



**HYLAND HOUSE SCHOOL**

**HEALTH AND SAFETY  
POLICY**

**Ratified by governors Sep 2023**

**Review date: Sep 2024**

## **1.INTRODUCTION**

The Health and Safety at Work Act 1974 (HSW Act 1974) places duties on employers to safeguard, so far as is reasonably practicable, the health, safety and welfare of their employees and the health and safety of persons not employed but who may be affected by work activities, such as pupils and visitors.

## **2. POLICY AIM**

Hyland House aims to be a school where everyone can undertake their roles and responsibilities and fulfil their potential free from work-related or education-related injury or ill health; this includes all school staff, agency staff, peripatetic staff, volunteers, pupils, partners and others who may be affected by our work activities.

## **3. POLICY STATEMENT**

Hyland House School recognises and accepts its responsibility as an employer and provider of services and will provide a safe and healthy workplace and learning environment for all staff, pupils and such other persons as may be affected by its activities.

## **4. ROLES AND RESPONSIBILITIES**

### **The Governing board**

The Governing Board has ultimate responsibility for health and safety matters in the school but will delegate day-to-day responsibility to the headteacher.

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

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

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

### **Headteacher**

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

- Implementing the health and safety policy
- Ensuring there is enough staff to safely supervise pupils
- Ensuring that the school building and premises are safe and regularly inspected
- 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 that all new staff receive a copy of the Health and Safety Policy and sign to the effect that they have read and understood their responsibility
- Ensuring all risk assessments are completed and reviewed

In the Headteacher's absence, the Site Manager assumes the above day-to-day health and safety responsibilities.

### **Health and safety lead**

The nominated health and safety leads are the Headteacher and the Site Manager.

### **Responsibilities of the Site Manager**

The Site Manager will undertake daily checks of the school fire and evacuation arrangements to ensure that no fire exits are blocked and that all exit mechanisms are functioning correctly. He will also daily inspect the playground and its equipment to ensure that they are in a safe condition. Any concerns will be communicated to the Headteacher who will instigate necessary repairs and maintenance. The Site Manager will daily record in his green folder the 'daily risk assessments' of the entire site, systematically. Particular attention is placed on Mondays, after the use of the site over the weekend period.

The Site Manager assists the Headteacher in ensuring the day-to-day management of all health and safety matters in the school are in accordance with the health and safety policy:

- a) Ensuring that regular workplace inspections are carried out.
- b) Ensuring action is taken on issues arising from any reported issues.
- c) Ensuring proper records are maintained for:
  - i) maintenance of fire alarm and fire extinguishers;
  - ii) maintenance of gas appliances
  - iii) inspection and testing of portable electrical equipment.
- e) Ensuring that contractors working on site are signed in and out, work only by appointment and that all health and safety implications have been covered with the contractor before work is allowed to commence.

### **Staff**

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

Staff will:

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

### **Pupils and parents**

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

### **Contractors**

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

## **5. SITE SECURITY**

The Site Manager is responsible for the security of the school site in and out of school hours. He is responsible for visual inspections of the site, and for the intruder and fire alarm systems.

The Site Manager and Headteacher are key holders and will respond to an emergency.

## **6. FIRE**

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. Fire alarm testing will take place weekly.

Emergency evacuations are practised at least once a term.

The School Secretary organizes timed, fire drills, where children and staff make their way orderly to the assembly points.

- A date and time for the fire drill is agreed between the Headteacher and School Secretary.
- The School Secretary keeps a written record of the Fire point used each time to trigger the alarm making sure to use a different point each time.
- Once the alarm is triggered, the gate is set to 'permanently open'
- The School Secretary then leaves the building, armed with the attendance register for both adults and pupils, and waits at the assembly point with the Headteacher.
- The Headteacher proceeds to time the whole exercise.
- On arrival at the assembly point, teachers are given their register and then they confirm that all pupils are present.
- The School Secretary completes the adult register.

- After the registers are complete, the Head asks if there were any issues to report from staff concerning the evacuation.
- Once a year the Headteacher holds a child back during the drill as a test to see if the teachers adhere to the Health & Safety rules of not re-entering a burning building.

The fire alarm is a loud continuous buzzer.

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 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 points.
- Class teachers will take a register of pupils, which will then be checked against the attendance register of that day
- The School Secretary 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

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.

## 7. EQUIPMENT

- All equipment and machinery is maintained in accordance with the manufacturer's instructions.
- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

### Electrical equipment

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

- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.

### **User Visual Checks**

All Users will carry out a quick visual check of an appliance before use. This will assist in identifying problems as early as possible. Users will look for, and report the following:

- Damage to the cable, such as signs of being worn or splitting.
- Damage to the plug, such as cracks, cable being loose bent pins or loose screws.
- Any scorch marks on the equipment, plug or socket which may indicate that a short circuit has occurred.

### **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

## **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

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

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

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

## **9. WORKING AT HEIGHT**

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

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**

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

Staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

## **11. OFF-SITE VISITS**

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

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

## **12. FIRST AID ARRANGEMENTS**

Hyland House School has a separate policy for First Aid. Every member of staff is a qualified First Aider. We also have three Pediatric First Aiders in our EYFS. We have a First Aid room located in the admin building and our school secretary will care for any child using the room. Each staff has an 'Accident Book' to log any accidents that occur. A copy of all logged accidents is sent home with the child. In addition to this, all head injuries are reported to the child's parents immediately by phone call.

## **13. LETTINGS**

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

## **14. VIOLENCE AT WORK**

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

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to the Headteacher immediately. This applies to violence from pupils, visitors or other staff.

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

All staff will report any incidents of aggression or violence (or near misses) directed to the Headteacher immediately. This applies to violence from pupils, visitors or other staff.

## **15. SMOKING**

Smoking is not permitted anywhere on the school premises.

## **16. INFECTION PREVENTION AND CONTROL**

We follow national guidance published by Public Health England 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 dressing.

### **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 (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.

### **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.

## Laundry

- Bag children's soiled clothing to be sent home, never rinse by hand

## Pupils vulnerable to infection

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

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

## 16. NEW AND EXPECTANT MOTHERS

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

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

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

## 18. ACCIDENT REPORTING

### Accident record book

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

- As much detail as possible will be supplied when reporting an accident
- Records are held in the accident books

### **Reporting to the Health and Safety Executive**

The headteacher will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The headteacher will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These are:
  - Fractures, other than to fingers, thumbs and toes
  - Amputations
  - Any injury likely to lead to permanent loss of sight or reduction in sight
  - Any crush injury to the head or torso causing damage to the brain or internal organs
  - Serious burns (including scalding)
  - Any scalping requiring hospital treatment
  - Any loss of consciousness caused by head injury or asphyxia
  - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where an accident leads to someone being taken to hospital
- Where something happens that does not result in an injury, but could have done
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
  - The collapse or failure of load-bearing parts of lifts and lifting equipment
  - The accidental release of a biological agent likely to cause severe human illness
  - The accidental release or escape of any substance that may cause a serious injury or damage to health
  - An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

How to make a RIDDOR report – <http://www.hse.gov.uk/riddor/report.htm>

### **Notifying parents**

The headteacher or school secretary will inform parents 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.

### **Reporting to child protection agencies**

The headteacher will notify the local child protection agencies 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.

### **Reporting to Ofsted**

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. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

## **19. TRAINING**

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

## **20. MONITORING**

This policy will be reviewed by the headteacher every year.

## **APPENDIX 1: Arrangements for Health & Safety**

### **1. RISK ASSESSMENTS**

## **1.1 Introduction**

The Management of Health and Safety at Work Regulations 1992 places a responsibility on the proprietors to provide a comprehensive system of health and safety 'risk assessment' to be carried out by competent person(s) in every workplace. The duty has been delegated to the Headteacher to carry out those assessments and to ensure that such assessments when undertaken extends beyond the health and safety of our employees to any other person who may be affected by our work (e.g. sub- contractors, visitors, pupils, etc.). The purpose of risk assessment is to enable the School to identify risks, evaluate the degree of harm and take appropriate measures to control that risk. By doing this the School will not only comply with statutory provisions but also create a safe working environment for employees and pupils.

**1.2** The responsibility for carrying out risk assessments rests with the Headteacher.

## **1.3 Dissemination**

The Headteacher will be responsible for ensuring:

- a) the relevant information is provided to teachers and to employees relating to the risk assessment;
- b) that appropriate training and instruction arising from any assessment is implemented; and,
- c) that records are readily available on site.

## **1.4 Generic Risk Assessment**

Generic assessments are an acceptable form of risk assessment. Where the risks arising from a particular hazard remain constant (for example ladder work) they need only be assessed once, the risks identified, the control measures listed and then kept under review.

# **2 HAZARDOUS SUBSTANCES IN SCHOOL**

## **. 2.1 Introduction/Background**

- . The principle requirement of the Control of Substances Hazardous to Health, (COSHH) Regulations 1994 is that an assessment be made of the use at work of substances which are classified as hazardous to health, and that steps are taken to prevent or, where this is not reasonably practicable, to adequately control exposure to such substances.

- . **2.2** There are three areas of the school in which hazardous substances could be or are used, these are:

- a). Science, art, design and technology areas

b). General day to day use for maintenance around the school

c). Cleaning.

### . **2.2.1 Science, art, design and technology areas**

Substances used in the science, art and technology areas are only to be used within product guidelines.

### . **2.2.2 General day to day use**

The introduction and use of substances in this category are used in line with product instructions.

### . **2.2.3 Cleaning**

Where contractors undertake school cleaning, the contractor is responsible for undertaking the assessment of those substances.

## **APPENDIX 2 RECOMMENDED ABSENCE TO PREVENT SPREAD OF INFECTION**

This list of recommended absence periods for preventing the spread of infection is taken from non-statutory guidance for schools and other childcare settings from Public Health England.

<b>Infection or complaint</b>	<b>Recommended period to be kept away from school or nursery</b>
<b>Athlete's foot</b>	None.
<b>Campylobacter</b>	Until 48 hours after symptoms have stopped.
<b>Chicken pox (shingles)</b>	<p>Cases of chickenpox are generally infectious from 2 days before the rash appears to 5 days after the onset of rash. Although the usual exclusion period is 5 days, all lesions should be crusted over before children return to nursery or school.</p> <p>A person with shingles is infectious to those who have not had chickenpox and should be excluded from school if the rash is weeping and cannot be covered or until the rash is dry and crusted over.</p>
<b>Cold sores</b>	None.
<b>Rubella (German measles)</b>	5 days from appearance of the rash.
<b>Hand, foot and mouth</b>	Children are safe to return to school or nursery as soon as they are feeling better, there is no need to stay off until the blisters have all healed.
<b>Impetigo</b>	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
<b>Measles</b>	Cases are infectious from 4 days before onset of rash to 4 days after so it is important to ensure cases are excluded from school during this period.
<b>Ringworm</b>	Exclusion not needed once treatment has started.
<b>Scabies</b>	The infected child or staff member should be excluded until after the first treatment has been carried out.
<b>Scarlet fever</b>	Children can return to school 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the school or nursery, the health protection team will assist with letters and factsheet to send to parents or carers and staff.
<b>Slapped cheek syndrome, Parvovirus B19, Fifth's disease</b>	None (not infectious by the time the rash has developed).

<b>Bacillary Dysentery (Shigella)</b>	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.
<b>Diarrhoea and/or vomiting (Gastroenteritis)</b>	<p>Children and adults with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course is completed.</p> <p>For some gastrointestinal infections, longer periods of exclusion from school are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, school health advisor or environmental health officer will advise.</p> <p>If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.</p>
<b>Cryptosporidiosis</b>	Until 48 hours after symptoms have stopped.
<b>E. coli (verocytotoxigenic or VTEC)</b>	The standard exclusion period is until 48 hours after symptoms have resolved. However, some people pose a greater risk to others and may be excluded until they have a negative stool sample (for example, pre-school infants, food handlers, and care staff working with vulnerable people). The health protection team will advise in these instances.
<b>Food poisoning</b>	Until 48 hours from the last episode of vomiting and diarrhoea and they are well enough to return. Some infections may require longer periods (local health protection team will advise).
<b>Salmonella</b>	Until 48 hours after symptoms have stopped.
<b>Typhoid and Paratyphoid fever</b>	Seek advice from environmental health officers or the local health protection team.
<b>Flu (influenza)</b>	Until recovered.
<b>Tuberculosis (TB)</b>	Pupils and staff with infectious TB can return to school after 2 weeks of treatment if well enough to do so and as long as they have responded to anti-TB therapy. Pupils and staff with non-pulmonary TB do not require exclusion and can return to school as soon as they are well enough.
<b>Whooping cough (pertussis)</b>	A child or staff member should not return to school until they have had 48 hours of appropriate treatment with antibiotics and they feel well enough to do so or 21 days from onset of illness if no antibiotic treatment.

<b>Conjunctivitis</b>	None.
<b>Giardia</b>	Until 48 hours after symptoms have stopped.
<b>Glandular fever</b>	None (can return once they feel well).
<b>Head lice</b>	None.
<b>Hepatitis A</b>	Exclude cases from school while unwell or until 7 days after the onset of jaundice (or onset of symptoms if no jaundice, or if under 5, or where hygiene is poor. There is no need to exclude well, older children with good hygiene who will have been much more infectious prior to diagnosis.
<b>Hepatitis B</b>	Acute cases of hepatitis B will be too ill to attend school and their doctors will advise when they can return. Do not exclude chronic cases of hepatitis B or restrict their activities. Similarly, do not exclude staff with chronic hepatitis B infection. Contact your local health protection team for more advice if required.
<b>Hepatitis C</b>	None.
<b>Meningococcal meningitis/ septicaemia</b>	If the child has been treated and has recovered, they can return to school.
<b>Meningitis</b>	Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed.
<b>Meningitis viral</b>	None.
<b>MRSA (meticillin resistant Staphylococcus aureus)</b>	None.
<b>Mumps</b>	5 days after onset of swelling (if well).
<b>Threadworm</b>	None.
<b>Rotavirus</b>	Until 48 hours after symptoms have subsided.