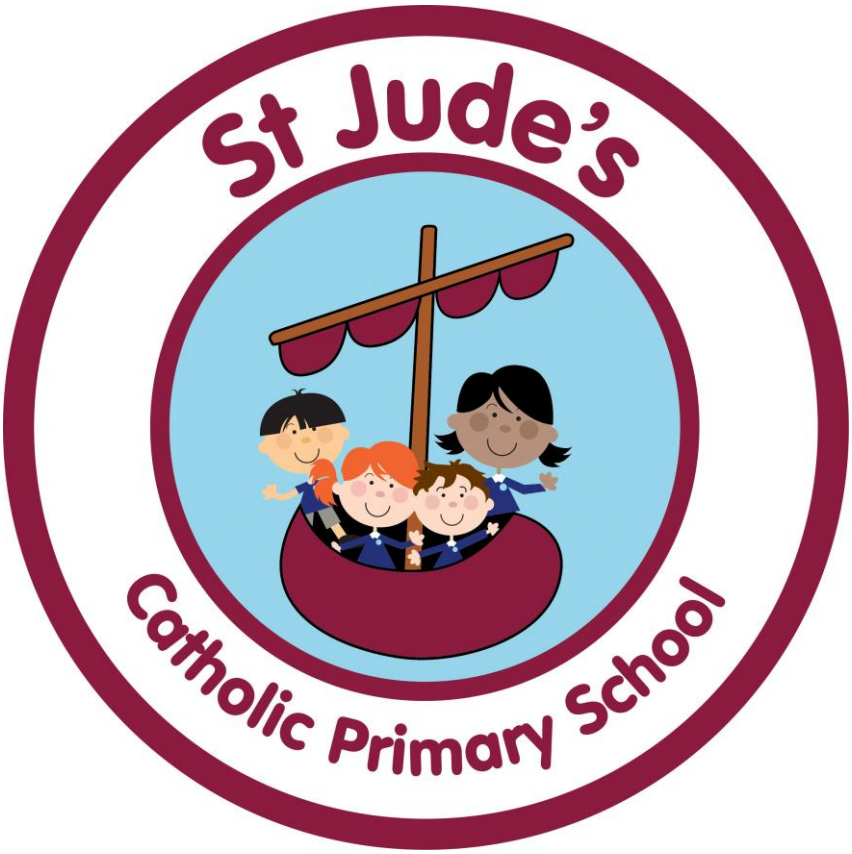


HEALTH AND SAFETY POLICY

Governors approved: Autumn 2026

To be reviewed: Autumn 2027

Together, we learn, love and grow with Jesus

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Statement of intent

At St Jude's Catholic Primary School we are committed to the health and safety of our staff, pupils and visitors. Ensuring the safety of our community is of paramount importance and this policy reflects our dedication to creating a safe learning environment.

We are committed to:

- Providing a productive and safe learning environment.
- Preventing accidents and any work-related illnesses.
- Compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff and representatives in health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop the school's culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our school.
- Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable.

Legal framework

This policy has due regard to all relevant legislation including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Construction (Design and Management) Regulations 2015
- The Personal Protective Equipment at Work Regulations 1992 (as amended)
- The School Premises (England) Regulations 2012
- The Ionising Radiation Regulations 2017 (IRR17)
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)
- Work at Height Regulations 2005
- DfE "Allergy Safety in Schools" Statutory Guidance (2026)

This policy has due regard to national guidance including, but not limited to, the following:

- Current DfE guidance
- Current HSE guidance

This policy operates in conjunction with other school policies, including (but not exclusive to) :-

- ✓ **Allergy Awareness Policy**
- ✓ **Staff Handbook**
- ✓ **Uniform Policy**
- ✓ **Asbestos Management Policy**
- ✓ **First Aid Policy**
- ✓ **Supporting Pupils with Medical Conditions Policy**
- ✓ **Risk Assessment Policy**
- ✓ **Educational Trips and Visits Policy**
- ✓ **Lone Working Policy**
- ✓ **School Security Policy**
- ✓ **Smoke-Free Policy**
- ✓ **Adverse Weather Policy**
- ✓ **Bomb Threat Policy**
- ✓ **Lockdown Procedure**
- ✓ **Fire Risk Assessment**
- ✓ **Fire Evacuation Plan**
- ✓ **Administering Medication Policy**
- ✓ **Legionella Policy**
- ✓ **Safeguarding & Child Protection Policy**

Roles and responsibilities

The governing body, in conjunction with the headteacher, will:

- ✓ Ensure they provide a safe place for all users of the site including staff, pupils and visitors.
- ✓ Oversee that staff receive training and instruction so that they can perform their duties in a healthy and safe manner.
- ✓ Ensure whole-school familiarity with the requirements of the appropriate legislation and codes of practice.
- ✓ Create and monitor a management structure responsible for health and safety in the school.
- ✓ Ensure there is a detailed and enforceable policy for health and safety, and that the policy is implemented by all.
- ✓ Regularly assess the effectiveness of the policy and ensure any necessary changes are made.
- ✓ Identify the risks relating to possible accidents and injuries and make reasonable adjustments to prevent them occurring.
- ✓ Ensure the school has secured safe means of entry and exit for all site users.
- ✓ Ensure the school can provide equipment, grounds and systems of work which are safe.
- ✓ Ensure safe arrangements are made for the handling, storage and transportation of any articles and substances.
- ✓ Ensure staff have safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- ✓ Where necessary, ensure the school can provide protective equipment and clothing, along with any necessary guidance and instruction for safe use.

The headteacher will:

- ✓ Have overall responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.
- ✓ Set the direction for effective health and safety management.
- ✓ Introduce management systems and practices that ensure risks are dealt with sensibly, responsibly and proportionately.
- ✓ Review this policy and its effectiveness.
- ✓ Take all reasonably practicable steps to ensure this policy is implemented by the heads of the appropriate departments and other members of staff.

The School Business Manager will:

- ✓ Assist with the creation and implementation of this policy.
- ✓ Be responsible for investigating accidents and incidents, to understand causes and amend risk assessments as required.
- ✓ Support staff with any queries or concerns regarding health and safety.
- ✓ Assist with the completion of risk assessments.

Supervisory staff/department heads will:

- ✓ Be familiar with the requirements of health and safety legislation.

- ✓ Be responsible for the implementation and operation of the school's Health and Safety Policy in their department, and for areas of responsibility delegated by the headteacher.
- ✓ Be responsible for adhering to the aspects of health and safety that are outlined in their job descriptions.
- ✓ Take a keen interest in the Health and Safety Policy and assist in ensuring all staff, pupils and visitors comply with its requirements.

All members of 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.
- ✓ Cooperate with their employers on health and safety matters.
- ✓ Carry out their work in accordance with training and instructions.
- ✓ Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- ✓ Familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety.
- ✓ Avoid any conduct which puts themselves or others at risk.
- ✓ Be familiar with all requirements laid down by the governing body.
- ✓ Ensure that all staff, pupils and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place.
- ✓ Ensure all machinery and equipment is in good working order and safe to use, including adequate guards. They will also not allow improper use of such equipment.
- ✓ Use the correct equipment and tools for the job and any protective clothing supplied.
- ✓ Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- ✓ Report any defects in equipment or facilities to the Headteacher, Deputy Head or School Business Manager.
- ✓ Take an interest in health and safety matters, and suggest any changes that they feel are appropriate.
- ✓ Make suggestions as to how the school can reduce the risk of injuries, illnesses and accidents.
- ✓ Exercise good standards of housekeeping and cleanliness.
- ✓ Adhere to their common law duty to act as a prudent parent would when in charge of pupils.

Pupils will:

- ✓ Exercise personal responsibility for the health and safety of themselves and others.
- ✓ Dress in a manner that is consistent with safety and hygiene standards.

- ✓ Respond to instructions given by staff in an emergency.
- ✓ Observe the health and safety rules of the school.
- ✓ Not misuse, neglect or interfere with items supplied for their, and other pupils', health and safety.

Construction and maintenance of the premises

When undertaking construction or maintenance work, the school will do so in accordance with The Construction (Design and Management) (CDM) Regulations 2015.

Construction work means:

The carrying out of any building, civil engineering or engineering construction work and includes:

- The construction, alteration, conversion, fitting out, commission, renovation, repair, upkeep, redecoration or other maintenance, decommissioning, demolition or dismantling of a structure;
- The preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion;
- The installation, commission, maintenance, repair or removal or mechanical, electrical, gas, compressed, air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure;
- The assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure;
- The removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure.

The headteacher will ensure that all construction and maintenance projects have a formally appointed principal designer and principal contractor.

The headteacher will liaise with the principal contractor to identify if the scope of the project means that it should be notified to the HSE.

The Headteacher will ensure that the principal designer and principal contractor are provided with a 'client brief/CDM pre-construction information' at the earliest opportunity, to contain relevant information which should, as a minimum, include the following:

- ✓ What the school wants built or maintained
- ✓ The site and existing structures
- ✓ Information about hazards, such as asbestos
- ✓ Timescales and budget for the build
- ✓ How the school expects the project to be managed
- ✓ CDM appointments of principal contractor/principal designer

- ✓ Welfare arrangements
- ✓ Details of the nearest A&E department

The principal contractor draws up a Construction Phase Plan that explains how health and safety risks will be managed – permission will not be given for construction or maintenance work to begin until this is in place.

The principal designer prepares a health and safety file containing information that will help the school manage risks associated with any future maintenance, repair, construction or demolition work.

The roles, functions and responsibilities of the project team are clearly defined in writing, e.g. in the project plan.

Sufficient time and resources are allocated, and effective mechanisms are in place to ensure good communication, cooperation and coordination between all members of the project team.

The principal contractor has made arrangements for adequate welfare facilities for their workers before the construction or maintenance work starts.

Following completion of the project, the health and safety file is handed over to headteacher and is made available to anyone who needs to alter or maintain the building.

The headteacher will hold regular progress meetings with the project team to ensure that all members are carrying out their roles as required.

Where the project is for a new workplace or alterations to an existing workplace, it must also meet the standards set out in The Workplace (Health, Safety and Welfare) Regulations 1992.

Training

The school will ensure that staff are provided with the health and safety training they need for their job. This may not always mean attendance at training courses; it may simply involve providing staff with basic instructions and information about health and safety in the school.

Staff will be provided with regular training opportunities and have access to support where needed. Staff are expected to undertake appropriate CPD in order to further contribute to the running and success of the school.

Staff will be trained on how to:

- ✓ Assess risks specific to their role.
- ✓ Meet their roles and responsibilities identified within this policy.

Where relevant to their role, staff will receive specific training in:

- ✓ Using industrial machinery.
- ✓ Managing asbestos.
- ✓ Having responsibility for the storage and accountability for potentially hazardous materials.

First aid

All Early Years staff will be trained in paediatric first aid and school will ensure that a first aid trained member of staff: pupil ratio of at least 1:20 is maintained.

For consistency, in classrooms and the office the first aid kits will be located near to the sink. Items in first aid kits should be replaced using the general first aid stock in the First Aid room. First aid kits and the first aid room will be checked and resources restocked on a termly basis.

An accident slip must be completed when any first aid is provided. When a child has a head injury the child's parents must be called and informed then a red 'bump to head' letter must be completed and given to parents on collection of the child. A red wrist band will also be put on the child's left arm, so that all staff are aware that the child has received a bump to the head.

Allergens and anaphylaxis

The school will maintain a Whole-School Allergy Safety Policy in accordance with current Department for Education statutory guidance. The policy will be reviewed annually and published on the school website.

All staff, including support staff, catering staff, lunchtime supervisors, office staff and temporary staff, will receive appropriate allergy awareness and anaphylaxis training.

The school will maintain suitably located spare adrenaline auto-injectors (AAIs) and ensure that arrangements are in place for regular monitoring of expiry dates and replacement of devices.

Individual Healthcare Plans will be maintained for pupils with diagnosed allergies and will be reviewed regularly in partnership with parents and healthcare professionals.

All allergy-related incidents and near misses will be recorded and reviewed to identify learning points and reduce future risks.

Defibrillators (AEDs)

An AED will be kept in the school office. A minimum of 50 % of staff will be trained in CPR and AED use. The AED will be checked at the start of each half term.

When a person suffers a cardiac arrest, it is essential to call 999 immediately and for effective CPR to start as soon as possible. The person performing CPR should not stop except where this is necessary in order to attach the AED pads or when instructed to do so by the defibrillator, usually before it delivers a shock. If possible, someone else should attach the pads to the patient while CPR continues.

Mental Health & Wellbeing

The school recognises that mental health and emotional wellbeing are important components of overall health, safety and welfare.

The school is committed to promoting positive mental health and wellbeing for all pupils, staff and members of the wider school community.

A designated Mental Health and Wellbeing Lead is available to provide support, advice and signposting for both pupils and staff. Members of the school community are encouraged to seek support at an early stage where concerns arise regarding emotional wellbeing, mental health, work-related stress or personal difficulties.

The school will:

- Promote a culture in which mental health and wellbeing are openly discussed and supported.
- Provide opportunities for pupils and staff to access appropriate support and guidance.
- Signpost individuals to external services and professional support where appropriate.
- Encourage early intervention to prevent concerns escalating.
- Consider mental health and wellbeing when undertaking risk assessments, developing policies and reviewing working practices.
- Monitor staff wellbeing and seek to reduce workplace stressors wherever reasonably practicable.
- Support pupils' emotional wellbeing through the curriculum, pastoral systems and safeguarding procedures.

Concerns relating to the mental health or emotional wellbeing of a pupil will be managed in accordance with the school's Safeguarding and Child Protection Policy, SEND Policy and other relevant procedures.

Contacting the emergency services

The headteacher will certify that procedures for ensuring safety precautions are properly managed are discussed, formulated and effectively disseminated to all staff.

Staff will contact the emergency services in an emergency.

Staff will alert their colleagues to the incident, if it is safe and appropriate to do so, using two-way radios.

Where an ambulance is called for a pupil, the school office will contact the pupil’s parents.

Where necessary, all pupils will be evacuated from the building and taken to the designated emergency assembly point – currently, this the KS2 playground.

Staff will be aware of any pupils who have specific evacuation needs.

Staff will be responsible for the safety of pupils and responding to any questions from the emergency services, as best they can.

Fire safety

All staff members fully understand and effectively implement the Fire Evacuation Plan.

The headteacher is responsible for certifying that procedures for ensuring that safety precautions are properly managed will be discussed, formulated and effectively disseminated to all staff.

Staff will receive fire safety training to ensure they understand the procedure for fire drills and the use of fire extinguishers.

The school will test evacuation procedures on a termly basis.

The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.

Firefighting equipment will be checked on an annual basis by an approved contractor.

Fire alarms will be tested weekly from different 'break glass' fire points around the school, and records will be maintained and held.

Emergency lighting will be tested on a six-monthly basis, and records will be maintained and held.

Accident reporting

All accidents and incidents, including near-misses or dangerous occurrences, will be reported as soon as possible using the standard Accident Report Form.

Any near-misses will be reported to the Health & Safety Officer at Wigan Council who will advise if the HSE needs to be informed.

Significant accidents

Significant accidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will be reported to the HSE at the earliest opportunity.

The 'specified injuries' which must be reported include the following:

- Accidents to employees causing either death or major injury
- Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days (this seven-day period does not include the day of the accident)
- Fractures, other than to fingers, thumbs and toes
- Amputation of an arm, hand, finger, thumb, leg, foot or toe

- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes
- Any crush injury to the head or torso, causing damage to the brain or internal organs
- Any burn injury (including scalding) which covers more than 10 percent of the whole body's surface area or causes significant damage to the eyes, respiratory system or other vital organs
- Any degree of 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 that requires resuscitation or admittance to hospital for more than 24 hours

Additional reportable occurrences include the following:

- The collapse, overturning or failure of any load-bearing part of any lifting equipment
- The explosion, collapse or bursting of any closed vessel or pipe work
- Electrical short circuit or overload resulting in a fire or explosion
- Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, or injury caused by an explosion
- Any accidental release of a biological agent likely to cause severe human illness
- Any collapse or partial collapse of scaffolding over five metres in height
- When a dangerous substance being conveyed by road is involved in a fire or is released
- The unintended collapse of any building or structure under construction, alteration or demolition, including walls or floors
- Any explosion or fire resulting in the suspension of normal work for over 24 hours
- Any sudden, uncontrolled release in a building of: 200kg or more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas, or 500kg or more of these substances if the release is in the open air
- Accidental release of any substances which may damage health
- Serious gas incidents
- Poisonings
- Skin diseases including, but not limited to: occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne
- Lung diseases including, but not limited to: occupational asthma, farmer's lung, asbestosis, mesothelioma
- Infections including, but not limited to: leptospirosis, hepatitis, anthrax, legionellosis, tetanus

- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome

The school will also report occupational diseases upon receipt of a written diagnosis from a doctor that a staff member has a reportable disease linked to occupational exposure. These include the following:

- Carpel tunnel syndrome
- Severe cramp of the hand or forearm
- Occupational dermatitis, e.g. from work involving strong acids or alkalis
- Hand-arm vibration syndrome
- Occupational asthma, e.g. from wood dust and soldering using rosin flux
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to an occupational exposure to a biological agent

Work-related stress and stress-related illnesses will not be reported due to the fact that they are not usually just one distinct event. RIDDOR stipulates that to be reportable, an injury must have resulted from an accident arising out of or in connection with work.

The school will only report accidents that are:

- Discrete.
- Identifiable.
- Unintended incidents which cause physical injury.

Reporting procedures

Should an incident require reporting to the Incident Control Centre (ICC) (part of the HSE), the health and safety officer, or a person appointed on their behalf, will file a report as soon as is reasonably possible. The person will complete the relevant report on the HSE website: http://www.hse.gov.uk/riddor/report.htm. The school will not submit written accident reports to the HSE, except for in exceptional circumstances. The school will report all accidents and injuries online where possible using the above web address. Fatal and specified injuries, as outlined in section 9, may only be reported using the telephone service on 0345 300 9923, open Monday to Friday 8.30am to 5pm.

Reporting hazards

Staff, pupils, contractors and visitors have a legal duty to report any condition or practice they deem to be a hazard.

In the main, reporting should be conducted verbally to the site manager or School Business Manager as soon as possible, who will then inform the headteacher as appropriate.

Accident investigation

All accidents, however small, will be investigated by headteacher, or nominated person, and the outcomes recorded.

The length of time dedicated to each investigation will vary on the seriousness of the accident.

After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

The Headteacher, or nominated person, will undertake monthly evaluations of all reported incidents. They will then identify patterns and trends in order to take corrective action and minimise the reoccurrence of any incident/illness.

Active monitoring system

It is good practice to actively monitor systems prior to accidents, ill health or incidents taking place; this involves regularly checking compliance procedures and the achievement of objectives. Our procedure for actively monitoring our system includes:

- ✓ Annual audits, including fire risk assessments and health and safety audits.
- ✓ Termly examination of documents to ensure compliance with standards.
- ✓ Termly inspection of premises, plants and equipment.
- ✓ Monthly reports and updates to the headteacher.
- ✓ External measures, such as surveys by contractors and service providers, along with visits from Environmental Health and Ofsted.

Bomb Threat and Lockdown (including evacuation and invacuation procedures)

All staff members fully understand and effectively implement the school's Bomb Threat Policy.

In the event of an emergency, the procedures outlined in the Bomb Threat Policy, Evacuation Policy and/or Lockdown Procedure will be followed.

All staff members are trained in handling bomb threats and have easy access to instructions of the procedure, which can be found in the Bomb Threat Policy.

Upon receipt of a bomb threat or a suspicious package, staff members will ask the following types of questions, regardless of the call's source (including if the call is from the police):

- Where is it?
- In which building is it and on what floor?
- What time will the bomb go off?
- What does the bomb look like and what colour is it?
- What type of bomb is it and what type of explosive?
- Who are you?
- Why are you doing this?

- Do you have a code word?

The appropriate evacuation procedure will be followed whether staff members believe the threat to be a hoax or not.

Where possible, caller ID or dialling the 1471 service will be used to identify where the call has come from.

Staff should note the time of the call and write down exactly what was said by the person calling, as this may be useful for the police.

Where possible, recording devices will be used whilst receiving a bomb threat.

The staff member receiving the call will contact the headteacher immediately, who will then alert the police and the LA.

The headteacher will decide whether or not to evacuate the building.

Evacuation

The school will follow the evacuation in the event of a crisis.

In the event of a fire, the Fire Evacuation Plan will be implemented.

If an evacuation is deemed necessary, the following procedure will take place:

All senior staff will be informed of the situation either in person or via the internal computer system, not by the use of radios or mobile phones. The evacuation will then take place as per fire drill procedures, except staff will be instructed to:

- Leave all doors and windows open (excluding the area in which the bomb or suspicious package is positioned; this room should be sealed with all windows and doors closed).
- Take all essential personal items with them, to avoid unnecessary searching.
- Staff and pupils will be asked to make their way to the normal fire assembly area (the area should be moved if close to the area of the bomb or suspicious package).
- Staff will be positioned at all gates leading into the school and nobody will be allowed in or out except for emergency personnel.
- Once the police have arrived, staff will await further instruction from the emergency services.

Visitors to the school

The procedures outlined in the Visitor/Contractor Policy will be implemented by relevant staff when receiving visitors to the school.

All visitors and contractors will sign in to reception and provide relevant DBS evidence and ID.

Once signed in, visitors and contractors will be collected from reception by the member of staff they are visiting, or escorted to the area of the school concerned.

No contractor will carry out work on the school site without the express permission of the headteacher, other than in an emergency or to make the site safe following theft or vandalism.

Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, pupils or visitors to the school.

Anyone hiring the premises will be made aware of their health and safety obligations when making the booking.

Visitors and contractors will wear a visitor's badge at all times while on school grounds.

Cleaning contractors will wear an easily identifiable uniform or badge at all times.

Temporary teaching staff and assistants will inform reception of their presence by reporting to reception on arrival and signing the visitors' log.

Staff members who encounter an unidentifiable visitor will enquire if they require assistance and direct them to reception or off site.

Staff members who encounter uncooperative visitors threatening violence, refusing to leave the site, or carrying out physical or verbal abuse will seek immediate help by calling 999.

Personal protective equipment (PPE)

PPE means all equipment worn, or held, by staff or pupils which is designed to protect them from specified hazards.

The school will provide employees and pupils who are exposed to a hazard at the school, which cannot be controlled by other means, with PPE.

All staff and pupils will be provided with protective eyewear when approriate. Visitors will also be supplied with PPE when appropriate.

Staff and pupils will use the PPE provided, and care for it according to the instructions and training given.

PPE will not be worn if the hazard is caused by wearing it that is greater than the hazard it is intended to protect the wearer from.

PPE includes laboratory and workshop equipment, such as tool box tools, protective clothing, safety footwear and face masks, PE equipment, ICT equipment, photocopiers and other office equipment, lifting equipment and respiratory protective equipment.

Clothing that is not specifically designed to preserve the health and safety of the wearer does not constitute as PPE, e.g. school uniform.

Thorough risk assessments are carried out to determine the suitable PPE to be used for each hazard.

Staff and pupils can expect that any equipment they use is suitable for its intended use and is properly maintained.

Staff will receive health and safety training in order to ensure they know how to properly use, maintain and store PPE, and how to detect and report faults.

Equipment manuals are readily available and warning signs are clearly displayed in areas, and on equipment, where PPE is mandatory.

The school understands its duty to cover the costs of purchase, cleaning and repair for all clothing that is:

- Protective clothing that staff require to fulfil their roles.
- A uniform that employees only wear to work.

The SBM will keep a record of all expenses related to PPE and uniform for HR and finance purposes.

In accordance with HM Revenue and Customs (HMRC), the school will pay any tax and national insurance on uniforms and PPE that are not exempt.

Using a P11D form, the school will report the cost of the following to HMRC, unless they are exempt:

- Buying the clothes for employees
- Lending clothes to employees
- Cleaning or repairing clothing

The school will not report the above to HMRC if it is provided as part of a salary sacrifice arrangement.

If the school follows either of the below procedures, we will not report uniform costs as detailed in 17.16 to HMRC:

- Paying a flat rate to employees as part of their earnings – either a benchmark rate or a special (bespoke) rate approved by HMRC.
- Paying back the employee's actual costs.

Maintaining equipment

The following equipment will be checked at least annually be a qualified contractor:

- All electrical appliances
- All fixed gymnasium equipment
- Any heating equipment
- All roller shutters

Hazardous materials

The school will act in accordance with the school's COSHH Policy at all times.

No chemicals or other hazardous materials will be used without the permission of the headteacher.

The school will only purchase hazardous materials from a reputable source, making sure that the relevant material safety data sheet (MSDS) is provided by the retailer on delivery.

The school will only order supplies of hazardous materials when existing stocks are no longer adequate, and in quantities that are no larger than necessary.

The site manager will ensure that the relevant control measures and appropriate guidelines are put in place to manage the risks identified in risk assessments.

Control measures will be checked and reviewed by the site manager on a termly basis to ensure continued effectiveness, even when they are known to be reliable.

All equipment, materials and chemicals will be held in appropriate containers and areas conforming to health and safety regulations.

Hazardous substances will be labelled with the correct hazard sign and contents label.

Low-toxic products, such as corrective fluid and aerosol paints, will be stored securely and only used under supervision in a well-ventilated area.

Dust and fumes will be safely controlled by local exhaust ventilation equipment.

No staff member or pupil should ever be put at risk through exposure to any hazardous substance used in our practical curriculum.

No potentially hazardous materials will be used in lessons without the approval of the headteacher.

Where a substance has a workplace exposure limit, control measures will ensure that exposure is below the limit.

The site manager will keep an up-to-date inventory of all the hazardous chemicals and materials held at the school.

Asbestos management

In accordance with HSE guidance, an asbestos management survey is conducted annually by a Statuary Compliance Officer from Asbestos Management, Wigan Council, which is a United Kingdom Accreditation Service accredited surveying organisation.

This survey will be undertaken following any changes of use to a location or prior to any significant building work.

As a result of the asbestos management survey, risks are identified and dealt with on a priority basis.

Further details concerning the management of asbestos can be found in the Asbestos Management Policy.

Medicine and drugs

The school's Supporting Pupils with Medical Conditions Policy will be read, understood and adhered to at all times.

The school will obtain notification from parents regarding any medication that pupils are required to take.

Only trained staff will administer medication.

Staff will receive annual training in supporting pupils with medical conditions.

The school's Administering Medication Policy will be followed at all times.

A record will be kept of any medication that pupils take – this will be checked prior to administering any non-prescription medication.

Sharps are not likely to be found commonly on school premises; however, staff will be vigilant towards the following circumstances in which sharps may be found:

- During school-based vaccination programmes
- Where an individual within the school requires injections to manage a health condition
- Where a pupil brings a sharp into the school
- Where glass is broken within the school, or broken glass is found on or around the school premises
- Where drug paraphernalia, e.g. heroin needles, is found on or around the school premises

Handling and disposing of a sharp

Any member of staff who discovers a discarded sharp should inform a member of SLT immediately. Site staff members and those who may deal with medical conditions where injections are required will be trained on the following:

- The safe collection and disposal of sharps.
- Assembling sharps boxes and verifying that they are compliant with the accepted standards.
- The procedure to log incidents and who to inform.
- Immediate action in the event of sharps or needlestick injury.

Where an individual brings a sharp onto the school premises, e.g. a needle to manage a health condition, they will be responsible for its disposal. The use of needles for medication for an individual on the school premises will be managed in line with the Administering Medication Policy.

Where a sharp is found, the nearest staff member will move all pupils away from the area in order to prevent accidental injuries, and will guard the sharp while alerting another staff member to bring the sharps retrieval kit. Sharps retrieval kits will contain:

- Protective gloves.
- A pair of long-stemmed tongs.
- A pincer tool, e.g. tweezers.
- Brush and pan.

- A sharps box (or in the absence of a box, a suitable, sealable container)

Any sharps boxes retained in school will be marked 'Danger: Contaminated Sharps' and 'Destroy by Incineration'. They will be kept off the floor and out of the reach of pupils. Sharps boxes must not be filled above the designated fill line on the outside of the box. Once filled, boxes will be sealed immediately and removed by a clinical waste contractor or a specialist collection service.

The staff member will check the surrounding area carefully to ensure that no other sharps are in the vicinity. Where the sharp cannot be removed immediately, e.g. due to a delay in obtaining the sharps retrieval kit, the nearest staff member will place a cone or box on top of the sharp to prevent anyone from touching or finding it.

The following procedure will be followed in the event that sharps are found on the school premises:

- Stall will wear protective gloves, and will not handle sharps with bare hands.
- Staff will not handle sharps while barefoot or wearing open shoes, as injury may occur if the sharp is dropped on feet.
- Only one sharp will be handled at a time and, where there are multiple, sharps will be carefully separated using the pair of tongs.
- Sharps will be picked up using the relevant equipment, e.g. pair of tongs or brush and pan for broken glass, and place it into the sharps box, which will be brought to the sharp rather than the other way around.
- The appropriate staff, including the headteacher and site manager, will be informed.
- The incident will be recorded, with details of when, where and by whom the sharp was found.
- Sharps will be disposed of quickly and safely into the school's sharps bin.

Sharps injury

First aid staff will be trained in handling sharps injuries, and will adhere following guidelines in case of injury from a contaminated sharp:

- Encourage the wound to bleed gently, ideally by holding it under running water
- Wash the wound using water and soap
- Avoid scrubbing the wound while washing
- Avoid sucking the wound
- Dry the wound and cover it with a waterproof dressing
- Seek medical advice

Injuries will be handled in line with the First Aid Policy.

Smoking & Vaping

The school is a non-smoking premises and no smoking or vaping will be permitted on the grounds.

The school's Smoke-Free Policy will be read, understood and adhered to by all staff.

Housekeeping and cleanliness

Cleaners will be monitored by the Headteacher. The standard required will be clear in the service level agreement held with the contracted cleaners.

Special consideration will be given to hygiene areas.

Waste collection services will be monitored by the site manager.

Special consideration will be given to the disposal of clinical waste.

The headteacher is responsible for ensuring that the school is at a safe temperature for staff and pupils to work in. The school will adhere to the provisions as outlined in The School Premises (England) Regulations 2012, which state:

Areas	Temperature
Where there is a below-normal level of physical activity due to ill health or a physical disability, e.g. isolation rooms; however, this does not include sleeping accommodation	21°C
Where there is a normal level of physical activity associated with teaching, private study or examinations	18°C
Where there is a high level of physical activity, e.g. PE sports halls, washrooms, sleeping accommodation and circulation spaces	15°C

Infection control

The school actively prevents the spread of infection through the following measures:

- ✓ Routine immunisation
- ✓ Maintaining high standards of personal hygiene and practice
- ✓ Maintaining a clean environment

The school employs good hygiene practices in the following ways:

- ✓ Displaying posters throughout the school, encouraging all pupils, staff members and visitors to wash their hands after using the toilet, before eating or handling food, after touching animals, and following any other actions that increase the risk of the spread of infection, such as coughing or sneezing
- ✓ Ensuring there is sufficient liquid soap, warm water and paper towels available for everyone to wash their hands throughout the school
- ✓ Employing cleaners to carry out thorough and frequent cleaning that follows national guidance
- ✓ Providing PPE where necessary
- ✓ Immediately cleaning any spillages of bodily fluids with a combination of detergent and disinfectant, and always wearing PPE. Mops will not be used to clean up body

fluid spillages; instead, paper towels will be used and discarded properly, following the procedures for clinical waste

- ✓ Washing all laundry in a separate dedicated facility and washing any soiled linens separately
- ✓ Hygienically bagging any pupils' soiled clothing to go home and never rinsing it by hand
- ✓ Storing all clinical waste in clinical waste bags and in a secure, dedicated area, before it is removed by a registered waste contractor
- ✓ Providing a secure sharps bin, out of reach of pupils, for the disposal of sharps
- ✓ Discouraging pupils, staff members and visitors from touching any stray animals that may come onto the school premises
- ✓ Staff and pupils displaying signs of infection, such as rashes, vomiting, diarrhoea, etc., will be sent home and recommended to see a doctor.

All staff are subject to a full occupational health check before starting employment at the school.

The school keeps up-to-date with national and local immunisation scheduling and advice. All pupils' immunisation status is checked at school entry and at the time of any vaccination.

The school encourages parents to have their children immunised.

All cuts and abrasions will be covered with waterproof dressings.

The school will ensure that arrangements are in place to minimise any pupil health risks, e.g. flu, by ensuring hygiene standards are maintained and pupils and staff are not permitted in school if they are unwell.

Wall-mounted hand sanitiser is available around the school.

Further information concerning our policies and procedures addressing infection control can be found in our Infection Control Policy.

Risk assessment

The headteacher has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas in the school.

Weekly assessments of high-risks areas, such as the playground, will be undertaken.

Annual risk assessments will be conducted for all other areas of the school.

Risk assessments will consider the needs of staff, pupils, visitors and contractors.

Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.

Risk assessments will be reviewed if:

- ✓ There is any reason to suspect that they are no longer valid.

- ✓ There has been a significant change in related matters.

The school will record any significant findings of any risk assessments, including the following:

- ✓ The identified hazards
- ✓ How people might be harmed by them
- ✓ What the school has implemented to control the risk
- ✓ Staff leading day trips or residential stays must complete necessary risk assessments at least two weeks before (day trips) or six weeks before (residential) for approval by the headteacher.

Slips and trips

In line with HSE guidance, control measures are in place to effectively control slip and trip risks. The school utilises the following procedure:

- Identify the hazards – risk factors considered include:
  - Environmental (floor, steps, slopes, etc.)
  - Contamination (water, food, litter, etc.)
  - Organisational (task, safety, culture, etc.)
  - Footwear (footwear worn for evening events may not be in line with the school's Uniform Policy)
  - Individual factors (rain, supervision, pedestrian behaviour, etc.)
- Decide who might be harmed and how
- Consider the risks and decide if existing precautions are sufficient, or if further measures need to be introduced
- Record the findings
- Review the assessment regularly and revise if necessary

Security and theft

CCTV systems will be used to monitor events and identify incidents taking place.

CCTV systems may be used as evidence when investigating reports of incidents.

Money will be held in a safe and banked on a weekly basis to ensure large amounts are not held on-site.

Money will be counted in an appropriate location, such as the school office, and staff should not be placed at risk of robbery.

Staff and pupils are responsible for their personal belongings and the school accepts no responsibility for loss or damage.

Thefts may be reported to the police and staff members are expected to assist police with their investigation.

All members of staff are expected to take reasonable measures to ensure the security of school equipment being used.

Missing or believed stolen equipment will be reported immediately to a senior staff member.

The school will install access control and security measures to ensure the safety of the school, e.g. security glazing on windows.

The school will ban individuals from the premises if they pose a risk to any member of the school community.

The school will consider any risks that are posed by their local context, e.g. recent arson attacks.

Severe weather

The school will act in accordance with the Adverse Weather Policy where the weather could pose a risk to individuals on school site.

The headteacher, in liaison with the governing board, will make a decision on school closure due to severe weather on the grounds of health and safety. If a closure takes place, the governing board will be promptly informed.

School trips and visits

Health and safety policy and procedures concerning school trips and visits, including trips abroad, are contained in the school's Educational Trips and Visits Policy.

Work-related hazards

Manual handling

Manual handling can prove hazardous when it has the potential to cause a musculoskeletal disorder. This can be due to repetition of the action, the force and/or posture involved in the completion of a handling task, and/or a person's ability to hold or gr asp the particular item in a safe and balanced manner.

The school will, as far as practicable, will reduce the need for members of staff to carry out any manual handling tasks that involve a risk of injury. Where manual handling tasks are necessary, the school's Manual Handling Risk Assessment will be implemented. The control measures will be monitored to ensure they are reducing the risk of injury and being implemented correctly.

The capability and circumstances, e.g. age, of staff will be taken into account where manual handling tasks are required. Where there is an unacceptable risk of injury or harm, no manual handling tasks will take place.

All members of staff will receive manual handling information and training as needed.

Working at heights

Work at height will be avoided where possible and managed in accordance with the Work at Height Regulations 2005.

Lone working

Lone working is not permitted. Any visits to private addresses require employees to visit in pairs.

Stress management

Staff will be aware of the symptoms of stress, including sleeping problems, dietary problems, mood swings, feeling lethargic, fatigue, emotional problems, chest pains and elevated heart rate, lack of focus, inability to concentrate and increased sweating. Staff members who suffer from any of these symptoms are advised to consult their GP as soon as possible. All staff wellbeing matters are managed in line with the Staff Wellbeing Policy.

Display screen equipment

Display screen assessments will be carried out by the health and safety officer for teaching staff and administrative staff who regularly use laptops or desktops computers. Further policy and procedures concerning display equipment are addressed in the Display Screen Equipment (DSE) Policy.

Monitoring and review

The effectiveness of this policy will be monitored continually by the headteacher and the governing board. Any necessary amendments may be made immediately.

The next scheduled review date for this policy is Autumn 2027.