



GREAT BALLARD

Health and Safety Policy

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Contents

1.0 Statement of Intent	4
2.0 Legislation	5
3.0 Organisation	5
3.1 Responsibilities of the Proprietor	5
3.2 Responsibilities of the Headteacher	6
3.3 Responsibilities of the Health and Safety Manager	7
3.4 Responsibilities of Staff Holding Posts or Positions of Special Responsibility	8
3.5 Responsibilities of all Employees	8
3.6 Pupils and parents/carers	9
3.7 Contractors	9
4.0 Arrangements	10
4.1 Risk Assessments	10
4.2 Monitoring and Inspection	10
4.3 Training & Communication	11
4.4 First Aid	11
4.5 Violence at Work	12
4.6 Infection prevention and control	12
4.6.1 Handwashing	12
4.6.2 Coughing and sneezing	12
4.6.3 Personal protective equipment	13
4.6.4 Cleaning of the environment	13
4.6.5 Cleaning of blood and body fluid spillages	13
4.6.6 Clinical waste	13
4.6.7 Animals	13
4.6.8 Infectious disease management	13
4.6.9 Pupils vulnerable to infection	14
4.6.10 Exclusion periods for infectious diseases	14
4.6.11 Preventing and controlling infections in EYFS	14
4.7 New and expectant mothers	15
4.8 Accidents	15
4.9 Fire Safety	18
4.10 Educational Visits	18
4.11 Insurance	20

4.12 Smoking/Vaping	20
4.13 Security	21
4.14 Levels of supervision	21
4.15 Electrical Safety	22
4.16 Workplace Temperature	22
4.17 Over-exposure to the sun	23
4.18 Cleaning	23
4.19 Personal Hygiene.....	24
4.20 Kitchen Safety.....	24
4.21 Vehicle Safety	24
4.22 Slips, Trips and Falls	24
4.23 Working at Height	25
4.24 Equipment	25
4.24.1 Electrical equipment	25
4.24.2 PE equipment	26
4.24.3 Display screen equipment.....	26
4.25 Contractors on Site.....	26
4.26 Lone Working	26
4.27 Manual Handling	27
4.28 Staff Wellbeing	27
4.29 COSHH.....	27
4.30 Gas safety	28
4.31 Asbestos.....	28
4.32 Legionella.....	28
4.33 Lettings	29
5.0 Links with other policies	30
Appendix 1. Recommended absence period for preventing the spread of infection.....	30

1.0 Statement of Intent

The aim of the Proprietor is to provide a safe and healthy working and learning environment for staff, pupils and visitors. We believe that the prevention of accidents, injury or loss is essential to the effective operation of the school and is part of the education of its pupils.

The arrangements outlined in this policy statement and the various other safety provisions made by the Proprietor cannot in itself prevent accidents or ensure safe and healthy working conditions. This can only be achieved through the adoption of safe methods of work and good practice by every individual. The Proprietor will take all reasonable steps to identify and reduce hazards to a minimum, but all staff and pupils must appreciate that their own safety and that of others also depends upon their individual conduct and vigilance while on the school premises, or while taking part in school sponsored activities. It is the Proprietor's policy to encourage employees, pupils, parents, volunteers and contractors to adopt a positive safety culture in all their activities and to ensure, as far as is reasonably practicable, to minimise any adverse impact on the environment.

The Health and Safety Executive (HSE) enforces health and safety law relating to the activities of independent schools. Although the Business Manager is responsible for health and safety in the workplace and on work activities, the overall and final responsibility is that of the Proprietor and the HSE will normally take action against the Proprietor. However, in some circumstances, for example where an employee failed to take notice of the Proprietor's policy or directions in respect of health and safety, the HSE may take action against the employee as well or instead. Written records of all tests and checks such as PAT, COSHH, water and fire tests are kept. This Policy will be achieved by the establishment of an effective health and safety management system within the school. This will involve the implementation of arrangements for the effective planning, organisation, control, monitoring and review of preventative and protective measures. The effectiveness of the system will be regularly monitored to ensure that health and safety arrangements are being implemented and that the people named in this document are carrying out their duties.

In accordance with the Health and Safety at Work etc. Act 1974 the employer is responsible for Health and Safety, although tasks may be delegated to others. The employer has a general duty to ensure, as far as is reasonable and possible, that persons who are and also persons who are not in their employment, but who may be affected by it, are not exposed to unacceptable risks to their health and safety. The Proprietor accepts that we have a responsibility to take all reasonably practicable steps to ensure the health, safety and welfare of staff and others. By extension this includes pupils, parents, volunteers and visitors including contractors and hirers. The employer is required to set out the Health and Safety arrangements in a written Health and Safety policy.

This requires the Proprietor, who has overall and final responsibility for health and safety to:

- have a general statement of policy;
- state who is responsible for what (delegation of tasks);
- make arrangements to establish, monitor and review measures needed to meet satisfactory Health and Safety standards.

The employer, school staff and others also have a duty under common law to take care of pupils in the same way that a prudent parent would. The Health and Safety at Work Act of 1974 also places responsibilities on all our staff. Matters arising regarding Health and Safety should be reported, in writing, to the Business Manager.

2.0 Legislation

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.

3.0 Organisation

3.1 Responsibilities of the Proprietor

The Proprietor is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times. This includes the maintenance and development of safe working practices and conditions for all staff, pupils and visitors engaged in school sponsored activities along with taking all reasonable steps to achieve this. The Business Manager, Head and Head of Pre-Prep also have a fixed agenda item on health and safety for all staff meetings. The Proprietor is responsible for monitoring compliance with statutory requirements and attends the termly health & safety meeting.

The Proprietor has a duty to:

- Identify and evaluate risk control measures in order to select the most appropriate means of minimising risks to staff, pupils and others, while providing a healthy and safe environment for children to enjoy learning and 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.

- Be familiar with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice that are relevant to the work of the school, in particular the Management of Health and Safety and Work Regulations.
- Ensure that all Great Ballard staff meet the legal requirements for providing excellent health, safety and security to the children in our care.
- Be consistent with Regulation 3 (7) of the Education (Independent School Standards) (England) Regulations, including complying with the requirements of Working Together to Safeguard Children (HM Government), Safeguarding Children and Safer Recruitment in Education (SCSRE) guidance excluding Chapter 5, DfE Guidance: Dealing with allegations of abuse against teachers and other staff (2011), along with any further amendments as they are published.
- Where appropriate, ensure that staff and parents are made aware of risks identified and of the systems and procedures we put in place to deal with these risks.
- Provide employees with information, supervision, and training to ensure they are competent to carry out their tasks and minimise cases of injury and work related to ill health.
- Provide arrangements that recognise our responsibilities to visitors, contractors and the public who may be affected by our activities.
- Provide safe equipment, safe play areas, safe access and egress and maintain them in good order.
- Have a clear understanding on actions to take in the event of any emergencies.
- Train all our staff in the particular health and safety issues that affect children.
- Ensure that activities undertaken by the school both on and away from the school site are risk assessed and safely managed.
- Monitor and review this Policy and the various systems procedures.
- Adopt and maintain an effective policy, organisation, and arrangements for the provision of health and safety throughout the school.
- Comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

The Proprietor is directly responsible for safety management/compliance during lettings and ensuring that premises, equipment and substances are safe and without risk to health. Employees, visitors and contractors to the site are reminded that it is their duty to look after their own health and safety, to ensure that they do nothing to endanger anyone else, and to co-operate with the school in all matters of Health and Safety.

3.2 Responsibilities of the Headteacher

The Head will work with the H&S Manager (Business Manager) to:

- Ensure that the school is following the health and safety policy and oversees effective arrangements for managing the real health and safety risks at the school.
- Maintain effective communications with the Proprietor, Directors, and the school workforce, and ensure clear information is given to pupils and visitors, including contractors, regarding the significant risks on site.
- Make sure that the staff have the appropriate training and competencies to deal with risks in their areas of responsibility.
- Consult and work with recognised TU safety representatives/employee representatives and safety committees.
- Make sure that staff understand their responsibilities and know how to access support and advice to help them manage risks responsibly.
- Provide visible leadership to the whole school so that staff feel motivated, supported and empowered to focus on the things that really matter.
- Ensure that risk assessments are in place and regularly reviewed for onsite and offsite activities.

- Ensure there are adequate systems in place for reporting Health & Safety issues and these systems are monitored to ensure action is taken in the most efficient and effective manner.
- Ensure that the school has an open culture for reporting Health & Safety issues.

3.3 Responsibilities of the Health and Safety Manager

The HSM is the Business Manager. The HSM acts as the focal point for day-to-day references on safety and gives advice; indicates sources of advice, obtaining, where necessary, external advice. The HSM also has responsibility for ensuring that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times and for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, support staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school. The HSM will take reasonable, practicable steps to achieve this and assign clear safety functions to other members of staff as appropriate. This includes the following which is not an exhaustive list:

- Monitoring the Health and Safety policy, ensuring that the Proprietor, Directors, employees, and other persons involved with the school have knowledge of it, and are carrying out their duties in accordance with it.
- Ensure that new starters receive the Health & Safety policy before starting and have a health and safety induction when they first start.
- Be aware of and ensure compliance with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice relevant to the work of the school.
- Ensure that all employees are trained and competent to undertake their work safely, are aware of their own limitations and know they must not undertake any task unless they have been trained, are competent and are confident they can carry out the task safely in the conditions that prevail.
- Ensure that all tools, machinery, plant and equipment is fit for purpose, adequately installed, serviced, guarded and appropriately used.
- Ensure that all tools, machinery, plant and equipment receive planned maintenance, that maintenance records are kept, in accordance with statutory legislation where appropriate, and ensure that defective equipment which constitutes a safety hazard is removed from service immediately and clearly labelled as defective.
- Collate accident information and, when necessary, carry out accident and incident investigations. Review incidents and accidents at termly Health and Safety Meetings.
- Ensure that emergency procedures including those for fire are in place, known, tested regularly and that any necessary revisions are made and disseminated.
- Keep up to date with current legislation and informing other staff and volunteers as appropriate.
- Making annual health and safety inspections.
- Producing, implementing and monitoring health and safety procedures, including a risk assessment strategy, emergency plans and the collating of accident and incident information.
- Ensuring that the fire drill instructions are in all rooms.
- Ensuring that all Fire Safety policies and procedures are implemented including the external and internal fire safety audits and inspections.
- Ensuring that regular visitors observe the school's safety rules.
- Ensure that statutory health and safety notices are displayed in appropriate locations within the establishment.
- Monitor the effectiveness of the implementation of this policy and submit a termly report to the Proprietor and Directors on health and safety matters.
- Ensure that a copy of this policy is available to all staff, contractors and visitors and is published on the school website.

As well as having the general responsibilities/duties of all members of staff, the HSM also has responsibility for ensuring that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times and for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, support staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school. The HSM will take reasonable, practicable steps to achieve this and assign clear safety functions to other members of staff as appropriate.

3.4 Responsibilities of Staff Holding Posts or Positions of Special Responsibility

These staff:

- Have a general responsibility for the application of the Proprietor's health & safety policy to their own area of work and are directly responsible to the Business Manager and Head for the application of existing safety measures and procedures within that area of work and follow the advice or instructions given by the Business Manager including complying with the relevant parts of this statement.
- Shall, where necessary, establish and maintain safe working procedures including arrangements for ensuring, as far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances, (e.g. chemicals, boiling water, duplicating fluid, guillotines).
- Shall resolve any health and safety problem any member of staff may refer to them and refer to the Business Manager any of these problems for which they cannot achieve a satisfactory solution within the resources available to them.
- Shall carry out a regular safety inspection of the activities for which they are responsible and, where necessary, submit a report to the Business Manager.
- Shall ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own safety and health at work.
- Shall, where appropriate, seek the advice and guidance of the Business Manager or any relevant adviser appointed by the Proprietor and shall propose to the Business Manager requirements for safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.
- Shall attend the termly Health & Safety meetings to represent their area of work and responsibility (attendees include Head of Sport, Head of Science, Catering Manager, maintenance team, Business Manager, Proprietor).

3.5 Responsibilities of all Employees

Employees also have the duty to look after their own and others (pupils, parents, volunteers and visitors including contractors) safety. Employees should also co-operate with the employer in matters of health and safety.

The Health and Safety at Work etc. Act 1974 states:

'It shall be the duty of every employee while at work:

- (a) to take reasonable care for the health and safety of himself and of any persons who may be affected by his acts or omissions at work, and,
- (b) as regards any duty or requirement imposed on his Head, Business Manager or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.'

The Act also states:

‘No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the relevant statutory provisions.’ All staff will make themselves familiar and ensure compliance with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice relevant to the work and also the particular area in which they work. They will, so far as is reasonably practicable:

- Be familiar with this health and safety policy and all safety arrangements including those for fire, first aid and other emergencies as laid down by the Proprietor.
- Ensure that health and safety regulations, rules, routines and procedures are being applied effectively and carry out/be aware of hazard identification and risk assessments as appropriate for their area of work.
- Take part in health and safety training as required, inform their line manager if there is any reason they are unable to perform any task without undue risk (e.g. illness, incapacity, etc.).
- Only undertake any task for which they have been trained.
- Take reasonable care of their own health and safety and that of any other persons (staff, pupils, visitors, etc.).
- Observe standards of dress consistent with safety and/or hygiene.
- Exercise good standards of housekeeping and cleanliness as well as know and apply the emergency procedures in respect of fire and first aid.
- Co-operate fully with their employer on health and safety matters, including following safe systems of work.
- Ensure that all tools, machinery and equipment are adequately guarded, are in good and safe working order.
- Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled.
- Report any defects that they observe in the premises, plant, equipment and facilities and take action to ensure no one is put at risk and use the correct equipment, tools, protective equipment and clothing for the job.
- Report all accidents and near misses immediately, whether injury is sustained or not by logging on iSAMS and informing the Lead First Aider or recording on an Accident Report form which is delivered to the Lead First Aider. Promote and achieve high standards of health and safety suggesting improvements and ways of reducing risks and co-operate with other employees in promoting improved safety measures.
- Act as a prudent parent when in charge of pupils, as they have a duty to under common law.

Employees should follow any health and safety procedures put in place by their employer. However, if they feel that the procedure is inappropriate (e.g. it is too bureaucratic) they should discuss this with the Business Manager and request that it is reviewed. The Business Manager will work with the employee to ensure that the procedures at the school are proportionate, effective and appropriate.

3.6 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 reporting any health and safety incidents to a member of staff.

3.7 Contractors

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

4.0 Arrangements

4.1 Risk Assessments

Health and safety law often refers to risk assessment and risk management. These are the terms used to describe the process of thinking about the risks of any activity and taking steps to counter them. The Business Manager will ensure that regular written risk assessments are undertaken of premises, methods of work and all school sponsored activities. These must be reviewed following changes in circumstances or personnel or in accordance with agreed timetables. In high-risk areas such as laboratories, workshops, gymnasiums, etc., risk assessments should be reviewed termly. The science department use CLEAPPs to inform their general laboratory risk assessment as well as for risk assessments for individual experiments and activities. In other activity areas, establishments should review risk assessments on an annual basis. Written risk assessments will identify all defects and deficiencies together with the necessary remedial action or risk control measures. The results of all risk assessments will be reported to the Proprietor who will prioritise issues and assign resources to undertake remedial/control measures where required. All risk assessments will be signed by the person undertaking the risk assessment and counter signed by the Headmaster or Business Manager.

Individual Risk Assessments

Specific risk assessments relating to individuals, e.g. staff member or pupil, are held on that person's file and will be undertaken and approved by the School Nurse, Headteacher and/or Business Manager. Such risk assessments will be reviewed on a regular basis by the Headteacher and/or Business Manager.

It is the responsibility of employees to inform the Headteacher and/or the Business Manager of any medical condition (including pregnancy) which may impact upon their work.

It is the responsibility of pupils, parents/carers to inform the School Nurse, Headteacher and/or office team of any medical condition which may require support during school hours.

Curriculum Activity Risk Assessments

Risk assessments for curriculum activities will be carried out by the responsible staff member, referring to the model risk assessments, and the Business Manager for advice if required. Whenever a new course is adopted or developed, all activities are checked against the model risk assessments and significant findings incorporated into the course plan documentation.

4.2 Monitoring and Inspection

A general inspection of the school's premises, equipment and facilities shall be conducted termly by the Business Manager.

Departments shall be conducted regularly by department heads or nominated staff.

Monitoring inspections shall be recorded on the provided form and records of monitoring inspections shall be kept in the Finance Office.

The Business Manager is responsible for following up items detailed in monitoring inspections.

Inspections of technical and key safety related equipment (e.g. fire alarms, fire extinguishers, emergency lighting, gas appliances, electrical equipment etc) shall be conducted by competent contractors, as detailed in the appropriate sections of this policy.

Reports on health and safety inspections will be presented to the Health & Safety Committee each term. These inspections along with a report on the performance of health & safety management systems will be presented annually to the Board.

4.3 Training & Communication

We make arrangements, where appropriate, for the training of various persons to assist in carrying out the requirements of the School's Health and Safety Policy and Procedures.

All new employees, including work experience students, shall receive training in health & safety aspects related to their role as part of their induction.

Staff training includes, but is not limited to, manual handling, emergency procedures, health & hygiene, first aid, COSHH and working at height.

Any changes to health & safety arrangements shall be briefed to all applicable staff during regular staff meetings, or via an ad-hoc meeting if deemed necessary.

Health & safety is a standing item on all staff meeting agendas.

Training and briefing records shall be held in the Finance Office.

The Business Manager will ensure refresher training is completed within the prescribed time limits.

The statutory health & safety poster has been completed and is on display in the staff room and kitchen.

Employees are encouraged to provide feedback on health & safety issues. Feedback received shall be considered by the Business Manager and Head and acted upon if deemed appropriate.

We provide staff with on training on how to carry out risk assessments as part of their on-going continuous professional development. We also use external trainers to support us in the training of our staff with regards to health and safety. This includes both generic and specific training with reference to risk assessment, first aid (including paediatric first aid), fire safety, educational visits, curriculum specific activities and COSHH.

4.4 First Aid

Please refer to the school's separate First Aid Policy. Great Ballard school has in place:

- Practical arrangements at the point of need.
- A training record of those qualified in first aid (including paediatric first aid) and a requirement for training to be updated every three years.
- At least one qualified 'First Aider' person on site (as well as a Paediatric First Aider) when pupils are present and during the school holidays but the school endeavours to ensure the majority of staff are first aid or paediatric first aid trained.
- A School Nurse on site during core school hours when pupils are present.
- A process for accidents to be recorded and parents informed.
- Access to well-stocked first aid kits.
- Arrangements for keeping first aid kits checked and stocked.
- Arrangements for pupils with particular medical conditions (for example, asthma, epilepsy, diabetes) and ensuring that this is well communicated with all staff.
- Individual health care plans for those children who require it.
- Hygiene procedures for dealing with spillage of body fluids.

At Great Ballard School:

- A first aid box is held in the School Office and other key areas as detailed in the first aid policy. Portable kits are available from the School Office for off site visits where needed.
- Staff will sign out a first aid kit and any specific pupil medication for off site visits.
- The names of all qualified First Aiders are circulated to all staff and copies are located in the staff rooms.
- The process for reporting incidents and accidents are clearly as outlined in the First Aid policy.
- A record on iSAMS will be kept of all first aid administered either on the school premises or as a part of a school related activity.
- The arrangement for First Aid for sports, outdoor pursuits and field trips are the responsibility of the Group Leader/Head of Sport and supervising staff.
- A defibrillator is located on the external wall of the boys' changing room in the courtyard.

The arrangements for first-aid provision will be adequate to cope with all foreseeable incidents. The number of designated first-aiders will not, at any time, be less than the number required by law, and this is determined by risk assessment. Designated staff will be given such training in first-aid techniques as is required to give them an appropriate level of competence. The Business Manager is responsible for ensuring that a sufficient back-up stock is held on site. A record on iSAMS will be kept of all first-aid administered either on the school premises or as a part of a school related activity.

If a pupil requires medication whilst in the care of the school, the parent should notify the school and ask permission for the medication to be brought in, completing the relevant form when requested. The safekeeping and administration of medication is in accordance with the school First Aid policy.

4.5 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.

4.6 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.

4.6.1 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

4.6.2 Coughing and sneezing

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

4.6.3 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 (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

4.6.4 Cleaning of the environment

- Clean the environment frequently and thoroughly

4.6.5 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

4.6.6 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

4.6.7 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

4.6.8 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

4.6.9 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.

4.6.10 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.

4.6.11 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

In addition to general food hygiene guidance, when preparing and storing formula milk foods for babies, staff will:

- Follow the manufacturers' instructions for making formula milk
- Use freshly boiled water that they have allowed to cool
- If possible, where dried formula for reconstitution has been supplied, make up each feed before using it; alternatively, encourage parents or carers to provide ready-made formula bought in sealed cartons/bottles

In addition to general food hygiene guidance, when preparing and storing breast milk foods for babies:

- All breast milk should be labelled with the child's name and date of expression
- Use milk within 24 hours of it being expressed

- Store breast milk in the body of the fridge between 1°C and 4°C before use (not in the door where pasteurised drinking milk is often stored, as the temperature can vary considerably when opened)

When disposing of unused milk:

- Dispose of the remaining milk portion left after a feed
- Rinse and wash bottles, teats, plastic spoons and other utensils thoroughly and return to parent or carer at the end of the day where appropriate

Where nappies are used:

- 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
- Clean the children 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

Where potties are used:

- Have a designated sink for cleaning these (which is not a hand wash basin) and wash them in hot soapy water and dry
- Wear disposable gloves to flush contents down the toilet
- Store potties upside and not inside each other
- Wash hands using soap and warm water and dry after removing disposable gloves

4.7 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

4.8 Accidents

Accident Reporting - Internal

All accidents, incidents, dangerous occurrences and near-misses, no matter how seemingly minor, must be reported without delay.

A record on iSAMS must be completed following any accident. Details recorded include a brief description of the accident, who was involved, location, date, time and action taken.

The Business Manager shall investigate all accidents, report their findings to the Headteacher and act accordingly to minimise the risk of further occurrences. Where equipment or systems of work are found to be a causal affect, remedial actions shall be taken immediately. Accident records on iSAMS are reviewed half-termly by the Business Manager and any trends identified reported to the Headteacher for action.

Accident Reporting – HSE

The Business Manager ensures that Great Ballard school complies with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) under which Great Ballard School is required to report to the Health and Safety Executive (telephone: 0345 300 99 23):

- Deaths;
- Major injuries;
- Over-seven-day injuries;
- An accident causing significant or multiple injury to pupils, members of the public or other people not at work;
- A specified ‘dangerous occurrence’, where something happened which did not result in an injury but could have done - a ‘near miss’.

The Business Manager 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 Business Manager will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

School staff: reportable injuries, diseases or dangerous occurrences

These include:

➤ Death

➤ Specified injuries, which 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) which:
 - Covers more than 10% of the whole body’s total surface area; or
 - Causes significant damage to the eyes, respiratory system or other vital organs
- 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
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the Business Manager will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include, but are not limited to:
- Carpal tunnel syndrome
 - Severe cramp of the hand or forearm
 - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
 - Hand-arm vibration syndrome
 - Occupational asthma, e.g. from wood dust
 - Tendonitis or tenosynovitis of the hand or forearm
 - Any occupational cancer
 - Any disease attributed to an occupational exposure to a biological agent
- 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

Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences

These include:

- Death of a person that arose from, or was in connection with, a work activity
- An injury that arose from, or was in connection with, a work activity and the person is taken directly from the scene of the accident to hospital for treatment

An accident “arises out of” or is “connected with a work activity” if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

Information on how to make a RIDDOR report is available here: [How to make a RIDDOR report, HSE](#)

Notifying parents/carers

The Head of Pre-Prep or School Nurse 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.

Reporting to child protection agencies

The Designated Safeguarding Lead will notify West Sussex 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.

4.9 Fire Safety

The procedures for Fire and Emergency evacuation are displayed in every classroom, fire exit and in prominent positions around Great Ballard School. These procedures are reviewed and updated on a regular basis. The logbook for recording and evaluation of practice and evacuation drills is held securely in the Finance Office. The Business Manager has overall responsibility for implementing the evacuation procedure if an emergency were to occur. Arrangements are in place in the absence of the Business Manager which are specified in the daily routines. Our School has in place a Health and Safety Emergency Plan. This plan details the procedures and contacts for dealing with a health and safety emergency.

The Business Manager is the Fire Safety Officer who ensures that the Fire Risk Assessment is reviewed annually. Fire extinguishers are checked and serviced annually. The fire alarm is tested weekly and fire drills are conducted once a term.

4.10 Educational Visits

The staff of Great Ballard School aim to provide a broad and balanced curriculum and believe that school trips are an essential resource for learning and a key component of the curriculum.

All School trips are planned in advance and risk assessed, in accordance with the Health & Safety at Work Act (1974) and the DfE's Health & Safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies.

- We always ensure adequate staffing ratios at all times.
- Adults accompanying residential trips have an enhanced DBS certificate.
- We ensure parents are always informed of all forthcoming plans for events on our premises.
- Apart from generic permission slips for regular school events or fixtures, we always insist that parents sign consent forms whenever we plan to take the pupils away from the premises for an outing somewhere, no matter where.
- We ensure that our staff have access to all the equipment needed when we go on outings and that they use a checklist each time to ensure nothing is forgotten.
- All staff undertaking school trips make the appropriate risk assessment prior to the visit. If residential this may include visiting the centre or resort.
- We always ensure we have means of communication with us during outings and a list of appropriate telephone numbers for contacting the right people whenever required.
- Whenever we require vehicles to transport pupils anywhere, we only use approved and licensed contractors that operate vehicles that conform to all the safety standards.
- We ensure that any drivers of coaches etc. that are required to transport the pupils on any outings are competent and trustworthy drivers and that the vehicles are properly equipped with safety seatbelts.

- We ensure that there are always an adequate number of first aiders and first aid kits available for each trip or activity.

Planning & Preparation

When planning a school trip, the responsible teacher shall:

- Submit an event form for approval by the senior leadership team.
- Remember that they (the teacher) are responsible for all aspects of the trip, including preparation and post-trip activities, and that during the trip they are responsible for the care and welfare of the pupils.
- Ensure that before a trip takes place, a member of staff visits the venue to assess the risks that may occur there, or on the journey, and check the availability of essential facilities, e.g. toilets, eating areas etc.
- Lead staff member to complete an offsite risk assessment form before trips which require a higher level of risk management e.g. residential trips. Risk Assessment forms must be handed to the Business Manager for approval.
- Ensure that the location of the venue and the length of the journey are taken into account when considering the trip's suitability for the pupils, in terms of their cultural requirements, physical disabilities, age, size and maturity.
- Ensure that a full costing for the trip is conducted and approved by the Business Manager so as to determine the level of any parental contribution that may be required.
- Ensure that at least two weeks before the trip is due to take place, a communication is sent to the parents/carers of all pupils attending, containing all relevant details, including venue, subject, justification, times, parental contribution, clothing, equipment and spending money for the pupils. The letter shall include a permission form for the parents to complete, giving their permission for the pupil to attend.
- Ensure that enough adults are attending to help supervise the pupils:
 - Early Years and Key Stage 1 – maximum number of children to 1 adult = 6
 - Key Stage 2 – maximum number of children to 1 adult = 15
 - Key stages 3-5 – maximum number of children to 1 adult = 20
- NB: Some activities may require a greater level of supervision. This shall be identified in the pre-trip risk assessment.

Transport - External Provider

Where transport to the venue is required from an external transport provider, the responsible teacher shall arrange for suitable transport to be booked through the Finance Office, sufficiently in advance of the trip taking place.

- All transport shall be organised by the Finance Office, using a known and approved transport provider.
- Insurance liability certificate and DBS cover letter to be obtained from coach company and officially logged with the Business Manager.
- The Finance Office shall ensure that there is a seat available for every person going on the trip, and that suitable seatbelts are fitted.
- The Finance Office shall ensure that the transport provider is notified of the purpose and details of the trip, and that speed limits, driving hours regulations and other safeguarding/safety regulations are to be observed at all times.

During the Trip

Whilst undertaking the trip, the responsible teacher shall:

- Ensure that the safety of the pupils is the first priority.
- Ensure that all adults attending the trip, including parent/carer volunteers, are fully briefed on their role and responsibilities including safeguarding of pupils, the aims of the trip, any emergency arrangements, and are assigned to a group of pupils which does not contain a relative of theirs.
- Ensure that all pupils are prepared for the trip by explaining the aims of the trip, the expected standards of behaviour, the importance of following all rules and of not taking any undue risks.
- Ensure that a first-aid kit, sick bags (where transport is to be used) and mobile phone for emergency usage are taken on the trip.
- Ensure that pupils are wearing school uniform or appropriate clothing and correct footwear, as required for the trip.
- Ensure that a list of all pupils attending, including emergency contact numbers and medical requirements, is taken on the trip.

Regular Trips

School trips that form a regular part of the curriculum, or after school activities, such as regular trips to sports grounds, fire stations, museums etc need only be risk assessed before the first such trip. Risks assessments should be reviewed annually by the Business Manager or following significant changes to the details of the trip, an accident/incident or feedback from an interested party.

Trips Involving Animal Contact

Trips that may involve pupils coming into contact with animals, e.g. farm or petting zoo trips, may present a risk of ill health to pupils. Risk assessments for such trips must consider the HSE Advice "Preventing or Controlling Ill Health from Animal Contact at Visitor Attractions" and suitable hygiene control measures established and briefed to pupils and staff.

Higher Risk Activities

Trips involving activities such as trekking, caving, climbing, water sports etc. are considered higher risk. Venues providing such activities must hold a license, as required by the Adventure Activities Licensing Regulations (2004). This license shall be checked, and a copy kept on file, in the Finance Office, before the trip takes place.

4.11 Insurance

Great Ballard School have purchased, and shall maintain, suitable levels of public liability insurance to cover our activities and facilities.

Insurance certificates are displayed in the Finance Office and are available for inspection by all interested parties.

4.12 Smoking/Vaping

Our school, in compliance with the law, is a non-smoking establishment (including the use of e-cigarettes and other tobacco products). Our no-smoking policy applies to all staff, pupils, parents, visitors, work experience students and contractors when they are on the school site. We do not

allow smoking or vaping on the school premises, as we do not want to present smoking or vaping as acceptable. Nor do we wish to present adult smokers or vapers as role models. Any member of staff wishing to smoke or vape must leave the school site, out of view from the children, in their own time and not in the employer's time. Should we find any member of staff smoking or vaping at school, we would consider this a serious breach of the terms of employment. We aim to help children know and understand the dangers of smoking/vaping and the harmful effects that smoking/vaping can have on their bodies. We provide children with the knowledge and information necessary for them to make responsible choices in relation to smoking and vaping. We equip children with the social skills that help them to resist the pressure to smoke or vape, either from their peer group, or from society in general. Organisations and clubs who use the school premises within or outside normal school hours are expected to adhere to the school's no smoking policy. All staff and parent helpers are expected to refrain from smoking on all school trips, activities and events.

4.13 Security

While it is difficult to make the school site totally secure, we will do all we can to ensure the school is a safe environment for all who work or learn here. As per the Visitor Policy, we require all adult visitors to the school who arrive in normal school hours to sign in at Reception and to wear an identification badge with a green or red lanyard as provided by the School at all times whilst on the school premises. Staff must report to the school office immediately any visitor who is not identified with a school badge. If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Head or Business Manager immediately. The Head or Business Manager will direct any intruder that they must leave the school site straight away. If this does not occur the Head or Business Manager will contact the police immediately.

Security arrangements currently in place include:

- CCTV
- Ensure pupils cannot leave the premises unaccompanied or with an unknown adult.
- Controlled access on doors into the main building which are restricted by either key code or fob access.
- Keeping the internal and external areas secure by closing all gates and front door on arrival and departure from the premises.
- Ensuring all visitors sign in at Reception, show ID and are given a green or red lanyard dependent on their DBS status.
- Ensuring pupils never open the front door and staff only admit known/expected persons to the school.
- Keeping all gates and boundaries in good repair and checked regularly.
- Keeping the main gates closed during the school day.
- Requiring parents/carers to inform staff in advance, either by telephone, email or in writing if another adult will be collecting their child.

4.14 Levels of supervision

Adequate supervision of pupils is built into the day to day working practices at Great Ballard and we have a separate policy that clearly states the school's approach. We make professional judgements, taking into the consideration the age of the pupils and activities in which they are engaged.

The following applies to all areas of the school:

- Registers will be taken at the beginning of the morning and afternoon sessions to ensure pupils are on the premises. Daily absence procedures operated by school office.
- Pupils will be escorted and supervised in outside areas.
- Pupils will be supervised when eating and drinking.

- Adults will be aware of pupils using the toilet/bathroom.

In the EYFS, the following levels of supervision shall be maintained:

- For children aged three and over in independent schools, where a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another suitable level 6 qualification, an instructor, or another suitably qualified overseas trained teacher, is working directly with the children: for classes where the majority of children will reach the age of five or older within the school year, there must be at least one member of staff for every 30 children; for all other classes there must be at least one member of staff for every 13 children; and at least one other member of staff must hold a full and relevant level 3 qualification.
- For children aged three and over in independent schools, where there is no person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another suitable level 6 qualification, no instructor, and no suitably qualified overseas trained teacher, working directly with the children: there must be at least one member of staff for every eight children; at least one member of staff must hold a full and relevant level 3 qualification; and at least half of all other staff must hold a full and relevant level 2 qualification.
- Where the provision is solely before/after school care or holiday provision for children who normally attend Reception class (or older) during the school day, there must be sufficient staff as for a class of 30 children. It is for providers to determine how many staff are needed to ensure the safety and welfare of children, bearing in mind the type(s) of activity and the age and needs of the children. It is also for providers to determine what qualifications, if any, the manager and/or staff should have. Providers do not need to meet the learning and development requirements of the EYFS curriculum. However, practitioners should discuss with parents and/or carers (and other practitioners/providers as appropriate, including School staff/teachers) the support they intend to offer.
- An Intimate Care Policy is in place for EYFS pupils who may need support with toileting.

4.15 Electrical Safety

The following arrangements relating to electrical safety are in place:

- All employees shall visually check electrical equipment, including plugs and cables, before use to ensure that it is in safe working order.
- Electrical equipment is sited carefully to avoid trailing leads. Lead covers are available where required.
- Pupils are only allowed to use electrical equipment once trained and with adult supervision.
- Portable electrical equipment is regularly PAT tested by a competent person and records kept in the Finance Office.
- Fixed wiring inspections are carried out every five years, records are kept by in the Finance Office.
- Any staff bringing in equipment such as chargers for mobiles and laptops must take these to the maintenance team for PAT testing before use.

4.16 Workplace Temperature

Great Ballard recognises the importance of maintaining a reasonable temperature in all workplaces, in accordance with applicable legislation.

In accordance with the Education (School Premises) Regulations (1999), the following minimum temperatures will be observed:

- Areas where there is a lower-than-normal level of physical activity (e.g. sick rooms): 21°C.
- Areas where there is a normal level of physical activity (e.g. classrooms & canteens): 18°C.
- Areas where there is a higher-than-normal level of physical activity (e.g. gyms & drama workshops): 15°C.

NB: All classrooms shall be at least 18°C as children are less able to withstand low temperatures than adults.

The school office shall ensure that there are thermometers in every room and that regular checks are made of the room temperature.

4.17 Over-exposure to the sun

Great Ballard recognises the risk to pupils of over-exposure to the sun and has made the following arrangements to minimise the risk:

- Parents/carers are encouraged to apply sun cream to their child at the beginning of the day during periods of hot weather.
- Pupils may bring to school a named bottle of sun cream to reapply at midday should they wish.
- Supervising staff are to ensure that during hot weather:
 - Pupils wear sun hats when outside.
 - Pupils are encouraged to drink plenty of water.
 - Pupils are encouraged to sit in shaded areas when outside.

4.18 Cleaning

Great Ballard recognises the importance of maintaining clean and hygienic premises.

The following health & safety arrangements are in place:

- A cleaning rota has been established for all areas of the school.
- Suitably competent staff have been employed to clean the premises.
- Cleaning staff are provided with suitable protective clothing (e.g. plastic gloves and aprons).
- Cleaning staff are provided with suitable hand washing facilities.
- All cleaning products are kept in locked cupboards out of reach of pupils.
- All premises are to be cleaned and tidied before pupils arrive.
- Hygienic and safe cleaning materials are available for use in emergencies.
- Toilets are regularly checked for cleanliness.
- Surfaces and tables are wiped clean between activities.
- Outside sand pits are covered and cleaned/changed regularly.
- Dressing up clothes, display drapes, table ware and blankets are regularly washed.
- Regular pest control visits are conducted by a competent specialist pest control contractor for preventative control.
- The Finance Office holds COSHH records of all products used by cleaning staff and the pest control contractor in case of emergencies.
- Good health and hygiene practices are actively promoted through notices, signs, posters, leaflets and staff meetings.

4.19 Personal Hygiene

Great Ballard recognises the importance of promoting good personal hygiene practices.

The following health & safety arrangements are in place:

- Staff and pupils are encouraged to observe good practice in matters of personal hygiene at all times.
- Pupils are encouraged to use the toilets correctly.
- Pupils are encouraged to wash their hands regularly, especially before and after handling food, after using the toilet, after handling plants and animals, and after messy or dirty activities, particularly out of doors.
- Pupils are encouraged to cough or sneeze into their elbow.
- Pupils are taught hygiene awareness through planned and spontaneous discussion, routines, activities and topics.
- Staff are encouraged to set a good example to pupils in matters of personal hygiene.
- Good health and hygiene practices are actively promoted through notices, signs, posters, leaflets and staff meetings.

4.20 Kitchen Safety

The following health & safety arrangements specific to the kitchen areas are in place:

- The kitchen is out-of-bounds to all persons except kitchen staff and permitted users.
- Environmental health regulations are to be enforced.
- The floors are to be kept dry and free from obstruction - non-slip flooring has been installed.
- Care shall be taken when handling heavy and/or hot items.
- Training in food preparation and handling is provided to appropriate staff.
- Food preparation and handling procedures are monitored and assessed regularly.
- Food preparation areas shall be kept clean and hygienic.

4.21 Vehicle Safety

The school operates a one-way system. Designated drop/off and collection zones are in place for parents with parking bays which are clearly marked. Drop off and pick up periods are supervised by staff. Parents/carers are regularly reminded to keep their children within their control for safety reasons when arriving at, and leaving, the school.

Staff arriving and leaving the school are to be particularly vigilant for the movement of unexpected children in the car park area.

4.22 Slips, Trips and Falls

All injuries, accidents, and dangerous occurrences will be recorded. The First Aider or supporting teacher will report on iSAMS for every serious or significant accident that occurs on or off the School site if in connection with the School.

Great Ballard recognises that slips, trips and falls are the most common cause of workplace accidents. The following arrangements are in place to reduce their occurrence:

- Non-slip flooring/matting has been installed in the kitchen and washroom/toilet areas.
- Steps are safeguarded with non-slip treads.
- Manhole covers are covered with anti-slip products or marked individually for ease of location.
- Playground surfaces are regularly checked for suitability and state of repair.

- Electrical equipment is sited carefully to avoid trailing leads.
- Corridors and walkways are kept clear of obstructions.
- Floors are thoroughly dried following cleaning and spillages.
- Yellow "wet floor" safety signs to be positioned when necessary.
- Leaves, ice and snow are removed from outside walkways.
- Employees are trained in the proper use of stepladders and kick stools.

4.23 Working at Height

Great Ballard recognises that working at height can present a significant risk to health & safety. Where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled.

The following arrangements are in place relating to working at height:

- When working at height, including accessing storage or putting up displays, staff are briefed to use appropriate stepladders, not chairs, tables etc.
- Stepladders shall be checked annually by the maintenance team to ensure they are safe to use.
- The Business Manager shall ensure all work at height is properly planned and conducted in an approved manner. Scaffolding to be hired when necessary.
- Pupils are not permitted to work at height.
- Contractors are to provide their own access equipment and their activities must be risk assessed before commencing work.

4.24 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.

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.

4.24.1 Electrical equipment

- All staff are responsible for ensuring 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 facilities team 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 isolator 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

4.24.2 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
- All PE equipment and play equipment is checked annually by a ROSPA approved inspector.

4.24.3 Display screen equipment

In accordance with the Health & Safety (Display Screen Equipment) Regulations (1992), as amended 2002, the following arrangements are in place to manage the risk to significant users of display screen equipment:

- A display screen equipment assessment shall be conducted by the Business Manager and reviewed annually, or following significant changes to their work activities, or following a report of deterioration of the user's eyesight or general health.
- Where assessments indicate a risk to the user, changes to their work activities, equipment or system of work shall be considered.
- Significant users shall be provided with training and information relevant to their display screen equipment and workstation usage in order to minimise risks.

NB: significant users are those who use computers for continuous / near continuous spells of an hour at a time or more.

NB: the regulations do not apply to display screen equipment used by pupils. However, it is good practice for staff to make sure pupils are aware how to correctly set up and use their display screen equipment in order to minimise risks.

4.25 Contractors on Site

The Business Manager is responsible for ensuring that all contractors engaged to work on school premises are suitably competent to conduct their activities and possess the correct levels of insurance.

All contractors are required to report to Reception, sign in and be briefed on any health & safety arrangements relating to their work on the premises (including fire procedures and vehicular access).

Contractors will be asked to provide the Business Manager with risk assessments and method statements for the work to be undertaken, which shall be agreed with the school before work commences on site.

All work shall be arranged for suitable times of the day to minimise the risk to employees and pupils.

All contractors, as visitors, on site during school hours must not be left alone with any pupils for safeguarding reasons. Regular contractors, known to the school, who have to attend during school hours will have DBS clearance.

4.26 Lone Working

Staff are encouraged not to work alone in school. Work carried out unaccompanied, or without immediate access to assistance, should be risk assessed to determine if the activity is necessary. Work involving potentially significant risks (e.g. working at height) should not be undertaken whilst working alone.

Where lone working cannot be avoided staff should:

- Obtain permission from the Business Manager and notify them on each occasion when lone working will occur.
- Ensure they do not put themselves or others at risk.
- Ensure they have means to summon help in an emergency, e.g. access to a telephone or mobile telephone.
- When working off site, notify a colleague of their whereabouts and the estimated time of return.
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so. Where necessary, contact appropriate emergency service and/or the Headteacher and Business Manager.
- Report any incidents or situations where they may have felt unsafe or uncomfortable.

4.27 Manual Handling

Generic risk assessments for regular manual handling operations have been undertaken and are kept in the Finance Office. Staff are provided with information on safe moving and handling techniques as part of their induction.

Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment to do so safely.

All manual handling activities which present a significant risk to the health and safety of staff shall be reported to the Business Manager, and where such activities cannot be avoided a risk assessment shall be conducted to ensure such risks are adequately controlled. A copy of this risk assessment will be provided to employees who must follow the instructions given when carrying out the task.

All staff who move and handle pupils have received appropriate training (both in general moving and positive handling people techniques and specific training on any lifting equipment they are required to use).

4.28 Staff Wellbeing

Great Ballard recognises that the mental and physical wellbeing of our employees is key to the running of a successful school and the service delivered to our pupils.

All employees must declare to the Business Manager any medical condition and regular medication they require, as well as providing emergency contact details for use in emergencies. All employee records shall be treated as confidential.

A staff room has been provided for employees to take their breaks, rest periods and refreshments in.

The school has a dedicated Mental Health Lead for staff and pupils.

Employees may discuss in confidence with the Headteacher, Business Manager or Mental Health Lead any personal health or domestic issue which they feel may impact on their role at the school.

Employees must report to the Headteacher any incidents relating to staff wellbeing such as violence, intimidation, stress or bullying.

4.29 COSHH

Schools are required to control hazardous substances, which can take many forms, including but not limited to:

- Chemicals

- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by Business Manager and Lab Technician 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.

All hazardous products are stored in locked cupboards or COSHH cabinets and pupils are not permitted to access.

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.

4.30 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

4.31 Asbestos

The asbestos in the school is listed and declared safe. A full asbestos survey was carried out in May 2005. The asbestos survey and accompanying documents are located in the Finance Office. Further asbestos refurbishment surveys are carried out prior to any works being completed in areas where there is known or suspected asbestos. These reports are stored with the original asbestos survey in the Finance Office.

The asbestos survey shall be made available to all staff and contractors prior to any work commencing on the fabric of the building.

4.32 Legionella

In order to minimise the risks from legionella, and similar waterborne bacteria, Great Ballard have made the following arrangements:

- A full water risk assessment is completed every two years and shall be reviewed annually, or following any significant change to the water supply, and related, systems.

- The Business Manager is responsible for ensuring the following control measures are introduced and regularly conducted.
 - Identifying and regularly flushing rarely used water outlets on a weekly basis and after school holidays.
 - Conducting monthly water temperature checks.
 - Disinfecting and descaling showers, and other areas where water droplets may form, on a quarterly basis.
 - Ensuring the school's water supply systems are regularly inspected and maintained by a competent contractor.
- Any contractors working on the school's water supply, or related systems, must ensure that they have taken into consideration measures to minimise the risk from legionella.

4.33 Lettings

All lettings are arranged with the prior approval of the Business Manager. The Business Manager will establish what the needs of the hirer are and any specific licensing / regulatory requirements. The Business Manager will request details of insurance arrangements from the hirer and whether the school policy is appropriate. The hirer will be briefed on the following:

- Knowledge of the evacuation route and assembly point.
- Familiarity with fire alarm call points and emergency contact numbers.
- Location of escape routes.
- Access to first aid provision.

4.34 Early Years and Eating

While children are eating, there will always be at least 1 member of staff in the room with a valid Paediatric First Aid certificate (from a course consistent with the criteria set out in Annex A of the latest EYFS framework). All children will be within sight and hearing of a member of staff while eating, and seated safely in an appropriate chair and, where possible, in a designated eating space.

Before a child joins our setting, we will get information on their,

- Dietary requirements and preferences
- Food allergies and intolerances
- Health requirements

We will share this information with all staff involved in food preparation and handling. At each mealtime and snack time it will be clear which staff member is responsible for checking that the food meets all the requirements for each child.

We will make sure that all staff are aware of the symptoms and treatments for allergies and anaphylaxis; the differences between allergies and intolerances; and that children can develop allergies at any time.

We will consult with parents/carers to:

- Create allergy action plans for their child – with the help of health professionals, where appropriate
- We will also keep this information up to date and share it with all staff
- Work with them to move on to the next stage at a pace that's right for their child

We will prepare food in a way that:

- Prevents choking
- Meets each child’s individual developmental needs
- Is in line with the DfE’s [Early Years Foundation Stage nutrition guidance](#)

In the event of a choking incident that requires intervention, we will record details of the incident and make the child’s parents/carers aware. We will periodically review the records to identify whether we can change anything in our practice to make eating safer, and then take action as appropriate.

5.0 Links with other policies

This health and safety policy links to the following policies:

- First aid
- Risk assessment
- Supporting pupils with medical conditions
- Accessibility plan
- Remote learning
- Emergency or critical incident plan
- Early Years Foundation Stage Policy

Appendix 1. Recommended absence period for preventing the 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 the UK Health Security Agency. For each of these infections or complaints, there [is further information in the guidance on the symptoms, how it spreads and some ‘dos and don’ts’ to follow that you can check.](#)

In confirmed cases of infectious disease we will follow the recommended self-isolation period based on government guidance.

Infection or complaint	Recommended period to be kept away from school or nursery
Athlete’s foot	None.
Bacillary Dysentery (Shigella)	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.
Campylobacter	Until 48 hours after symptoms have stopped.
Chicken pox (shingles)	Cases of chickenpox are generally infectious from 2 days before the rash appears to 5 days after the onset of rash. Although the usual exclusion period is 5 days, all lesions should be crusted over before children return to nursery or school.

Infection or complaint	Recommended period to be kept away from school or nursery
	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.
Cold sores	None.
Conjunctivitis	None.
Cryptosporidiosis	Until 48 hours after symptoms have stopped. If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.
Diarrhoea and/or vomiting (Gastroenteritis/norovirus)	Children and adults with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course is completed. For some gastrointestinal infections, longer periods of exclusion from school are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, school health adviser or environmental health officer will advise.
Diphtheria	Exclusion is essential. Contact your local UKHSA health protection team about any cases in your setting. For toxigenic Diphtheria, only family contacts must be excluded until cleared to return by your local UKHSA health protection team.
E. coli (verocytotoxigenic or VTEC)	The standard exclusion period is until 48 hours after symptoms have resolved. However, some people pose a greater risk to others and may be excluded until they have a negative stool sample (for example, pre-school infants, food handlers and care staff working with vulnerable people). The health protection team will advise in these instances.
Flu (influenza)	Until recovered.
Food poisoning	Until 48 hours from the last episode of vomiting and diarrhoea and they are well enough to return. Some infections may require longer periods (local health protection team will advise).
Giardiasis (giardia)	Until 48 hours after symptoms have stopped.

Infection or complaint	Recommended period to be kept away from school or nursery
Glandular fever	None (can return once they feel well).
Hand, foot and mouth	Children are safe to return to school or nursery as soon as they are feeling better, there is no need to stay off until the blisters have all healed.
Head lice	None.
Hepatitis A	Exclude cases from school while unwell or until 7 days after the onset of jaundice (or onset of symptoms if no jaundice), or if under 5, or where hygiene is poor. There is no need to exclude well, older children with good hygiene who will have been much more infectious prior to diagnosis.
Hepatitis B	Acute cases of hepatitis B will be too ill to attend school and their doctors will advise when they can return. Do not exclude chronic cases of hepatitis B or restrict their activities. Similarly, do not exclude staff with chronic hepatitis B infection. Contact your local health protection team for more advice if required.
Hepatitis C	None.
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
Measles	Cases are infectious from 4 days before onset of rash to 4 days after, so it is important to ensure cases are excluded from school during this period.
Meningitis	Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed.
Meningitis viral	Until recovered.
Meningococcal meningitis/ septicaemia	If the child has been treated and has recovered, they can return to school.
Mpox	Until recovered and deemed safe to return by their clinician or in line with current guidance.
MRSA (meticillin resistant Staphylococcus aureus)	None.
Mumps	5 days after onset of swelling (if well).

Infection or complaint	Recommended period to be kept away from school or nursery
Respiratory infections including coronavirus (COVID-19)	Children and young people should not attend if they have a high temperature and are unwell. Anyone with a positive test result for COVID-19 should not attend the setting for 3 days after the day of the test.
Ringworm	Exclusion not needed once treatment has started.
Rotavirus	Until 48 hours after symptoms have stopped.
Rubella (German measles)	5 days from appearance of the rash.
Salmonella	Until 48 hours after symptoms have stopped.
Scabies	The infected child or staff member should be excluded until after the first treatment has been carried out.
Scarlet fever	Children can return to school 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered, the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the school or nursery, the health protection team will assist with letters and a factsheet to send to parents or carers and staff.
Slapped cheek syndrome, Parvovirus B19, Fifth's disease	None (not infectious by the time the rash has developed).
Threadworm	None.
Tuberculosis (TB)	Pupils and staff with infectious TB can return to school after 2 weeks of treatment if well enough to do so and as long as they have responded to anti-TB therapy. Pupils and staff with non-pulmonary TB do not require exclusion and can return to school as soon as they are well enough.
Typhoid and Paratyphoid fever	Inform your local health protection team as soon as possible. Seek advice from environmental health officers or the local health protection team on required exclusion periods.
Whooping cough (pertussis)	A child or staff member should not return to school until they have had 48 hours of appropriate treatment with antibiotics and they feel well enough to do so, or 21 days from onset of illness if no antibiotic treatment.

