

Health and Safety Policy

THE HUB SCHOOL



Policy Owner: School Business Manager

Approved by: FGB

Date: 08/12/2022

First Adopted: 14/12/2017

Last reviewed on: December 2022

Next review: December 2023 (or sooner if legislation requires)

Contents

| | |
|--|----|
| 1. Introduction/Aims | 3 |
| 2. Legislation..... | 3 |
| 3. The Policy Statement | 3 |
| 4. General Responsibilities..... | 4 |
| 5. Advice and Training | 4 |
| 6. Governing Body Statement | 4 |
| 7. Organisation and Responsibilities – Health, Safety and Welfare at Work – Staff Training | 4 |
| 8. The Senior Leadership Team | 5 |
| 9. Procedures..... | 7 |
| 10. Educational Visits..... | 9 |
| 11. Site security | 9 |
| 12. Contractors | 9 |
| 13. Hazardous Substances/COSHH..... | 9 |
| 14. Equipment..... | 10 |
| 15. Receiving a bomb warning | 11 |
| 16. Furniture and Furnishings..... | 11 |
| 18. Art and craft equipment | 14 |
| 19. Cookery..... | 14 |
| 20. Physical Education | 14 |
| 21. Supervision | 14 |
| 22. Lone working..... | 14 |
| 23. Working at Height/Manual Handling | 15 |
| 24. New and expectant mothers..... | 15 |
| 25. Design and Technology..... | 15 |
| 26. Risk Assessments | 15 |
| 27. Points of Contact..... | 16 |
| 28. Links with other policies | 16 |
| Appendix 1:Guidelines for Science Teacher..... | 17 |
| Appendix 2: Preventing Spread of Infection..... | 18 |
| Appendix 4: Health and Safety Arrangements Anlaby/Welton..... | 19 |

.....

1. Introduction/Aims

Our school aims to:

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

2. Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation:

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

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

3. The Policy Statement

The Headteacher will be responsible to the Director of CFS for the implementation, management and monitoring of the policies and procedures of ERYC and the school.

The Headteacher recognises and accepts responsibility to, as far as is reasonably practicable, provide a safe and healthy workplace and working environment for all employees, students, visitors and others who may be affected by the work of the school, i.e. parents, volunteer helpers, school meals service.

In discharging responsibilities, the Headteacher will pay due regard to relevant Regulations, Code of Practice, Guidance Notes and professional advice.

The Headteacher similarly requires all employees to recognise their responsibilities to take care for the Safety of themselves, other workers, students, visitors and others who may be affected by the work of the school and to cooperate fully with the Headteacher and the employer in achieving this policy.

The Headteacher accepts responsibility as far as is reasonably practicable for the effect of the school's activities on the safety of contractors and others whilst working on school premises.

The Headteacher similarly requires contractors and others, when working on school premises, to take all reasonable care for the protection of their own employees, school staff, students, visitors and others who may be affected by their work.

The Headteacher will co-operate fully in the appointment of Safety Representatives by recognised Trade Unions as set out in the Safety Representatives and Safety Committees Regulations 1978, within the current staff.

4. General Responsibilities

The Headteacher will be responsible to the Director of CFS, management and monitoring of the relevant policies and procedures. The Headteacher will approve and monitor any arrangements made by school management team to discharge their responsibilities, as well as monitoring the outcome of any arrangements they may make. Director of Learning will take all reasonable measures to assist the Headteacher in carrying out this health and safety policy. So far as is reasonably practicable, they will ensure that those under their control and the areas in which they work are safe and that those employees under their control fulfil their responsibilities.

Employees have the duty to take reasonable care of their own health and safety and of others who may be affected by their actions and/or omissions; they are to co-operate with Director of CFS, the Headteacher and line managers to enable them to maintain a safe and healthy workplace. Disregard or failure to comply with safety instructions shall be a breach of disciplinary rules and dealt with accordingly. The Headteacher will liaise with the Governing Body in matters where its responsibilities relate to the Health and Safety at Work Act. The Governing Body must comply so far as it is within their power to do so with the LAs safety policies. Should the Governing Body fail to discharge any responsibilities related to the Act, the LA will take necessary action and, if appropriate, charge the school's delegated budget accordingly.

5. Advice and Training

The Headteacher notes that the LA provide a range of professional advice, information and training in support of health and safety issues and will make available such advice, information and training to appropriate members of staff.

6. Governing Body Statement

The governing board has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to 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 Local Authority, 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

A Governor has been designated with Health & Safety responsibility. Governor details can be found on our school website.

7. Organisation and Responsibilities – Health, Safety and Welfare at Work – Staff Training

a. – Induction

Training and guidance will be given to all new staff. Revision and updating of information will be given to existing staff as and when necessary.

Risk assessments will be carried out regularly for those activities which attach a degree of risk and where there are hazards identified. Health and Safety audits are carried out by the school regularly.

b. – Responsibilities

The Headteacher will be responsible to the Director of CFS for all aspects of Health and Safety in the school and will delegate to particular individuals' specific functions for which they will be responsible to the Headteacher. In particular Headteacher will ensure the following:

- There are arrangements for student arrival and departure, supervision during break and lunchtimes
- There are procedures for Educational Visits
- There are arrangements for personal safety and security
- That regular fire drills are arranged
- That all accidents and assaults to students, staff and any other individuals are reported as per procedure
- That dangerous incidents are reported to the at East Riding of Yorkshire Council
- That, in the event of a bomb warning the building is evacuated and the emergency services are called, that the police are met and informed of the situation and that the Director of CFS and Schools is informed of the incident
- That repairs needed to the building and equipment are reported and acted upon
- That major aspects of school policy relating to Health and Safety at Work are reported to the Governing Body
- That the School Safety Policy statement is reviewed annually or as and when appropriate, that members of staff are notified of any changes to it during the year and that they are issued with an updated copy when necessary. Staff are given appropriate training and guidance
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

School staff have a duty of care of students in the same way that a prudent parent would do so. Staff will ensure the following:

- 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 students
- Understand emergency evacuation procedures and feel confident in implementing them

Students 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.

In general the Headteacher will be finally responsible for the maintenance of a safe working environment and safe practice within the school in accordance with guidance received from the Health and Safety Executive, Department for Children, Schools and Families at the East Riding of Yorkshire Council.

8. The Senior Leadership Team

8.1 SLT responsibility

SLT has the responsibility of carrying out all the delegated functions identified and following the Headteacher's instructions while the Headteacher is absent. Whatever decisions the SLT makes which are outside this remit are ultimately the responsibility of the Headteacher. The specific duties will be to assist in the conducting of a safety audit once a term and ensure that new members of staff, including students on teaching practice and work experience students, are inducted into the Health and Safety Policy of the Authority and the school, and that volunteers who frequently visit the school are appraised of the relevant parts of the School's Health and Safety Policy. The school will keep a record of all such training.

8.2 Teacher responsibility

Every Teacher will be responsible for:

- the general safety of furniture and equipment in use in their own classroom
- deficiencies must be reported to the member of staff with responsibility for the defective item
- the safe storage of equipment in their room when not in use; deficiencies should be reported to the school office
- the safe use of equipment and furniture in whichever area they may be working; this includes checking P.E.

equipment

- ensuring equipment is stored away safely as appropriate in whichever area s/he may be working
- ensuring that any materials etc. that have been used during a lesson are cleared away
- training students in the safe use, movement and storage of equipment where appropriate
- ensuring that work is displayed safely
- ensuring that students in their class know and understand the sections of this policy statement and any other instructions that are relevant to them
- know the procedures in an emergency, evacuation or accident, etc. Please see Staff Handbook/Fire Procedures.

8.3 Designated Staff

Will have responsibility as follows;

| | |
|----------------------------|--|
| PE equipment | - all staff, subject teacher |
| Art equipment | - all staff, subject teacher |
| Audio-visual equipment | - all staff, subject teacher |
| Furniture | - class teachers, Headteacher and SLT, caretaker and admin staff |
| First Aid | - designated 3-day trained and certificated First Aiders |
| Buildings and Grounds | - School Business Manager |
| Science | - Science Teacher. Advice on health & safety and all aspects of practical Science CLEAPSS - http://www.cleapss.org.uk/ |
| Design & Technology | - D&T Teacher. Advice on health & safety and all aspects of practical D&T CLEAPSS - http://www.cleapss.org.uk/ |
| Food Tech/Kitchens/Servery | - Food Tech Teacher/Kitchen staff or staff using cooking appliances across the school |

It will be their responsibility to ensure that: -

- by regular inspection equipment has no obvious faults
- if faults are found, equipment is withdrawn and repaired in accordance with procedures
- new equipment is inspected on receipt to confirm that it is in working order
- all staff are aware of safe practices concerned with such equipment and follow manufacturers' instructions where appropriate
- where equipment is checked regularly by a contractor (as distinct from a day to day usage basis), this is done and a record kept of such checks - this record will involve noting the date of the inspection in the health and Safety file and keeping details of the inspection

8.4 First Aiders

First Aiders Current First Aid qualifications are held by designated members of staff. All accidents to, or serious illnesses of students must be reported to them, and it will be their responsibility: - • to inform the Headteacher or other senior member of staff at once, if necessary

- to deal with the accident or illness in accordance with any protocols/procedures ERYC First Aid at Work Safety Guidance Document
- to log all accidents or assaults to, or serious illnesses of students and staff in the appropriate book. Please refer to Accident/Incident guidelines.
- to report the accident as per the East Riding of Yorkshire Council Accident/Incident Investigation Safety Guidance Document
- The designated appointed First Aider will be responsible for the stock check and ordering of replacement items for first aid boxes

8.5 The School Business Manager

Will be responsible for the following: -

- The safe use and storage of equipment in the offices and all the office store rooms
- The health and safety files

8.6 Caretaker/Site Manager

Will be responsible for the following: -

- The cleanliness of the site. In the event of a breakage, a member of staff will remove it as soon as possible. It will be cleared, wrapped up and disposed of by the caretaker. This also applies to the spillage of body fluids.
- Any maintenance needs must be reported to the Headteacher/SBM immediately. Anything dangerously hazardous that occurs, immediately report. Any broken furniture is dismantled and taken away. During a substantial cleaning period, furniture is checked by the cleaning staff for safety.
- Main services, fire equipment, frost danger, clearing snow from paths
- Ensuring that all points of access and exits are clear at all times throughout the site when on duty
- Maintaining an up to date inventory of plant, including all forms of heating and ventilation and of electrical and caretaking equipment - this to be available when required for inspection
- Preparing and making available plans showing the location of all fire appliances in the school

8.7 All employees

Will be responsible for the following: -

- Completing the appropriate accident/assault form if they sustain an accident / assault in the course of their employment and handing it to the SBM who will process.
- Entering into the school inventory details of any dangerous substance they may order
- Exercising their own judgment in determining what is safe whenever there are no relevant regulations or advice
- Making themselves aware of Health and Safety at Work Act and other legislation, regulations, advice and safety principles relevant to their work, and observing recognised codes or practice etc
- Making themselves familiar with the safety policies of the East Riding of Yorkshire Council
- Ensure a safe working environment is maintained in the classroom

Finally all employees must have regard to Section 7 and 8 of the Health and Safety at Work etc Act 1974 - <http://www.legislation.gov.uk/ukpga/1974/37/contents>

General duties of employees at work

“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 other persons who may be affected by his acts or omissions at work; and
- (b) as regards any duty or requirement imposed on his employer 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”

Duty not to interfere with or misuse things provided pursuant to certain provisions

“No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions”

9. Procedures

a. Accidents and the reporting of injuries

- In a school there will be many accidents during the course of a school year. All accidents involving students, must be recorded in accordance with the guidance given from Accident/Incident Investigation Safety Guidance Document.
- We will inform parents of any accident or injury sustained by a student

- The DSL will notify Haltemprice Safeguarding Team of any serious accident or injury to, or the death of, a student while in the school's care.
- The First Aiders have a basic first aid kit which should be kept locked away. A First Aider should be called to treat the child. Please note grazes should be bathed in sterile/drinking water. When administering first aid always wear plastic gloves. Dispose of these at the end of the session.
- Record accidents, form to be completed and passed to SBM as soon as possible. Accident reports will be forwarded to Incident Report ERYC.

For more serious accidents (RIDDOR) an accident report form must be completed and sent to the Local Authority as soon as possible. Accident report forms must be verified by the Headteacher. Information on how to make a RIDDOR report is available here: [How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)
<http://www.hse.gov.uk/riddor/report.htm>

b. Animals and Plants

- **Animals** can carry disease. All cages etc., must be cleaned regularly. Whenever they have handled animals or worked with them, students should wash their hands thoroughly, and immediately afterwards.
- **Bites** If a child receives a puncture wound or a bite from an animal the affected part should be cleansed thoroughly and the parent must be informed for possible referral to a medical practitioner.
- **Plants** After working with plants students should wash their hands thoroughly. Occasionally students may study poisonous plants e.g. toadstools. Such plants should not be handled by students and they should be locked in stock cupboards when not being used. A complete list of common poisonous plants is available in the Health & Safety file.

c. Reporting of Dangerous Incidents and potential dangers

All potential dangers must be reported to the Headteacher. Risk assessments are a necessary requirement and need to be completed in such circumstances

d. Visitors to School

Visitors must sign in and out of school and should wear a school visitor's lanyard and badge to identify themselves. Strangers should be challenged (politely). A signing in system is used and all visitors must acknowledge the Health & Safety information when signing in.

e. Emergency Procedures/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.

Emergency evacuations are practised at least once a term.

The fire alarm is a loud continuous bell

Fire alarm testing will take place once a week.

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

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted.
- Evacuation procedures will also begin immediately
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
- Staff and students will congregate at the assembly points.
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter

Please see - Evacuation and Fire Responsibilities and procedures for The Hub Anlaby and The Hub Welton

A fire safety checklist can be found in appendix 1.

10. Educational Visits

All Educational Visits are planned and carried out according to the guidelines laid out by ERYC. Our admissions process includes permission and information forms for curriculum related visits during the school day. Risk assessments are completed and are signed per visit. Control measures are considered to reduce risk of the places/activities they are running to an acceptable level.

Risk assessments are to be shared with all staff prior to visits.

All Educational Visits will be logged on EVOLVE. Please refer to the Educational Visits policy.

11. Site security

The Headteacher and Key Security are responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

There is a confidential list of key holders who will respond to an emergency.

The School is protected with a perimeter fence. Visitors to the school are required to sign into the signing in system and all visitors/contractors are provided with a badge.

11.1 Reducing Crime and Improving Security

- All strangers should always be challenged
- Staff should ensure all external doors close when exiting
- Refer to Local Authority lone working policy

12. Contractors

Contractors working on site should report to the school office. They should not only follow Health and Safety regulations set by their company but also adhere to basic principles of safe practice notified to by the Headteacher. Building projects will be overseen by the School Business Manager and Headteacher. They will need notification of the following:

- Details of any planned work
- Name and address of contractor with name and telephone number of contact person
- The Asbestos Management Plan
- Dates of proposed work
- Number of operatives planned to be on site on the days of the contract

13. Hazardous Substances/COSHH

The Control of Substances Hazardous to Health regulations make the following requirements of schools:

- An inventory of hazardous substances should be maintained
- Regulations should be produced on the storage and use of these substances.
- Appropriate training should be given to all members of staff in the use of these substances; this training comprises staff reading this Code of Practice. The Headteacher is responsible for enforcing the Code of Practice with regards to cleaning materials.

13.1 Substances used for educational purposes

- Tipp-Ex. Students are not permitted to use Tipp-Ex. Staff who wish to use Tipp-Ex must store it in a safe place out of students' reach
- Photography. Staff should read careful manufacturers' instructions when using photographic resources. The dark room is kept locked and clearly should only be used by students under the direct supervision of an adult
- Glues. Manufacturers' instructions should be read and followed carefully

- Gold and Silver Sprays and Pens. Sprays are to be used only by adults in a well-ventilated room when students are not present. Pens may be used by students but should always be returned immediately to the teacher

13.2 Substances used for cleaning

These substances, the use of which has been approved by the Authority, are kept locked away out of the reach of students in ventilated cabinets if necessary. Staff should read and follow manufacturers' instructions.

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.

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

13.3 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 that they have adequate ventilation

13.4 Legionella

- Caretaker/site manager is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book on a regular basis
- This risk assessment will be reviewed every 2 years and when significant changes have occurred to the water system and/or building footprint
- The risks from legionella are mitigated by the following: Water Temperatures checks, water heater, routine shower rinse

13.5 Asbestos

- Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work
- Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe
- A record is kept of the location of asbestos that has been found on the school site

14. Equipment

The LA and school have arranged for a regular inspection of certain areas in accordance with relevant regulations.

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.

It will be the duty of the member of staff responsible for each item of equipment to ensure that the item has been checked. Fire alarms, fire extinguishers will be checked regularly by the caretaker/site manager and the contractors for the equipment. Personal items must not be brought into school by employees without the express permission of the Headteacher.

14.1 Electrical Equipment

- All staff are responsible for ensuring they use and handle electrical equipment sensibly and safely
- Any student or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them

- All members of staff have a responsibility to report any electrical defects (e.g. equipment not working, loose plugs, frayed wires) to the Headteacher immediately. Action taken and outcomes will be reported. The piece of equipment must not be used until it is repaired.
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs
- Portable appliance testing (PAT) will be carried out by a competent person
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person
- Care should be taken to ensure that wires are not left trailing in dangerous positions.
- Students are not permitted to insert plugs into sockets.

14.2 PE

- Students 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 Caretaker/Site Manager

14.2 Display screen equipment

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)

15. Receiving a bomb warning

- Be calm/receive bomb warning
- Find Headteacher or member of SLT. If they cannot be found, a senior teacher will be responsible for actions. He or she will then – Contact the police
 - ERYC
 - Follow Emergency Evacuation Procedure

16. Furniture and Furnishings

All passageways and corridors must be kept reasonably free of obstructions.

- Staff should look out for sharp edges which could cause injury and should report any dangerous equipment.
- All spillages should be immediately cleaned up.
- Ordinary use of furniture should present no danger but furniture can be put under strain by misuse e.g. students rocking back on chairs. Such practices should be discouraged. Any defective furniture should be discarded.
- When mounting or taking down displays teachers should climb on stepladders. Under no circumstances should either students or adults climb on furniture for this purpose. Students are permitted to mount stepladders when directly supervised by an adult. Students are not permitted to remove staples from displays.

17. 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 students to follow this good hygiene practice, outlined below, where applicable.

17.1 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

17.2 Coughing and sneezing

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

17.3 Personal protective equipment

- 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 risk assessment

17.4 Cleaning of blood and body fluid spillages

- Spillage kits are available for blood spills in each area of the school

17.5 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:

17.6 Following good hygiene practices

- We will encourage all staff and students 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)

17.7 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

17.8 Students vulnerable to infection

Some medical conditions make students 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.

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

17.9 Asthma

Introduction

The Hub school wishes to encourage and help all students with asthma to participate fully in all aspects of school life. The purpose of this policy is to assist in the achievement of this aim.

Inhalers

There are two types of inhalers called PREVENTERS and RELIEVERS. Preventer inhalers are usually brown but sometimes white. As a rule they only have to be used two or three times a day and if three (in the morning, after school, at bedtime) so can be administered at home. If a child needs to use a preventer four times a day (lunchtime) then it will need to be brought to school. Reliever inhalers are blue and need to be kept as near to the child as possible so that they can be administered with the minimum possible delay.

Asthma

Parents of students of asthma should inform the school and this information must be held by the Appointed First Aider. Parents are responsible for notifying any member of the office staff team, Appointed First Aider to keep an updated list.

Administration All inhalers should be clearly marked with the child's name

All inhalers are kept with the children at all times. Parents are asked to ensure that the school has a spare reliever inhaler in case a child forgets to bring theirs to school.

Physical Education (including swimming)

Students with asthma are perfectly able to participate in P.E. lessons. Students who have exercise-induced asthma will need to take a puff of their inhaler at the start of the lesson. If students become wheezy they should take their reliever inhaler and rest.

What to do if a child has an attack

- A.** Ensure that the reliever medicine is taken. A reliever inhaler, usually blue, should quickly open up the narrowed air passages.
- B.** Stay calm and reassure the child. Attacks can be frightening, so stay calm. The child has probably been through this before. Listen carefully to what the child is saying. It is very comforting to have a hand to hold but do not put your arm around the child's shoulder as this is very restrictive.
- C.** Help the child to breathe. Encourage the child to breathe slowly and deeply. Most students find it easier to sit upright or leaning forward slightly. Lying flat on the back is not recommended. Loosen tight clothing around the neck and offer the child a drink of water.

After the attack

Minor attacks should not interrupt the child's involvement in school. As soon as they feel better they can return to school activities.

CALL AN AMBULANCE IF:-

- the reliever has no effect after 5 to 10 minutes
- the child is either distressed or unable to talk
- the child is getting exhausted
- you have any doubts at all about the child's condition

17.2 Smoking

Smoking is not permitted anywhere on the school premises

18. Art and craft equipment

Occasionally equipment which is potentially dangerous may be used in Art work. Students must be instructed in their safe use and particularly close supervision on the part of the teacher is necessary. Dangerous equipment such as Stanley knives, staple guns, fixatives etc. must be locked away. Teachers must use their common sense about what constitutes 'dangerous' in the context of their class.

- **Cleaning** All equipment and materials must be stored and locked away after use.

19. Cookery

- When working with food high standards of hygiene are vital. Students must wash their hands thoroughly and wear cookery aprons. All utensils and the cooker must be carefully cleaned after use.
- Particularly close supervision is needed when students are using utensils such as sharp knives, and appropriate instructions should be given.
- Students may not use the cooker without the continuous presence of an adult.

20. Physical Education

- Students and staff must always be dressed appropriately for physical activities according to school policies.

All jewellery (except ear studs) must be removed before commencing any physical activities.

- New members of staff will be instructed in the correct methods of carrying apparatus and with regard to other particularly dangerous activities in P.E.
- Occasionally, teachers 'join in' physical activities with students. There is nothing wrong with this but the teacher should take particular care to avoid situations where their greater weight could pose a danger.
- Swimming. Particularly close supervision is essential. Staff at the pool are well versed with regard to issues of safety and established procedures should always be rigorously followed. The latest DfE guidance is followed.

21. Supervision

- When teaching a class the teacher should never leave the students unsupervised, except in emergencies.

22. Lone working

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Caretaker duties
- Site cleaning duties
- Working in a single occupancy office
- Remote working, self-isolation and/or remote learning

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

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

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

23. Working at Height/Manual Handling

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 caretaker/site manager retains ladders for working at height
- Students 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

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.

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

Staff and students 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

24. New and expectant mothers

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

25. Design and Technology

- New members of staff will be instructed in the correct use of equipment.
- Close supervision of students is essential when they are using equipment.

26. Risk Assessments

Risk Assessments must be carried out by the school or staff involved in potentially hazardous activities. Potential risks occur during:

- Class visits out of school;
- Some Science activities;

- Using some DT equipment;
- Some PE activities;
- New building works;
- Moving furniture;
- Working from heights;
- Food tasting (medical lists should be checked and letters sent home to check for recent allergies)
- Cooking
- Science

This is not an exhaustive list so a common sense approach is necessary.

27. Points of Contact

Headteacher

Management of Health and Safety at the school. Should be notified of accidents or injuries, particularly injuries to the head.

School Business Manager

Deputise for the above and ensure maintenance of Health and Safety Policy. Should be notified of any potential hazard/problem and will complete School Incident Forms where appropriate. Site maintenance and repairs.

Caretaker/Site Manager

Upkeep and cleanliness of the building, removal of hazardous waste and breakages.

First Aiders

All staff (Teaching and Support) need a common sense approach to school Health and Safety procedures and need to know them thoroughly.

All First Aiders must have completed a training course, and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until.

28. Links with other policies

First Aid

Risk Assessment

Supporting students with medical condition

Accessibility Plan

Appendix 1

Guidelines for Science Teacher

1. Teachers and technicians have a general duty to take reasonable care for the health and safety of themselves, of other members of staff and of students. They have specific duties; to be familiar with this health and safety policy, its updates, appendices and the safety texts it refers to. They must observe the requirements of this policy and fulfill any special responsibilities it gives them. They must co-operate with colleagues in their specific safety duties. They have a duty to report to local management any failure of equipment which has a safety function.
2. Staff practice must set a good example to students and be consistent with student laboratory rules, eg, over the wearing of eye protection.
3. Staff must be familiar with emergency drills and familiar with the location in each science room of; the escape route, fire fighting equipment, the nearest first-aid box, (the water tap with tubing for eye washing) / (eye wash station), the main gas cock, the main electricity switch and the spill kit.
4. Laboratories must be left safe. Special arrangements must be made for equipment which has to be left running overnight and hazardous equipment which has to be left out. In general, all gas taps should be completely turned off and all mains-operated apparatus switched off. At the end of the day, if practicable, gas should also be turned off at the laboratory main gas cock and electricity at the laboratory main switch.
5. Eating, drinking, smoking and the application of cosmetics should not take place in laboratories, preparation rooms or storage areas.
6. A teacher or technician must assess the risks very carefully before conducting any practical operation in the laboratory when alone in the science department. Nothing should be done which could lead to an accident needing a remedial measure
7. In general, students must not be left unsupervised in a laboratory. Staff needing to leave a class briefly must assess the risks of doing so, perhaps arranging for temporary supervision by a neighbouring member of staff.
8. Science laboratories, preparation rooms and stores should be locked by the staff when not in use, unless so doing hinders an essential fire escape route. (They should not be used by teachers who are not scientists for teaching or registration (unless they have received special training.) They should be available for teacher-supervised club activities only by special arrangement.

Appendix 2

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, including COVID-19, 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. |
| 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. 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. |
| 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. |
| Rubella (German measles) | 5 days from appearance of the rash. |
| 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. |
| 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. |
| Ringworm | Exclusion not needed once treatment has started. |
| 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). |

| | |
|--|--|
| Bacillary Dysentery (Shigella) | Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school. |
| Diarrhoea and/or vomiting (Gastroenteritis) | <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 adviser 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> |
| Cryptosporidiosis | Until 48 hours after symptoms have stopped. |
| 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. |
| 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). |
| Salmonella | Until 48 hours after symptoms have stopped. |
| Typhoid and Paratyphoid fever | Seek advice from environmental health officers or the local health protection team. |
| Flu (influenza) | Until recovered. |
| 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. |
| 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. |
| Conjunctivitis | None. |
| Giardia | Until 48 hours after symptoms have stopped. |
| Glandular fever | None (can return once they feel well). |
| 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. |
| Meningococcal meningitis/ septicaemia | If the child has been treated and has recovered, they can return to school. |
| Meningitis | Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed. |
| Meningitis viral | None. |
| MRSA (meticillin resistant Staphylococcus aureus) | None. |
| Mumps | 5 days after onset of swelling (if well). |
| Threadworm | None. |
| Rotavirus | Until 48 hours after symptoms have subsided. |

Health and Safety Arrangements

The Hub School - Anlaby



| | |
|--|---------------------------------------|
| School Key Holders in Priority Order of Call Out: | 1. Key Security 2. Headteacher/SBM |
|--|---------------------------------------|

| | |
|---|----------------------------------|
| Site Inspections | Nominated Site Individual |
| Previous Inspection Forms are located: | Reception Office |
| Daily Opening Visual Checks: | Caretaker |
| Termly Site Inspection: | Caretaker/SBM |
| Annual Audit: | Caretaker/SBM |

| | |
|---|----------------------------------|
| Fire Safety Monitoring | Nominated Site Individual |
| Recorded in the Fire Safety and Maintenance Log Book | |
| Weekly Fire Alarm Test: | Caretaker |
| Monthly Emergency Lighting Test: | LA Contractor |
| Monthly Fire Extinguisher: | LA Contractor |
| Termly Fire Drills: | Headteacher/SBM |

| | |
|---|----------------------------------|
| Water Hygiene: | Nominated Site Individual |
| Water Hygiene Risk Assessment and Monitoring Reports are filed in the IWS Log Book | Reception Office |
| Monthly Water Temperature Monitoring: | Caretaker |
| Weekly Flush of Little Used Outlets: | Caretaker |

| | |
|---|----------------------------------|
| Risk Assessments are available in the following locations: | Nominated Site Individual |
| Reception Office | Caretaker/SBM |
| General Site/Activity Risk Assessments | Director of Learning |
| Curriculum Activity Risk Assessment | Director of Learning |

| | |
|------------------------------------|----------------------|
| Fire Risk Assessment | Site Manager/SBM |
| Traffic Management Risk Assessment | Director of Learning |

| | |
|---|----------------------------------|
| The Asbestos Management Survey is located: | Nominated Site Individual |
| Asbestos Duty Holder | LA |
| Condition Monitoring of Asbestos | LA |

| | |
|---|-------------------------------|
| Training | |
| Health and Safety Induction: | Line Managers |
| Identification of health and safety training needs: | Headteacher/SBM/Line Managers |

**Health and Safety Arrangements
The Hub School - Welton**



| | |
|--|--|
| School Key Holders in Priority Order of Call Out: | 1. Key Security 2. Site Manager 3. Headteacher/SBM |
|--|--|

| | |
|---|----------------------------------|
| Site Inspections | Nominated Site Individual |
| Previous Inspection Forms are located: | Site Managers Office |
| Daily Opening Visual Checks: | Site Manager |
| Termly Site Inspection: | Site Manager/SBM |
| Annual Audit: | Site Manager/SBM |

| | |
|---|----------------------------------|
| Fire Safety Monitoring | Nominated Site Individual |
| Recorded in the Fire Safety and Maintenance Log Book | |
| Weekly Fire Alarm Test: | Site Manager |
| Monthly Emergency Lighting Test: | LA Contractor |
| Monthly Fire Extinguisher: | LA Contractor |
| Termly Fire Drills: | Director of Learning |

| | |
|---|----------------------------------|
| Water Hygiene: | Nominated Site Individual |
| Water Hygiene Risk Assessment and Monitoring Reports are filed in the IWS Log Book | Site Managers Office |
| Monthly Water Temperature Monitoring: | Site Manager |
| Weekly Flush of Little Used Outlets: | Site Manager |

| | |
|---|----------------------------------|
| Risk Assessments are available in the following locations: | Nominated Site Individual |
| Welton Office | Site Manager/SBM |
| General Site/Activity Risk Assessments | Director of Learning |
| Curriculum Activity Risk Assessment | Director of Learning |
| Fire Risk Assessment | Site Manager/SBM |

| | |
|------------------------------------|----------------------|
| Traffic Management Risk Assessment | Director of Learning |
|------------------------------------|----------------------|

| | |
|---|----------------------------------|
| The Asbestos Management Survey is located: | Nominated Site Individual |
| Asbestos Duty Holder | Site Managers Office/LA |
| Condition Monitoring of Asbestos | Site Managers Office/LA |

| | |
|---|-------------------------------|
| Training | |
| Health and Safety Induction: | Line Managers |
| Identification of health and safety training needs: | Headteacher/SBM/Line Managers |

HAZARD/DEFECT REPORTING

Hazards and Defects must be reported to the Site Manager. Staff must take reasonable steps to make the area safe prior to reporting the issue.

Actions to address hazards/defects will be coordinated and monitored by the school's site manager.