Policy: Health and Safety Policy

Date: October 2026

Date created: October 2019

Responsible: Headteacher

Date Ratified: Updates Sept 2020 and 4th October 2021, 17th Oct 2022, 18th Oct 2023, 11th March 2024, Oct 2024, Oct 2025, Oct 2026

Responsible Committee: FGB under the recommendations of Statutory Lead Governors

Date to be reviewed: Annually unless otherwise required due to new legislation

Statutory Policy: Y

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1. 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

2. Legislation

This policy is based on advice from the Department for Education on health and safety in schools , guidance from the Health and Safety Executive (HSE) on incident reporting 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
- All eligible schools, colleges, early years settings, and further education providers fall under the Standard Tier of the Terrorism (Protection of Premises) Act 2025., commonly known as Martyn's Law

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.

Sections of this policy are also based on the statutory framework for the Early Years Foundation Stage.

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3. Roles and responsibilities

3.1 The Governing Board

The Northampton Diocese 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 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.

The Governing Board, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided

The governor who currently oversees health and safety is Mr Budge Wells

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
- Ensuring the inspection and testing of equipment to ensure that the fire alarm, emergency lights etc are maintained
- 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 Headteachers absence, the SLT/ Site Manager assumes the above day-to-day health and safety responsibilities.

3.3 Health and safety lead/Competent persons

The nominated health and safety lead is Mr Chris Smith, Site Manager.

The nominated competent person(s) is/are: Mrs Jane Zamora (Headteacher) and Mr Chris Smith (Site Manager)

3.4 Staff

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

Staff will:

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

3.5 Pupils and parents

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

3.6 Contractors

Contractors will agree health and safety practices with the headteacher and/or Site 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.

4. Site security

Site Manager and the SLT 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.

The Headteacher, Site Manager, Deputy Headteacher, RE Leader and Foundation Stage Leader are key holders and will respond to an emergency.

5. Management of Fire Safety

5.1 Fire Safety Policy Statement

St Bernadette's Catholic Primary School is committed to ensuring the safety of all pupils, staff, visitors and contractors from the risk of fire. We will comply with all relevant fire safety legislation, including the Regulatory Reform (Fire Safety) Order 2005, and maintain effective fire safety management arrangements.

5.2 Responsibilities for Fire Safety

Responsible Persons: The Headteacher, The Deputy Headteacher and the Site Manager

Fire Wardens: The Headteacher, The Deputy Headteacher and the Site Manager

Lead Governor: The Health and Safety Lead Governor

Duties of the Responsible Persons:

- Overall management and coordination of fire safety arrangements
- Ensuring fire risk assessments are reviewed regularly (at least annually)
- Ensuring all fire safety equipment is maintained and tested
- Coordinating fire evacuation drills
- Liaising with emergency services during an incident
- Ensuring staff receive appropriate fire safety training

Duties of Fire Wardens:

- Assisting with fire evacuation procedures
- Clearing designated zones during evacuation
- Implementing Personal Emergency Evacuation Plans (PEEPs) for vulnerable individuals
- Checking fire doors are closed during evacuation
- Ensuring roll call is conducted at assembly points
- Reporting to the Responsible Person on the status of evacuation

Duties of All Staff:

- Familiarising themselves with fire evacuation procedures
- Undertaking fire safety training
- Reporting fire hazards or defects in fire safety equipment
- Ensuring escape routes remain clear
- Following evacuation procedures when the alarm sounds
- Taking responsibility for pupils in their care during evacuation

Duties of the Lead Governor:

- Monitoring the school's compliance with fire safety legislation
- Reviewing fire safety reports and audit findings
- Ensuring adequate resources are allocated to fire safety measures

5.3 Fire Safety Arrangements

5.3.1 Fire Risk Assessment

- A comprehensive fire risk assessment has been completed for the premises
- The assessment is reviewed annually or following any significant changes to the building, occupancy, or fire safety arrangements
- The most recent fire risk assessment was conducted on 9th June 2026 by ISE Fire Products and Services
- Actions identified in the fire risk assessment are prioritised and implemented within appropriate timescales
- The fire risk assessment is available for inspection by staff, governors, and enforcement authorities

5.3.2 Fire Prevention Measures

- Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices
- All escape routes are kept clear of obstructions and combustible materials at all times
- Fire doors are maintained in good working order with appropriate self-closing devices, intumescent strips, and smoke seals
- Regular housekeeping inspections ensure waste materials are properly stored and removed
- Electrical equipment is maintained and tested in accordance with statutory requirements:
    - Fixed electrical installation inspected every 5 years (last inspection: July 2025 by Duel Electrical)
    - Portable Appliance Testing completed annually (last test: July 2025 by PTSG)
- Smoking is prohibited throughout the school site
- Security measures are in place including key fob entry, visitor sign-in procedures, secure perimeter fencing, monitored intruder alarm, and CCTV
- Heating systems (gas central heating/underfloor heating) are maintained annually
- Cooking facilities are limited to specific areas with appropriate fire safety equipment (fire blankets) provided
- Candles used in the main hall for prayer are supervised with fire blanket and candle snuffer available
- Contractors working on site are required to comply with fire safety conditions

5.3.3 Fire Detection and Warning Systems

- An Analogue Addressable fire alarm system is installed throughout the premises, including the Eco Lodge
- Automatic fire detection is installed in escape routes and most rooms leading from them
- The fire alarm control panel is located in the main entrance lobby with a zone plan displayed adjacent to it
- The fire alarm is a loud continuous bell
- Fire alarm testing:
    - Weekly testing conducted in-house (different call point tested each week)
    - Six-monthly servicing by ISE Fire Products and Services
    - Records maintained in the fire safety logbook
- Investigating fire alarm signals: Upon activation of the fire alarm, the Site Manager or other designated Responsible Person will investigate the cause while evacuation procedures commence. If the alarm is confirmed as false, an all-clear will be given only after ensuring the building is safe

5.3.4 Emergency Lighting

- Emergency lighting is installed over all final exit doors and along escape routes
- **Testing arrangements:**
    - Monthly functional testing conducted in-house
    - Annual full-duration testing and servicing by ISE Fire Products and Services
    - Records maintained in the fire safety logbook

5.3.5 Fire Safety Signs and Notices

- Appropriate fire safety signage is displayed throughout the premises including:
    - Exit signs and directional arrows along escape routes
    - Fire Action Notices adjacent to each manual call point
    - "Fire Door Keep Shut" notices on self-closing fire doors
    - "Automatic Fire Door – Keep Clear" notices on doors with electromagnetic hold-open devices
    - Fire equipment location signs
- A Fire Procedure Notice is displayed adjacent to the Manual Break Glass Call Point in the Plant Room

5.3.6 Firefighting Equipment

- Appropriate portable firefighting equipment (fire extinguishers and fire blankets) is provided throughout the premises
- Fire extinguishers are mounted on wall brackets or sited in designated floor bases with identification signs above
- Maintenance arrangements:
    - Annual servicing by ISE Fire Products and Services
    - Monthly visual inspections conducted in-house
    - Records maintained in the fire safety logbook
- Fire extinguishers should only be used by trained staff and only when safe to do so without putting themselves or others at risk

5.3.7 Means of Escape

- The school is a single-storey building with multiple means of escape
- All classrooms have means of escape direct to open air
- Additional exits are located in corridors
- Travel distances are adequate for the building layout
- All final exit doors open in the direction of travel and are fitted with appropriate securing devices (thumb turns and push bars)
- Key-fobbed doors are configured to 'fail safe' when the fire alarm sounds
- Double fire-stop doors in corridors are held open by electromagnetic devices that release when the alarm sounds
- Routine checks of final exit doors and security fastenings are undertaken and recorded
- **Fire doors are inspected regularly**

5.3.8 Arrangements for Vulnerable Persons

- Personal Emergency Evacuation Plans (PEEPs) are in place for individuals requiring assistance during evacuation
- PEEPs are reviewed regularly and updated as needed
- Staff are trained in implementing PEEPs

- There are reasonable arrangements for means of escape for disabled people, taking advantage of the single-storey building design

5.4 Fire Emergency Procedures

5.4.1 Initial Action Upon Discovering a Fire

1. Raise the alarm immediately - Shout "Fire" and activate the nearest manual fire alarm call point
2. Only tackle the fire if:
    - You have been trained in the use of fire extinguishers
    - It is safe to do so
    - The fire is small (no larger than a wastepaper basket)
    - You have a clear escape route
    - Do not take personal risks - if in doubt, evacuate immediately
3. Admin staff contact the Fire and Rescue Service by dialling 999

5.4.2 Actions on Hearing the Fire Alarm

All Staff:

- Leave the building immediately with pupils in your care
- Walk quickly and calmly to the nearest available fire exit
- Take the fire register located at the classroom exit door (where applicable)
- Do not pause to collect personal belongings
- Close doors behind you where possible
- Proceed directly to the designated assembly point
- Line up pupils and conduct roll call using the fire register
- Once all pupils are accounted for, raise the fire register above your head
- Inform the Responsible Person immediately if any child or adult is not accounted for
- Position yourself at the end of class lines to ensure visibility during staff roll call

Administration Staff:

- Take the emergency grab bag to the main assembly point
- Take a register of all staff, checking against the Inventry sign-in record
- Report to the Responsible Person once roll call of staff is completed – informing if anyone is unaccounted for

Visitors and Contractors:

- Follow staff instructions
- Proceed to the nearest assembly point

5.4.3 Duties of Responsible Persons During Evacuation

- Clear designated zones, ensuring all children, staff, visitors, and contractors have vacated assigned areas
- Assist vulnerable individuals by implementing Personal Emergency Evacuation Plans (PEEPs)
- Check that fire doors are properly closed as you exit
- Ensure roll call is carried out at assembly points
- Verify that all individuals are accounted for
- Liaise with the Fire and Rescue Service upon arrival, providing information on:
    - Building status
    - Location of the fire (if known)

- Any missing persons
- Location of isolation switches for solar panels (clearly identified on site plans)
- Any other relevant information

5.4.4 Assembly Points

- Primary assembly point: School playground
- Secondary assembly point: Front of the building – by top gate
- Assembly point locations are clearly marked and shown on site plans (see Appendix 1)
- Assembly points are located at a safe distance from the building

5.4.5 Re-entry to the Building

- No one may re-enter the building until the Fire and Rescue Service (or the Responsible Person if fire drill) has confirmed it is safe to do so
- An all-clear signal will be given by the Responsible Person

5.5 Staff Training and Fire Drills

5.5.1 Fire Safety Training

Induction Training:

- All new staff receive fire safety training as part of their induction
- Training covers:
  - Fire evacuation procedures
  - Location of fire alarm call points and firefighting equipment
  - Location of escape routes and assembly points
  - Their specific duties and responsibilities
  - Arrangements for vulnerable persons

Annual Refresher Training:

- All staff receive annual fire safety refresher training via SmartLog
- Training records are maintained

Fire Warden Training:

- Three staff members are designated as Fire Wardens
- Fire Wardens receive additional annual training including:
  - Fire safety measures
  - Specific duties during evacuation
  - Implementing PEEPs
- Training records are maintained

5.5.2 Fire Drills

- Fire evacuation drills are conducted at least once per term
- Drills are conducted at varying times to test procedures under different circumstances
- Following each drill, a debrief is conducted to identify any issues or improvements needed
- Records of all fire drills are maintained, including:
  - Date and time
  - Evacuation time
  - Any issues identified
  - Actions taken

5.6 Testing, Inspection and Maintenance

All fire safety equipment and systems are subject to regular testing, inspection and maintenance as follows:

Equipment/System	In-house Checks	Professional Servicing	Contractor
Fire alarm system	Weekly testing (different call point each week)	Six-monthly	ISE Fire Products and Services
Emergency lighting	Monthly functional test	Annual full-duration test	ISE Fire Products and Services
Fire extinguishers	Monthly visual inspection	Annual maintenance	ISE Fire Products and Services
Fire doors	Regular inspection	Annual inspection	KONE
Final exit doors/security fastenings	Regular checks	As required	Site Manager
Lightning protection	-	Annual inspection	PTSG
Gas boilers	-	Annual service	Sterling
Fire shutter (reception office hatch)	Regular operation check	As per manufacturer's guidance	-

All testing, inspection and maintenance records are maintained in the fire safety logbook and are available for inspection.

5.7 Monitoring and Review

- These Management of Fire Safety Procedures are reviewed annually by the governing board along with the full Health and Safety Policy or following:
    - Any significant changes to the building or its use
    - Any significant changes to occupancy levels or types of occupants
    - Any fire incident or near miss
    - Any failure of fire safety equipment
    - Following recommendations from fire risk assessments or fire safety audits
- The Lead Governor for Health and Safety monitors compliance with this policy
- Any defects or concerns regarding fire safety should be reported immediately to the Site Manager or Headteacher
- The fire risk assessment and action plan are reviewed by the governing body annually

Records are stored in the fire safety logbook and/or on SmartLog and are retained in accordance with the school's record retention schedule.

6. 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 Site Manager and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

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

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

6.1 Gas safety

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer
- Gas pipework, appliances and flues are regularly maintained
- All rooms with gas appliances are checked to ensure that they have adequate ventilation

6.2 Legionella

- A water risk assessment is carried out monthly by a nominated contractor (currently Waterspec). Site Manager is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book
- This risk assessment will be reviewed every month and when significant changes have occurred to the water system and/or building footprint
- The risks from legionella are mitigated by the following: See above. Monthly checks and temperature checks

6.3 Asbestos

- The school was built in 2005 and therefore no asbestos is present.

7. 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

7.1 Electrical equipment

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported to Site Manager immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs
- Where necessary a portable appliance test (PAT) will be carried out by a competent person
- All isolators switches are clearly marked to identify their machine
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

7.2 PE equipment

- Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely
- Any concerns about the condition of the gym floor or other apparatus will be reported to Site Manager

7.3 Display screen equipment

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)

7.4 Specialist equipment – where appropriate

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

8. Lone working

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site Manager duties
- Site cleaning duties
- Working in a single occupancy office
- Remote working, self-isolation and/or remote learning

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

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

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

9. 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.

We will ensure that there is a suitable and sufficient working at height risk assessment in place and that any person working at height follows the control measures identified in the risk assessment to minimise the risk of harm from the work activity

In addition:

- Site Manager retains ladders for working at height
- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons

10. Manual handling

The procedures related to manual handling apply to activities where there is a foreseeable risk of injury.

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.

We will ensure that a risk assessment is undertaken to identify the nature of manual handling in the school, and that those who may be involved in manual handling activities are required to read it. The school will ensure that proper mechanical aids and lifting equipment are available in school where appropriate, 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

11. Off-site visits

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

- Risk assessments will be completed where off-site visits and activities require them (EVOLVE)
- All off-site visits are appropriately staffed
- Staff will take a mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details
- For trips and visits with pupils in the Early Years Foundation Stage, there will always be at least 1 first aider with a current paediatric first aid certificate
- For other trips, there will always be at least 1 first aider on school trips and visits

12. Lettings

This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy and will have responsibility for complying with it.

13. Violence at work

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

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

14. Smoking

Smoking is not permitted anywhere on the school premises.

15. 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.

15.1 Handwashing

- Wash hands with liquid soap and warm water, 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

15.2 Coughing and sneezing

- Cover mouth and nose with a tissue

- Wash hands after using or disposing of tissues
- Spitting is discouraged

15.3 Personal protective equipment

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

15.4 Cleaning of the environment

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

15.5 Cleaning of blood and body fluid spillages

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

15.6 Laundry

- Wash laundry in a separate dedicated facility
- Wash soiled linen separately and at the hottest wash the fabric will tolerate
- Wear personal protective clothing when handling soiled linen
- Bag children's soiled clothing to be sent home, never rinse by hand

15.7 Clinical waste

- Always segregate domestic and clinical waste, in accordance with local policy
- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins
- Remove clinical waste with a registered waste contractor
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

15.8 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

15.9 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

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

15.10 Pupils vulnerable to infection

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

15.11 Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by the UK Health Security Agency and other government guidance, summarised in appendix 6.

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

15.12 Preventing and controlling infections in EYFS

In addition to general cleaning guidance, we will:

- Ensure all toys carry a BS, BSI or CE mark and where possible buy toys and equipment that can be easily cleaned
- Store toys in a clean container
- Not let children take toys into toilet areas
- Store reusable equipment that has been cleaned but is not in use separately from used equipment and away from where equipment cleaning takes place

Where nappies are used (see also intimate Care Policy):

- Have a designated changing area away from the play facilities, and any area where food or drink is prepared or consumed
- Staff take the appropriate measures to wash and dry their hands after every nappy change
- Wrap soiled nappies in a plastic bag before disposing in the general waste
- Clean the children with a disposable wipe, and do not share nappy creams and lotions amongst the children
- Clean the changing mats with soapy water or a detergent wipe after each use and at the end of the day

Where potties are used:

- Have a designated sink for cleaning these (which is not a hand wash basin) and wash them in hot soapy water and dry
- Wear disposable gloves to flush contents down the toilet

- Store potties upside and not inside each other
- Wash hands using soap and warm water and dry after removing disposable gloves

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16. 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
- Some pregnant women will be at greater risk of severe illness from COVID-19

17. 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.

18. Accident reporting

18.1 Accident record book

- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. An accident form template can be found in Appendix 4
- 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

18.2 Reporting to the Health and Safety Executive

The School Business Manager 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 School Business Manager 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. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

School staff: reportable injuries, diseases or dangerous occurrences

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) 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 School Business Manager 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
http://www.hse.gov.uk/riddor/report.htm

18.3 Notifying parents

A member of the Administration 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.

18.4 Reporting to child protection agencies

The Designated Safeguarding Lead will notify Milton Keynes MASH (Multiagency Safeguarding Hub) of any serious accident or injury to, or the death of, a pupil in the Early Years Foundation Stage while in the school's care.

19. Training

Our staff are provided with health and safety training as part of their induction process and receive regular updates.

Below is a list of those with first aid training:

Nominated Person **Miss Clare Connolly** **Mrs Kerri Guess**	3 Hours Emergency First Aid Paediatric First Aid Blended Learning	17.11.2028 03.01.2028
Mr Matt Marchant	3 Hours Emergency First Aid	15.09.2029
Mr Chris Smith	3 Hours Emergency First Aid	15.09.2029
Mrs Grace O'Brien	Full Paediatric First Aid	11.09.2028
Mrs Geeta Patel	Full Paediatric First Aid	11.09.2028
Mrs Karen Drakeley	Full Paediatric First Aid	11.09.2028
Mrs Charlotte Potter	Full Paediatric First Aid	11.09.2028
Mrs Royah Irvine	Paediatric First Aid Blended Learning	03.01.2028
Mrs Clare Evison	Paediatric First Aid Blended Learning	03.01.2028
Mrs Maria Saunders	Paediatric First Aid Blended Learning	03.01.2028
Mrs Laura Dalton	Paediatric First Aid Blended Learning	03.01.2028
Mrs Regina Boatemaa	Paediatric First Aid Blended Learning	03.01.2028
Miss Sinead Fletcher	Paediatric First Aid Blended Learning	03.01.2028
Mrs Tina Lowe	Paediatric First Aid Blended Learning	03.01.2028
Mrs Lisa Tyerman	Paediatric First Aid Blended Learning	03.01.2028
Mrs Heather Perrin	Paediatric First Aid Blended Learning	03.01.2028
Mrs Anne Kent	3 Hours Basic Life Support	03.03.2028
Mrs Sue Moore	3 Hours Basic Life Support	04.03.2028
Mrs Abi Fajojute	3 Hours Basic Life Support	04.03.2028
Mrs Crystal Agnel	3 Hours Basic Life Support	04.03.2028
Mrs Juani Rodriguez	3 Hours Basic Life Support	04.03.2028
Mrs Dawn Perry	3 Hours Basic Life Support	04.03.2028
Ms Katrina Iskrzynska	3 Hours Basic Life Support	04.03.2028
Mrs Irina Cudrea	3 Hours Basic Life Support	04.03.2028
Mrs Monica Dyett	Paediatric First Aid Blended Learning	02.02.2027

20. Monitoring

This policy will be reviewed by the School Business Manager annually.

At every review, the policy will be approved by the Full Governing Board.

21. Links with other policies

This health and safety policy links to the following policies:

- First aid
- Allergy Safety Policy
- Accessibility Plan
- Risk assessments
- Supporting pupils with medical conditions
- Accessibility plan
- Remote Learning
- Business Continuity and Emergency Plan

Appendix 1. Fire safety checklist

Issue to check	Yes/No
Are fire regulations prominently displayed?	Yes
Is fire-fighting equipment, including fire blankets, in place?	Yes
Does fire-fighting equipment give details for the type of fire it should be used for?	Yes
Are fire exits clearly labelled?	Yes
Are fire doors fitted with self-closing mechanisms?	Yes – those within the corridors
Are flammable materials stored away from open flames?	Yes
Do all staff and pupils understand what to do in the event of a fire?	Yes – through regular practices and staff training
Can you easily hear the fire alarm from all areas?	Yes

Fire Evacuation Procedures

All internal room doors are fire doors. To prevent the spread of fire please ensure that they remain closed at all times. Do not wedge the fire doors open.

In the case of the fire alarm bell sounding continuously, the building should be evacuated as follows:

From the classrooms and Chapel (via Small Hall): Leave via the external door onto the playground, taking your emergency exit register with you and walk quietly to *Assembly Point 1* on the playground in front of the Ecolodge and music area.

From the specialist rooms (Oasis/Imagine/Book Room/Explore/Library): Walk along the corridor to the nearest emergency exit. All emergency exits are clearly identifiable with push bar handles and barrier matting immediately in front of them.) Once out of the building children should walk across the playground to *Assembly Point 1*.

From the Inclusion Manager's Office: Via the fire exit immediately outside the room; left onto the playground, walk to *Assembly Point 1*.

From the hall: If safe to use, the emergency exit next to the servery is the preferred choice as this is the fastest way to leave the building. Walk to *Assembly Point 1* via the staff car park.

NB If the external area of the main entrance is on fire, DO NOT attempt to reach *Assembly Point 1* after exiting next to the servery. In such circumstances, turn left and gather at *Assembly Point 2* via the middle gate in the perimeter fence. (See marked red route on Assembly Points diagram)

If it is unsafe to use the emergency exit next to the servery, exit the hall via the doors at either end of the hall, and then leave through the nearest emergency exit to Assembly Point 1.

From the admin block: Leave via the staffroom or the emergency exit at the end of the corridor outside FS2; turn left, through the gate then right into the staff car park to *Assembly Point 1*.

Ensure all pupils that are with you in the room leave with you, closing the door where possible. Do not search for children who have left the room e.g., to use the toilet. The school has Fire Wardens who will sweep the building, checking all rooms including toilet rooms. They are identifiable by the hi vis jackets they will be wearing.

A member of the admin team will bring the 'grab bag', a key for the car park/playground padlock, additional registers and the signing in/out register to *Assembly Point 1*. Registers should be called and if all children are present the registers should be held aloft for the Evacuation Officer (the most senior member of staff on site). If any child is missing, this information must be passed immediately to the EO or a member of the SLT who will share the information with the emergency services when they arrive at the scene.

A second member of the admin team will wait at the entrance of the drive-in front of the staff car park to direct emergency services onto the school playground. This member of staff will also inform the EO if *Assembly Point 2* is in use, in which case, a member of SLT will ascertain the number of pupils/staffs assembled there to ensure everyone is accounted for.

No one will be allowed to return to the building until the Emergency Services representative has given permission.

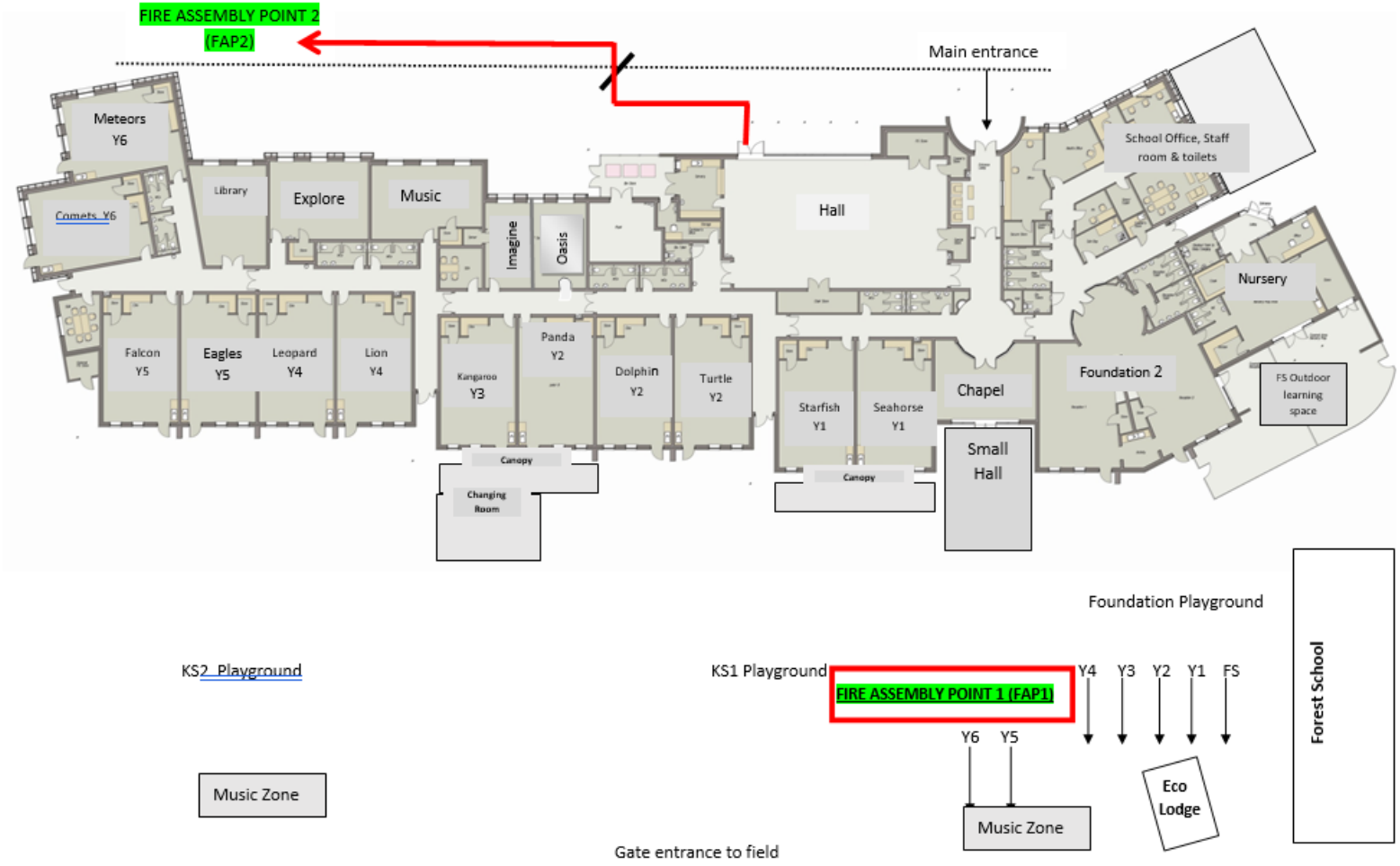
Our first duty is to ensure the building is evacuated as quickly and as calmly as possible. Do not attempt to extinguish any fire until the children are clear of the building; do not attempt to use the extinguishers if you have not been trained – you could cause more damage.

The building is well designed for ease of exit with numerous fire exits and emergency exit doors. In addition, the double doors in the corridors close when the alarm sounds to provide compartmentalisation and therefore reduce the spread of fire. Fire doors also prevent the spread of fire – ensure they are always closed.

Remember, look after the children, and look after yourself – the building is replaceable.

FAP 2 used only in the event that pupils exit from hall to front of building when main entrance is on fire, preventing pupils from accessing FAP1 via staff carpark.

St Bernadette's Catholic Primary School – Assembly Points



Appendix 2

Lock Down and Invacuation Procedures

LOCK DOWN AND INVACUATION PROCEDURES

If an incident takes place in our grounds during school time, a key phrase, “LOCK DOWN” will be announced to staff as promptly as possible via a large alert to laptop with accompanying short alert sound (using *NetSupport Notify*). Where possible, the message will also be passed verbally. On receiving this alert you must close and lock all external doors and internal classroom doors. You may be directed to lock down in another part of the building. Pull down blinds if you have them. Remain calm, keeping the children inside your locked classroom and await further instructions.

Log onto school email as messages may also be passed directly to you in this manner.

Whilst that is happening, the Incident Manager (The Headteacher) will be assessing the need to activate the Crisis Management Team

Please do not worry, we have the procedures in place as a precaution and pray that we may never need to implement them.

A password, shared with you on induction and at annual training, will be used to end the lockdown. Do not open doors or lift blinds UNLESS this password is shared with you even if you are told by reliable sources that the lockdown/invacuation has ended.

Risk Outcome
Low
Moderate
Significant
High

Appendix 3. Risk Assessment Matrix

Likelihood	Consequence				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Almost Certain 5	5	10	15	20	25
Likely 4	4	8	12	16	20
Possible 3	3	6	9	12	15
Unlikely 2	2	4	6	8	10
Rare 1	1	2	3	4	5

Appendix 4. Accident report

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

Appendix 5. Asbestos record – The School was built in 2005 and therefore no asbestos is present.

Location	Product	How much	Surface coating	Condition	Ease of access	Asbestos type	Comment

Appendix 6. 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 or complaint	Recommended period to be kept away from school or nursery
Athlete's foot	None.
Campylobacter	Until 48 hours after symptoms have stopped.
Chicken pox (shingles)	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 coronavirus (COVID-19)	Children and young people should not attend if they have a high temperature and are unwell. 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, Parvovirus B19, Fifth's disease	None (not infectious by the time the rash has developed).
Bacillary Dysentery (Shigella)	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.
Diarrhoea and/or vomiting (Gastroenteritis)	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.