



Mill Rythe Infant School

HEALTH AND SAFETY POLICY

Document Information			
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Introduction	
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It is our policy to carry out our activities in such a way as to ensure so far as is reasonably practicable, the health, safety and welfare of our employees, pupils and all persons likely to be affected by our activities including the general public where appropriate. We will co-operate and co-ordinate with partnerships, contractors, sub-contractors, employers, local council departments and the occupiers and owners of premises and land where we are commissioned to work in order to pursue our Health and Safety Policy aims.

Legislation and guidance	
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This policy is based on advice from the Department for Education (DfE) 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 visitors on your premises
- [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 (HSE) 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 require 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.

Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#).

Aims	
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Our aims are to:

- Provide and maintain a safe and healthy working environment ensuring the welfare of all persons
- Maintain control of health and safety risks arising from our activities
- Comply with statutory requirements as a minimum standard of safety
- Consult with all staff on matters affecting their health, safety and welfare
- Provide and maintain safe systems, equipment and machinery
- Ensure safe handling, storage and use of substances
- Provide appropriate information, instruction and supervision for everyone
- Ensure staff are suitably trained and competent to do their work safely
- Continually develop a safety culture to remove or reduce the possibility of accidents, injuries and ill-health
- Assess risks, record significant findings and monitor safety arrangements
- Review and revise safety policies and procedures periodically and when circumstances may introduce a requirement to amend or improve arrangements
- Develop and maintain a positive health and safety culture through regular communication and consultation with employees and their representatives on health and safety matters

Our health and safety management system has been developed to ensure that the above commitments can be met. All staff and governors will be instrumental in its implementation.

Roles and responsibilities	
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The overall responsibility for health and safety at Mill Rythe Infant School is held by the Head Teacher who will:

- Ensure that health and safety has a high profile
- Ensure adequate resources for health and safety are made available
- Consult and advise staff regarding health and safety requirements and arrangements
- Periodically monitor and review local health and safety arrangements
- Implementing the health and safety policy
- Ensuring there is enough staff to safely supervise pupils
- Ensuring that the school building and premises are safe and regularly inspected
- Providing adequate training for school staff
- Reporting to the governing board on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

In the headteacher's absence Ben Loris assumes the above day-to-day health and safety responsibilities

Responsible Manager

The responsible manager for the premises is the Head Teacher who will act to:

- Develop a safety culture throughout the school
- Consult staff and provide information, training and instruction so that staff are able to perform their various tasks safely and effectively
- Assess and control risk on the premises as part of everyday management
- Ensure a safe and healthy environment and provide suitable welfare facilities
- Make operational decisions regarding health and safety
- Ensure periodic safety tours and inspections are carried out
- Ensure significant hazards are assessed and risks and issues are managed to prevent harm
- Ensure staff are aware of their health and safety responsibilities
- Periodically update governing bodies/partnerships as appropriate
- Produce, monitor and periodically review all local safety policies and procedures

All Staff and Governors (including volunteers/ students/visitors on site)

All staff have a statutory obligation to co-operate with the requirements of this policy and to take care of their own health and safety and that of others affected by their activities by:

- Supporting the school health and safety arrangements
- Ensuring their own work area remains safe at all times
- Not interfering with health and safety arrangements or misusing equipment
- Complying with all safety procedures, whether written or verbally advised, for their own protection and the protection of those who may be affected by their actions
- Reporting safety concerns to their staff representative or other appropriate person
- Reporting any incident that has led, or could have led to damage or injury
- Assisting in investigations due to accidents, dangerous occurrences or near-misses
- Not acting or omitting to act in any way that may cause harm or ill-health to others

Site Manager/ Health and Safety Lead

The Site Manager, Ben Loris is the nominated Health and Safety Lead and is responsible for undertaking a wide range of typical health and safety related duties on behalf of, and under the direction of the Head Teacher. They are to work within the parameters of any provided training and in accordance with risk assessments and the on-site safe working practices. They are to work within their level of competence and seek appropriate guidance and direction from the Head Teacher/ Children's Services Health and Safety Team as required.

All Teaching Staff and Support Staff

The responsibility of applying local safety procedures on a day-to-day basis rests with the teachers and support staff, including Teaching Assistants, Lunchtime Supervisors and Administration team. Where any new process or operation is introduced in the area of their responsibility, they are to liaise appropriately so that the associated risks and issues are assessed and any precautions deemed necessary are implemented. They are to ensure that all new members of staff under their control are instructed in their own individual responsibilities with regards to health and safety, and they will appropriately monitor those new staff. They are to make periodic inspections of their areas of responsibility, taking prompt remedial action where necessary to control risk.

Governor Monitoring

All sub-committees have now ceased and all governor business is dealt with by the Full Governing Body. H&S is an agenda item at all governor meetings. Half termly, the governor responsible for H&S monitors and discusses on-site health and safety performance, and recommends any actions necessary should H&S performance appear or prove to be unsatisfactory. This is reported back at Full Governing Body meetings including changes in practices and procedures, new guidance, accidents, incidents and risk related matters. Should a serious matter arise then a working group formed from the governing body would be instructed at short notice to work with the school so that a solution is put rapidly into place.

Fire Safety Co-ordinator

The Site Manager is the Fire Safety Co-ordinator who is the competent person for fire safety on the premises and acts on behalf of the Head Teacher. They are to attend an appropriate fire safety training course and refresh this training every three years. The Fire Safety Co-ordinator is responsible for the local management and completion of day-to-day fire safety related duties and upkeep of the fire safety manual.

The Fire Safety Co-ordinator is to work within their level of competence and seek appropriate guidance and direction from the Head Teacher/ Children's Services Health and Safety Team.

Health & Safety Representative

The premises Health and Safety Representative (whether a member of staff who is union appointed, or non-union and locally nominated) will represent the staff with regard to their health and safety at work. They are expected to promote a positive safety culture throughout the premises and carry out the health and safety duties appropriate to their role in accordance with current guidance and legislative requirements. Details are available in the staff room on the noticeboard.

Senior Leaders

Senior leaders are responsible for the day-to-day local management of health and safety within their own wing, acting on behalf of the Head Teacher. They will ensure that staff are provided with adequate safety information and they will manage all integral and specific risks relating to the year group's functions. They will ensure the year team complies with overall school policies and procedures; that all activities are periodically risk assessed, periodic inspections are carried out, and necessary controls are implemented.

Pupils, Parents and Carers

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

Contractors

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

Arrangements	
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The following arrangements for health and safety have been developed in accordance with the Management of Health and Safety at Work Regulations 1999. These arrangements set out all the health and safety provisions for Mill Rythe Infant School and are to be used alongside other current school procedures and policies. In carrying out their normal functions, it is the duty of all managers and staff to act and do everything possible to prevent injury and ill-health to others. This will be achieved in so far as is reasonably practicable by the implementation of these arrangements and procedures.

Legionella Competent Person	
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The Site Manager is the nominated competent person for Legionella on the premises and acts on behalf of the Head Teacher to provide the necessary competence to enable Legionella to be managed safely. They are to attend training at intervals not exceeding three years and all training records are to be retained.

The Legionella Competent Person will ensure that all periodic and exceptional recording, flushing, cleaning and general Legionella management tasks are correctly completed and recorded in accordance with the Legionella ACOP (L8). They will advise the Head Teacher of any condition or situation relating to Legionella which may affect the safety of any premises users. They are to work within their level of competence and seek appropriate guidance and direction from the Head Teacher/ Children's Services Health and Safety Team.

Asbestos	
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The Site Manager is the nominated competent person for asbestos on the premises and acts on behalf of the Head Teacher to provide the necessary competence to enable asbestos to be managed safely. They are to attend training at intervals not exceeding three years and all training records are to be retained. The Administration Assistant is also trained as a competent person.

The Asbestos Competent Person will ensure that all staff have a reasonable awareness of asbestos management and dangers. They are to ensure that the appropriate staff are competent in the use of the asbestos register and that asbestos is managed in accordance with departmental and corporate requirements. They will advise the Head Teacher of any condition or situation relating to asbestos which may affect the safety of any premises users. They are to work within their level of competence and seek appropriate guidance and direction from the Head Teacher/ Children's Services Health and Safety Team.

The asbestos register is located at the main reception (front desk) and is to be shown to all contractors who may need to carry out work on site.

Contractors must sign the register as evidence of sighting prior to being permitted to commence any work on site. Any changes to the premises' structure that may affect the asbestos register information will require recording in the asbestos register.

Under no circumstances must staff drill or affix anything to walls that may disturb materials without first checking the register and/or obtaining approval from the competent person.

Any damage to any structure that possibly contains asbestos, which is known or identified during inspection, should be immediately reported to the Head Teacher and the asbestos competent person who will immediately act to cordon off the affected area and seek appropriate advice. Any contractor suspected to be carrying out any unauthorised work on the fabric of the building should be immediately stopped from working and immediately reported to the Site Manager/ Head teacher.

Accident Investigator	
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The on-site trained Accident Investigator is the Site Manager who will lead on accident investigations in accordance with Children's Services Health and Safety Team guidelines. The Administration Manager is also trained and will assist in any necessary investigations.

Administration Of Medicines	
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Arrangements regarding medicines are set out in the Supporting Children with Medical Needs policy.

Child Protection and Safeguarding	
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Arrangements regarding child protection and safeguarding are set out in the Child Protection Policy and the Safeguarding policy.

Community Users/ Lettings/Extended Services/ PTFA	
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The responsible manager will ensure that:

- Third parties and other extended service users operate under hire agreements
- A risk assessment for the activity is completed by the hirer and the school in conjunction.
- The premises are safe for use and is always inspected prior to, and after each use
- Means of general access and egress are safe for use by all users
- All provided equipment is safe for use
- Fire escape routes and transit areas are safe and clear of hazards
- Hirers/users are formally made aware of fire safety procedures and equipment

- They will be provided with the key health, safety and fire safety information to enable them to act appropriately and safely in the event of an incident.
- Each user should have their own 3rd party liability insurance. Further details can be found in the Charging and Remissions policy.

Contractors on Site

It is recommended HCC registered contractors are always to be used for contractual work on the premises. Where non-HCC approved contractors may be required or selected for use then appropriate safe selection procedures are to be used to ascertain competence prior to engaging their services. The departmental CSAF-013 Safe Selection of Contractors Checklist is to be used to determine competence of non-HCC contractors who will require adequate risk assessments to demonstrate their safe working practices for specific work being undertaken.

All contractors must report to the School Office, where they will be asked to in and sign the asbestos register. All contractors will be issued with the health and safety leaflet for contractors that includes all relevant details of fire safety procedures & local safety arrangements. The Site Manager are responsible for monitoring work areas and providing appropriate supervision, more so where the contractor's work may directly affect staff and pupils on the premises.

Curriculum Activities

All safety management and risk assessments for curriculum based activities will be carried out under the control of the relevant phase leaders and subject teachers using the appropriate codes of practice and safe working procedural guidance for Design & Technology, Science, Music, Physical Education & Sport, Art, Swimming and Drama as issued by CLEAPSS, HIAS and HCC as appropriate. Subject co-ordinators will be responsible for local risk management and ensuring that maintenance of equipment and premises in their areas of the curriculum are managed safely following the appropriate guidance.

Display Screen Equipment

Regular users must complete the Display Screen Equipment E-Learning Course every year without exception. These users must carry out periodic workstation assessments using CSAF-001 Workstation Assessment Form. Workstation assessments will be actioned as necessary by line managers and routinely reviewed at intervals not exceeding three years.

Electrical Equipment

The Site Manager/Head teacher will ensure that:

- Only authorised and competent persons are permitted to install or repair equipment
- Where 13-amp sockets are in use, only one plug per socket is permitted
- Extension leads can be used as long as they do not create a trip hazard or fire hazard
- Equipment is not to be used if found to be defective in any way
- Defective equipment is to be reported and immediately taken out of use until repaired
- All portable electrical equipment will be inspected/tested annually.
- Equipment testing/inspection can only be carried out by a competent person.
- Private electrical equipment is not to be brought onto the premises or used unless its use is approved by the Headteacher or Site Manager
- New equipment must be advised to the Site Manager in order that it can be tested and added to future PAT testing schedules
- When used externally all electrical equipment should have RCD protection.
- Only authorised and competent persons are permitted to install or repair equipment

Emergency Procedures

General emergency evacuation for non-fire related emergencies is to be carried out in accordance with the Business Contingency Plan (formally known as the Critical incident Plan). The school has a fire emergency plan for fire related emergencies and an emergency evacuation plan for all non-fire emergencies.

Senior staff will receive a copy of the Business Contingency Plan (formally known as the Critical Incident Plan) at induction and they will be periodically provided with updated information as the emergency evacuation plan is routinely reviewed and amendments are introduced.

Personal Emergency Evacuation Plans are to be completed, provided and exercised for any vulnerable persons to be able to ensure safe, assisted evacuation in the event of an emergency incident.

Fire Safety

Arrangements regarding fire safety are set out in the school Fire Safety Policy Manual. The Fire Safety Co-ordinator is the competent person for fire safety on the premises and is the immediate point of contact for all fire safety related enquiries on site.

The Headteacher will ensure through the Fire Safety Co-ordinator that:

- All staff complete the mandatory Fire Safety Induction E-Learning Course every year
- Fire safety procedures are readily available for all staff to read
- Fire safety information is provided to all staff at induction and periodically thereafter
- Fire safety notices are posted in the key areas of the building close to the fire points
- Evacuation routes and assembly points are clearly identified
- Staff are aware of their own responsibilities for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of fire
- All staff are familiar with the flammable potential of materials and substances that they use and exercise maximum care in their use, especially with those marked flammable
- Fire evacuation procedures, fire safety training and fire alarm testing are carried out in accordance with corporate guidance and the premises fire safety manual
- Fire extinguishers checked once per year by external competent contractor.
- The fire risk assessment is reviewed annually by the Fire Safety Co-ordinator and amended as new hazards or required amendments are identified

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

Emergency evacuations are practised at least once a term.

The fire alarm is a loud continuous bell.

Fire alarm testing will take place weekly.

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

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
- Staff and pupils will congregate at the assembly point. This is the end of the playground closest to the external gate.
- Class teachers will take a register of pupils, which will then be checked against the attendance register of that day
- The Admin Manager/Admin Officer will take a register of all staff
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter

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The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

First Aid

There is a nominated competent person for first-aid on the premises and they act on behalf of the Head Teacher to provide the necessary competence to enable first-aid to be managed safely. They are to ensure first aid checks and assessments are completed every three months and all training records are to be retained. They will also ensure that refresher training is added into the Google diary and updated when necessary.

Arrangements regarding first aid provision are set out in the First Aid Policy. The names and locations of the first aid trained staff on site are listed in the First Aid Policy.

Each and every member of staff has a duty of care for the children in our school. Wherever possible, first aid is only ever to be administered by identified first aid trained staff with in-date training certification, operating within the parameters of their training and the policy.

When a child has an accident, the adult in charge takes responsibility for ensuring that the First Aid procedures are followed.

Also see Supporting Children with Medical Needs policy.

General Equipment

All general equipment requiring statutory inspection and/or testing on site (eg. boilers, hoists, lifting equipment, local exhaust ventilation, PE equipment, climbing apparatus) will be inspected by appropriate competent contractors or as locally arranged.

Equipment is not to be used if found to be defective in any way. Defective equipment is to be reported to the Site Manager and immediately taken out of use until repairs can be carried out.

Glazing

Glass and glazing on site has been surveyed and risk assessed to ensure that it is suitable safety glass or filmed glass. The Site Manager is responsible for undertaking regular checks in and around school.

Good Housekeeping

Tidiness, cleanliness and efficiency are essential factors in the promotion of good health and safety. The following conditions are to be adhered to at all times:

- All corridors and passageways are kept free from obstruction
- Shelves in storerooms and cupboards are stacked neatly and not overloaded
- Floors are kept clean and dry, and free from slip and trip hazards
- Emergency exits and fire doors are not obstructed in any way
- Supplies are stored safely in their correct locations
- Rubbish and litter are cleaned and removed at the end of each working day
- Poor housekeeping or hygiene conditions are immediately reported to the Site Manager

Hazardous Substances

Hazardous substances, materials, chemicals and cleaning liquids are not permitted to be used or brought into use on site unless a documented COSHH assessment has been undertaken by the trained COSHH Assessor, and the product has been approved for safe use on site by the responsible manager/Head Teacher. The premises COSHH Assessor acting on behalf of the responsible manager/Head Teacher is the Site Manager.

When using a harmful substance, whether it is a material, cleaning fluid or chemical substance, staff must ensure that adequate precautions are taken to prevent ill-health in accordance with the COSHH assessment completed for that hazardous substance.

Staff must never attempt to use a harmful substance unless adequately trained to do so, and then only when using the safe working practices and protective equipment identified in the COSHH assessment.

All hazardous substances are to be stored in the secure and signed storage when not in use which is in the yellow COSHH cabinet, cleaners' cupboard in Year 1 wing for this premises. This is to remain locked at all times.

Incident Reporting & Investigation including Accidents, Near Miss, Dangerous Occurrences, Violence and Aggression	
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We follow the HCC Corporate Accident/ incident, near miss, dangerous occurrence and violent/aggressive investigation and reporting procedure 1/20.

Any incident involving pupils, staff, visitors or contractors is to be reported and recorded using the Accident and Incident Reporting Web Form (accessed via Staffshare/Admin/Health and Safety/Accident Reporting/CSG Incident Reporting Guidance). A copy of the completed form will also be held in a dated folder within this file.

- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it.
- Incidents are reported on to the system within 5 days.
- Any incident that needs to be reported to RIDDOR must be completed within 10 days, if Hampshire do not receive the reports earlier enough this is not possible.
- If you are asked to carry out an investigation, please conduct this as soon as possible after the incident so details are still fresh.
- The violent incident forms are only for intentional acts of violence towards a member of staff. If it is not intentional and there is an injury to a member of staff, or it is a child who receives a serious injury please use the accident form.
- Only report an incident as a Dangerous Occurrence or Occupational Ill Health if it fits the criteria on the form. Otherwise it is a near miss or an accident report.

Minor accidents to pupils are to be recorded in green first aid books kept in each wing.

All significant accidents, incidents and near-misses are to be immediately reported to the Headteacher. The trained accident investigator is to always conduct a documented investigation into more serious incidents. The purpose and intended outcome of the investigation is to identify the immediate and underlying causes of the accident so as to be able to implement appropriate measures to prevent reoccurrence.

The Accident & Incident Reporting Web Form tool is also to be used for the recording/reporting of investigations. The Headteacher will ensure that the governing body/senior management is appropriately informed of all incidents of a serious nature. All accident/incident reports will be monitored by the Health and Safety governor for trend analysis in order that repetitive causal factors may be identified to prevent reoccurrences.

Premises hirers and community/extended service/third party users must report all incidents related to unsafe premises or equipment to the school, who will appropriately report and investigate each incident. Incidents related to the user's own organised activities are to be reported by them in line with their own reporting procedures.

The class teacher will inform parents/carers of any accident or injury sustained by a pupil in the Early Years Foundation Stage, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

The Headteacher will notify Children's Services and Hampshire County Council of any serious accident or injury to, or the death of, a pupil in the Early Years Foundation Stage while in the school's care.

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil in the Early Years Foundation Stage while in the school's care, and any incident of food poisoning affecting 2 or more pupils while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

Infection prevention and control

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

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

Coughing and sneezing

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

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 (e.g. 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

Cleaning of the environment

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

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

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

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

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 school pet

Infectious disease management

We will ensure adequate risk reduction measures are in place to manage the spread of acute respiratory diseases, including COVID-19, and carry out appropriate risk assessments, reviewing them regularly and monitoring whether any measures in place are working effectively.

We will follow local and national guidance on the use of control measures including:

Following good hygiene practices

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

Implementing an appropriate cleaning regime

- We will regularly clean equipment and rooms, and ensure surfaces that are frequently touched are cleaned daily

Keeping rooms well ventilated

- We will use risk assessments to identify rooms or areas with poor ventilation and put measures in place to improve airflow, including opening external windows, opening internal doors and mechanical ventilation

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.

Exclusion periods for infectious diseases

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

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

In addition to general cleaning guidance:

Preventing and controlling infections in EYFS

In addition to general cleaning guidance, we will:

- Ensure all toys carry a BS, BSI or CE mark and where possible buy toys and equipment that can be easily cleaned

- Store toys in a clean container
- Not let children take toys into toilet areas
- Store reusable equipment that has been cleaned but is not in use separately from used equipment and away from where equipment cleaning takes place

Where nappies are used:

- Pupils who are in nappies and require changing by school staff must have an intimate care plan agreed with parents. The guidance below should be read in conjunction with our Intimate Care Policy.
- Have a designated changing area away from the play facilities, and any area where food or drink is prepared or consumed
- Staff take the appropriate measures to wash and dry their hands after every nappy change
- Wrap soiled nappies in a plastic bag before disposing in the general waste
- Children will be supported and encouraged to clean themselves where possible.
- If the children are not able to clean themselves, they should be cleaned by an appropriately trained staff member with a disposable wipe, and do not share nappy creams and lotions amongst the children
- Clean the changing mats with soapy water or a detergent wipe after each use and at the end of the day

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Inspections and Monitoring	
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Daily monitoring of the premises, through working routines and staff awareness, is expected to identify general safety concerns and issues which should be immediately recorded in the Premises Defect Book and reported to the Site Manager for resolving– the book is located on the site manager’s desk.

Routine documented inspections of the premises will be carried out every term in accordance with the Health and Safety Premises Inspection checklist. Inspection findings are to be recorded on form CSAF-010(A) Infant/ Junior/ Primary School Inspection Checklist. The Administration Manager will join the Site Manager to carry out at least one of these inspections each year.

Defects identified during these routine documented inspections are to be immediately reported to the Administration Manager who will add them to the Health and Safety Issue Log or Premises Defect Book as necessary. Any identified high level risks or safety management concerns will be reviewed immediately with the Headteacher and prioritised accordingly for resolving. All findings will be reported back to the FGB in the termly HT report.

Kitchen – Managed by Dolce	
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The main kitchen area is only to be used by authorised staff in accordance with the identified safe working procedures. Any persons not normally authorised but wishing to enter the kitchen area must gain approval from the Headteacher prior to entry and must strictly adhere to the kitchen safe working practices.

Lone Working	
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All lone working is to be approved by the Headteacher and is to be carried out in accordance with the premises HCC Corporate Lone Working Procedure 7/20.

Lone working may include:

- Late working
- Home or site visits

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

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

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

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

Minibuses

All minibus drivers must have completed MIDAS training prior to being permitted to drive minibuses.

Moving and Handling

All staff must complete the Moving and Handling E-Learning Course every year without exception. Staff are not permitted to regularly handle or move unreasonably heavy or awkward items, equipment or children unless they have attended specific moving and handling training and/or have been provided with mechanical aids in order to work safely.

Any significant moving and handling tasks are to be specifically risk assessed in order that training requirements and mechanical aids can be accurately determined to ensure that the task is carried out safely. The Site Manager is expected to undertake regular physical work which would typically include significant moving and handling, so therefore they must attend a formal moving and handling course specific to the work requirements.

New and expectant mothers

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant.

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

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to 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 will be at greater risk of severe illness from COVID-19

Off-site Activities

Arrangements regarding off-site activities are managed in accordance with the Evolve/Outdoor Education Service's procedures and guidance.

- For trips and visits with pupils in the Early Years Foundation Stage, there will always be at least 1 first aider with a current paediatric first aid certificate

- For other trips, there will always be at least 1 first aider on school trips and visits

Physical Intervention	
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Arrangements regarding physical intervention are set out in the Physical Intervention Policy.

Provision of Information	
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The Head Teacher will ensure that information systems are established so that staff are periodically provided with information regarding safety arrangements on the premises. These systems are: training, staff meetings, briefing meetings, meeting minutes, teams communications, email distribution, memos, signature based receipt of information.

Local health and safety advice is available from the Site Manager/Head Teacher.
The Health and Safety Law poster is displayed on the health and safety information board located in the staffroom.

Risk Assessment	
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General risk assessment management will be co-ordinated by the Site Manager and must be undertaken for all areas where a significant risk is identified or a possibility of such risk exists. The trained Risk Assessor on site is the Site Manager and the Administration Manager will oversee the correct completion of risk assessments. Risk assessments will be carried out by those staff with the appropriate knowledge and understanding in each area of work.

All risk assessments and associated control measures are to be approved by the Head Teacher or their delegated member of staff prior to implementation. Completed risk assessments are listed in the risk register and will be reviewed periodically in accordance with each risk assessment's review date as listed for review in the premises bring-up diary system.

Site Security	
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Arrangements regarding security are based on the premises security risk assessment and are set out in the Site Security policy & procedures which include emergency unlock routines. 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.

Ben Loris, Charlotte Tighe, Katie James, Tony Baker and Lucy Ford are key holders and will respond to an emergency.

Smoking	
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Smoking, including e-cigarettes, is not permitted on the premises at all. There are no designated smoking areas.

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

Oxygen cylinders are stored in a designated space, and staff are trained in the removal, storage and replacement of oxygen cylinders.

Stress and Wellbeing	
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Mill Rythe Infant School is committed to promoting high levels of health and wellbeing and recognises the importance of identifying and reducing workplace stressors.

Stress management through risk assessment and appropriate consultation with staff will be periodically reviewed and acted upon in accordance with the Children's Services' and Health & Safety Executive's Management Standards, guidance and requirements.

On-site arrangements to monitor, consult and reduce stress situations are an open door policy operated by the Headteacher, performance management reviews and general policies promoting a healthy school environment.

Where appropriate, staff will be offered support and guidance, including signposting of supportive agencies such as Occupational Health and the school Employee Support Programmes. A stress risk assessment may also be created for individuals in order to identify and manage triggers.

Swimming Pool Management

Swimming pool risk assessment and guidelines are available for all staff and used as part of induction for staff/children and volunteers. This is overseen by the employed swimming instructor.

Training

Health and safety induction training will be provided and recorded for all new staff/volunteers in accordance with the Staff Health and Safety Induction Checklist.

The responsible manager/Head Teacher is responsible for ensuring that all staff/volunteers are provided with adequate information, instruction and training regarding their safety at work. A training needs analysis will be carried out from which a comprehensive health and safety training plan will be developed and maintained to ensure health and safety training is effectively managed for all staff who require it.

All staff will be provided with the following as a minimum training provision:

- Induction training regarding all the requirements of this health and safety policy
- Appropriate local training regarding risk assessments and safe working practices
- Updated training and information following any significant health and safety change
- Specific training commensurate to their own role and activities
- Periodic refresher training that will not exceed three yearly intervals

Training records are held by the Site Manager who is responsible for co-ordinating all health and safety training requirements, maintaining the health and safety training plan, and managing the planning of refresher training for all staff.

Violence at work

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

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

Violent, aggressive, threatening or intimidating behaviour towards staff, whether verbal, written, electronic or physical, will not be tolerated at Mill Rythe Infant School. Staff must report all such violent and aggressive incidents to ensure that there is an awareness of potential issues and/or injuries, and so as to enable incidents to be appropriately investigated so that reasonable actions may be taken to support those involved and reduce the risk of similar incidents occurring in the future. Violent incident reporting is completely confidential. Violent and aggressive incidents are to be reported using the Accident and Incident Reporting Web Form (accessed via Staffshare/Admin/Health and Safety/Accident Reporting/CSG Incident Reporting Guidance) and will be completed by the Headteacher alongside the affected member of staff. A copy of the completed form will also be held in a dated folder within this file.

Visitors and volunteers	
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- All visitors must initially report to the main reception.
- They must sign in via the portal situated in the reception area on arrival.
- They will be given an appropriate visitor's badge.
- They will be provided with the key health, safety and fire safety information to enable them to act appropriately and safely in the event of an incident.
- No visitors will be allowed through the front door without gaining permission from the reception staff.
- They will be accompanied to their destination as appropriate.
- Appropriate personnel will be made aware of their presence.
- They will not be permitted to enter unauthorised areas of the school.
- It is the duty of staff within the school to ensure the health and safety of all visitors.
- On leaving all visitors must sign out and leave their badge with a member of staff.

Vulnerable Persons	
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Where there are vulnerable persons (young, pregnant, those with a disability, those with temporary or permanent medical conditions etc) working or visiting the premises, a risk assessment will be completed and appropriate procedures implemented to ensure their health, safety and welfare whilst on site.

Weather Management	
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Hot weather conditions and cold weather conditions are managed in accordance with our Adverse Weather risk assessment. Cold conditions are managed in accordance with our Adverse Weather Risk Assessment and the Ice and Snow Plan. Communication with parents is vital during any severe/unusual weather conditions to ensure the safety of all.

Work at Height	
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No member of staff, including the Site Manager, is able to access the school roof at any time. Work at height is always to be undertaken in accordance with the Children's Services Safety Guidance Procedure SGP 23-08. At Mill Rythe Infant School general work at height will be undertaken in accordance with the on-site generic risk assessment for work at height which identifies general requirements and safe working practices. Specific or higher risk tasks will be carried out in accordance with a specific risk assessment for that task. The competent person for work at height on the premises who has attended the Caretaker Support Service Ladder & Stepladder Safety half-day course is the Site Manager and he is authorised to:

- Use steps, stepladders and leaning ladders in accordance with their training
- Provide step stool instructional training briefs to staff in accordance with SGP 23-08
- Provide stepladder and steps training to staff using the Children's Services Stepladder & Steps Safety user training presentation
- Carry out periodic inspections of all on-site ladders, stepladders and podium steps
- Remove access equipment from use if defective or considered inappropriate for use

The competent person for work at height and all other staff are not permitted to use any other access equipment for work at height without specific training. This includes the use of scaffolding, mobile towers and mobile elevated work platforms.

Work at height on the premises is only permitted to take place under the following conditions:

- Any work to be carried out at height must be underpinned by a risk assessment
- Access equipment selected for work at height must be as per the risk assessment
- Any staff working at height must be appropriately trained to use the access equipment
- Staff are not to improvise or use alternative access methods of their own choice
- Use of any furniture, including tables and chairs, is forbidden for any work at height
- Staff may only use step stools if they have received a local instructional training brief
- Staff may only use stepladders if they have received training from the ladder and stepladder competent person

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- Staff may only use leaning ladders if they have personally attended the Caretaker Support Service Ladder & Stepladder Safety half-day course within every three years
- Any safety concerns about a work at height task must be raised prior to work starting
- Access equipment used on site such as ladders and stepladders must only be that provided and are never to be lent to, or borrowed from third parties or contractors
- Contractors working at height are to be appropriately supervised and must only use their own access equipment

Policies/documents/guidance linked to this Policy document	
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Subject	Document
Accessibility	Accessibility Plan
Accidents & Incidents	Accident/ incident, near miss and dangerous occurrence investigation and reporting 1/20
Administration of Medicines	Supporting Children with Medical Conditions Policy
Allergies	Supporting Children with Medical Conditions Policy
Art, Craft & Design	Risk Assessments Register/H&S in Art, Craft & Design for Primary Schools Handy Hints
Asbestos	HCC H & S Corporate Procedure for Asbestos Management and Asbestos Register 3/20
Child Protection	Child Protection Policy
Community Users	Charging and Remissions Policy
Contractors	Visitor H & S Brochure/Contractors Induction Brief & Pack/Procedures/Guidelines for Contractors/Contractors On Site Safety Assessment Checklist CSAF-008/Risk Assessments Register/Children's Services Safety Guidance Procedure No 05/20
Coronavirus	Coronavirus risk assessments
Display Screen Equipment and Computers	Display Screen Equipment Induction ELearning/Workstation Assessment Form CSAF-001/Children's Services Safety Guidance Procedure No 08/19
Drugs	Drug Policy
Electrical Safety	PAT Testing/Children's Services Safety Guidance Procedure No 5/19
Emergency Evacuation	Fire Safety Manual/Fire Notice/Fire Drill Procedure/Fire Drill Schedule/Fire Safety Induction E-Learning/Fire Safety Responsible Manager E-Learning/Business Contingency Plan
First Aid	First Aid records (every wing) First Aid Policy/First Aid Need Assessment/Children's Services Safety Guidance Procedure March 2020 Mill Rythe Infant School Health & Safety Policy – reviewed April 2026
General Equipment	Maintenance Service Level Agreement/Inspection, Maintenance and Test Schedule
Hazardous Substances	Risk Assessments Register/Safety Data Sheets
Incidents to include accidents, near miss, violence and aggression	Incident/accident /near miss /violence/aggression /dangerous occurrence investigation and reporting 1/20
Infection Control	Intimate Care Policy
Inspections Monitoring	Half-Termly (CSAF-010(A))/ H&S Inspections/Inspection Rota/ Annual Property Services Tour

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Legionnaires Disease	Children's Services Safety Guidance Procedure No 6/19 / Log Book / Risk Assessments Register
Lone Working	Risk Assessments Register/Lone Working Procedure/Children's Services Safety Guidance Procedure 03/20
Lunchtime supervision	Procedure for Lunchtime Supervision
Medical Conditions	Supporting Children at School with Medical Conditions Policy Allergy and Intolerances Register/Asthma Register held in the office
Moving and Handling	Moving & Handling Induction ELearning/Risk Assessments Register/Children's Services Safety Guidance Procedure 06/20
Offsite Educational Visits	Offsite Educational Visits Policy/File/Risk Assessments
Open days / community events	Risk Assessments Register/Safety Procedures
PE	Physical Education Policy/Risk assessment for Playground & PE Equipment/Risk Register
Physical Intervention	Physical Intervention policy
Science Activities	Safety in science at Key Stages 1 and 2
School Trips/Off-Site Activities	Educational Visits/Offsite Activities Policy/Risk Register
Security	Site Security policy/ Risk Register
Stress	Stress E-Learning/Stress Questionnaire/Stress Management Standards Assessment Checklist/Stress Policy/Risk Assessments Register
Traffic	Workplace Transport Safety 03/19 /Risk Register/Managing Traffic Safely Guidance
Training (Health and Safety)	H&S Induction/H&S Training Record/H&S Training Analysis/H&S Training Plan/Fire Safety Training Year Planner/H&S Training File (Front Office)
Visitors	Visitors Health and safety Brochure
Working at Height	Working at Height Practical Guidance for Schools/Safe Use of Step Ladders/Step Stools Training Brief/Stepladders & Steps Safety Training Presentation/Risk Assessments Register/Children's Services Safety Procedure 04/20