TRAFFORD
COUNCIL



Templemoor Infant and Nursery School
Health and Safety Policy

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* This policy shall be reviewed annually, or following a health and safety related incident, feedback from an interested party, or significant changes to the school's premises/activities.

TEMPLEMOOR INFANT AND NURSERY SCHOOL HEALTH AND SAFETY POLICY

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PART 1: POLICY STATEMENT

1.1. INTRODUCTION

Templemoor Infant and Nursery School treats the health, safety and welfare of our pupils, staff and visitors as our top priority.

We shall endeavour to comply with all applicable health and safety legislation, including the Health and Safety at Work Act (1974) and all regulations made under the act.

We have established suitable policies and procedures to ensure compliance and to minimise risk so far as is reasonably practicable.

We shall foster a common sense and proportionate approach to health & safety matters.

This policy has been developed with the assistance of advice from the Local Authority, Department for Education (Health and Safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies (Feb 2014) and the Health and Safety Executive.

This policy is available to all staff members, parents/carers and interested parties.

A paper version of this policy is available from the school office.

1.2. AIMS

Our school aims to:

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

1.3. POLICY OBJECTIVES

The Headteacher and Governors will ensure, so far as it is reasonably practicable, the effective implementation of the school Health and Safety Policy with a view to achieving the following objectives:

- Ensuring, so far as is reasonably practicable, the provision of adequate measures to comply with health and safety requirements.

- Commitment to a planned approach to managing health and safety ensuring the framework set by the Health and Safety Policy is implemented, monitored and reviewed.

- Ongoing consultation involving all employees in the pursuit of the aims and objectives of the Policy, achievement of health and safety standards and to ensure co-operation and competence of all those involved.

- Responsibility is properly delegated and accepted at all levels of management.

- Provision of a safe working environment for all employees, and working conditions, which do not involve any risk to health.

- Provision of a safe environment for children and any other persons visiting the premises (e.g. parents and contractors).

- Staff receive adequate information, instruction, training and supervision to enable them to work safely.

- Provision of formal teaching on health and safety matters in the curriculum so that the pupils are made aware of these issues and of their own rights and responsibilities.

- Equipment provided is safe, maintained and suitable for use and that adequate arrangements are in place to maintain the equipment.

- Appropriate measures are taken to remove hazards and where the hazards cannot be removed reduce risk arising from them as low as is reasonably practicable.

- Bringing to the attention of appropriate employees all known health and safety hazards.

- Ensuring that appropriate steps are taken to ensure that rules and procedures governing the school's activities, including emergencies, are formulated, observed and enforced.

- Ensuring that there are formal procedures in place for the prompt reporting of accidents, work related ill health, dangerous occurrences or incidents involving violence and aggression, to the Council's Health and Safety Unit and that any preventative measures are put in place to prevent recurrence.

- Ensuring there is co-operation, communication and assistance with the Council's Health and Safety Unit in their audit of arrangements and investigation of accidents, work related ill health, dangerous occurrences or incidents involving violence and aggression.

PART 2: ROLES AND RESPONSIBILITIES

2.1. The Local Authority (LA)

The LA is responsible, as employer, for:

a) Recognising and accepting its responsibilities for the health, safety and welfare of its employees, children and visitors to the premises.

b) Provision of policy and guidance to all schools purchasing the Service Level Agreement with the Health and Safety Unit, to ensure schools comply with health and safety obligations and attain the required health and safety standards.

c) Ensuring effective monitoring is carried out by undertaking periodic inspections to evaluate the health and safety performance of schools in Trafford Council and to identify areas for improvement.

2.2. The Governing Body

The Governing body have a role as employers (under the LA) and under the Health and Safety at Work Act (1974), Management of Health and Safety Regulations and other legislation.

The Governing body will appoint a Governor to oversee Health and Safety matters and will receive reports from this Governor, to ensure the school complies with all relevant legislation.

Governors can satisfy their employer by:

a) Accepting their health and safety responsibilities and establishing appropriate committees/mechanisms through which to consult staff (via the Headteacher) on health and safety matters.

b) Ensuring the organisation and arrangements of the school operate effectively.

c) Considering Health and Safety issues when deciding on priorities for the School Development Plan.

d) Managing the allocation of sufficient funds in order to ensure, so far as reasonably practicable, the premises and systems of work are safe and without risk to health.

e) Making themselves familiar with the Council's corporate Safety Policy and the advice and guidance provided by the LA.

f) Ensuring adequate risk control measures are in place in order to minimise risk to staff, children and others and that there are competent people to carry out risk assessments.

g) Ensuring effective monitoring is carried out, to evaluate the health and safety performance of the school by involvement and evaluation of inspection reports from the LA, Headteacher and Safety Representatives.

h) Ensuring procedures are set up for emergencies and employees are given information about these and other health and safety matters.

i) Ensure adequate mechanisms are in place for reporting to them on health and safety performance (e.g., accidents) and the results of any monitoring.

j) Ensuring arrangements are in place to provide staff with adequate training, information, instruction and supervision.

The nominated Health and Safety Governor with responsibility to oversee health and safety matters is Mrs. Alison Tariq.

2.3. The Headteacher

The Headteacher is accountable for the implementation of Council policies, this policy and associated guidance within their School, with specific responsibilities for:

a) Ensuring compliance with statutory obligations by ensuring adequate information, instruction and supervision is provided to staff and carrying out regular monitoring and review of health and safety performance in School.

b) Ensure the effective planning and implementation of the School's Safety Policy, by incorporating appropriate organisational detail and local arrangements into Part 3 of this policy.

c) Ensuring all staff for which they are responsible know and accept their responsibilities under this policy, the Health and Safety at Work Act 1974 and other Health and Safety legislation; whilst ensuring that staff are competent to carry out any such duties.

d) Ensuring that risk assessments are undertaken for work activities and periodically reviewed, as required by the management of health and safety at work regulations, and at intervals identified in Part 3 of this policy.

e) Ensuring safe systems of work and procedures are implemented and observed.

f) Assessing the needs of employees in relation to health and safety training, including induction and allowing sufficient time for those employees to attend training courses.

g) Ensuring that all accidents, injuries, near misses and dangerous occurrences are reported in accordance with the Council's reporting procedure.

h) Ensuring that all employees under their control have received suitable and appropriate training, both induction and specific, including training for any equipment they may operate,

i) Ensuring the appropriate investigation of all accidents, incidents and newly identified hazards ensuring appropriate action is taken.

j) Liaising, co-operating and informing any Trade Union representatives and Health and Safety representatives on matters of Health, Safety and welfare as and when required.

k) Ensuring all contractors' undertakings are fully compliant with health and safety regulations and take full account of health and safety issues affecting employees, children and any other users of the establishment.

l) Ensuring that, where necessary, specialist advice is obtained from a competent person e.g. from Health and Safety, Manual Handling, Fire Safety, or Occupational Health Advisors on matters relating to health, safety and welfare.

m) Including health and safety performance standards in their business plans, including any statutory tests and examinations required.

n) Arranging and being involved in inspections of the school premises at least once per term and ensuring that findings are reported to the appropriate governing body committee in accordance with the Council's monitoring policy.

o) Ensuring defective and faulty equipment, machinery, tools and vehicles are removed from the working environment immediately and reported as appropriate for specialist advice.

p) Ensuring any equipment purchased is suitable and has all the relevant Health and Safety information to enable safe use.

q) Ensuring all portable electrical equipment is made available to the relevant contractor for regular inspection.

r) Ensuring that all Personal Protective Equipment (PPE) purchased is suitable, compatible, provided free of charge and worn by staff. Where necessary, the correct storage must be provided for the PPE, and it must be inspected as necessary to ensure that it is fit for purpose.

s) Ensuring that the responsibilities of the premises manager (see section 2.9) are fulfilled.

2.4. Deputy Head

The Deputy Headteacher assists the Head in the day-to-day management of the school and deputises for the Head during any period of absence. This includes ensuring that the duties delegated to the Headteacher are carried out in their absence.

2.5. Senior Leadership Team (SLT)

The SLT is accountable to the Headteacher for the safety of persons under their control.

In addition to the general duties which all members of staff have, the SLT will be directly responsible to the Headteacher, and have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant teams and areas of responsibility. It is also the responsibility of the SLT to assist with the writing of health and safety risk assessments, safe systems of work and procedures for all processes and work activities in which their teams are engaged.

As part of their day-to-day responsibilities, they will ensure that:

a) The employees (teaching and non-teaching) are: -

- familiar with the requirements of the Council's and the School's Safety Policies.
- made aware of the hazards in their areas of activity.
- familiar with safe methods of work.
- aware of action to be taken in an emergency.
- aware of the First Aid facilities available.

b) Safety rules and safe methods of work are observed, and that protective equipment is utilised where appropriate.

c) They inform the Headteacher of all accidents and incidents and to assist in the investigation.

d) They initiate or recommend any necessary repairs or maintenance work in order to ensure that equipment under their control is maintained in a sound and safe condition.

e) They set and maintain high standards of safe working/environment at all times and that staff, children and others under their jurisdiction are instructed in safe working practices.

f) They monitor the standard of health and safety throughout the area in which they work and encourage staff, children and others to achieve the highest practicable standards of health and safety and welfare.

2.6. Staff (as employees)

Section 7 of the Health and Safety at Work Act places duties on all staff to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work and to cooperate with the employer and their representatives so far as is necessary in order for the employer to fulfil any of the relevant statutory provisions.

Section 8 of the Health and Safety at Work Act makes reckless interference with or misuse of anything provided in the interest of health, safety or welfare an offence.

<u>All employees have responsibility for</u>

a) Carrying out their duties in accordance with the Health and Safety Policy.

b) Taking reasonable care of themselves and other persons whilst at work.

c) Co-operating with the Headteacher and others in school to comply with legislation.

d) Engaging in consultation and development of health and safety procedures to promote positive employee involvement.

e) Following instruction and information on safe working procedures and using plant, substances and equipment safely.

f) Attending health and safety training courses provided.

g) Reporting defects or damage to equipment and safety hazards to the relevant person(s).

h) Reporting all accidents and incidents to the relevant person(s).

i) Exercising effective supervision of their children and to know and carry out the procedures in respect of fire, first aid and other emergencies.

j) Integrating all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with national curriculum requirements for safety education.

2.7. Caretaker

In addition to their responsibilities as an employee, the caretaker is responsible to the School Business Manager and Headteacher for any duties which are delegated to them by the Headteacher as outlined in the Caretaker Job Description.

2.8. School Health and Safety Lead (Mrs Kim Cook – School Business Manager)

The School Health and Safety Lead has the following duties:

a) co-ordinate and manage the annual risk assessment process for the school;

b) co-ordinate the annual general workplace monitoring inspections and performance monitoring process;

c) make provision for the inspection and maintenance of work equipment throughout the school;

d) manage the keeping of records of all health and safety activities;

e) advise the Head Teacher of situations or activities which are potentially hazardous to the health and safety of staff, children and visitors;

f) ensure that staff are adequately instructed in safety and welfare matters in connection with their specific work place and the school generally; and

g) carry out any other functions allocated by the Headteacher or Governing Body.

2.9. Premises Manager (Mrs Kim Cook – School Business Manager)

Staff in charge of premises have a duty in law to ensure health and safety on the premises under their control and this should include, where appropriate, production of additional safety rules to supplement this policy.

In addition to the responsibilities outlined above, so far as is reasonably practicable**,** the main health and safety functions for premises managers will be with regard to:

a) Ensuring that fire risk assessments are carried out for the premises; emergency procedures including emergency evacuation plans are in place and the Council's Fire Policy is complied with.

b) Ensuring that the Council's Asbestos Policy is complied with, including the preparation of an asbestos management plan for the premises.

c) Ensuring that work equipment including fire fighting, portable electrical, lifting and other equipment is adequately maintained and accompanied by all necessary records.

d) Ensuring that routine cleaning work is carried out to an appropriate standard.

e) Ensuring that all premises users and visitors are made aware of any activities or conditions that could create risk to their health and safety and of the emergency evacuation procedures.

f) Ensuring that maintenance work and repairs required (for example to internal doors and windows) are reported to the appropriate person and carried out adequately and safely.

g) Ensuring that any structural or other problems that become apparent and that are not covered by the establishment's budget are reported to the relevant Council departments soon as possible.

h) Ensuring that general building and maintenance work is carried out by appropriately qualified and experienced trades people in compliance with the Council's Managing Health and Safety in Construction Work Policy and Guidance and the building regulations.

i) Ensuring that testing, inspection and maintenance, work in relation to electrical, gas, lifts, water, fire safety and other installations and equipment is carried out by appropriately qualified and experienced trades people to current legislation and standards.

j) Ensuring the safe condition, operation, maintenance and storage of equipment on the premises.

k) Ensuring the safe use, handling, storage and transport of substances on the premises.

l) Seeking advice from the Council's Health and Safety Unit where unsure of the competence of trade persons or the current legislation and standards.

2.10. School Business Manager

In addition to their responsibilities as an employee, the School Business Manager is responsible to the Headteacher for any duties which are delegated to them by the Headteacher.

2.11. Kitchen Manager (currently outsourced to Mellors Catering)

The Kitchen Manager is responsible for the safe operation of the catering facilities and must:

a) Be familiar with the school Health and Safety Policy and other associated policies.

b) Prepare risk assessments for all catering activities.

c) Ensure that all kitchen staff are instructed and informed to work following policies, risk assessments, and procedures in place.

d) Inform the Business Manager or the Headteacher of any potential hazards or defects.

e) Be familiar with the current Food Safety legislation and the implications so far as the school is concerned.

2.12. Contractors, Visitors, Members of the Public and Volunteers

Visitors and members of the public should be asked to co-operate with the health and safety arrangements put in place by the school to protect them when using the school premises or land.

Where volunteers are employed to undertake work on behalf of the school they will for all intents and purposes be regarded as employees. Line managers will therefore have responsibilities for undertaking, in particular, thorough risk assessment and implementation of control measures, together with ensuring that volunteers have received adequate information, instruction, training and supervision for the tasks they will be undertaking.

PART 3: ARRANGEMENTS FOR HEALTH AND SAFETY

Health, Safety and Welfare

The following procedures and arrangements have been established within the school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements.

The list that follows provides a summary of all the key Health and Safety arrangements applicable to the school. More detailed policies and written procedures for a number of these areas are available via the school office.

3.1. Accident and Incident Reporting

The school will follow the Council's Accident reporting and Investigation Guidance.

Accidents - Pupils
The following arrangements are in place should a child suffer an accident:

- An accident form will be completed as soon as possible after an accident occurs by the member of staff or first aider who deals with it.
- As much detail as possible will be supplied when reporting an accident.
- All parents/carers are informed via the accident form which will be shared with parents/carers at the end of each school day, or as soon as reasonably practicable. Parents/carers will sign the accident form.
- For Breakfast Club pupils, the staff member on duty must inform the class teacher about the accident when handover occurs so that the parent/carer can be informed at the end of the day.
- Accident Slips will be filed in the child's own individual record folder.
- Parents will be notified immediately in the event of a head injury, especially those requiring hospital attention or 'one to one' observation.
- Where a child has been taken directly to hospital from the school site, or injuries to children which 'arise out of or in connection with work' (e.g. are due to defects in the premises or in management controls) this should be reported and recorded on the Accident/Incident report form **HS1**. The form should be sent to the Health and Safety Unit within **three working days** of the accident occurring.

Accidents – Staff and Other Adults
The following arrangements are in place should a member of staff or another adult suffer an accident:

- All staff should report all accidents, incidents and near misses to employees, visitors and contractors working on the premises. Line managers will investigate such incidents and identify and implement means to prevent a recurrence.
- When an accident happens to any employee or other adult, the Headteacher or Health and Safety Lead must complete an Accident/Incident report form **HS1**. A copy must be retained in school and the original sent to the Health and Safety Unit **within three working days** of the accident occurring.
- A record of the accident must also be written in the Staff Accident Book, located in the locked filing cabinet in the Headteachers office.
- The details of any employee who is suffering from a reportable disease must also be reported to the Council's Health and Safety Unit (Details of which diseases are reportable may be obtained from the Health and Safety Unit.)

Accident Reporting - HSE
In accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (Last updated 2013) (RIDDOR), the following must be reported to the HSE in writing by the school office **within 10 days** of the incident occurring:

- Deaths (to be reported by telephone without delay).
- Major injuries (see HSE website for definitions - to be reported by telephone without delay).
- Injuries to an employee resulting in them being unable to work for 7 or more consecutive days.
- Where an accident leads to someone being taken to hospital.
- Specified occupational diseases (see HSE website for guidance - to be reported by telephone without delay).
- Specified dangerous occurrences (see HSE website for guidance - to be reported by telephone without delay).

Information on how to make a RIDDOR report is available **here**.

3.2. Allergies

All staff are aware of children with allergies or specific medical needs and follow their care plan closely. Inhalers are taken on trips and it is a parent's responsibility to update any medication needed in school.

3.3. Anaphylaxis

A list of pupils who may require the use of epipens due to susceptibility to anaphylaxis is kept up-to-date by the office staff.

All staff members have been trained in anaphylaxis awareness and the use of epipens by the school nursing service and/ or an allergy specialist.

3.4. Asbestos

To minimise risk from asbestos containing materials on the school's premises, the school will maintain a safe and healthy environment by complying with all regulations and Trafford Council's policy concerning the control of asbestos and ensuring that all contractors are made aware of the asbestos register for the school upon arrival at site.

An Asbestos Management Plan, detailing asbestos survey reports, is held by the Headteacher and School Business Manager. Permit to work documentation is made available to contractors working on site. All contractors are required to read and sign a permit to work form (**HS16 Form**).

An annual visual inspection of any asbestos containing materials on site shall be conducted by the Asbestos Authorising Officer and recorded in the asbestos log.

The person responsible for monitoring asbestos and ensuring the Asbestos Management Plan is followed and reviewed is Mrs Kim Cook – School Business Manager.

Where damage to asbestos material has occurred, the area must be evacuated and secured. The Headteacher will immediately notify the Local Authority Property Management Department by telephone. Helpdesk: 0161 672 6539 Out of Hours: 0161 912 2020.

3.5. Contractors

The school will follow the Council's Managing Health and Safety in Construction Work Guidance and Control of Contactors on Site Guidance.

Work arranged through the Council

When major and minor works are arranged through the Council, the appropriate Service Area within the Council takes responsibility for the drafting of contracts, vetting of contractors and inspection of works and will liaise with the Head about site specific contractual arrangements such as access and egress, hours of work etc.

Local Contracts

When the school contracts directly, the contractor is responsible for ensuring, **so far as is reasonably practicable**, the health and safety of themselves, their employees and persons who might be affected by their activities.

The school will ensure the health and safety of its employees, children, visitors (which includes the contractor).

The school will follow the advice given in relevant Trafford Council Policy Guidelines, including the vetting of contractors before a contract is awarded. In particular, the school will:

- Check the competence of contractors and visiting workers (competence can be judged from past experience, recommendation, pre-selection evaluation, or a combination taking into consideration nature and scale of the works required);

- Examine risk assessments as appropriate to check that contractors and others have correctly interpreted any site specific conditions etc;

- Ensure all significant risks on site have been clearly identified;

- Ensure there are arrangements for monitoring and controlling works in progress.

The Headteacher is responsible for the above.

Monitoring of the contractors on a day-to-day basis is the responsibility of Mrs Kim Cook – School Business Manager.

3.6. Curriculum Safety

- The school recognises that the curriculum requires that children should be taught how to identify and reduce risks in the way that they work. A balance must be achieved between independent learning and the necessary supervision to ensure safety.

- Teachers will ensure that they are familiar with all risks which might arise from the tools, equipment, materials and processes they plan for children to use.

- All teaching assistants must be informed of the safety procedures and practices relating to any of the activities that they support.

3.7. Display Screen Equipment

A DSE assessment will take place for administrative staff and teaching staff who regularly use laptops or desktop PCs. The school will follow the Council's Display Screen Equipment (DSE) guidelines for those staff who are designated as users.

3.8. Dogs

No dogs are allowed on the school premises, including the carpark and pedestrian walkways. Dogs are not permitted to be tied to the school railings.

3.9. Electrical Safety

Electrical equipment will be tested regularly by an approved electrical engineer who will take unsafe equipment out of use. All equipment will be made available to the contractors for testing.

The person responsible for ensuring all equipment is tested regularly is: Mrs Kim Cook – School Business Manager.

Staff must not bring electrical equipment into school without the permission of Headteacher.

3.10. Exclusion periods for infectious disease

The school will follow recommended exclusion periods outlined by Public Health England, summarised in appendix 1.

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

3.11. Fire Precautions and Emergency Procedures

Trafford Council's Fire Safety Guidance will be followed by the school. Advice from the Fire Safety Adviser in the Health and Safety Unit will be taken by the school regarding safe practices during the school day and when the school is being used for lettings/public performances.

Responsibilities:

The Headteacher is responsible for ensuring:

a) That a Fire Risk Assessment is completed and reviewed annually.

b) The school emergency plan and evacuation procedures are regularly reviewed.

c) Emergency evacuations are practised at least once a term.

d) The preparation Personal Emergency Evacuation Plan (PEEP) for staff and/or students with special needs.

The School Business Manager is responsible for:

a) The maintenance and inspection of fire safety systems, including extinguishers, and reporting significant findings to the Headteacher.

b) The maintenance of exit/escape routes and signage.

The Caretaker is responsible for ensuring:

a) Fire alarm testing takes place once a week.

Fire doors must not be propped open. All fire exit doors must be readily opened and free from obstruction.

In the event of a fire, the person finding the outbreak should immediately activate the nearest alarm. Staff should not put themselves at risk in attempting to put out a fire, but staff trained in the use of fire extinguishers may attempt to put out a small fire if there is no personal risk.

The contractor responsible for servicing and testing of emergency lighting is Eric Charlesworth Ltd.

The contractor responsible for servicing and testing of the fire alarm is Eric Charlesworth Ltd.

The contractor responsible for servicing and testing of the firefighting equipment is Walker Fire Ltd.

3.12. First Aid

The school follows the statutory requirements for first aid issued by the Department for Education. 16 staff in school currently hold a current three-year 12 hour paediatric first aid certificate.

The first aiders for the school are listed below:

Name	Paediatric First Aid Training
Sue Merryman	21st May 2019 to 20th May 2022
Nicola Berry	5th March 2020 to 4th March 2023
Anna Leigh	22nd June 2021 to 21st June 2024
Nicola Rowland	06th July 2021 to 5th July 2025
Jordan Frost	22nd June 2021 to 20th June 2024
Bethany Handford	25th May 2021 to 24th May 2024
Joanne Hardman	1st March 2022 to 28th February 2025
Simon Bowers	17th March 2020 to 16th March 2023
Leah McCartney	06th July 2021 to 5th July 2024
Claire Warmisham	26th April 2021 to 25th April 2024
Suzanne Cundick	26th April 2021 to 25th April 2024
Jayne Buchanan	6th March 2020 to 5th March 2023
Jeannie Cort	2nd April 2019 to 2nd April 2022

Elaine Kitching	17th May 2019 to 16th May 2022
Sandra Stratford	14th May 2019 to 13th May 2022
Stacey Little	9th August 2021 to 8th August 2024
Nicola Fagan	7th January 2022 to 6th January 2025
Louise Morgan	10th July 2021 to 9th July 2024
Deborah Hayman	17th June 2019 to 16th June 2022

First aid boxes are located in each classroom. Joanne Hardman checks each First Aid Box weekly using a checklist inventory and informs the School Business Manager if further First Aid equipment needs replacing.

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.

3.14. Hazardous Substances

Trafford Council's Policy and Guidance for the Control of Substances Hazardous to Health (COSHH) will be followed by the school in respect of managing hazardous substances. Where hazardous substances are used, Mrs Kim Cook, School Business Manager, will undertake a Control of Substances Hazardous to Health (COSHH) risk assessment and adopt a hierarchy of control measures seeking to eliminate or substitute risk.

Substances used by contracted services should have a COSHH assessment undertaken by the contractor (e.g. Catering/ Cleaning Services). Copies of these should be available on site for use by these staff.

Substances that fall under COSHH must be stored securely in accordance with the manufacturer's instructions and only used by authorised persons trained in the safe use of the product.

All staff are reminded that no hazardous substances should be used without the permission of the Headteacher.

3.15. Health and Safety Advice

Health and safety advice can be obtained from Trafford Council's Health and Safety Unit by telephone 0161 912 4919/ 4142, or by email healthandsafety@trafford.gov.uk.

3.16. Inclusion

- The school complies with the Local Authority policy for Inclusion, and all teaching and support staff should be familiar with this policy and supporting guidance.
- The Headteacher is responsible for ensuring that there are adequate facilities and support staff to ensure the health, safety and welfare of any pupil with SEND.
- All teaching and support staff must be given any information about a child's needs and receive such training as is necessary for them to be able to support learning, social and personal needs.

- The SENCO must ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety and health of any child with SEND. No pupil should be excluded from an activity on the grounds of health and safety unless this is unavoidable due to the risk level identified by a risk assessment process.

3.17. Infection prevention and control

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

a) Handwashing

- Wash hands with liquid soap and warm water for at least 20 seconds, and dry with paper towels/ hand dryer.
- Always wash/ sanitise hands after using the toilet, before eating or handling food, after playing outdoors and after handling animals.

b) Coughing and sneezing

- Cover mouth and nose with a tissue.
- Wash/ sanitise hands after using or disposing of tissues.

c) 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

Line managers will assess the need for PPE in risk assessment and COSHH assessments. Staff are responsible for ensuring that they use PPE where it is provided.

d) Cleaning of the environment

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

e) 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.

f) 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.

g) Clinical waste

- Always segregate domestic and clinical waste, in accordance with local policy.
- Ensure used nappies/pads, gloves, aprons and soiled dressings are stored correctly.
- Remove clinical waste with a registered waste contractor.

3.18. Legionella

The school has a legionella survey which is located in the school office. The School Business Manager is responsible for ensuring that any monthly temperature checks are completed and the weekly flushing records are completed.

3.19. 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.

3.20. Lone Working

Lone working may include:

- Late working at school
- Home or site visits
- Working at home during school hours
- Weekend working at school
- Caretaker duties
- Site cleaning duties
- Working in a single occupancy office

Line managers will ensure that lone working is risk assessed and that appropriate control measures are put in place to minimise those risks. Solutions may include the provision of mobile phones, radios, in-out boards and other means of monitoring staff whereabouts.

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.

During holiday periods, arrangements will be made to ensure the safety of the caretaker, cleaner, Headteacher or other staff who work alone.

Staff themselves have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.

3.21. Maintenance and Inspection of Equipment

Employers need to provide safe plant and equipment (i.e. heating systems, office equipment). Whatever the source of the equipment it must be suitable for the task for which it is being used, properly maintained and used in a safe manner by staff trained in its use.

- There is a statutory requirement to service, testing and inspect certain equipment such as gas appliances and lifting equipment and records must be kept.

- Where inspections/servicing has identified the need for remedial action, the Headteacher will ensure that any necessary work required to maintain the safe operation of equipment is carried out in a timely manner.

3.22. Managing Medicines and Drugs

Parents have the prime responsibility for their child's health and should provide schools with information about their child's medical condition.

There is no legal duty requiring school staff to administer medicines, however the school recognises that children with medical needs have the same rights of admission to a school or setting as other children. Procedures will be put into place should the need to administer medications to pupils become necessary. Please see 'Managing Pupils with Medical Conditions Policy'.

3.23. Manual Handling and Lifting

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.

3.24. New and Expectant Mothers

Risk assessments will be carried out whenever any employee notifies the school that they are pregnant. Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles.
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation.
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly.
- Coronavirus – The latest advice can be found here.

3.25. 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. These should be recorded using 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.
- There will always be at least one first aider with a current paediatric first aid certificate.

3.26. Over-exposure to the Sun

Templemoor Infant and Nursery School recognises the risk to pupils of over-exposure to the sun and has made the following arrangements to minimise the risk:

- Parents/carers are encouraged to apply sun cream to their child at the beginning of the day during periods of hot weather.
- Pupils may bring to school a named bottle of sun cream to reapply at midday should they wish.
- Pupils are encouraged to wear sun hats when outside.
- Pupils are encouraged to drink plenty of water.
- Pupils are encouraged to sit in shaded areas when outside.
- Pupils are taught about being Sun SMART as part of the PSHE programme of study in the curriculum.

3.27. PE and Playground Equipment

The Physical Education Lead is responsible for ensuring that all PE equipment is suitable and safe for the activities planned and the age and abilities of the students.

The School Business Manager is responsible for ensuring playground equipment is inspected at least annually by a competent person and regularly by the caretaker.

Risk assessments have been completed for all playground and PE activities, and all staff must be familiar with these.

Equipment such as benches and mats are formally inspected annually by a competent contractor.

All PE equipment must be visually checked before lessons and returned to the designated storage area after use.

Pupils must not use the PE or playground equipment unless supervised.

Any faulty equipment must be taken out of use and reported to the PE lead or School Business Manager.

3.28. Personal Safety of Children

Safety Education is an important element of the curriculum and forms part of the school programme for Personal, Social and Health Education and Relationships and Sex Education.

Safeguarding: All staff must act on any suspicion that a child may have been, or may be in danger of harm, abuse or neglect. In the event of any concern the member of staff must inform the Designated Safeguarding Officers – Mr Stuart Hodgson or the Deputy Safeguarding Leads Mrs

Shirley Brown or Mrs Suzanne Cundick. The member of staff should make a written record of the evidence/incident using CPOMS as soon as after the incident as is practical.

The Designated/ Deputy Safeguarding Lead will follow the procedures as set out in the schools Child Protection and Safeguarding Policy.

Physical Restrain of Children: The physical restraint of children must be avoided whenever possible. Any incident in which a member of staff has occasion to physically restrain a child must be reported to the Headteacher as soon as is practical. All such incidents must be detailed on CPOMS for that purpose. Specific staff have been trained in Team Teach Techniques. Please see the school's Positive Handling Policy for further details.

3.29. Playground Safety

In icy conditions of ice and snow the caretaker must ensure that adequate safe pathways are provided for people to cross the outside hard areas. In very cold weather the caretaker must inspect the playground to ensure that any isolated ice patches are made safe. Teachers on playground duty in very cold weather must check the playground for any unsafe ice patches and inform the caretaker immediately.

Staff supervising children at play must ensure that they can observe all the children in the area. In the event of any one supervisor being fully engaged in another activity he/she must inform other supervising colleagues.

All staff must take responsibility to ensure that gates to the playground remain closed and children do not leave the site during school sessions.

Any individuals entering the site should be directed to the School Office. Any individuals acting in a suspicious or unusual manner outside the school site must be reported to the Headteacher or Deputy Headteacher.

3.30. Pupil Health Care Plans

Templemoor Infant and Nursery School recognises that some children may have medical conditions that require support so that they can attend school regularly and take part in school activities.

Health Care Plans will be developed for all pupils with medical conditions requiring support during school time.

Plans are developed with input from the parent/carer.

Plans are reviewed as necessary by the Headteacher, office staff or class teacher with input from the parent/carer.

Parents/carers are expected to inform the school of any change in their child's condition or medication requirements.

Parents/carers are expected to supply the school with any life-saving prescription medication their child may require.

Relevant staff are briefed on the pupil's medical requirements and administration of any medication.

3.31. 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.

3.32. Reporting

The Headteacher will report when necessary to the Governors on Health and Safety matters and when necessary to Trafford Council's Health and Safety Unit and the LA.

3.33. Risk Assessments

Schools are expected to adopt and follow the guidance contained in the Council's Risk Assessment Guidance.

Risk assessment is the responsibility of the school's management at all levels. Those responsible for premises or curriculum areas must ensure that risk assessments are undertaken **and recorded** for significant activities.

Risks should be assessed in priority order and control measures identified and put in place that are proportional to the level of risk. The outcome of the risk assessments should be recorded and communicated to those affected and maintained on records of the establishment or service area. Risk assessments should be reviewed periodically (at least annually), where there is a change in circumstances or following an accident.

The Headteacher is responsible for coordinating and ensuring risk assessments are carried out.

3.34. School Transport

The Headteacher is responsible, in conjunction with the driver, for ensuring that vehicles kept or hired by the school are operated in accordance with the law.

Employees who are required to use their private vehicles for official business are personally responsible for ensuring that the driver has a valid licence and appropriate insurance and that the vehicle is roadworthy and fitted with a suitable seat belt for each passenger.

3.35. Smoking

The Governing Body has adopted a Smoke Free Policy within the school building and grounds.

3.36. Staff Consultation

The Headteacher will make arrangements for full and proper consultation with employees on health and safety matters. The nominated safety representatives of each accredited trade union or staff association or other elected workplace safety representatives will be offered a role in these consultations.

3.37. Staff Health and Safety Training and Development

The Headteacher and other line managers (where appropriate) will undertake a training needs analysis to identify the competency requirements of specific job roles in terms of health and safety, and will ensure that appropriate training is delivered and training records held. This

training needs analysis will be reviewed on a regular basis or on the introduction of new legislation.

The person responsible for identifying staff training needs is: Mr Stuart Hodgson (Headteacher)

3.38. Stress and Wellbeing

The school will follow the Council's Policy Guidelines on Managing Pressure and Reducing 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. This will include the activities of the Headteacher.

Where workplace stress arises, the Headteacher will deal with the issue in a sensitive and constructive manner using available means within the Council to manage stress and assist staff, utilising the counselling scheme available, accessed through the Council's Occupational Health Provider.

3.39. Vehicles on Site

The school will endeavor to:

- Segregate access vehicular and vulnerable (pedestrians & cyclists) traffic;
- Design-out vehicular and vulnerable traffic route conflicts, both at access and on-site;
- Wherever possible avoid same-access points for both vehicles and pedestrians

3.40. Violence at Work

Staff should not be in any danger at work. The school will not tolerate violent or threatening behaviour towards 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 parents, visitors or other staff.

3.41. Visitors to the School

All visitors, contractors and volunteer helpers will be required to:

- Report to the school office on arrival.
- Sign a visitors' books in and out.
- Must wear visitors' badge and return it when they leave.
- Be made aware of emergency evacuation and health and safety regulations.
- Contractor about to start work will have access to asbestos management plan.

3.42. Working at Height

Line managers will ensure that working at height is risk assessed in accordance with the Council's Work at Height Policy Guidance and ensure that appropriate control measures are put in place to minimise potential risks.
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.

In addition:

- The caretaker 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.

4.0. Further Guidance and Resources

All policies and guidance referred to are available by contacting the Unit on 0161 912 4919/ 4142, or by email healthandsafety@trafford.gov.uk.

Further guidance can be obtained from organisations such as the Health and Safety Executive (HSE). The following are some examples.

HSE https://www.hse.gov.uk/

HSE - Sensible health and safety management in schools https://www.hse.gov.uk/services/education/sensible-leadership/index.htm

Department for Education - Health and safety: responsibilities and duties for schools https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools

National Education Union (NEU) – Health and Safety Advice https://neu.org.uk/health-and-safety-advice

The Royal Society for the Prevention of Accidents (RoSPA) - Managing Safety In Schools and Colleges https://www.rospa.com/rospaweb/docs/advice-services/school-college-safety/managing-safety-schools-colleges.pdf

Appendix 1: Absence period for preventing the spread of infection

This list of recommended absence periods for preventing the spread of infection is taken from the 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
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.
COVID-19	Children with COVID-19 should not attend school while they are infectious. They should take an LFD test from 5 days after their symptoms started (or the day their test was taken if they did not have symptoms) followed by another one the next day. If both these test results are negative, they should return to school, as long as they feel well enough to do so and do not have a temperature. If a parent or carer insists on a pupil attending school where they have a confirmed or suspected case of COVID-19, the school will take the decision to refuse the pupil to protect other pupils and staff from possible infection with COVID-19.
Cold sores	None.
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 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 advisor 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.