



**METHERINGHAM
PRIMARY SCHOOL**

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Policies, Procedures, Regulations and Guidance

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Version Number	Date Authorised	Summary of Key Changes
2		10.1 – accident report book updated to AIR form, rolled out by LCC in April 2025 14. DSE equipment – slight re-wording 18. First Aid – changes to reflect EYFS statutory framework 24. maintenance and inspection of equipment

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		30. Security and violence – caretaker no longer responsible for security for lettings 32. Smoking – change to smoking and vaping

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Health & Safety Policy

STATEMENT OF INTENT

METHERINGHAM PRIMARY SCHOOL

Metheringham Primary School recognises that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

We are committed to:

- Providing a safe and healthy working and learning environment.
- Preventing accidents and work related ill health.
- Meeting our legal responsibilities under health and safety legislation as a minimum
- Assessing all risks to anyone who could be affected by our curriculum and non-curriculum activities and putting in place measures to control these risks.
- Ensuring safe working methods and providing safe work equipment.
- Providing effective information, instruction, training and supervision.
- Consulting with employees and their representatives on health and safety matters.
- Monitoring and reviewing our safety arrangements and prevention measures to ensure they are effective.
- Setting targets and objectives to develop a culture of continuous improvement.
- Ensuring adequate welfare facilities exist throughout the school.
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

Health and safety management procedures will be adopted, and responsibilities appropriately assigned, to ensure the above commitments can be met. All Governors, staff and pupils will play their part in its implementation.

Name: Richard Outhwite Signature: _____
(Chair of Governors)

Name: Leanne Duggin (Headteacher) Signature: _____

Date _____

ORGANISATION

1.0 Introduction

- 1.2 In order to achieve compliance with the Statement of Intent the School's leadership team will have additional responsibilities assigned to them as detailed in this part of the Policy.

2.0 The Governing Board

- 2.1 The Governing Board is responsible for ensuring that:
- a) The health and safety policy statement are clearly written and it promotes a positive attitude towards safety in staff and pupils.
 - b) The Head is aware of his/her health and safety responsibilities and has sufficient experience, knowledge and training to perform the tasks required.
 - c) Clear procedures are created to assess any significant risks and ensure that safe working practices are adopted.
 - d) Sufficient funds are set aside with which to operate safe working practices.
 - e) Health and safety performance is monitored, failures in health & safety policy or implementation recognized, and policy and procedure revised as necessary.

3.0 The Head Teacher

- 3.1 Reporting to the Governing Board, the Head Teacher has the overall responsibility for ensuring that the Health and Safety Policy is effectively implemented and that proper resources are made available in order to achieve this.
- a) She will plan ahead as necessary to make human, financial and other resources available to secure a high standard of health and safety management, taking competent advice on matters of health and safety where relevant.
 - b) She provides the final authority on matters concerning health and safety at work.
 - c) The Head Teacher will make decisions on health and safety issues based on a proper assessment of any risks to health and safety, and will ensure the control of those risks in an appropriate manner.
 - d) She delegates specific responsibility for the day-to-day management of safety arrangements to the School Business Manager

4.0 The School Business Manager

- 4.1 The Business Manager, will advise the Head Teacher on health and safety policy. Acting for and on behalf of the Head Teacher, she has the responsibility for implementing the policy.
- 4.2 The Business Manager achieves this by ensuring that:
- a) This Policy is clearly communicated to all relevant persons.

- b) Appropriate information on significant risks is given to visitors and contractors
- c) All staff are provided with adequate information, instruction and training on health and safety issues.
- d) Risk assessments of the premises, school visits and working practices are undertaken.
- e) Safe systems of work are in place as identified from risk assessments.
- f) Emergency procedures are in place.
- g) Machinery and equipment is inspected and tested to ensure it remains in a safe condition.
- h) Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- i) Arrangements are in place to inspect the premises and monitor performance.
- j) Accidents are investigated and any remedial actions required are taken or requested.
- k) The activities of contractors are adequately monitored and controlled.

5.0 Teaching/Non-Teaching Staff Holding Posts Of Special Responsibility

5.1 This includes the School Leadership Team and the School Caretaker

They must:

- a) Apply the school's Health and Safety Policy to their own department or area of work and be directly responsible to the Head for the application of the health and safety procedures and arrangements.
- b) Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Head.
- c) Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.
- d) Resolve health, safety and welfare problems that members of staff refer to them, and refer to the Head any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- e) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- f) Ensure, so 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 health and safety.
- g) Ensure all accidents are investigated appropriately.

6.0 Special Obligations Of Class Teachers

Class teachers are expected to:

- a) Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.

- b) Follow the health and safety procedures applicable to their area of work.
- c) Give clear oral and written health and safety instructions and warnings to pupils as often as necessary.
- d) Ensure the use of personal protective equipment and guards where necessary.
- e) Make recommendations to their Head or Curriculum Leader on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- f) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- l) Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.
- m) Regularly check their classrooms for potential hazards and report any observed to the Business Manager.
- n) Report all accidents, defects and dangerous occurrences to the Head Teacher or Business Manager.

7.0 Obligations of All Employees

7.1 All employees must:

- a) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- b) Observe all instructions on health and safety issued by the Governing Board or any other person delegated to be responsible for a relevant aspect of health and safety.
- c) Act in accordance with any specific H&S training received.
- d) Report all accidents and near misses in accordance with current procedure.
- e) Know and apply emergency procedures in respect of fire, first aid and other emergencies.
- f) Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- g) Inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- h) Inform their Line Manager of any shortcomings they identify in the School's health and safety arrangements.
- i) Exercise good standards of housekeeping and cleanliness.
- j) Co-operate with the any appointed/elected Safety Representative(s) and the Enforcement Officers of the Health and Safety Executive.
- k) When authorising work to be undertaken or authorising the purchase of equipment, ensure that the health and safety implications of such work or purchases are considered.

8.0 Obligations of Contractors

- 8.1 When the premises are used for purposes not under the direction of the Head e.g. summer school activities, twirling clubs ***subject to the explicit agreement of the Governing Board,***

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the principal person in charge of the activities will have responsibility for safe practices in the areas under their control.

- 8.2 All contractors who work on the premises are required to identify and control any risk arising from their activities and inform the Head or the Business Manager of any risks that may affect the school staff, pupils and visitors.
- 8.3 All contractors must be aware of the School health and safety policy and emergency procedures and comply with these at all times.
- 8.4 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Head or her representative will take such actions as are necessary to protect the safety of school staff, pupils and visitors.

9.0 Pupils

- 9.1 Pupils, in accordance with their age and aptitude, are expected to:
 - a) Exercise personal responsibility for the health and safety of themselves and others.
 - b) Observe standards of dress consistent with safety and/or hygiene.
 - c) Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
 - d) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

ARRANGEMENTS

Introduction

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

The list provides a brief summary of all the key health and safety arrangements applicable to the school. More detailed policies and written procedures for a number of these areas are available in the Health and Safety Management File.

10. Accident and Incident Reporting

All staff are required to ensure that all accidents are reported to the School Business Manager in the first instance who will ensure that the accident is investigated and reported to the Head Teacher, Governing Board and the Health and Safety Executive as appropriate.

All incidents or near misses - i.e. something which has the potential to cause harm although it doesn't do so on this occasion - must also be reported so they can be investigated and appropriate steps taken to prevent a more serious reoccurrence.

10.1 Accident, Incident, Reporting (AIR) Form

AIR forms are online forms rolled out by the LCC, that all school are required to complete following:

- accidents or near misses where:
- Pupils who require significant First Aid
- Head injuries where parents are informed / children are collected
- Accident occurred due to the fabric of the building e.g. loose carpet, pothole in car park etc.

The link to the AIR form is here:

https://forms.office.com/Pages/ResponsePage.aspx?id=klvqtM74tUabJJm6XBHI6VXnYexcdNJOXnMKkdA_y1URDVNRVJSWkIzV1BJUkVQQ0EYsVRMV0FaTiQIQCNiPTEu

10.2 Reporting to the Health and Safety Executive

In addition to reporting an incident on the AIR form, the Headteacher will keep a record of any accident that results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

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

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These are:
 - Fractures, other than to fingers, thumbs and toes

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

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

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

11. Asbestos

- The Business Manager is responsible for ensuring that the school Asbestos Log is read and signed by all contractors prior to starting any work on the premises.
- Staff must not affix anything to walls, ceilings etc. without first obtaining approval from the Business Manager.
- Staff must report any damage to asbestos materials immediately to the Head.
- Where damage to asbestos material has occurred, the area must be evacuated and secured. The Head/Principal will immediately notify the Local Authority Asbestos Co-Ordinator by telephone.

12. Contractors

- The Business Manager is responsible for the selection and management of contractors in accordance with the school policy.
- Contractors will agree health and safety practices with the Business Manager before starting work. Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

13. Curriculum Safety (including out of school learning activities)

- All curriculum leaders are responsible for ensuring that risk assessments are in place for curriculum activities where there is a potential risk to staff and pupils. The risk assessments must be made known to all teaching and support staff and reviewed regularly.

14. 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
- Regular laptop users will be provided with the appropriate DSE equipment.
- Staff are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces.

15. Educational Visits and Journeys

- The Head is responsible for ensuring that all school trips are managed in accordance with the school policy for Educational Trips which all teachers must be familiar with.

16. Electrical Safety

- The Business Manager is responsible for ensuring that the hard wiring system is inspected every five years by a competent person and any identified remedial work is undertaken without delay.
- The Business Manager will also ensure that all portable electrical equipment is tested in accordance with the timescales recommended by the Health & Safety Executive.
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- All staff must be familiar with school procedures and report any potential hazards to the Business Manager immediately
- Staff are reminded that they must not bring electrical equipment into school without the permission of the Head.

17. Fire Precautions and Emergency Procedures

17.1 The Head is responsible for ensuring:

- That a Fire Risk Assessment is completed and reviewed when required.
- That the school emergency plan and evacuation procedures are regularly reviewed.
- The provision of fire awareness training to all staff.
- That an emergency fire drill is undertaken every term.
- The preparation of specific evacuation arrangements for staff and/or pupils with special needs.

17.2 The Business Manager is responsible for:

- The formal maintenance and regular testing of the fire alarm and emergency lighting.

- The maintenance and inspection of the firefighting equipment.
- The maintenance of exit/escape routes and signage.
- Supervision of contractors undertaking hot work.

17.3 All staff must be familiar with the school Fire safety risk assessment, the school emergency plan and evacuation procedures.

18. First Aid

- Most staff are first aid trained. At least two of the early years' staff and one Midday Supervisor have the paediatric first aid training qualification, in line with the EYFS statutory Framework
- First Aid supplies are kept in the Medical room and in the Key Stage 1 staffroom.
- All staff must be familiar with the school arrangements for First Aid.

19. COSHH (Control Of Substances Hazardous to Health)

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

- 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 and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Staff to 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.

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.

All staff are reminded that no hazardous substances should be used without the permission of the Head.

20. Inclusion

All teaching and support staff should be familiar with the School's policy on Inclusion and supporting guidance.

The Head is responsible for ensuring that there are adequate facilities and support staff to ensure the health, safety and welfare of any pupil with special educational needs and disabilities (SEND).

All teaching and support staff must be given any information about a pupil's needs and receive such training as is necessary for them to be able to support the pupil's learning, social and personal needs.

The Leadership Team and Curriculum Managers must ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety of any pupil with SEND. No pupil should be excluded from an activity on the grounds of health and safety unless this is absolutely unavoidable.

Where it is considered essential to exclude a pupil from all or part of an activity this exclusion must be authorised by the Head Teacher.

21. Lettings/shared use of premises/use of Premises outside School Hours

Whilst out of hours activities using the school will be controlled by others (the organisers) the Headteacher is responsible for ensuring that any use of the premises outside school hours is managed in accordance with the school health and safety policy and lettings policy.

The Business Manager is responsible for managing the arrangements for lettings, e.g. staffing requirements, first aid provision, fire and emergency arrangements, and any restriction on use of facilities and equipment.

22. Lone Working

See the Lone Working policy provides detailed guidance for lone working, including:

- Lone workers can be defined as anyone who works by themselves without close or direct supervision.
- The care taker and cleaning staff may be regular lone workers but teachers and other staff may also work in isolated classrooms/offices after normal school hours or during holiday times.
- Lone workers should not undertake any activities which present a significant risk of injury.
- The lone worker will ensure they are medically fit to work alone.
- Lone working procedures must be followed.

23. Managing Medicines and Drugs

The school policy for First Aid and Medicines provides detailed guidance and all staff should be familiar with this policy.

Staff must notify the Head if they believe a pupil to be carrying any unauthorised medicines/drugs.

24. Maintenance and Inspection of Equipment

The maintenance and inspection of equipment will be carried out according to compliance requirements and legislation. These are under the control of the Business Manager.

The caretaker's daily/ weekly/ termly check sheets (see appendix 2) should cover inspection of most school equipment. **Staff should complete a visual inspection of all equipment before use.**

All faulty equipment must be taken out of use and reported to the Business Manager. Staff must not attempt to repair equipment themselves.

25. Manual Handling and Lifting

The Headteacher will ensure that any significant manual handling tasks are risk assessed and these tasks eliminated where possible.

No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must ask the Business Manager for assistance.

Pupils are not allowed to move or lift any heavy or unwieldy furniture or equipment.

Staff/Support staff who assist pupils with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.

26. Outdoor Play Equipment

The outdoor play equipment and safety surfacing complies with BS/EN standards and is formally inspected annually by a competent contractor.

The Caretaker undertakes weekly checks of the play equipment and play areas (see appendix 2)

Supervisory staff should make a visual check of all play equipment before it is used.

Risk assessments have been completed for each item of equipment and all staff supervising play activities must be familiar with these assessments. If the supervision levels recommended in the assessment cannot be achieved the equipment should not be used.

27. PE Equipment

The PE Leaders are responsible for ensuring that all PE equipment is suitable and safe for the activities planned and the age and abilities of the pupils.

Risk assessments have been completed for all PE activities and all staff must be familiar with these.

All PE equipment must be visually checked before lessons and returned to the designated store area after use.

Pupils must not use the PE equipment unless supervised.

Any faulty equipment must be taken out of use and reported to the relevant PE Leader.

28. Personal Protective Equipment (PPE)

Where the need for PPE has been identified in Risk Assessments, it is the Headteachers' responsibility to ensure adequate supplies of suitable PPE.

Where a need for PPE has been identified it must be worn by any staff member or pupil who might be at risk of injury or harm to health.

Any staff member or pupil who refuses to use the PPE will be subject to disciplinary action.

PPE must be kept clean and stored in designated areas. Staff must report any lost or damaged PPE to the Business Manager.

29. Risk Assessments

It is the Head's responsibility to ensure that potential hazards are identified and that risk assessments are completed for all significant risks in the school.

The Head Teacher and Business Manager are responsible for undertaking general risk assessments.

Teachers will undertake risk assessments for their areas.

The Business Manager will undertake risk assessments for maintenance and cleaning.

30. Security/Violence

Reporting to the Business Manager, the school caretaker is responsible for the security of the school site and will undertake regular checks of the boundary walls /fences, entrance points, outbuildings and external lighting.

The caretaker is also responsible for the security of the site during after school use. Outside organisations letting the premises / WAC will be responsible for the security of the premises outside of caretaker working hours.

The caretaker and headteacher are a key holders and will respond to an emergency. Alarm responses are dealt with by the designated contractor, Static Security.

When in use, the numbers on digital security pads will be changed at regular intervals and these changes notified to all staff. Staff are reminded that these numbers should not be divulged to any pupil or parent.

Staff must question any visitor on the school premises who is not wearing a visitor badge and escort them back to reception.

If an intruder becomes aggressive staff should seek assistance. See school's lockdown policy and procedure for details on procedures in the event of a situation that poses an immediate threat to the safety of the school community.

Meetings with parents known to be verbally abusive or threatening in their behaviour should only be held in an area of the school where assistance is available. The Head Teacher should be notified in advance of these meetings where possible.

Any incidents of verbal abuse or threatening behaviour by parents, visitors or pupils must be reported immediately to the Headteacher. This is in line with the Code of Conduct for Parents.

31. Site Maintenance

The school Caretaker is responsible for ensuring the basic maintenance of the school premises and grounds and for ensuring cleaning standards are maintained.

The Caretaker will undertake routine inspections of the site and report any hazards that cannot be dealt with immediately to the Business Manager.

The Business Manager also carries out inspections of the premises to ensure the required maintenance and cleaning standards are achieved. The Health and Safety Governor is also present during one of these inspections each term.

Planned and reactive maintenance and inspections of a more complex nature are carried out by suitably competent contractors.

All staff are responsible for reporting any damage or unsafe condition to the Business Manager immediately.

32. Smoking and Vaping

It is illegal to smoke or vape anywhere on the school premises. Please refer to the school's no smoking policy.

33. Staff Training and Development

The Head Teacher is responsible for annually assessing the health and safety training needs of all staff and for arranging any identified training.

All new staff will receive specific information and training as part of the school induction process.

Staff given specific health and safety responsibilities and duties will be provided with the necessary levels of information, instruction and training to enable them to carry out these duties.

Health and safety will be a regular agenda item for staff meetings and briefing meetings if an urgent need is identified.

34. Stress

The school governors and Head Teacher are responsible for taking steps to reduce the risk of stress in the school by taking measures to ensure colleagues are supported through:

- An environment in which there is good communication, support, trust and mutual respect.
- Training to enable them to carry out their jobs competently.
- Control to plan their own work and seek advice as required.
- Involvement in any major changes.
- Clearly defined roles and responsibilities.
- Consideration of domestic or personal difficulties.
- Individual support, mentoring and referral to outside agencies where appropriate.

35. Swimming

Children are instructed by ASA Qualified Instructors who undergo all preemployment and DBS checks per the KCSIE requirements. The programmes take place in the swimming pool in the school grounds. A lifeguard and swimming leader will be appointed by the school.

36. Visitors

All visitors must sign in and out at the school reception desk. This includes parents and peripatetic teachers/specialists. A visitor's badge or sticker will be issued which must be worn and clearly visible at all times in school.

Visitors to the school will be made aware of the emergency procedures, safeguarding procedures and other safety information as is relevant.

Contractors undertaking maintenance work on the school will be informed of the emergency procedures and any risks in their work area e.g. Asbestos, fragile roofs.

37. Working at Height

Staff are reminded that working at height applies to any activities which cannot be undertaken whilst standing on the floor.

The Business Manager is responsible for ensuring risk assessments are carried out for working at height tasks in the school.

The Business Manager is responsible for the purchase and maintenance of all ladders and other access equipment in the school.

Work at height involving the use of ladders will normally be carried out by the Caretaker.

All ladders conform to BS/EN standards as appropriate.

If there is a need to hang decorations or displays then a step stool or small step ladder must be used. Standing on desks, chairs or other furniture is not permitted.

If you are planning to use a ladder ask the Caretaker to help you erect it properly and have an assistant to hold the ladder steady and pass you the materials you need.

Never overreach. Try always to keep one hand free on the ladder to steady yourself.

Your knees should be no higher than the top rung of the ladder.

Do not stand on the top two steps of stepladders to carry out work. Never stand on the top step of stepladders unless it is a platform with handrails.

Pupils are prohibited from using ladders.

38. 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.

See Appendix 3 for Infection control procedures to be shared with staff and visitors in the event of another pandemic.

38.1 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

38.2 Coughing and sneezing

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

38.3 Personal protective equipment

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

38.4 Cleaning of the environment

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

38.5 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

38.6 Laundry

- Wear personal protective clothing when handling soiled linen
- Bag children's soiled clothing to be sent home, never rinse by hand

38.7 Clinical waste

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

38.8 Animals

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

38.9 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 [twice a day]
- 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

38.10 Pupils vulnerable to infection

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

38.11 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.

REVIEW PROCEDURES

The Health and Safety Policy for Metheringham Primary School will be reviewed regularly and revised as necessary.

Any amendments required to be made to the policy as a result of a review will be presented to the Governing Board for acceptance.

School premises inspection and maintenance

Daily

Date:

TASK	COMPLETE?	COMMENTS / ACTIONS
Briefly check rooms, corridors, toilets and kitchen for general cleanliness, repair and safety	M ☐ Tu ☐ W ☐ Th ☐ F ☐	
Check firefighting equipment visually and report any damage	M ☐ Tu ☐ W ☐ Th ☐ F ☐	
Check all safety signs and notices are legible	M ☐ Tu ☐ W ☐ Th ☐ F ☐	
Ensure toilets are well stocked with toilet paper, soap and towels at the start of the day, and after breaks and lunchtime	M ☐ Tu ☐ W ☐ Th ☐ F ☐	
Check sanitary disposal units are available and in good order	M ☐ Tu ☐ W ☐ Th ☐ F ☐	
Check buildings for slip, trip or fall hazards and obstructions	M ☐ Tu ☐	

	☐ W ☐ Th ☐ F ☐	
Ensure disabled access routes and fire exits, escape routes and assembly points are clear of obstructions and relevant doors are unlocked	☐ M ☐ Tu ☐ W ☐ Th ☐ F ☐	
Ensure access to the school for emergency services is clear and unobstructed	☐ M ☐ Tu ☐ W ☐ Th ☐ F ☐	
In icy weather, ensure paths and walkways are treated with salt and grit	☐ M ☐ Tu ☐ W ☐ Th ☐ F ☐	
Inspect for damage any folding table and chair units used by pupils at mealtimes	☐ M ☐ Tu ☐ W ☐ Th ☐ F ☐	
Check for damage to any adventure playground equipment or other outside facilities vulnerable to vandalism	☐ M ☐ Tu ☐ W ☐ Th ☐ F ☐	
Ensure wastepaper bins in classrooms have been emptied into external recycling and waste bins	☐ M ☐ Tu ☐ W ☐ Th ☐ F ☐	
Check external waste bins and storage are covered, secured and located a safe distance away from buildings	☐ M ☐ Tu ☐ W ☐ Th ☐ F ☐	

Ensure cleaning products have been stored safely and securely, out of the reach of pupils	M☐ Tu☐ W☐ Th☐ F☐	

End of the day

TASK	COMPLETE?	COMMENTS / ACTIONS
Lock and secure windows	M☐ Tu☐ W☐ Th☐ F☐	
Draw blinds and curtains in ground floor rooms	M☐ Tu☐ W☐ Th☐ F☐	
Lock and secure external doors and ensure doors to potentially hazardous areas, such as the kitchen, are locked	M☐ Tu☐ W☐ Th☐ F☐	
Set intruder alarm	M☐ Tu☐ W☐ Th☐ F☐	NA – Premier Education (WAC) on site
Ensure paper and other combustible material is stored safely or disposed of	M☐ Tu☐ W☐ Th☐ F☐	
Ensure all non-essential electrical equipment is switched off	M☐ Tu☐ W☐ Th☐	

	F ☐	
Ensure no one is left on the site	M ☐ Tu ☐ W ☐ Th ☐ F ☐	NA – Premier Education (WAC) on site

Weekly

Date: W/C

TASK	COMPLETE?	COMMENTS / ACTIONS
Check intruder alarm and report faults	☐	
Check internal and external lighting and report faults	☐	
Run any infrequently used taps and showers to reduce legionella risk	☐	
Test full fire alarm system before or after school	☐	
Inspect firefighting equipment, including fire extinguishers	☐	
Check any highly combustible materials are correctly stored and secured	☐	
Empty medicine cabinet of out of date or unwanted stock	☐	Administrator
Check all windows, including window locks and glazing, for damage	☐	
Conduct a maintenance check of grounds, fences, boundary walls and gates	☐	

Monthly

Month

Year

TASK	COMPLETE?	COMMENTS / ACTIONS
Inspect boiler pipes, valves, insulation and general surfaces in boiler house	☐ Date:	
Record meter readings for electricity, water, gas	☐ Date:	Pavilion only. Smart metered throughout school
Ensure safety and hazard signs are visible	☐ Date:	
Test emergency lighting	☐ Date:	
Safety-check electronic powered doors	☐ Date:	
Check car park lights for any exposed wiring or damage	☐ Date:	

Termly

TASK	COMPLETE?	COMMENTS / ACTIONS
Check and replenish contents of first aid boxes and replace out-of-date items	☐ Date:	Administrator
Health and safety inspection to be conducted by governor with responsibility for health and safety, site manager, business manager, and, if customary, a union representative responsible for health and safety; report to be made to relevant governing body committee	☐ Date:	
Check names and contact details of key holders are up to date	☐ Date:	School Business Manager
Heads of department to review department health and safety arrangements	☐ Date:	SLT
Check for and record any outstanding maintenance issues	☐ Date:	
Conduct and record whole-school fire drill; check any issues identified are resolved	☐ Date:	School Business Manager
Check fire risk assessment and procedures are up to date	☐ Date:	School Business Manager
Test fire alarm call points (a different call point to be tested each week on a rotational basis)	☐ Date:	
Check regular tests of fire alarms and emergency lighting have been conducted and recorded	☐ Date:	
Ensure new members of staff have received fire precaution briefing	☐ Date:	SLT
Check personal emergency evacuation plans (PEEPs) are up to date	☐ Date:	SLT / SENDCO

Clean and de-scale taps, shower heads and hoses	☐ Date:	
Flush through and purge expansion tanks	☐ Date:	
Conduct detailed inspection of floors, stairs and corridors	☐ Date:	
Check any removal or treatment of asbestos has been reported to asbestos managers and recorded on the asbestos management plan; removal and treatment of asbestos should only be carried out by a licensed contractor	☐ Date:	School Business Manager

Every 6 months

TASK	COMPLETE?	COMMENTS / ACTIONS
Inspect and repair gutters, roof outlets, rain pipes etc.	☐ Date:	Caretaker to report issues to SBM, who will organize contractor
Safety-check hot water blending valves	☐ Date:	
Check and service all lifts and hoists used to move or carry people	☐ Date:	Caretaker to report issues to SBM, who will organize contractor
Check waste pipes and above ground drainage for blockages	☐ Date:	
Clear debris and silt from traps below drain covers; this to be done more frequently if puddles are forming around the covers or if heavy rain is expected	☐ Date:	
Conduct a visual inspection of frequently-used portable electrical appliances	☐ Date:	

Annually

TASK	COMPLETE?	COMMENTS / ACTIONS
Inspect and repair all internal and external finishes, including tiling, masonry and paintwork	☐ Date:	
Inspect ladders (and other equipment used for working at height) and review ladder register and checklist	☐ Date:	
Check pipework is adequately insulated to prevent freezing	☐ Date:	
Check waste pipes, surface water drainage and above-ground drainage systems for damage and blockages	☐ Date:	
Review water risk assessment and ensure previous actions have been carried out	☐ Date:	School Business Manager
Check school evacuation plan is up to date	☐ Date:	SLT
Conduct accessibility audit and update access management plan	☐ Date:	SLT
Audit risk assessments to ensure they are fit for purpose; create, update or replace as necessary	☐ Date:	School Business Manager
Review care plans for individuals with complex medical needs	☐ Date:	SLT / SENCDO
Deliver a general health and safety briefing to all staff	☐ Date:	SLT
Ensure first aider training is up to date and ensure refresher courses have been completed by those that require them	☐ Date:	School Business Manager
Review inventory of chemicals	☐ Date:	

Asbestos surveyor to re-inspect school site and carry out risk assessment	☐ Date:	LCC
Ensure asbestos management plan is up to date	☐ Date:	School Business manager
Inspect and repair outbuildings	☐ Date:	
Check all relevant commissioning, testing and inspection certificates are stored safely and are up to date	☐ Date:	School Business Manager
Specialist contractor to inspect trees surrounding school for disease, weakness etc. and to ensure they do not present a danger	☐ Date:	School Business Manager
Review all storage arrangements, including those of gas bottles and highly flammable materials	☐ Date:	
Conduct general health and safety audit and ensure actions from previous year's audit and governors' termly health and safety check have been completed	☐ Date:	SLT

Every 2 years

TASK	COMPLETE?	COMMENTS / ACTIONS
Review health and safety policy (to be signed by headteacher and chair of governors)	☐ Date:	January
Review lettings policy	☐ Date:	

Every 3 years

TASK	COMPLETE?	COMMENTS / ACTIONS
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Asbestos-authorised officers to attend refresher training courses	☐ Date:	
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Every 5 years

TASK	COMPLETE?	COMMENTS / ACTIONS
Test fixed wiring and all distribution boards	☐ Date:	

[Appendix 2: Infection control information leaflet](#)

To be shared with Staff and visitors in the event of another pandemic. Please note, this is a guide, the UK Health Security Agency may update their guidance, so the below should be updated accordingly.

Metheringham Primary School

Infection Control Procedures for Professionals and Other Visitors/Volunteers Working with Children in School.

- ✓ Bring minimal belongings and resources into the building
- ✓ Sanitise hands on entry to the building
- ✓ Face coverings are permitted but not essential
- ✓ You will be advised on workspace available
- ✓ Workspace will be arranged to allow appropriate ventilation / social distancing
- ✓ Wipe down desk/ chair used by yourself and the child you are working with before and after use. (There are sanitising stations located throughout the school. The office staff will advise)
- ✓ Ask as to whether the child will be brought to you or to be collected by yourself
- ✓ Maintain a social distance from child
- ✓ Please wash hands/ sanitise hands regularly
- ✓ Sanitise all equipment/resources before and after use
- ✓ If you are staying for lunch / break please bring own cup/cutlery to use in school and maintain a social distance in the staff areas
- ✓ If using the toilets maintain a social distance and sanitise/wash hands thoroughly before and after use

Thank you for your cooperation, and for helping to keep everyone safe at Metheringham Primary School