



# Ukraine Aid and Welfare

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# The Ukrainian School Health and Safety Policy & Manual

FOREWORD.....	3
1.1 Scope.....	3
1.2 Aim.....	3
1.3 Objectives .....	3
1.4 Legislation.....	4
2.1 Roles and responsibilities.....	5
2.2 Chair of the Board of Directors – responsibilities .....	5
2.3 Governing Body – responsibilities .....	6
2.4 Headteacher – responsibilities .....	7
2.5 Setting Manager – responsibilities.....	8
2.6 Classroom Teachers – responsibilities.....	9
2.7 Responsibilities of all employees under the Health and Safety at Work Act 1974 .....	9
2.8 Major Risk Areas .....	10
PART III. ARRANGEMENTS FOR IMPLEMENTATION.....	10

## **FOREWORD**

As the employer, the Ukrainian School recognizes that making appropriate provisions for the health and safety of all persons using our school facilities and those participating in off-site educational activities is fundamental to the wellbeing of the School and each of our settings.

This Health and Safety Policy, its supporting documentation and arrangements for implementation will meet our legal obligations and contribute to our objectives relating to continuous improvement of health and safety performance.

We are committed to high standards of health and safety and expect all staff to be familiar with the contents of this policy.

## **PART I: STATEMENT OF POLICY**

### **1.1 Scope**

This policy is specific to the School and all settings within the Ukrainian school Limited and off-site educational visits. It is supported by policies of other relevant organizations such as the contractors working on site.

The Health and Safety system will be integrated with the daily management of the School and all settings and will be continuously developed, maintained, and implemented via a comprehensive series of documents, as set out in this manual, including:

- The Statement of Policy (part I of this manual).
- Organization (part II of this manual).
- Arrangements for Implementation (part III of this manual).
- The School's Risk Assessment Policy.
- Required risk assessments as set out in the appendices to this manual.
- Guidance included in this manual and the appendices.
- Subject specific guidance periodically issued by the Department for Education (DfE), the Health and Safety Executive (HSE) and others.

The policy recognizes the legal duties and a responsibility owed to all users of the sites and seeks to develop standards, which are required by law as a means of contributing to the overall performance of the School by reducing accidents, injuries, and ill health.

### **1.2 Aim**

To provide the highest possible standard of health and safety, commensurate with the operation of an educational establishment.

### **1.3 Objectives**

It is the responsibility of the employer (the Ukrainian School) via the Chair of the Board of Directors, Headteacher and managerial staff to ensure that systems are in place, which will deliver a safe place of work for employees, pupils, and visitors. Equally it is the duty of all employees to cooperate with the employer on health and safety matters. The employer expects each employee to take reasonable

care of their own health and safety and that of others either under their supervision or who may be affected by their actions. The main objectives of this policy will apply as far as reasonably practicable and are as follows:

- To establish and maintain a safe and healthy environment throughout the School and at each setting.
  - To establish and maintain safe working procedures among staff and pupils.
- To make arrangements for ensuring safety and avoiding risks to health in connection with the use, handling, storage and transporting of equipment, articles, and substances.
- To ensure the provision of sufficient information, instruction, and supervision to enable everyone to eliminate, and where this is not possible, to avoid hazards and contribute positively to their own health and safety at work.
- To maintain safe access and egress and separate movement of vehicles and people on site as far as is practicable.
- To ensure, as far as reasonably practicable, that educational visits are undertaken as safely as possible.
- To formulate procedures for application in case of fire and other emergencies including plans for the safe and effective evacuation of the school premises.
- To lay down procedures to be followed in case of accident.
- To provide and maintain suitable and sufficient welfare facilities.
- To develop a training plan to ensure that employees are trained to the appropriate level to fulfil their health and safety responsibilities.
- To monitor and review the effectiveness of health and safety systems with a view to continuous improvement.
- To ensure that members of staff are aware of the importance attached to Health and Safety and that management may invoke the School's Disciplinary Policy in the event of noncompliance with the requirements of this Policy.

#### **1.4 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 duty's 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 conduct 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 time 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 conduct digital screen equipment assessments and states users' entitlement to an eyesight evaluate
- The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be conducted 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 Safety Representatives and Safety Committees Regulations 1977 as amended, and The Health and Safety (Consultation with Employees) Regulations 1996 as amended which require employers to inform and consult with employees in good time on matters relating to their health and safety.  
The School follows national guidance published by Public Health England when responding to infection control issues.
- This policy is also informed by the statutory framework for the Early Years Foundation Stage.

## **PART II. ORGANISATION**

### **2.1 Roles and responsibilities**

The Ukrainian School has ultimate responsibility for health and safety matters in each of its settings. The School will oversee health and safety, as led by the Headteacher, but will delegate day- to-day responsibility in each setting to the deputy head and Setting Manager as set out in this policy.

The School 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 Ukrainian School, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities 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
- The Board of Directors will approve the policy for the School and delegates its day-to-day responsibility and implementation to Governing Body and setting.

### **2.2 Chair of the Board of Directors – responsibilities**

The Chair of the Board of Directors of the School is responsible for:

Health and Safety Policy & Manual – 2024

Overseeing the development of the Health and Safety policy and associated guidance.

- Updating guidance because of learning.
- Providing reports to the Board of Directors.
- Procuring external H&S advisor(s).
- Acting as point of contact for schools on H&S issues.
- Providing support with risk assessment.

### **2.3 Governing Body – responsibilities**

Governing Body is responsible for:

- Ensuring that the Health and Safety Policy is implemented and monitored within the School.
- Ensuring that the school has considered its Health and Safety obligations and has made provision for meeting the obligations. It is recommended that this is best achieved by making health and safety an integral part of the school development plan.
- Ensuring that the School has a clear written and signed policy statement. The policy will ensure that the School's staffing structure appropriately reflects the responsibilities for conducting the arrangements of Health and Safety. From time to time, Governors will satisfy themselves that the policy is appropriate and being implemented as agreed.
- Ensuring that regular reports of accidents and dangerous occurrences are prepared by the Headteacher and that any resulting alterations working practices and procedures are implemented.
- Ensuring that appropriate facilities and opportunities are provided for accredited safety representatives to perform these duties.
- Ensuring that Health and Safety issues concerning the School are identified, decisions are taken, and that effective action is carried through.
- Ensuring that all reasonable inspection facilities and information are provided on request to officers of the Office for Standards in Education (OFSTED), Inspectors of the Health and Safety Executive (HSE) and others as required.
- Ensuring that conformity to safety standards for goods purchased and equipment installed.
- Ensuring that procedures exist for checking that any items offered and parts of premises for use are safe.
- Ensuring, that school journeys are arranged and properly supervised. This relates to children arriving/leaving school as well as any transport organized by the school to go on a trip or other activity.
- Ensuring that suitable Health and Safety provision is made for pupils with special needs in discussion with the staff involved. This should be conducted in consultation with parents and

relevant specialists, i.e., educational psychologists, Community Pediatrician, Health Visitor and so on.

Ensuring that there is an adequate budget set aside for the provision of health and safety, for example for servicing, maintenance, training and so on.

- Ensuring that a governor visits the school on a termly basis (at a minimum annually) to monitor compliance and reporting back to governors and the Board. The Governing Body is also responsible for planning and setting standards, which include:
- Ensuring hazards are identified, risk assessments are undertaken, and standards are set to achieve Health and Safety objectives.
- Ensuring clear plans for coping with sudden emergencies are developed and maintained.
- Developing a positive health and safety culture.
- Ensuring that a training plan is developed which:
- Enables appropriate training to be provided to employees so that they can fulfil their health and safety responsibilities.
- Provides induction training for new employees including temporary, part time staff and volunteers.
- Health and Safety will be considered at regular staff meetings. Staff will also be consulted on health and safety matters.

## **2.4 Headteacher – responsibilities**

The day-to-day responsibility for all school Health, Safety, and welfare rests with the Headteacher, who will:

- Work in conjunction with the Governing Body to ensure the health and safety policy is implemented and action taken to address any areas for improvement.
- Co-ordinate the implementation of health and safety and welfare procedures in the school.
- Make clear any duties in respect of health and safety, which are delegated, to members of staff.
- Ensure that problems in implementing health and safety policy are reported to the Governing Body and Chair of the Board.
- Ensure arrangements are in place for risk assessments of the premises and working practices to be undertaken, recorded, and reviewed on a regular basis.
- Arrange annual review of the working documents and systems, which support the policy, such as:
  - a) Emergency procedures
  - b) Provision of first aid in the school

- . c) The risk assessments, Health and Safety Monitoring of Educational visits and make appropriate recommendations to the Governing Body
- Put in place procedures to monitor the health and safety performance of the school. Ensure that all known hazards are reported immediately.
- Seek advice from the relevant reputable sources (manufacturers/suppliers/contractors) on additions or improvements to plant, tools, equipment, machinery, etc. which presents hazards.
- Regularly review the dissemination of health and safety information in the school staff, paying particular attention to newly appointed and temporary staff, volunteer helpers and other users of the premises.
- Implement the School's e-learning training schedule and any additional training needed as appropriate to the setting (see Appendix 2).
- Maintain and keep up to date the master copy of the health and safety policy together with all accompanying documentation.
- Ensure that appropriate risk assessments are undertaken for off-site educational visits (or delegating this role to an appropriately trained member of staff) and approving visits.
- Report to the Board and Governing Body:
  - . a) annually on the Health and Safety performance of the school
  - . b) to secure funding for any identified Health & Safety costs
  - . c) on any Health & Safety issues of concern

## **2.5 Setting Manager – responsibilities**

The responsibility for all school health, safety and welfare organization and activity rests with the Headteacher supported by the Setting Manager. The Setting Manager will:

- Be the focal point for reference on health safety and welfare matters and to give advice or indicate source of advice.
- Consult with and report directly to the Headteacher on all matters relating to Health and Safety.
- Ensure the day-to-day implementation of this policy including the maintenance of appropriate Risk Assessments for School and seeking the approval of the Headteacher for meeting the financial implications of identified control measures.
- Ensure that all certification and monitoring inspections are kept up to date.
- To investigate accidents, dangerous occurrences and near misses. Where necessary, advise the Headteacher on incidents that should be notified to HSE under RIDDOR, and assist in completing the HS1 form on the HSE website [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor).
- Communicate with HSE and all their relevant bodies on all relevant matters.

- Put in place emergency plan in consultation with the Headteacher.
- Will ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training, supervision, to enable themselves and any other employees and pupils to avoid hazards and contribute positively to their own health and safety, as part of the school's health and safety training requirements.
- Will, where appropriate, ensure relevant advice and guidance on health and safety matters is sought.
- Obtain and maintain statutory inspection records.
- Maintain all relevant Health and Safety records.
- Conduct weekly and monthly inspections. Assist the Headteacher to complete the annual documentation check and termly inspections. Checks will be undertaken in accordance with the Frequency of Checks Schedule (Appendix 3). This process ensures compliance with relevant legislation.

## **2.6 Classroom Teachers – responsibilities**

The health and safety of pupils in classrooms is the responsibility of class teachers. Class teachers are expected to:

- Check classroom area is safe.
- Check equipment used is safe before use and after use.
- Ensure safe procedures are followed.
- Give clear instructions and warnings to pupils, based on a risk assessment(s) for the activities, as often as necessary.
- Report defects to the Setting Manager.
- Avoid introducing personal items of equipment (electrical, mechanical) into school.
- Follow safe-working procedures and conduct the relevant risk assessments.
- Ensure the room is left in a safe state at the end of lesson.
- Ensure any relevant risk assessments are conducted and students/pupils are briefed and mitigations are applied.

## **2.7 Responsibilities of all employees under the Health and Safety at Work Act 1974**

All employees are expected to:

- Know the health and safety organization and arrangements to be adopted in their own working areas and to ensure they are applied (e.g., co-operate with employer, conduct/assist with risk assessments for activities and implement findings).

- Observe standards of dress consistent and appropriate with safety and/or hygiene.
- Exercise good standards of housekeeping and cleanliness.
- Know and apply procedures in respect of fire, first aid and other emergencies.
- Use and not willfully misuse, neglect or interfere with anything provided for his/her own health and safety and/or the health and safety of others.
- Co-operate with other employees in promoting improved health and safety arrangements in the school.
- Report all accidents, defects, dangerous occurrences, near misses and safety concerns to the Setting Manager/Headteacher.

## **2.8 Major Risk Areas**

### **2.8.1 Catering Operations**

Ukrainian Club (the School's catering contractor) in conjunction with the schools catering manager (i.e., Chef/Cook) is responsible for ensuring that the health and safety requirements are implemented on a daily basis and will ensure that all catering staff follow the relevant parts of the school policy, especially those relating to emergency procedures. The Cook/Chef will advise the Setting Manager and/or the Headteacher of any health and safety concerns.

### **2.8.2 Maintenance**

All maintenance will have its own health and safety aspects relating to their activities, which must be considered whilst working on site and in addition those who are working will familiarize themselves with the relevant policies of the school.

### **2.8.3 Contractors**

Contractors will have their own health and safety procedures and risk assessments relating to their activities, which must be followed on site, and in addition they must make themselves and their employees aware of relevant school rules, site hazards, Emergency Procedures, and welfare facilities. They must let the school have their competence details; risk assessments and agree supervision arrangements with the school.

### **2.8.4 Sports activities**

The sporting activities are conducted after completing risk assessments. The Headteacher will be involved in the preparation and review of such documentation and the results communicated to the pupils.

## **PART III. ARRANGEMENTS FOR IMPLEMENTATION**

### **3.1 Distribution of Health and Safety information**

The risks are managed using risk assessments and then discussing and communicating the contents with those involved in the activities. The school is required to follow the risk assessment planner to manage the risk assessment and review process. Schools must refer to the School's Risk Assessment Policy and have a process in place for managing the risk assessment process. The Health and Safety Policy, Risk Assessments, working documents, Codes of Practice and guidance

will be kept by the Headteacher. Members of staff are encouraged to refer to these documents and seek advice whenever they are considering health and safety issues.

All permanent staff will receive copies of the Health and Safety Policy and will be expected to familiarize themselves with the contents. Any temporary staff will have access to the Health and Safety policy and the related documentation. All staff will be briefed on joining the establishment as to their responsibilities. Staff should be aware of the policy and know how to access it.

The Headteacher and the Setting Manager will issue updates, new guidance, and approved revisions as soon as they become available.

All new staff including part time, temporary and supply staff will be provided with a copy of the policy and will receive induction training, which will include relevant health and safety issues.

The Health & Safety Law poster is displayed at appropriate location(s) in the workplace.

The School and each setting will display (and provide a copy when requested) a copy of the School's current Employee Liability Insurance Certificate (to the minimum of £5 million).

## 3.2 Accidents, Dangerous Occurrences and Near Misses

### 3.2.1 Immediate first aid

Accidents involving injury or ill health effects will be notified immediately to nominated person or the nearest first aider to facilitate first aid treatment. Where injuries are serious enough to warrant hospital treatment staff must telephone 999 for an ambulance to transport the patient to hospital, inform the next of kin and the Headteacher.

### 3.2.2 Completion of Accident Book – Minor Incidents

Staff should ensure that all accidents involving minor incidents such as cuts and bruises are notified to the internal nominated person with sufficient information to allow that person to complete the Accident Book.

The School provides a template for reports for all settings. The important point is that accidents/incidents are recorded and include:

- Date, time, and place of the incident

- Name and job of the injured or ill person
  - Details of the injury or illness and what first aid was given
  - What happened to the person immediately afterwards (for example, went back to work or class, went home, went to hospital)
  - Name and signature of the first-aider or person dealing with the incident
- Guidance is included as Appendix.

The nominated person in the setting will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

### 3.2.3 Internal Reporting and Investigation – Major Incidents

A member of staff who witnesses or is first on the scene or first to be informed of any major accident, dangerous occurrence or near miss will complete the internal report form as soon as possible after the incident. The school will decide who will retain a copy for their records. The nominated person will investigate all major incidents reported by staff. Guidance and an Investigation Report Template is available as Appendix 5. Further advice and more detailed templates for complex adverse events is available in the HSE workbook, Investigating accidents and incidents (HSG245)

<http://www.hse.gov.uk/pubns/books/hsg245.htm>

#### 3.2.4 Compliance with RIDDOR regulations

The Headteacher will determine which accidents and dangerous occurrences are required to be notified to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. More details are on the website stated below.

The relevant incident must be reported to the enforcing authority without delay and at most within 10 days of the incident. For accidents resulting in the over-seven-day incapacitation of a worker, you must notify the enforcing authority within 15 days of the incident, using the appropriate online form. In the event of a major injury or fatality the notification must be immediately telephoned (0845 300 99 23), with written confirmation using the form F2508 or reported via the website <http://www.hse.gov.uk/riddor/> All incidents will also be reported to the governing body, and the Chair of the Board of Directors.

#### 3.3 Asbestos

It is the policy of the School that any staff employed at the school shall undertake no intrusive work of any kind on any material, which contains or may contain asbestos as the release of fibers into the atmosphere should be avoided.

The Control of Asbestos at Work Regulations 2002 requires that all materials containing or having the potential to contain asbestos will be identified and their location marked. The survey to comply with these requirements, which may be a desktop survey, should be conducted by an accredited contractor.

A copy of the results of that survey will be kept by the Headteacher, delegated to the Setting Manager. All contractors must be given access to the Asbestos Register and check available information. The contractor must and sign the asbestos log to say they are aware of the location of asbestos containing material before commencing work on site.

#### 3.4 Contractors

All Contractors will:

- Be given access to this and any other relevant policy i.e., safeguarding.
- Adhere to their own health and safety policies, risk assessments and procedures and will give a set to the school.
- Report to the Setting Manager and sign in at reception on arrival.
- Comply with the general requirements of the health and safety policy particularly in relation to emergency procedures.
- Comply with the Permit to Work system.
- Examine asbestos information and sign the Asbestos Log prior to commencing any work on site.
- Comply with the requirements of the Construction (Design & Management) Regulations 2007 where required.
- Report to the Setting Manager and sign out at reception when leaving.

- Seek advice and assistance as needed.
- Cooperate with the school on all Health and Safety matters.

### 3.5 COSHH – Control of Substances Hazardous to Health Regulations 2002

The school will conduct the Risk Assessments required under COSHH on all hazardous substances. In most commercially available chemicals, the presence of a warning label will indicate whether COSHH is relevant. Such labelling is required under the Chemicals (Hazard Information and Packaging for Supply) Regulations 2009 (CHIP). These Regulations also require the supplier to provide a material safety data sheet (MSDS) so that COSHH assessments may be easily conducted. COSHH also applies to biological agents connected to the workplace e.g., Legionella, bodily fluids, dust in harmful concentrations and substances produced in chemical processes.

Copies of COSHH risk assessments including actions required will be kept by the Setting Manager.

As a general principle, wherever possible, safer alternatives are considered when purchasing hazardous substances.

### 3.5 Display Screen Equipment

The Health and Safety (Display Screen Equipment) Regulations 1992 require employers to minimize the risks for staff who habitually use DSE as a significant part of their normal work.

DSE awareness training (e-learning) and initial workstation risk assessments will be conducted by the user and those assessments will be analyzed by a competent person who will offer the relevant advice or perform a further assessment if issues are identified.

Basic DSE sight tests will be arranged and paid for, by the school, for those staff falling within the regulations in accordance with the DSE guidance (INDG36 rev4) issued by the HSE (as a rule of thumb, those using DSE/screens etc. for 5 or more hours per day on average).

Staff using DSE must ensure that the adjustable elements of their workstation are set to promote ease of use and comfort, e.g., screen, mouse and keyboard position, height of seat, avoidance of glare and reflections, etc.

### 3.6 Electricity at Work

The Electricity at Work Regulations 1989 requires that electrical installations be maintained to prevent danger.

Fixed installations will be periodically inspected and evaluated by competent contractors, accredited with NICEIC or NAPIT competency for commercial buildings, at 5 yearly intervals or in accordance with the recommendation from the previous inspection and in the event of a fault developing.

Portable equipment shall be checked in accordance with the guidance issued by the HSE and summarized in “Maintaining portable equipment in low risk environments” (IDNG236 rev3) available at <https://www.hse.gov.uk/pubns/indg236.htm>

In addition to the safety checks detailed above all staff using portable equipment should take notice of the condition of plugs and flexes each time a particular piece of equipment is used and should report any faults identified to the Setting Manager.

The use of extension cables should be kept to a minimum and under no circumstances, plugged into another extension cable, this is known as ‘daisy-chaining.’ Multi-point adaptors (cubes) are prohibited for use on School’s property.

### 3.7 Emergency Procedures

### 3.7.1 Evacuation

Buildings will be evacuated in emergency situations such as suspected fire, bomb threat, gas leak or any other situation, which may cause an imminent risk to personal safety.

The emergency plan proforma will be completed by each setting to identify major incidents and state what actions to be taken in the event of:

- Fire
- Intruder threat
- Bomb threat

In the event of a suspected fire and other emergencies, the alarms will be operated but in other cases, such as a gas leak, emergency contact procedures as defined by each setting will operate to evacuate all buildings without sounding the alarms or operating any electrical equipment. In all cases buildings will be evacuated by the nearest emergency exit route that is safe to use and onwards to the approved assembly points identified by each setting.

Either the commanding officer of the responding emergency services, the Headteacher and/or Setting Manager will determine when it is safe to re-occupy the buildings.

Major emergency incident actions are further detailed below.

Guidance on Emergency Evacuation Assessment and Personal Emergency Evaluation Plan (PEEP) guidance is included as Appendix 7 .

### 3.8 Fire Prevention

All fire safety appliances (extinguishers, alarms, emergency lighting, a call points) will be checked at the prescribed intervals by specialist maintenance personnel.

All internal fire resisting doors must be free to always move so that they are normally closed unless they are fitted with appropriate automatic closing devices. Final, external, emergency exit doors must be unlocked, free of obstruction and openable from within the building with a single action, ideally without the use of a key.

The fire alarms must be evaluated on a regular basis.

Fire Drills will be held once per term when the Fire Marshals will record the evacuation time and the general performance of the drill. These drills should be unannounced, and all staff, students and visitors must participate.

The Setting Manager and the Headteacher will identify fire training needs and will incorporate that information into the Health and Safety Training Plan.

Clear instructions must be issued to staff regarding the nearest fire call point, fire extinguisher, the means of escape and assembly points during fire drills. These instructions must be issued on the first day of employment/volunteering as part of the induction process as well as annually. Details of Fire Marshals and assembly points will be set out by each setting.

The school is expected to conduct this assessment to manage fire risks daily. Also, an external competent contractor will conduct a fire risk assessment, and reviews of previous assessments, pertaining to building structures, fittings and fixtures where required.

### 3.9 Bomb Threat

In the event of a credible warning the Headteacher and/or the Setting Manager will institute emergency evacuation procedures. Personal belongings should be taken out at the same time if that can be achieved without causing undue delay. This will facilitate the search process. Each school will also determine its own procedures for lockdown.

Any suspicious objects and packages should be reported to line managers or directly to the Sitting Manager or the Headteacher. Under no circumstances should the object be touched or moved. Do not use a mobile phone near the object/package.

Under no circumstances should the fire bell be rung to aid notification; this may cause a package to ignite. Word of mouth should be used to start the evacuation; the Headteacher, Setting Manager and members of the senior leadership team will notify each classroom.

### 3.10 Chemical or Biological Incident

In the event of an incident involving chemicals or biological material, which may affect the school, procedures will be implemented to close all windows and doors and to keep everyone within the building until the emergency has passed.

Any chemical or biological incident within the school will be dealt with according to the scope and seriousness of the incident. Appropriate emergency measures will be applied by the Setting Manager in consultation with the Headteacher.

### 3.11 Lockdown

Each school will have a local lockdown procedure. This will identify how the school will manage lockdown in the event of hostile intruder(s) onsite.

### 3.12 First Aid

The School must make sure immediate help is given to anyone if taken ill or injured. Each setting must have:

- a suitably stocked first aid kit
- an appointed person or people to take charge of first aid arrangements
- information for all staff telling them about first aid arrangements

Each school is responsible for identifying who will take responsibility for First Aid as set out in the School's First Aid policy. It is the policy of the School that there will be enough always trained First Aiders on the site. Training for emergency skills in the full Pediatric First Aid course should be delivered. Those with current certificated training will be identified and listed by each setting and displayed prominently around the setting.

First Aid boxes will be maintained at the sites specified by each setting. There will be weekly check of each first aid box to confirm that the recommended stock is present and available for use (see the First Aid Policy and HSE guidance for a suggested contents list <https://www.hse.gov.uk/simplehealth-safety/first-aid/index.htm>) The check will be recorded.

A record of treatment given must be maintained by the qualified first aider or appointed person and shall be used in conjunction with the accident reporting and investigation procedures as a means of accident prevention. In addition, good records of initial treatment may be valuable if further medical attention is required or if legal action is considered by those involved in an accident.

### 3.13 Fragile surfaces, Glass, and Glazing

Doors, which can be pushed open from either side, should have a viewing panel appropriate to users so that a clear view of the area close to both sides is allowed.

Where windows, transparent or translucent surfaces in walls, partitions, doors, sky lights, porches, etc. pose a risk of injury they should be made of a suitable safety material or otherwise protected against breakage. If they do become damaged, they should be replaced with like for like materials i.e., fire resisting glazing in fire doors.

Regular assessments of the condition of fragile surfaces, glazing and glass within the workplace will be conducted and any actions raised will be resolved as soon as practicable.

### 3.14 Infection prevention and control

We follow national guidance published by Public Health England when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable. 3.14.1 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

#### 3.14.2 Coughing and sneezing

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

#### 3.14.3 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

#### 3.16.4 Cleaning of the environment

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

#### 3.14.5 Cleaning of blood and body fluid spillages

- Clean up all spillages of blood, feces, 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

#### 3.14.6 Animals

- Wash hands before and after managing 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

### 3.14.7 Pupils vulnerable to infection

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

### 3.14.8 Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by Public Health England. In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

## 3.15 Monitoring and Audit and Review of Performance

### 3.15.1 Monitoring

Daily (recorded weekly) and monthly – such inspections are conducted by the Setting Manager. Termly – these are conducted by the setting manager in conjunction with the Headteacher. A termly check will also be conducted by a governor on behalf of the governing body. A records schedule (documentation check/audit) will be conducted annually by the Headteacher and Setting Manager.

### 3.15.2 Audit and Review of Performance

The Headteacher and the Setting Manager will meet at least once per term and usually following the termly inspection so that any issues found can be addressed.

The Headteacher will monitor the school's performance on Health and Safety issues.

Health and Safety is a regular item on the agenda of staff meetings. Issues arising will be recorded in the minutes and actioned accordingly with feedback on the resolution given in a timely manner. There will be an audit of all aspects of Health and Safety every 12 months. The Governors and any other Safety representative will be invited to participate in the audit process. Findings will be reported to the Board and Governing Body.

## 3.16 Management of Health and Safety

The Management of Health and Safety at Work Regulations 1999 and the Approved Code of Practice will form the basis of the school health and safety system. In addition, the principles contained in HSG65 Successful Health and Safety Management will be given high priority and implemented wherever practical.

Risk assessments and safe systems of work will be developed and implemented in each section by competent persons with the assistance of the Setting Manager. Training will be given where necessary in accordance with the e-learning training schedule (Appendix 2), which will be reviewed by each school annually.

An Early Years specific risk assessment will be conducted annually by the Headteacher and include the specific risk associated with our younger children (see Appendix for a model risk management plan).

The Headteacher will ensure that health and safety is an integral part of the daily operation of each setting and to that end it is essential that all employees comply with Section 7 and 8 of the Health and Safety at Work Act 1974. This section imposes duties on employees to take care of their own health, safety, and welfare and that of others who may be affected by their actions or omissions. In demonstrating that care, staff will be expected to follow advice and training given and to report to their immediate line manager any hazards, incidents or near misses.

### 3.17 Manual Handling

Manual Handling causes over one third of all reported injuries nationally. It is the policy of the School that staff will comply with the requirements of the Manual Handling Operations Regulations 1992 and guidance issued by the HSE.

The general principles are to avoid manual handling wherever possible, to assess the risks where manual handling is necessary and to reduce those risks to the lowest level which is reasonably practicable.

Training will be a key part of reducing the risks for those staff regularly involved in manual handling.

### 3.18 Work at height and use of ladders/scaffolding towers

#### 3.18.1 Working at height

The purpose of the Work at Height Regulations 2005 is to prevent death and injury caused by a fall from height. Working at height remains one of the biggest causes of fatalities and major injuries. Common cases include falls from ladders and through fragile surfaces. "Work at height" means work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury (for example a fall through a fragile roof). Further detailed guidance is available at: <https://www.hse.gov.uk/work-at-height/step-by-step-guide.htm>

Anyone in control must make sure work is properly risk assessed, planned, supervised, and conducted by competent people. This includes using the right type of equipment for working at height. Low-risk, straightforward tasks will require less effort when it comes to planning. Risk must be assessed.

#### 3.18.2 Control measures for working at height

The first step is to assess the risks. Factors to weigh up include the height of the task, the duration and frequency, and the condition of the surface being worked on. Before working at height work through these simple steps:

- avoid work at height where it is reasonably practicable to do so
- where work at height cannot be easily avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment

- minimize the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated

### 3.18.3 Dos and don'ts of working at height

#### Do....

- as much work as possible from the ground
- ensure workers can get safely to and from where they work at height
- ensure equipment is suitable, stable, and strong enough for the job, maintained and checked regularly
- take precautions when working on or near fragile surfaces
- provide protection from falling objects
- consider emergency evacuation and rescue procedures

#### Do not...

- overload ladders – consider the equipment or materials workers are carrying before working at height. Check the pictogram or label on the ladder for information
- overreach on ladders or stepladders
- rest a ladder against weak upper surfaces, e.g., glazing, or plastic gutters
- use ladders or stepladders for strenuous or heavy tasks, only use them for light work of short duration (a maximum of 30 minutes at a time)
- let anyone who is not competent (who does not have the skills, knowledge, and experience to do the job) work at height

### 3.18.4 Use of ladders

Guidance on ladder safety is also available from the HSE at <https://www.hse.gov.uk/work-at-height/using-ladders-safely.htm>

A template for the termly inspection of ladders and other equipment by the Site Manager is included as Appendix.

## Occupational Health

### 3.19 Bullying

Bullying of an employee will not be tolerated and will be regarded by the School as a disciplinary issue.

### 3.20 Alcohol and Drugs

Where it is apparent that the behavior and/or performance of an individual is or has been impaired by drugs, substance misuse or alcohol to the extent that there is a potential risk to the health and safety of themselves and/or others, the matter will be dealt with in accordance with the School's Alcohol and Drug Abuse Policy.

In relation to drug misuse, any breaches of the law will be reported to the police. Illegal drugs must not be used or brought into the workplace. There will be no consumption of alcohol during working hours.

Managers have the option of involving occupational health services following discussion with the individual concerned to provide constructive assistance. In serious cases managers may invoke disciplinary procedures.

#### 3.20.1 Health Surveillance

It is not considered that any employees on site are subjected to continued exposure to any substances, which are so hazardous as to require their health to be monitored.

### 3.20.2 Health Promotion

The School recognizes that, whilst it will make every effort to provide a healthy workplace, it is the behavior and personal choices of the employee that have the greatest impact on individual health, the most important factors affecting health are smoking, diet and lack of regular exercise.

Assistance will be given wherever practical in relation to:

- Smoking cessation courses (smoking is not permitted on School property).
- Encouraging healthy diet (healthy options available in school dining facilities).
- Encouraging staff to use sporting and exercise facilities.

### 3.21 New and Expectant Mothers

The Headteacher/relevant line manager have the responsibility for completing the risk management plan and associated PEEP.

### 3.22 Smoking Policy

No smoking will be allowed on school premises.

### 3.23 Offsite Educational Visits/Activities

Guidance from the Department for Education states that for routine visits, involving no more than an everyday level of risk, such as slips and trips and are covered by a school's current policies and procedures. They only need a little extra planning beyond the educational aspect of the trip. They can be considered as lessons in a different classroom. A template risk management plan for offsite day trips is included as Appendix.

Trips that need a risk assessment and extra planning are those which are not covered by current policies. This could be due to, for example, the distance from school, the type of activity, the location, or the need for staff with specialist skills

Sometimes a school may just need to review its current plans or arrangements that were successful on previous trips. However, some trips will need risk assessments, detailed planning, and informed approval of the Headteacher. The person given the job of managing this should:

- have the skills, status and competence needed for the job.
- understand the risks involved.
- be familiar with the activity.

Plans should be proportionate and sensible, focusing on how to manage genuine risks. A template risk assessment for off-site residential trips is included as Appendix. This must be completed by the Headteacher and signed off by the Chair of the Board of Directors. For residential visits, choice of venue must be discussed by the Headteacher in advance with the Chair of the Board. When the Chair of the Board has authorized the choice of venue, the Headteacher may book the venue.

For trips and visits with pupils in the Early Years Foundation Stage, there will always be at least one first aider with a current pediatrics first aid certificate. For other trips or visits, there will always be at least one first aider.

Further guidance can be found on the following websites:

- DfE, Health and safety on educational visits, available at: <https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>
- HSE, School trips, available at: <http://www.hse.gov.uk/services/education/school-trips.htm>
- The Outdoor Education Advisers' Panel <https://oeapng.info/>

Schools using an outside organization to provide an activity must check they have appropriate safety standards and liability insurance. The Council for Learning Outside the Classroom (Lot) awards the badge to organizations who meet nationally recognized standards. Schools can check whether organizations have the badge on the following website: <http://lotcqualitybadge.org.uk/> search. If a provider does not hold a badge the school will be responsible for checking that they are suitable (see the above DfE guidance). Some activities also need to be licensed and further information is available on the HSE website <http://www.hse.gov.uk/aala/public-information.htm> Each school should appoint an educational visits coordinator and provide training. The Headteacher has this duty unless they have delegated it. The coordinator should:

- be an experienced visit leader.
- have the status to be able to guide the working practices of other staff.
- be confident in assessing the ability of other staff to lead visits.
- be confident in assessing outside activity providers.
- be able to advise the Headteacher when they are approving trips.
- have access to training, advice, and guidance.
- 

The Headteacher will report to the Governing Body on trips through their Heads report.

### 3.24 Personal Protective Equipment

The requirements of the Personal Protective Equipment at Work Regulations 2002 will be followed. The circumstances where these regulations apply are fairly limited within school premises e.g., Science and Technology, but where a risk assessment has identified that any personal protective equipment is necessary the school will supply it. Employees must then ensure that it is worn at appropriate times.

### 3.25 Site, Building and Staff Security and Safety

#### 3.25.1 Site

The site should be securely fenced but, where it is not possible to secure the whole site, measures must be taken to ensure children cannot leave the site. Where reasonably practicable, strategically placed CCTV cameras will provide a deterrent to unauthorized access with suitable signage.

#### 3.25.2 Buildings

Where reasonably practicable, each building is provided with access control systems designed to reduce unauthorized access. It is important that entry doors are closed and not wedged open.

### 3.25.3 Staff Security

Where reasonably practicable, all staff should wear Personnel identification badge, which includes a photograph.

### 3.25.4 Visitors

Visitors must sign in at reception and will be issued with a visitor's badge, which must be returned on leaving the site.

Visitors who are listed on the school's single central register and have DBS checks in place will not need escorting.

All other visitors will need to be escorted by the staff member they are visiting.

### 3.25.5 Play areas – lunch and break time

Guidance and a model risk management plan are included as Appendices.

## 3.26 Statutory Inspections and Examinations

Statutory inspections and examinations (e.g., boilers, play equipment, fire equipment, and so on) should be conducted by competent persons. The register of these will be held by the Headteacher, who will keep records. Also, he/she will invite those persons to conduct those inspections and examination by the due dates.

## 3.27 Supervision of Pupils

The Headteacher shall take all reasonable steps to ensure that appropriate staff supervision is provided for pupils during lessons and off-site activities.

The Headteacher shall take all reasonable steps to ensure appropriate supervision by duty staff at break time and lunchtime.

All staff will share the responsibility for ensuring that pupils adhere to the Behavior Policy when moving between different parts of the building.

Staff supervising pupils in and around practical rooms i.e., in science laboratories, gyms and sports hall, technology rooms, etc. will be responsible for ensuring that pupil's behavior is safe and in accordance with the school code of conduct.

## 3.28 Training

All employees shall be informed and instructed as to hazards which may occur at their place of work and shall receive such information, instruction, training, and supervision as may be deemed necessary to enable them to do their work in a safe and efficient manner. Training will be incorporated into an annual plan by each school.

### 3.28.1 Induction Training

Every effort must be made to ensure that all new members of staff receive appropriate induction training which should include making them aware of their statutory duties, emergency procedures, relevant risk assessments, and an explanation of this policy, on the first day of employment/volunteering. The Induction Checklist must be completed as a record of provision and understanding along with a copy of this policy.

### 3.28.2 Management Training

The School recognizes that all sectors of management must receive the training necessary to enable them to effectively perform their duties in the areas for which they are responsible and will facilitate the provision of suitable training.

### 3.28.3 Specialist Training

The Headteacher will arrange specialized training courses as appropriate for staff to ensure the safe delivery of their duties. The need for such courses will have been identified by the Headteacher.

### 3.28.4 Fire Training

All members of staff shall receive training on actions to be taken in the event of fire, advice on fire precautions and where necessary, practical training on the use of firefighting equipment and alarms. This will be done as part of their induction (on day 1) and annually (via e-learning on National college), or sooner if there are significant changes to the building or procedures.

### 3.29 Visitors

Employees will ensure that all reasonable steps are taken to safeguard visitors and that they are made aware of emergency procedures. Visitors are normally supervised or escorted whilst on site. In the event of an evacuation, visitors should accompany the employee they have come to see to the approved assembly point identified by each school. The school will identify a person who will ensure that the signing in register is available at the assembly point.

### 3.30 Work Experience/Placements

The Headteacher will ensure that all young persons under the age of 18 who are either employed by the school or placed on work experience are, as far as reasonably practicable, not subjected to any risk of injury or harm and a young person's risk assessment will be conducted for any such individuals. Employees will be covered by this policy.

All places of employment utilized for placements or experience will be assessed and approved by the Headteacher. Parents should be provided with relevant information including health and safety prior to the person commencing work.

Where parents or pupils arrange their own work experience the Employer should be reminded of their responsibilities under the Management of Health and Safety at Work Regulations 1999 and confirm in writing that have taken into account the following matters:

- The inexperience, lack of awareness of risks and immaturity of young persons.
- The fitting and layout of the workplace or workstation.
- The nature, degree, and duration of exposure to physical, biological, and chemical agents.
- The form, range and use of work equipment and the way it is managed
- The extent of the health and safety training provided to young persons.
- The risks from agents or other processes conducted at the workplace.
- The risk to the young person's health and safety must be assessed.
- The risks from agents or other processes conducted at the workplace protection measures to be taken.
- Any risk notified to him/her by any other employer sharing the same workplace.
- Any work beyond the young person's physical or psychological capacity.
- Any work involving harmful exposure to agents, which are toxic, carcinogenic, and mutagenic or have chronic effects.

- Involve harmful exposure to radiation.
- Extreme heat or cold.
- Noise or vibration.
- The appropriate procedures to be followed in that event of serious and imminent danger and the names of the competent persons who implement the procedures.
- Any other workplace hazard or foreseeable risk not identified above.  
This list covers some of the matters that employers should consider before allowing young persons to work in their establishments and is not to be considered complete or exhaustive.

This policy was adopted on	Signed on behalf of the school	Date for review
30.04.24	W Maude-Roxby (ratified by the Board of Trustees)	30.004.2025