Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- e) Model safe and hygienic practice for pupils
- f) Understand emergency evacuation procedures and feel confident in implementing them

2.4 Subject Co-ordinators are responsible for:

- a) all matters of health and safety in their faculty, department or subject area.
- b) bringing to the notice of the Headteacher any problems or defects affecting the health, safety or welfare of staff, pupils or other persons in their faculty, department or subject area.
- c) having a working knowledge of regulations, guidance materials and codes of practice in their subject areas.
- d) producing a faculty / departmental / subject safety policy and revising it as necessary.
- e) ensuring that staff have received adequate training on health and safety aspects of their specialist areas (particularly where use of potentially hazardous equipment or substances is undertaken).
- f) ensuring that necessary personal protective equipment (ie. eye protection or protective clothing) is available and kept well maintained.
- g) ensuring that any risks specific to their area of work are adequately assessed (eg. risk assessments for the use of tools or equipment, COSHH assessments for the use of hazardous substances). Actions in relation to COSHH are administered by the School Secretary, who is also responsible for the register.

2.5 Pupils and parents are responsible for:

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.

2.6 Contractors are responsible for:

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.

The First Aider / Appointed Person is responsible for:

Maintaining the First Aid boxes in line with the guidance given in the LA's Handbook of Safety Information and controlling and maintaining any other First Aid supplies as may be kept separately. (See: Handbook of Safety Information, p. 2.45).

First Aid boxes are restocked following any usage and with the Office Manager being the person having responsibility.

2.5 The Sites and Buildings Manager is responsible for:

- a) Ensuring that he/she is familiar with and complies with the school safety policy.
 - b) Bringing to the attention of the Headteacher (or School Safety Officer) any problems or defects affecting the health and safety of any person on the school premises.
 - c) Bringing the school safety policy and risk assessments to the attention of any cleaning or other staff (including contract cleaners or grounds staff) working under their direction, in so far as it affects the work of those persons (eg. in use and storage of equipment and materials).
 - d) Ensuring that any staff under his/her direct control (ie. non contract staff) receive adequate training and instruction in the use of any equipment or materials that they are expected to use.
 - e) Ensuring that all equipment and materials received have adequate health and safety information (eg. safety data sheets to allow COSHH assessments to be carried out).
 - f) Ensuring that safe procedures are laid down and used when work of a potentially hazardous nature is undertaken by themselves or others working under their direction.
- (NB. This will include such things as working at heights on steps, ladders or scaffolds, use of electrically powered cleaning machines, use of chemicals (including correct use of protective clothing), carrying out of repair or maintenance work).
- g) Ensuring that due warning is given of any caretaking/cleaning operations that could constitute a hazard to other users of the premises (eg. use of signs to warn of slippery floors, clearance of leaves, ice or snow etc.).
 - h) Informing the Headteacher (or School Safety Officer as appropriate) of the arrival (or expected arrival) of contractors for maintenance work (no matter how minor).
 - i) Informing contractors of any hazards that could affect their health and safety while working in the school (particularly in the light of risk assessments carried out).
 - j) The safe use and maintenance of all plant and equipment and the safe use and storage of all materials used for that maintenance.

2.6 Pupils and parents/carers are responsible for

Pupils and parents/carers 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.

2.7 Contractors are responsible for

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.

2.8 Safety Representatives (Appointed by Trade Unions / Professional Associations)

Safety representatives have the right to:

- a) Carry out termly inspections of the premises and submit a written report to the headteacher.
- b) Receive any reports of inspections or accident investigations made by the Health and Safety Executive.
- c) Represent their membership to the headteacher (as representative of the employer) on matters affecting the health, safety or welfare of staff.
- d) Represent the staff / union membership on school safety committees.
- e) Receive such training as may be necessary for them to perform their duties.

2.9 Monitoring

This policy will be reviewed by the Headteacher every year.

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

2.9 Links with other policies

This health and safety policy links to the following policies:

First aid

Risk assessment

Medicine Policy

Accessibility plan

Remote learning

Emergency or critical incident plan

THE ARRANGEMENTS

3.1 Arrangements List

- 3.1.1 Access and Egress, Housekeeping, Cleaning & Waste disposal
- 3.1.2 Accident reporting, recording and investigation
- 3.1.3 Contractors (Management of)
- 3.1.4 Contractors (Management of Asbestos)
- 3.1.5 Contractors and visitors on site
- 3.1.6 Control of substances hazardous to health (COSHH) –including radiation
- 3.1.7 Defect reporting procedures
- 3.1.8 Display screen equipment (DSE)
- 3.1.9 Electricity at work
- 3.1.10 Fire precautions and Emergency Plans
- 3.1.11 First aid and Medication
- 3.1.12 Health and Safety Advice
- 3.1.13 Information dissemination procedure
- 3.1.14 Lone Working and Personal Safety
- 3.1.15 Maintenance/Inspection of Equipment, include fume cupboards
- 3.1.16 Manual handling
- 3.1.17 Monitoring arrangements
- 3.1.18 Offsite and Educational Visits
- 3.1.19 Outdoor play equipment
- 3.1.20 PE Equipment
- 3.1.21 Personal Protective Equipment (PPE)
- 3.1.22 Ponds
- 3.1.23 Risk assessments
- 3.1.24 Smoking on site
- 3.1.25 Sports pitches / playing fields

- 3.1.26 Staff Consultation / Trade Unions
- 3.1.27 Stress and Staff Wellbeing
- 3.1.28 Swimming lessons
- 3.1.29 Training and Development Health and Safety Related
- 3.1.30 Vehicles on site
- 3.1.31 Violence to staff /School Security
- 3.1.32 Water Hygiene
- 3.1.33 Work experience pupils
- 3.1.34 Working at Height
- 3.1.35 COSHH
- 3.1.36 Asbestos
- 3.1.37 Infection and Protections Control
- 3.1.38 Animals
- 3.1.39 Infection Control
- 3.1.40 New and expectant mothers

3.1.1 Access and Egress, Housekeeping, Cleaning & Waste disposal

The school premises are cleaned daily by a contractor who ensures that all areas are kept clean and free of rubbish. Care is taken to minimise risks of slips on wet floors by use of warning signs/cones.

Glass is disposed of in the recycling bins outside school. Other sharp objects are wrapped carefully and placed in the rubbish bin outside school.

Snow clearance is arranged when necessary and is carried out as part of a maintenance contract. In case of ice, grit is used on pathways to minimise risk of slipping. When the playground is icy, children take their break inside.

Leaves are cleared from pathways as part of a maintenance contract when necessary.

External waste bins are located on the school car park away from school buildings.

Hazardous waste such as fluorescent tubes and computers are disposed of at council waste and recycling facilities as part of a maintenance contract.

3.1.2 Accident reporting, recording and investigation

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 for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of

All serious accidents that occur on the site should be notified to the Headteacher who will be responsible for recording the information via the WCC County Council accident/incident reporting system.

All minor accidents should be recorded in the schools own minor accident book. Where necessary, parents or other persons should be notified of the accident.

If the accident is serious, the Headteacher should be made aware and immediate action taken to ensure the location of the accident is still safe to use. Necessary action should be taken and where possible details recorded for an accident investigation. If members of the public are involved, names and addresses should be taken (including any witnesses).

Accident Reports and investigation records should be kept for 3 years if the accident involved a member of staff, or if the accident involved a pupil until they reach the age of 21

School staff: reportable injuries, diseases or dangerous occurrences

These include:

Death

Specified injuries, which 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) which:
 - Covers more than 10% of the whole body's total surface area; or
 - Causes significant damage to the eyes, respiratory system or other vital organs
- 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

Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the Headteacher will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident

Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:

- Carpal tunnel syndrome
- Severe cramp of the hand or forearm
- Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
- Hand-arm vibration syndrome
- Occupational asthma, e.g from wood dust
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to an occupational exposure to a biological agent

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

Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences

These include:

Death of a person that arose from, or was in connection with, a work activity*

An injury that arose from, or was in connection with, a work activity* and the person is taken directly from the scene of the accident to hospital for treatment

*An accident “arises out of” or is “connected with a work activity” if it was caused by:

A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)

The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or

The condition of the premises (e.g. poorly maintained or slippery floors)

Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report. HSE](#)

All records are kept in a locked cabinet, inside the lockable School Secretary office.

Notifying parents/carers

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

Reporting to Ofsted

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

3.1.3 Contractors (Management of)

The Headteacher is responsible for the management of contractors on site and ensure that they are appropriately qualified.

Contractors are selected by the Full Governing Body. Where possible, estimates are sought from companies on the Property Services list of approved contractors. Otherwise recommendations are taken from other local schools and testimonials are sought.

Contractors are briefed on Health and Safety arrangements by the Headteacher and report to the Headteacher during the work.

The Headteacher is responsible for checking method statements and risk assessments prior to commencement of work.

Where possible, work is carried out outside of school terms. Where this is not possible care is taken to ensure the safety of pupils at all times. All staff are made aware that contractors are on site and pupils are kept away from areas where contractors are working.

3.1.4 Contractors (Management of Asbestos)

The Asbestos Register is shown to all contractors prior to work commencing. Contractors must sign to state they have seen the relevant sections of the asbestos register.

It must be ensured that there is no asbestos in the building structure prior to intrusive work being carried out, i.e. putting up shelving.

Only specific contractors from the Property Resources list are allowed to work with asbestos.

The School Secretary maintains the register.

3.1.5 Contractors and Visitors on Site

All visitors and contractors sign in the visitors' book on arrival and are issued with a Visitor's Badge which they wear whilst they are on school premises. Visitors sign out when leaving and return the badge to the school office.

Written information about Health and Safety is provided on the reverse of the visitor's badge.

3.1.6 Control of substances hazardous to health (COSHH)

Less hazardous alternative substances are purchased and used wherever possible. All COSHH products are stored in the locked cleaning store cupboard. The key to the cupboard is kept in the school office. All COSHH materials stored in school have a safety data sheet. These are all stored in COSHH files which are maintained by the Headteacher and kept in the school office and in the cleaning store cupboard. Risk assessments should be carried out for tasks using the most hazardous substances as per the WCC COSHH Policy. Products should remain in original containers where possible and substances should never be decanted into other empty product containers which could cause potential confusion and product misuse.

Items coming onto the school premises are checked by the School Secretary and if appropriate are entered onto the COSHH register.

3.1.7 Defect reporting procedures set

The arrangements for reporting defects on a day-to-day basis are out in this section.

Staff should report the defect to the School Administrator/Headteacher who keeps a record of the report, makes arrangements for it to be rectified and monitors that this is done.

A report is produced for governors at termly intervals. The report is discussed at governors' meeting where recent defects should be identified and outstanding works discussed.

3.1.8 Display screen equipment (DSE)

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)

Electricity at work

All hardwired equipment is checked every five years. Records of the check are kept on the school's electronic calendar. The Headteacher is responsible for ensuring that these checks are carried out.

Portable appliances (including the microwave oven) are tested annually by an external contractor. Testing includes equipment belonging to staff which is used in school.

Electronic copies of PAT registers are kept by the school administrator. Defective items are removed or arrangements are made for their repair.

Where it is necessary to use extension leads and cables, these will always be fully unwound prior to use.

All staff are responsible for ensuring they use and handle electrical equipment sensibly and safely

Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them

Any potential hazards will be reported to the Headteacher 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 isolator switches are clearly marked to identify their machine

Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions

Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

3.1.9 Fire Precautions and Emergency Plans

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 (a call point test) will take place weekly.

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

All staff will undertake training in managing fires via the National College. Fire Warden training is carried out by the Headteacher.

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 detailed in the fire evacuation plan and are positioned on the school playground away from the building.

Class teachers will take a register of pupils, which will then be checked against the attendance register of that day

The 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

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 2.

3.1.10 First Aid and Medication

Detailed information about first aid and medication are given in the school's First Aid Policy and Medicines Policy.

3.1.11 Health and Safety Advice

Health and Safety Advice is available from the Headteacher or School Administrator in the first instance. Advice can also be obtained from the Local Authority.

3.1.12 Information dissemination procedure

Information and instructions on health and safety matters are available to staff, pupils, governors and visitors as follows:

Employees - Health and Safety Information is included in the Staff Handbook and forms part of staff induction. New information is disseminated at weekly staff meetings where it is a standing item on the agenda and is minuted. Staff sign to state they have received, read and understood

the Health and Safety Policy. The Health and Safety Policy is available in the School Office and in the Staff Room. The Headteacher is responsible for updating the Staff Handbook annually.

Pupils - Teachers make sure pupils are made aware of relevant Health and Safety information in lessons or in assemblies.

Visitors / contractors - Visitors and contractors are issued with a pass with a summary of Health and Safety information. Contractors are given the Asbestos Register to read and sign.

Governors - Governors are informed of Health and Safety information at every meeting of the Full Governing Body where it is a standing item on the agenda.

Trade unions - Where elected, trade union health and safety representatives will be informed of new health and safety information in regular meetings.

3.1.13 Lone working and Personal Safety

The school's Lone Working Policy provides advice and information for staff working alone in school.

3.1.14 Maintenance / Inspection of equipment

PE equipment and outdoor play equipment is inspected annually.

Smoke, fire and intruder alarms are inspected twice a year by a qualified contractor. Fire extinguishers are inspected annually. The boiler is serviced twice a year.

Electrical equipment (including the microwave oven) is also inspected – see section 3.10 above.

3.1.15 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

3.1.17 Monitoring Arrangements

The Governing Body recognizes the importance of monitoring health and safety matters. Monitoring will be carried out in a number of ways:

A termly Health and Safety inspection is carried out by the Governor with responsibility for Health and Safety with the Headteacher or School Administrator. Health and Safety is a standing item on the agenda of all Full Governing Body meetings

A periodic inspection is conducted by a representative of the Local Authority under the Service Level Agreement.

The governing body will ensure that regular reports of accidents and dangerous occurrences are provided by the Head Teacher and that any necessary alterations to working practices and procedures are implemented.

To help this process, the governors and Headteacher will ensure that all reasonable inspection facilities and information are provided on request to officers of the LA, inspectors of the health and safety executive (HSE), Trade Union health and safety representatives and any other bona fide health and safety officials.

3.1.18 Offsite and Educational Visits

Detailed guidance about Offsite Visits is available in the Local Authority's Educational Visits Coordinator CD on the school server.

The School's Educational Visits Coordinator is Mrs J Benton.

Where an Educational Visit involves an overnight stay or is over 50 miles from school, the visit is recorded and authorized on the Local Authority's EVOLVE system. Written risk assessments are carried out before each visit and are signed by the EVC.

Permission is sought from parents or carers for all visits.

The school has an insurance policy in place for school visits.

3.1.19 Outdoor Play Equipment

Outdoor play equipment is inspected annually by the Local Authority under the Health and Safety Service Level Agreement.

Records of inspections are kept in the school office.

Regular visual inspections are carried out by teachers and the Headteacher.

A written risk assessment has been carried out and an electronic copy is on the school server.

3.1.20 PE equipment

Indoor PE equipment is inspected annually by Sport Fix. Regular checks are made by staff before the equipment is used. The school has a PE policy which details further Health and Safety information specific to teaching this area of the curriculum.

3.1.21 Personal Protective Equipment

Personal Protective Equipment (PPE) will be provided free of charge for any employee where it has been identified as required through risk assessment.

Where provided, the equipment will be regularly checked and properly maintained.

3.1.22 Pond

No children will enter the pond area without a member of staff. The gate should be kept bolted at all other times.

Where children do use the pond, staff will ensure good hygiene and supervise all children in washing their hands afterwards.

A risk assessment of use of the pond has been carried out and is kept on the school server.

The pond is maintained by the school's maintenance contractor on instructions from the Headteacher.

3.1.23 Risk Assessments

As required in Regulation 3 in The Management of Health and Safety at Work Regulations 1999, Risk assessments are undertaken for all activities which present significant foreseeable hazards.

The Headteacher ensures that risk assessments are undertaken where necessary and that they are brought to the attention of staff. Risk assessments are accessible on the school server. Such risk assessments are reviewed annually.

The Local Authority's guidelines for Arrangements for New and Expectant Mothers are followed.

Risk assessments should be signed and dated by the risk assessor as well as the responsible person.

A risk assessment is carried out for every educational visit.

3.1.24 Smoking

The site is a 'NO SMOKING SITE'. Signage is displayed on all main external doors used by the public/staff.

3.1.25 Sports pitches / playing fields

The grassed area of school is maintained under a grounds maintenance contract, as is the adjacent field (Berryfields) which is used occasionally for sport. Visual inspections are carried out by staff prior to using the area.

3.1.26 Staff Consultation / Trade Unions

The Governors of Broadwas CE Primary School recognise their responsibility under the Health and Safety at Work Act 1974 (HSW Act).

Health and Safety matters are discussed at each weekly staff meeting, where staff can raise concerns or make suggestions. Where elected, trades union health and safety representatives are invited to participate in these meetings and are consulted on all issues relating to health and safety at work.

The health and safety law poster is displayed in the staff room.

3.1.27 Stress and Staff Wellbeing

Issues relating to stress are covered in the schools 'Stress Management Policy'.

3.1.28 Swimming lessons (Public Pool)

Swimming lessons take place in the public swimming pool at Lower Wick in Worcester.

Children are supervised by a qualified swimming coach and two members of school staff.

Life saving and first aid is provided by staff at the swimming pool.

Normal operating and emergency operating procedures are in place.

3.1.29 Training and Development related to Health and Safety

The Headteacher is responsible for establishing minimum health and safety competencies for certain activities (e.g use of hazardous substances, manual handling) and for briefing new staff.

Training records are kept in the school office.

3.1.30 Vehicles on Site/car park arrangements

Staff, parents and visitors make use of a car park adjacent to school which is owned by the Parish Council. The school makes a contribution to the cost of its upkeep.

A risk assessment has been carried out and is on the school server.

3.1.31 Violence to Staff / School Security

All external gates are kept locked between 9am and 3.10pm. Visitors must come to the main entrance, sign in and wear a visitor's badge.

Staff must report any incidents of verbal or physical violence and a report is made annually to the Full Governing Body of any such incidents.

3.1.32 Water Hygiene

The school follows the Local Authority's guidelines on Water Hygiene.

The water hygiene log book is maintained by staff under the cleaning contract, who carry out water sampling, and this is kept in the school office.

Legionella testing is carried out weekly and a record of all tests kept in the School office.

3.1.33 Work experience pupils/Trainee Teacher Students

The Headteacher gives an induction to any work experience pupils in school. Such pupils are supervised by the teacher in whose classroom they are working.

3.1.34 Working at Height

Staff are instructed not to work at height in school, including the use of ladders.

Contractors in school are required to use their own steps and ladders.

3.1.35 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 Head teacher 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.

3.1.36 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 that 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

3.1.37 Infection prevention and control

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

- Handwashing

Wash hands with liquid soap and warm water, and dry with paper towels

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

Cover all cuts and abrasions with waterproof dressings

- Coughing and sneezing

Cover mouth and nose with a tissue

Wash hands after using or disposing of tissues

Spitting is discouraged

- Personal protective equipment

Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)

Wear goggles if there is a risk of splashing to the face

Use the correct personal protective equipment when handling cleaning chemicals

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

- Cleaning of the environment

Clean the environment frequently and thoroughly

Primary schools may want to use the following statement instead of the above.

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

- Cleaning of blood and body fluid spillages

Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment

When spillages occur, clean using a product that combines both a detergent and a disinfectant, and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses, and suitable for use on the affected surface

Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below

3.1.38 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

3.1.39 Infectious disease management

We will ensure adequate risk reduction measures are in place to manage the spread of acute respiratory diseases, including COVID-19, and carry out appropriate risk assessments, reviewing them regularly and monitoring whether any measures in place are working effectively.

We will follow local and national guidance on the use of control measures including:

Following good hygiene practices

We will encourage all staff and pupils to regularly wash their hands with soap and water or hand sanitiser, and follow recommended practices for respiratory hygiene. Where required, we will provide appropriate personal protective equipment (PPE)

Implementing an appropriate cleaning regime

We will regularly clean equipment and rooms, and ensure surfaces that are frequently touched are cleaned [twice a day]

Keeping rooms well ventilated

We will use risk assessments to identify rooms or areas with poor ventilation and put measures in place to improve airflow, including opening external windows, opening internal doors and mechanical ventilation

3.1.40 New and expectant mothers

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

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

Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to an antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles

If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation

Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly

This policy was reviewed and approved by the Governing Body on 8th December 2025.

Appendix 1. Recommended absence period for preventing the spread of infection

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

In confirmed cases of infectious disease, including COVID-19, we will follow the recommended self-isolation period based on government guidance.

Infection complaint	or	Recommended period to be kept away from school or nursery
Athlete's foot		None.
Campylobacter		Until 48 hours after symptoms have stopped.
Chicken (shingles)	pox	Cases of chickenpox are generally infectious from 2 days before the rash appears to 5 days after the onset of rash. Although the usual exclusion period is 5 days, all lesions should be crusted over before children return to nursery or school. A person with shingles is infectious to those who have not had chickenpox and should be excluded from school if the rash is weeping and cannot be covered or until the rash is dry and crusted over.
Cold sores		None.
Respiratory infections including		Children and young people should not attend if they have a high temperature and are unwell.

coronavirus (COVID-19)	Anyone with a positive test result for COVID-19 should not attend the setting for 3 days after the day of the test.
Rubella (German measles)	5 days from appearance of the rash.
Hand, foot and mouth	Children are safe to return to school or nursery as soon as they are feeling better, there is no need to stay off until the blisters have all healed.
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
Measles	Cases are infectious from 4 days before onset of rash to 4 days after, so it is important to ensure cases are excluded from school during this period.
Ringworm	Exclusion not needed once treatment has started.
Scabies	The infected child or staff member should be excluded until after the first treatment has been carried out.
Scarlet fever	Children can return to school 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered, the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the school or nursery, the health protection team will assist with letters and a factsheet to send to parents or carers and staff.
Slapped cheek syndrome,	None (not infectious by the time the rash has developed).

Parvovirus B19, Fifth's disease	
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)	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. 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 adviser or environmental health officer will advise. If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.
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 2

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?	