



**Newall Green Primary School**  
*Aiming High To Reach Our Goals*



# The Cherry Tree Trust Health and Safety Policy

<b>Approved by:</b>	Trustees	<b>Date:</b> 05.10.23
<b>Last reviewed on:</b>	28.11.2024	
<b>Next review due by:</b>	28.11.2025	

## Contents

1. Aims .....	3
2. Legislation .....	3
3. Roles and responsibilities.....	3
4. Site security .....	8
5. Fire .....	9
6. COSHH .....	10
7. Equipment .....	11
8. Lone working .....	12
9. Working at height.....	13
10. Manual handling.....	13
11. Off-site visits .....	14
12. Lettings .....	15
13. Violence at work.....	15
14. Smoking.....	15
15. Infection prevention and control.....	15
Following good hygiene practices.....	17
Implementing an appropriate cleaning regime .....	17
Keeping rooms well ventilated.....	17
16. New and expectant mothers.....	177
17. Occupational stress.....	177
18. Accident reporting.....	188
19. Training.....	1818
20. Risk Assessment .....	1819
21. Safeguarding .....	18
22. Noise .....	18
23. Office - Admin .....	18
24. Risk Assessment .....	18
25. Monitoring.....	18
26. Links with other policies .....	1819

---

## Definitions

- This policy applies to The Cherry Tree Trust. The term “school” in this policy is used to describe any school in the Trust to which the policy applies, unless noted otherwise;
- All references to “teacher(s)” refer to the person or persons covered under the scope of this policy.
- All references to the “governing body” or to “the governors” refer to the Trustees / Local Governing Body of the Cherry Tree Trust.
- All references to the “headteacher” refer to the head of teacher of the relevant school unless the information pertains to the Executive Head Teacher.

## 1. Aims

Our school aims to:

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

## 2. Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#), guidance from the Health and Safety Executive (HSE) on [incident reporting in schools](#), and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users’ entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

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

## 3. Roles and responsibilities

### 3.1 The Trust Board

The Trust board has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the Executive Head and the Local Governing Body.

The Trustees will ensure that:

- Competent Health and Safety advice is obtained to support the school management using [www.hse.gov.uk](http://www.hse.gov.uk)
- A Health and Safety policy is in place and that the policy is reviewed annually.
- Risk assessments of work activities are undertaken and a written record of the assessments kept.
- Sufficient funding is allocated for health and safety, e.g. in respect of training, personal protective clothing etc.;
- Regular safety inspections take place
- A positive H&S culture is established and maintained.

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

The academy trust, via the Executive Head, as the employer, also has a duty to:

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

### 3.2 Executive Head

The Executive Head is responsible for health and safety day-to-day. This involves:

- Implementing the health and safety policy
- Competent health and safety advice is obtained to properly assist the school management to comply with its health and safety obligations
- Information and advice on health & safety is acted upon/circulated to employees, governors and staff are monitored to be sure advice is being followed
- Ensuring there is enough staff to safely supervise pupils
- Ensuring that the school building and premises are safe and regularly inspected, risks are identified and managed using the plan, do, check, act approach to protect the health and safety of employees, children and members of the public within school grounds
- Regular safety inspections, at least three per year, are undertaken and that issues identified are actioned or programmed as necessary.
- Providing adequate training for school staff, ensuring that employees are competent to undertake the tasks required of them, handling of equipment or other resources to enable the task to be undertaken safely
- Reporting to the Trust / Governing Board on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Delegates Health and Safety duties to an individual, referred to as the Site Manager, he/she ensures that the duties are clearly defined, the person is competent to carry them out and that sufficient resources are allocated to enable them to be carried out.
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed regularly
- Safe systems of work, identified from risk assessments or to comply with national standards / guidance, are monitored to ensure they are being followed and are effective

- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary
- A report is produced termly that summarises accident/incidents that have occurred, what health and safety specific policies and risk assessments have been revised and any significant health and safety issues that have been identified
- Reviewing accidents and other incidents in relation to health and safety and reporting to the Executive Head and the Board of Trustees on the outcomes of these investigations

In the Executive Heads absence, the deputy head or most senior member on site, assumes the above day-to-day health and safety responsibilities.

### 3.3 School Business Manager

The school business manager is responsible for, in addition to any duties set out in this document or elsewhere, assisting the Executive Head in meeting the objectives of the health and safety policy, and in particular:

- Monitoring and reviewing the implementation of the health and safety policy
- Ensuring that responsibilities for health and safety are clearly allocated, and that the correct level of competence and training is identified for employees
- Ensuring that responsibilities for health and safety are clearly allocated, and that the correct level of competence and training is identified for employees
- Ensuring team members under their control comply with relevant health and safety legislation and follow approved procedures and systems of work
- Ensuring that risk assessments are provided for all significant work activities and the results of these assessments are implemented and communicate appropriately
- Ensuring that the arrangements for fire, first aid, accidents and emergencies are implemented
- Ensuring that the health and safety management system is implemented
- Ensuring that relevant policies, procedures and safe work practices are provided
- Ensuring that appropriate procedures are in place for the purchase, maintenance and use of work equipment, and that the health and safety aspects are fully assessed
- Ensuring appropriate personal protective equipment is provided, worn and maintained
- Implementing the recommendations made by external auditors, enforcement officers and other relevant parties, within the timescales allocated
- Ensuring that the arrangements for communication, cooperation and consultation are maintained
- Investigating accidents and incidents and ensure that any improvements identified in relation to working practices are implemented, and informing SLT immediately of any significant failures
- Monitoring health and safety standards on site at regular intervals and ensure remedial action is implemented
- Ensuring that staff receive adequate training, information, instruction and supervision to discharge to their specific health and safety responsibilities
- Providing the Executive Head with health and safety updates as necessary, including accident reports and recommendations for improvements
- Ensuring that health and safety records and documentation are complete and are systematically sorted

### 3.4 Site Manager

The Site Manager will:

- Undertake daily, weekly and termly safety inspections to ensure the site is safe and health and safety advice is being followed;
- Advise the Head Teacher and Governors on action required to comply with relevant H&S Legislation
- In consultation with Head Teacher/Governors, set timescales/ensure work is carried out to meet the requirements of H&S Legislation.

### 3.5 Senior Managers

The Senior Manager will:

- ensure that H&S is addressed at phase meetings.
- assist the Site Manager in identifying competent persons/carrying out risk assessments;
- ensure that H&S requirements, e.g. staff training, are adequately catered for in the phase on induction of a new member of staff
- ensure that staff are made aware of H&S information relevant to them and have access to the H&S publications provided or referred to as standards.

### 3.6 Employees (All)

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

Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Co-operate with the school on health and safety matters, e.g. carrying out risk assessments
- Work in accordance with training and instructions and not misuse anything provided for health and safety purposes
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Report any accident, near miss incident, dangerous occurrence or case of ill health arising out of work and cooperate with management in investigating such accidents or incidents
- Model safe and hygienic practice for pupils
- Understand emergency evacuation procedures and feel confident in implementing them

The school complies with the H&S (Consultation with Employees) Regulations 1996 by having H&S as a standard item on the agenda of staff meetings at least once a term

## COMPETENCY

Health and Safety competency is viewed as one of the key elements of risk management and is essential in respect of the control of dynamic work situations, e.g. teaching a class of students.

Employees appointed to the roles will be assessed and where competency requirements are not already met, how the person will be made competent must be identified, e.g. work shadowing, reading up of technical manual, attendance on training course.

### 3.7 Site Staff and Cleaners

Have the responsibilities indicated for all employees. See section 3.6.

### 3.8 Volunteer Helpers

Have the same duties as those indicated for employees.

### **3.9 Managing temporary or migrant employees and volunteers**

Temporary and migrant employees or volunteers are only taken on if they have the specific skills and qualifications appropriate for the job. They receive induction training, using the induction training pack, including the Health and Safety information and instructions and details of emergency and first aid procedures. If they are involved in safety critical tasks, we assess their abilities ensuring they have the competence and understanding to perform in their role and an assessment is made on.

### **3.10 Pupils and parents/carers**

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

## **MEDICAL NEEDS**

The school will try to accommodate pupils with medical needs wherever practicable in line with the following policies:

Children With Health Needs Who Can't Attend School Policy  
First Aid and Administering Medicine Policy  
Supporting Pupils with Medical Conditions Policy

### **3.12 Contractors**

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

There are two distinct types of contractors who will have access to site. These will be service contractors who regularly work on the site and building contractors who work on an 'as and when' basis.

## **SERVICE CONTRACTORS**

Service contractors have regular access to site as specified by a contract. Such contractors' visits can vary from an annual visit, e.g. to service boilers, check fire extinguishers, etc., to those on site daily, e.g. cleaning or catering staff. The service contract specifies what work is expected of them and what they can expect from the school.

Their personnel will follow their own safe systems of work but their working methods should take into account how they will impact upon staff, students and other visitors on site. The school has/will provide details of its safe systems of work to the contractors where relevant and in the case of the cleaning/catering contractors they have been consulted over emergency arrangements. A copy of this policy will/has also been provided to them.

## **BUILDING CONTRACTORS**

These are contractors who attend site to undertake building works, which can vary from simply replacing a broken window to remodelling a room or building a new block. The following is the general risk assessment on these activities that identifies the potential hazards and how these will be minimised/eliminated.

Hazards associated with building work relate to personal injury or damage to health caused by:

- a) slips/trips/falls as a result of contamination of surfaces by spillages, trailing leads or unprotected edges;
- b) being hit by falling objects dropped by persons working above head height;
- c) inhalation of smoke/fume through heating substances or use of same, i.e. paint/varnish/tar, etc.
- d) coming into contact with machinery or vehicles.

e) Pupils, staff and/or visitors (movement); traffic on site

This is only a brief outline of the hazards that may occur in areas where staff and students have access. Such hazards are controlled by the arrangements listed below and by the effective supervision of students.

### **SMALL SCALE BUILDING WORKS**

This includes day-to-day maintenance work and all work undertaken on site where a pre-site meeting has not taken place.

a) All contractors must report to the office on their arrival and under no circumstances are they to commence work until given approval to do so by the Site Manager and/or the School Business Manager.

b) Before any work is commenced, it is essential that the Site Manager is made aware of

i) what work is to be undertaken, copy of RAMS

ii) where the work is to be carried out,

iii) an indication of the likely timescale,

iv) what equipment is to be used,

v) what services are required.

c) Before work is to commence, the contractors must be advised by the Site Manager

i) where they can gain access to services,

ii) what the fire precautions are for the building, i.e. upon hearing the alarm, which is a continuous bell, they must exit the building immediately and report to the Fire Assembly Point.

iii) any particular problems with the work, e.g. access may still be required to the area.

d) The contractors must be issued with a visitor pass and advised that it must be worn at all times whilst on site. A DBS check is required.

e) The contractors must be advised who to contact on site if they have a problem.

### **LARGE SCALE WORKS**

This encompasses all work where a pre-site meeting is required. In normal circumstances this will involve work where part of the site is completely handed over to the contractors. Such work usually coming under the requirements of the Construction (Design and Management) Regulations and the school must exercise the duties of the Client as contained therein.

For all large scale works a pre-meeting will take place and the Executive Head Teacher will attend the meeting. RAMS will identify timescales for work, methodology (e.g. noisy work done when school is unoccupied wherever possible), access requirements, emergency access requirements, etc.

### **SPECIALIST OPERATIONS**

These are where specific high-level access equipment is to be used and where additional information will be required. This includes the use of access scaffolding and other specialist equipment. Risk assessments must be completed and signed off before any 'specialist operations' can commence.

## **4. Site security**

Robert Brownhill, the Site Manager, is responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

Sarah Rudd, The Executive Head, and Robert Brownhill are key holders and will respond to an emergency.



The school site has been assessed against the following, Security of Boundary, Security of Buildings, Security of Property, Security of personnel and belongings and security issues relating to students. If employees have any questions on Security they should initially speak to their Line Manager.

Store Areas have been assessed. Activities undertaken include cleaning, , DIY and maintenance tasks, grounds maintenance and portage.

The Site Manager has been given the necessary training and advice to complete these tasks safely and competently.

Weekly buildings meetings monitor works taking place, future works planned, costings of works, training needs and suitable work wear and tools.

#### **4.1 PERSONAL PROTECTIVE EQUIPMENT**

The site manager and assistant caretaker are issued with protective steel toe capped boots and heavy-duty clothing.

### **5. Fire**

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices.

A fire risk assessment has been undertaken in line with the requirements of the Regulatory Reform (Fire Safety) Order and this identifies the physical fire precautions in place, the measures to prevent fires starting and the measures to ensure everyone can escape from the building in the event of a fire. Personal Emergency Evacuation Plans (PEEP's) are written for those children who require help with this process.

Fire risk assessment of the premises will be reviewed regularly by Total Fire Group Ltd.

Emergency evacuations are practised every half term and are required in order to familiarise persons with the systems in place. Planned fire drills may however be cancelled in the event of accidental/malicious sounding of the alarm in order to reduce disruption.

The fire alarm is a loud continuous bell.

The school has a modern fire alarm system incorporating detection and break points. The fire alarm is sounded at 3.30pm on a Tuesday each week to ensure that it is working and can be heard throughout the school.

New staff are trained in fire safety, by way of an online course provided by SSS Training and all staff and pupils will be made aware of any new fire risks.

In the event of a fire:

- The alarm should be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures should begin immediately
- Fire extinguishers are subject to an annual check by a contractor and on a weekly basis the extinguishers are visually checked, by the Site Manager, to ensure that they are in position and that the pins are in place.
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them, upon completion of their SSS training course, and are confident they can use them without putting themselves or others at risk. Staff are reminded that in the event of a fire the priority is to raise the alarm and ensure that everyone gets out of the building, fire extinguishers are provided to aid escape if required but are not otherwise intended to be used.
- Staff and pupils will congregate at the assembly point. This assembly point is the main school playing field
- Class teachers will take a register of pupils, which will then be checked against the attendance register of that day
- The office staff will take a register of all staff

- The business manager will take a register of all visitors
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter

## 6. COSHH

The requirement to assess hazardous substances either in use or created by school operations is a requirement of the Control of Substances Hazardous to Health (COSHH) Regulations. Hazardous substances are those identified as corrosive, irritant, toxic, harmful and any with a Workplace Exposure Limit (WEL).

The school COSHH assessments are maintained and summary information is kept where substances are stored/used. If employees have any questions on hazardous substances they should initially speak to their Line Managers.

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

- Fumes
- Dusts
- Vapours

Control of substances hazardous to health (COSHH) risk assessments are completed by United Cleaning Solutions and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

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

Hazardous products are stored securely in the site managers office.

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

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

### 6.1 Gas safety

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

### 6.2 Legionella

We will ensure compliance with the relevant legislation with regard to the Control of Legionella in hot and cold-water systems for all pupils and staff and to ensure best practice by extending the arrangements as far as is reasonably practicable to others who may also be affected by our activities.

#### **The School will ensure that:**

- A water risk assessment has been completed by Cleartech, the company who undertake our legionella risk assessments, and that control measures are implemented by Cleartech
- The site manager (Robert Brownhill) is the nominated competent person for Legionella on the premises and acts on behalf of the School to provide the necessary competence to enable Legionella to be managed safely.
- Cleartech is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book
- Cleartech will ensure that all periodic and exceptional recording, flushing, cleaning and general Legionella management tasks are correctly completed and recorded in accordance with H&S requirements.

They should advise the Executive Head of any condition or situation relating to Legionella which may affect the safety children or staff.

- This risk assessment will be reviewed every two years and when significant changes have occurred to the water system and/or building footprint
- The school water assessment register is kept in the School Office.

### 6.3 Asbestos

A survey has been undertaken of the school to identify asbestos and where asbestos has been identified/strongly presumed/presumed to be present this information has been summarised in two lists at the front of the Asbestos Management Plan (AMP). The AMP is kept in the office and condition checks as necessary are carried out by the Site Manager before any changes or building works commence.

- Staff are advised that asbestos containing materials in school are labelled only in places where pupils do not have access; always check before pinning, drilling or otherwise potentially damaging walls, ceilings, floors, etc. Do not assume there is no asbestos present.
- Any building contractors or contractors who might need to access roof voids or drill into ceilings/floors/walls will be notified of where asbestos is identified/strongly presumed/presumed and must sign to confirm they have been made aware (on a building contractor sign in sheet).
- Contractors are advised that if they discover material that they suspect could be asbestos, they must stop work immediately until the area is declared safe
- A record is kept of the location of asbestos that has been found on the school site

## 7. Equipment

All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place, which is kept by the School Business Manager.

When new equipment is purchased, it is checked to ensure it meets appropriate educational standards.

All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

### 7.1 Electrical equipment

The school has fixed electrical installation checked and certificated once every 5 years in line with the Electricity at Work Regulations.

Portable electrical equipment should be visually checked by staff before use, i.e. check equipment and plug undamaged and that wire is not worn or loose entering equipment or plug and if any defects are noted the item is to be put out of use. In addition, portable electrical equipment is subject to a regular check in line with guidance on the checking of electrical equipment supplemented by local experience. Currently, Class 1 (Earthed) items will be tested annually.

In addition to the above:

- Staff are responsible for ensuring they use and handle electrical equipment sensibly and safely
- Pupils or volunteers who handle electrical appliances should do so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported to Robert Brownhill immediately
- Permanently installed electrical equipment (kitchen) is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs

- Where necessary, a portable appliance test (PAT) will be carried out by a competent person
- All isolator switches are clearly marked to identify their machine
- Electrical apparatus and connections should not be touched by wet hands and should only be used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment should only be carried out by a competent person

## 7.2 PE equipment

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

## 7.3 Display screen equipment

All computers in use within school, whether PC's or Laptops, together with associated equipment such as projectors are purchased from reputable suppliers and installed in line with relevant guidance.

- **COMPUTER WORKSTATION ASSESSMENTS** - Any employee who is classed as a 'user' as defined by the Display Screen Equipment (DSE) regulations, which lays down specific requirements for workstations incorporating computers etc., must complete a 'user audit' for the workstation where they work. A 'user' is someone who is habitually employed to work on a computer and does so for more than an hour at a time more or less on a daily basis.
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)
- **LAP TOP COMPUTERS** - A laptop is not designed to be used for extended periods but may end up being used this way. If staff are likely to spend extended lengths of time working on the laptop then consideration should be given to measures to reduce the possibility of 'repetitive strain' type injuries. Specifically, use of a separate keyboard, setting the laptop up on a surface so the top of the screen is at eye level and sitting in a supportive seat are recommended.

## 7.4 E-Safety

The school has separate policies for 'E-safety' and 'ICT Acceptable Use Agreement', copies of which can be found on the School Website. These policies indicate present a whole school approach to E-safety and detail the way ICT facilities can and cannot be used by the networks users.

## 7.5 Specialist equipment

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

## 8. Lone working

Lone working may include:

- Late working
- Home or site visits
- Weekend working

- Site manager duties
- Site cleaning duties
- Working in a single occupancy office
- Remote working, self-isolation and/or remote learning

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

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

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

## 9. Working at height

Work at height legislation identifies work at height as any work where someone or something can fall a distance likely to cause injury. This includes putting up displays if not able to stand on the ground to do so, accessing high level storage if not able to reach when stood on the floor and any work where access equipment is needed, e.g. step ladder, ladders, scaffolds. Most employees, therefore, undertake an element of work at height and any frequent operations and any involving use of equipment should be covered by a written work at height assessment. Within school the following advice outlined in [LA455 - The Ladder Association](#) is provided to all staff.

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

## 10. Manual handling

All employees will undertake an element of manual handling. Individuals should 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 should ask for assistance.

Any frequent operations and any involving even occasional movement of awkward or heavy items, those over 10 kgs, must be covered by a written manual handling assessment.

The school ensures that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

Staff are made aware annually of the regulations through HSE Guidance 'Manual Handling at Work' ([indg143 \(hse.gov.uk\)](#))

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

## 10.1 Manual handling – Pupils

All Pupils who may need to be lifted or supported for medical needs are risk assessed. All pupils who require 'Team Teach' should have a SEMH Risk Assessment with ABC.

The need for training forms part of the risk assessment. Employees with a significant involvement should receive basic awareness training, whilst instruction should be given on how to use equipment provided for the pupils use, e.g. standing frames, wheeled chairs and hoists. We use external training / advice when needed.

## 11. Off-site visits

The school undertakes a mix of school trips in line with its approved Educational Visits Policy, which can be found on our website. All local trips are to be approved by the Executive Head, these are short duration trips, inter school activities or local trips, e.g. to library. Any trip away from site overnight must be sent to the Council using the Residential School trips form. Notification is required a minimum of two weeks in advance of the trip.

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

- Risk assessments are completed where off-site visits and activities require them
- Off-site visits are appropriately staffed
- Staff take a school mobile phone, an appropriate portable first aid kit, information about the specific medical needs of pupils, along with the parents/carers' contact details
- There is always be at least one first aider on school trips and visits
- For trips and visits with pupils in the Early Years Foundation Stage, there should always be at least one first aider with a current paediatric first aid certificate
- For other trips, there should always be at least one first aider on school trips and visits

## 11.1 Transport

The options for transporting students are either by coach, taxi or mini-bus. When a member of staff transports a child ideally another adult should be present or if this is not possible the child should travel in the rear of the car using the appropriate age-related car / booster seat and seatbelt restraints.

## 11.2 Use of Employees vehicles

Employees can transport students/equipment in their own cars or drive to other venues during the working day. However, the following documents should be verified by the School Business Manager prior to any employee using their own car:

- Valid Driving License
- Business Class Insurance
- Tax & MOT document from gov.uk website
- Completed Risk Assessment for the transportation of children

Staff must not have any medical conditions that could put themselves or a pupil at risk while driving. Although staff may hold a current valid driving license, if a member of SLT deems that any medical condition may put themselves or another at risk, then permission to drive for business purposes will be revoked.

## 11.3 Use of Professional Transport

The transport and driver are hired in from a reputable source. This is the usual practice for school trips.

#### **11.4 Parents Transport**

If needing to use this option the parent(s)/guardian(s) of the students are advised of the venue and time of activity and that their son(s) /daughter(s) /ward(s) are required to be there at that time, with the written permission from parents required.

#### **12. Lettings**

Please see Premises Hire Policy.

#### **13. Violence at work**

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

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

#### **14. Smoking**

Smoking is not permitted anywhere on the school premises, including vaping.

#### **15. Infection prevention and control**

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

##### **15.1 Handwashing**

- Wash hands with liquid soap and warm water, and dry with paper towels
- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with waterproof dressings

##### **15.2 Coughing and sneezing**

- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues
- Spitting is discouraged

##### **15.3 Personal protective equipment**

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals
- Use personal protective equipment (PPE) to control the spread of infectious diseases where required or recommended by government guidance and/or a risk assessment



#### 15.4 Cleaning of the environment

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

#### 15.5 Cleaning of blood and body fluid spillages

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

#### 15.6 Laundry

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

#### 15.7 Clinical waste

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

#### 15.8 Animals

- Wash hands before and after handling any animals
- Keep animals' living quarters clean and away from food areas
- Dispose of animal waste regularly, and keep litter boxes away from pupils
- Supervise pupils when playing with animals
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet

#### 15.9 Infectious disease management

- CheckWe follow local and national guidance, where available, on the use of control measures including:



## Following good hygiene practices

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

### 15.10 Pupils vulnerable to infection

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

### 15.11 Exclusion periods for infectious diseases

The school follows recommended exclusion periods outlined by the UK Health Security Agency and other government guidance.

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

## 16. New and expectant mothers

Risk assessments are carried out whenever any employee notifies the school that they are pregnant.

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

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to an antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly
- Some pregnant women are at greater risk of severe illness from COVID-19

## 17. Occupational stress

We are committed to promoting high levels of health and wellbeing, and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

### WELLBEING

The wellbeing of employees is seen as an integral part of the school's H&S responsibilities. The Trustees and Executive Head have statutory obligations under a duty of care but also wish to promote an ethos of mutual respect and support across the employees' team as a whole.

Employees have the right to a reasonable work-life balance and to expect appropriate support or intervention when they experience health or personal difficulties. Employees are encouraged to raise any concerns with the Executive Head or line manager but also have access to a confidential counselling service. Sickness absence or health concerns will be dealt with under the school's absence policy

The Trustees endorse the principals set out in the HSE's Management Standards ([What are the Management Standards? - Stress - HSE](#)) as a framework to support employees' wellbeing.

## STRESS

We recognise that we have a duty to take action to reduce and where reasonably practicable to eliminate ill health which is caused by work related stress. Where we believe an employee is showing signs of work-related stress, we have in place systems to discreetly monitor and assess individuals. Where appropriate we seek to provide the necessary Occupational Health Assistance and counselling programmes where required.

Staff have access to our Employee Assistance Programme with Health Assured: [www.healthassureddeap.com](http://www.healthassureddeap.com)

### 18. First Aid & Accident Reporting

Please refer to our First Aid & Administering Medication Policy for further information.

### 19. Training

Our staff are provided with Health and Safety training as part of their induction process, including being told where to access this policy and that it contains specific information to them on Health and Safety. Staff are also provided with a general induction checklist which they should complete during their first year.

Executive Head and Line Managers should ensure new starters are directed to the Health and Safety policy and accident reporting procedure as part of their induction training.

The School Business Manager is responsible for ensuring all staff with a Health and Safety responsibility have current training abilities (First Aid and Fire Marshall) and any leavers are replaced as soon as is reasonably possible.

First Aid and Fire Marshall training needs is reviewed regularly and relevant training arranged to ensure we adhere to our training objectives on Health and Safety.

Any risk gap concerns should be referred to the School Business Manager in the first instance and escalated as necessary to the Executive Head.

### 20. Risk Assessment

There is a generic school risk assessment which covers the main hazards associated with the operation of the school whilst schemes of work contain safe practice relating to teaching activities.

Where supplemental risk assessments are required they must be specific to the activity or will be pupil specific. These are kept in the Executive Head's Office Risk Assessment file, checked annually or as required.

### 21. Safeguarding

The school has a separate policy dealing with the safeguarding of children and young people and a designated officer has been appointed. Employees need to be aware of the policy, a copy of which is kept in the office and can also be found on the school website; Safeguarding and Child Protection (including safer recruitment, allegations against staff and low-level concerns).

### 22. Noise

Noise at work legislation identifies specific noise levels at which specified action is required and also a general duty to reduce noise levels. The noise review in school has not identified any areas or activities as likely to exceed the action levels. If employees have any questions on noise levels they should initially speak to their Line Manager.

### 23. OFFICES – ADMIN

The admin offices and associated facilities have been assessed as low risk. The activities mainly being sedentary.

## 22. Monitoring

This policy is reviewed by the School Business Manager every year. At each review, the policy should be approved by the Trust Board

## 23. Links with other policies

This health and safety policy links to the following policies:

- First aid - [https://www.newallgreen.manchester.sch.uk/serve\\_file/19470006](https://www.newallgreen.manchester.sch.uk/serve_file/19470006)
- Risk assessment - [https://www.newallgreen.manchester.sch.uk/serve\\_file/10551526](https://www.newallgreen.manchester.sch.uk/serve_file/10551526)
- Supporting pupils with medical conditions - [https://www.newallgreen.manchester.sch.uk/serve\\_file/17189873](https://www.newallgreen.manchester.sch.uk/serve_file/17189873)
- Accessibility plan - [https://www.newallgreen.manchester.sch.uk/serve\\_file/18783775](https://www.newallgreen.manchester.sch.uk/serve_file/18783775)
- Remote learning
- Emergency or critical incident plan - [https://www.cherrytreetrust.org.uk/serve\\_file/19469454](https://www.cherrytreetrust.org.uk/serve_file/19469454)

