



## Health & Safety Policy

**October 2020**

Staff covered by this procedure:	All Staff
Approved By:	Longwill Governing Body
Date:	November 2020
Next Review Date:	Three years from last approval (November 2023)

Signed ...B Brookman .....

Date ...02/11/2020.....

(Chair of Governors)

Signed ...A Carter.....

Date ...02/11/2020.....

(Head Teacher)

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## 1: Rationale

**Rationale: At Longwill School for Deaf Children we believe that the prevention of incidents, accidents, injury or loss is essential to the efficient organisation of the school and take all such steps as are reasonably practicable to meet our responsibility for providing a safe & healthy working & learning environment for staff, pupils and visitors.**

**Longwill is a Rights respecting school and strives to provide a safe environment where their rights are being met. Article 3: The best interests of the child must be a top priority in all things that affect children**

**Health & Safety is everybody's responsibility and we must all be continuously aware of our own safety and the safety of others in everything we do. It is the responsibility of all the staff to notify the Head Teacher of any health & safety issues and to remain vigilant while on the school premises. We believe Health & Safety standards should enhance the potential range of activities and not curtail them.**

**In preparing this policy Health and Safety policy we consulted Health and Safety Advice for schools November 2018**

### **Purpose**

Our school aims to:

- Provide and maintain a safe and healthy working and learning environment
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site
- Ensure that all staff have a personal responsibility to maintain their own health and safety at work and that of others.
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely, and are regularly inspected

### **Procedures**

**It is important that all unnecessary risks are avoided and that reasonable measures should always be taken to minimise risks**

## 2. Legislation

*At Longwill all documents are in line with national guidance:*

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

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

### 3. Roles and responsibilities

#### The best interests of the child must be a top priority in all things that affect children

See appendix 1

#### 3.1 The governing board

Head Teacher: Mrs Alison Carter has ultimate responsibility for health and safety matters in the school.

The governing board has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

#### 3.2 Headteacher

The headteacher is 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
- A Declaration of Compliance – Covid-19 Risk Assessment
- Regular updates to the Local Authority in relation to the ever changing Covid-19 Risk Assessment

#### 3.3 Health and safety lead

The Head Teacher delegates responsibility to a Health & Safety Lead, Jacqui Smith (School Business Manager - SBM), who assumes the day-to-day health and safety responsibilities.

### 3.4 Staff

School staff have a duty to take care of pupils in the same way that a prudent parent would do so.

Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Co-operate with the school on health and safety matters
- Work in accordance with training, policies and procedures.
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe and hygienic practice for pupils
- Understand emergency evacuation procedures and feel confident in implementing them

### 3.5 Pupils and parents

Pupils and parents are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

### 3.6 Contractors

Contractors will agree health and safety practices with the business manager before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work. The business manager will liaise with the Head Teacher.

All Contractors must sign the Track and Trace Register upon arrival at the school. All information given will be shredded after 21 days in line with GDPR Regulations.

## 4. Site security

Our SBM Jacqui Smith and the new Building Services Supervisor (BSS) are responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems. For more details see our Security Policy (approved annually in the Autumn Term)

Longwill School currently have four key holders (five, once the new BSS starts in November 2020) who will respond to an emergency – unconfirmed. Birmingham City Council's Security Services have been contracted to respond to any confirmed alarms. They will then contact the SBM to report the incident.

#### Unconfirmed

1. Jacqui Smith                      2. John Street                      3. Alison Carter                      4 Alison Jackson                      5. New BSS

#### Confirmed

1. BCC Security Services

## 5. Fire

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

Emergency evacuations are practised at least once a term.

The fire alarm is a loud continuous bell and flashing lights for our Deaf pupils and adults. All Deaf staff are issued with an alerter.

Fire alarm testing takes place once a week

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

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 and pupils will congregate at the assembly point. This is the: KS2 playground
- Class teachers will be responsible to ensure all pupils are accounted for and must follow the school's evacuation procedure.
- Admin team will check that all staff and visitors are present against the electronic register
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter

Longwill School has risk assessed the needs of pupils and adults with mobility needs and a personal fire exit plan is in place for evacuation. Individual risk ass for adults are in place.

See Fire and Evacuation Policy for more details.

## 6. COSHH

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

Control of substances hazardous to health (COSHH) risk assessments are completed by the Building Services Manager BSM and Science Lead 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 in a locked cupboard.

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.

## 7. Accident reporting

- Minor cuts, bumps and grazes may be treated by any staff member and parents informed.
- First Aid equipment is kept in the Medical Room/ Top corridor and in Foundation
- If the pupil has received a knock to the head, they will be seen by a first aider and a phone call and/or a bumped head letter will be sent to parents, guide will be asked to watch pupil in transport
- Any injury of a serious nature (bleeding, sprains, breaks) where assistance is required, further support can be sought from senior staff or any member of staff trained in First Aid (name and place in school is displayed in Medical room)
- Accidents will be recorded in the accident book situated in the Medical Room and the top slip will be sent home to parents. If the incident requires further notification the appropriate yellow forms will be completed
- Information about serious injuries will also be kept in the pupil's educational record
- First aid boxes are checked monthly by a named member of staff.

### 7.1 Accident at work

- An electronic accident form will be completed by the individual as soon as possible after the accident occurs. Staff read area/ accident forms. Supply as much detail as possible.
- 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.
- The school will seek to ensure that hirers, contractors and others who use the school premises will conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met.
- All accident at work forms are emailed to Safety Services Birmingham where they make decisions regarding any further action.

## **8 PREMISES**

### **8.1 Gas safety**

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer

### **8.2 Legionella**

- Longwill's SBM (temporary until new BSS starts) ensures that regular water checks are recorded in the schools' water log book as per latest guidelines. Any significant changes to the water system and/or building footprint will be recorded. Refer to Water Treatment Book kept securely in Store Room 2.

### **8.3 Asbestos**

- Our SBM has received asbestos training from Education Asset Management and Safety Services. This training is updated every three years. The new BSS will receive training in due course.
- 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 ( see Asbestos Management Plan)
- Contractors must sign the Longwill Record of Inspection of Asbestos Survey and report findings to the BSS/SBM.
- A record is kept of the location of asbestos that has been found on the school site see Longwill's Asbestos Management Plan. ( Copy given to DfE)

## **9. Equipment**

- All equipment and machinery is maintained in accordance with the manufacturer's instructions.
- 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 must be supervised.
- An annual portable appliance test (PAT) is carried out by a competent person.
- All staff follow school policy and ensure any used electrical items from home must be PAT tested before use in school.
- Any potential hazards will be reported to in the school maintenance book (Yellow folder in staff room) and any emergency alert the Head Teacher immediately
- If there is any doubt as to the condition of a piece of electrical equipment, it should be taken out of use immediately and clearly marked as NOT IN USE. Particular care should be taken to minimise the use of trailing wires and cables.
- Power sockets must not be overloaded.
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions

### **9.2 PE equipment**

- Annual checks carried out on internal and external PE equipment by a competent service.
- 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 in the school maintenance book.

### **9.3 Specialist equipment**

- Parents are responsible for sending in children's wheelchairs in good working order.
- Oxygen cylinders are stored in a designated space (Meeting Room 2), and our SBM is the named person responsible for the removal of the cylinder in the event of evacuation. Complex care nurse is responsible for the replacement of oxygen cylinders.

### **10. Lone working**

See Lone Working Policy

### **11. Working at height**

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

- Our Building Services Supervisor will be fully trained to work at height and use ladders.

### **12. Manual handling**

It is up to individuals to determine whether they are fit to lift or move equipment.

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
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

### **13. Off-site visits**

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

- Risk assessments will be completed
- All off-site visits are appropriately staffed
- Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils. Lead staff member will contact school in the case of any emergency
- There will always be at least one first aider on school trips and visits
- 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.
- See Covid Risk Assessment

### **14. Lettings**

Longwill School does not let the building- see Lettings policy.

### **15. Violence at work**

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

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



## 16. Smoking

Smoking is not permitted anywhere on the school premises. The school follows Birmingham City Council's Policy on smoking.

## 17. Infection prevention and control

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

### 17.1 Cleaning of the environment

- Longwill School has a deep clean service twice a year and ensures the environment is frequently and thoroughly cleaned. Foundation toys and equipment is frequently and thoroughly cleaned.
- During the pandemic additional cleaning has been undertaken by the cleaners and housekeeper. All staff are responsible to help stop the spread of the virus and ensure that surfaces are cleaned throughout the day.
- Each classroom has been supplied with the appropriate cleaning materials, including aprons, masks, gloves and Visors as part of PPE Personal Protective Equipment.

### 17.2 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
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels
- Please refer to Individual Healthcare Plans and Risk Assessments regarding Aerosol Generating Procedures (AGP)

### 17.3 Laundry

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

### 17.4 Clinical waste

- Always segregate domestic and clinical waste, in accordance with local policy
- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins
- Our clinical waste is removed with a registered waste contractor
- All clinical waste bags are removed when they are two-thirds full and stored in a dedicated, secure area while awaiting collection
- Protective Personal Equipment (PPE) is used – see Covid Risk Assessment.

### 17.5 Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by Public Health England, summarised in appendix 2. In the event of an epidemic/pandemic, Longwill School will follow advice from Public Health England about the appropriate course of action.

## 18. New and expectant mothers

Risk assessments will be carried out whenever any employee 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 antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles

- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly

## **19. Occupational stress**

Longwill School is 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.

Two members of staff currently hold the Mental Health and Wellbeing certificate.

The school buy into an Employee Assistance Programme – Worklife Support. Staff are frequently reminded that this programme is in place and easily accessible – See Wellbeing Policy

The school are currently in the process of acquiring the Thrive at Work Quality Mark.

## **20. Training**

Our staff are provided with health and safety training as part of their induction process. Longwill staff benefit from annual training e.g. Asthma, Administering Medications, Epilepsy, Diabetes, Gastro and Allergic Reactions. Specific pupils needs will also require individual training, which takes place in school.

## **21. Review Policy**

This policy will be reviewed by the Business Manager and Designated Safeguarding Lead every 3 years unless significant changes occur.

At every review, the policy will be approved by Alison Carter (Headteacher) and Finance, Premises and Staffing governors and ratified at full governing body meeting.

## **22. Links with other policies**

This health and safety policy links to the following policies:

- First aid
- Risk assessment
- Supporting pupils with medical conditions
- Lone Working Policy
- Smoking Policy
- Public Sector and Equalities Duty
- Health & Safety Advice 2018
- Fire Risk Assessment
- Fire Plan
- Asbestos Management Plan
- Security Policy
- Covid-19 Risk Assessment
- Well Being Policy
- Educational Visits Policy
- Working at Heights Policy

## Appendix 1. Roles and Responsibilities

<b>Roles and Responsibilities</b>	<b>Who?</b>
Head Teacher	Alison Carter
Health and Safety Governor	Michelle Williams
Educational Visits Lead	Alison Jackson
Building Services Supervisor	Gary Eyre (November 2020)
School Business Manager	Jacqui Smith
PE Subject Lead	Sophie Bryan
Science Subject Lead	Sarah Sheppard

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

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

Infection or complaint	Recommended period to be kept away from school or nursery
<b>Athlete's foot</b>	None.
<b>Campylobacter</b>	Until 48 hours after symptoms have stopped.
<b>Chicken pox (shingles)</b>	<p>Cases of chickenpox are generally infectious from 2 days before the rash appears to 5 days after the onset of rash. Although the usual exclusion period is 5 days, all lesions should be crusted over before children return to nursery or school.</p> <p>A person with shingles is infectious to those who have not had chickenpox and should be excluded from school if the rash is weeping and cannot be covered or until the rash is dry and crusted over.</p>
<b>Cold sores</b>	None.
<b>Rubella (German measles)</b>	5 days from appearance of the rash.
<b>Hand, foot and mouth</b>	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.
<b>Impetigo</b>	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.

<b>Measles</b>	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.
<b>Ringworm</b>	Exclusion not needed once treatment has started.
<b>Scabies</b>	The infected child or staff member should be excluded until after the first treatment has been carried out.
<b>Scarlet fever</b>	Children can return to school 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the school or nursery, the health protection team will assist with letters and factsheet to send to parents or carers and staff.
<b>Slapped cheek syndrome, Parvovirus B19, Fifth's disease</b>	None (not infectious by the time the rash has developed).
<b>Bacillary Dysentery (Shigella)</b>	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.
<b>Diarrhoea and/or vomiting (Gastroenteritis)</b>	<p>Children and adults with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course is completed.</p> <p>For some gastrointestinal infections, longer periods of exclusion from school are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, school health advisor or environmental health officer will advise.</p> <p>If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.</p>
<b>Cryptosporidiosis</b>	Until 48 hours after symptoms have stopped.

<b>E. coli (verocytotoxigenic or VTEC)</b>	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.
<b>Food poisoning</b>	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).
<b>Salmonella</b>	Until 48 hours after symptoms have stopped.
<b>Typhoid and Paratyphoid fever</b>	Seek advice from environmental health officers or the local health protection team.
<b>Flu (influenza)</b>	Until recovered.
<b>Tuberculosis (TB)</b>	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.
<b>Whooping cough (pertussis)</b>	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.
<b>Conjunctivitis</b>	None.
<b>Giardia</b>	Until 48 hours after symptoms have stopped.
<b>Glandular fever</b>	None (can return once they feel well).

<b>Head lice</b>	None.
<b>Hepatitis A</b>	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.
<b>Hepatitis B</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.
<b>Hepatitis C</b>	None.
<b>Meningococcal meningitis/ septicaemia</b>	If the child has been treated and has recovered, they can return to school.
<b>Meningitis</b>	Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed.
<b>Meningitis viral</b>	None.
<b>MRSA (meticillin resistant Staphylococcus aureus)</b>	None.
<b>Mumps</b>	5 days after onset of swelling (if well).
<b>Threadworm</b>	None.
<b>Rotavirus</b>	Until 48 hours after symptoms have subsided.

**Corona Virus – Covid-19**

See latest information published by NHS

<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do>



