

# Health and Safety Policy

Henry David Learning

Woodfield School



**August 2024 – August 2026**

Amendments made: August 2024

Further amendments made: January 2026

Review due August 2026

Reviewed by: Deb Wilson

Signed off by Proprietary Body

---

## Contents:

1. Legal framework
2. Roles and responsibilities
3. Training and first aid
4. Contacting the emergency services
5. Accident reporting and investigation
6. Active monitoring system
7. Risk assessment
8. Slips and trips
9. Fire safety
10. Sharps
11. Evacuation, invacuation, lockdown and bomb threat procedure
12. Visitors and contractors
13. Construction and maintenance
14. Personal protective equipment (PPE)
15. Work-related hazards: manual handling
16. Maintaining equipment
17. Hazardous materials
18. Asbestos management
19. Cleaning
20. Kitchen Safety
21. Food hygiene
22. Infection control
23. Environmental Health inspections
24. Allergens and anaphylaxis
25. Medication
26. Smoking
27. Security and theft
28. Severe weather
29. Safe use of minibuses
30. School trips and visits
31. Near misses
32. Monitoring and review

## Statement of intent

At Woodfield School, we are committed to the health and safety of our staff, pupils, and visitors. Ensuring the safety of our community is of paramount importance and this policy reflects our dedication to creating a safe learning environment.

We are committed to:

- Providing a productive and safe learning environment.
  - Preventing accidents and any work-related illnesses.
  - Compliance with all statutory requirements.
-

- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff and representatives in health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop the school's culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our school.
- Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable.

## 1. Legal framework

This policy has due regard to all relevant legislation including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Construction (Design and Management) Regulations 2015
- The Education (Independent School Standards) Regulations 2014
- The Personal Protective Equipment at Work Regulations 1992
- The Education (School Premises) Regulations 1999
- The Ionising Radiation Regulations 2017 (IRR17)
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)

This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2022) 'Health and safety: responsibilities and duties for schools'
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- HSE (2024) 'Sensible health and safety management in schools'
- DfE (2022) 'First aid in schools, early years and colleges'
- UK Health Security Agency (2024) 'Health protection in children and young people settings, including education'

This policy operates in conjunction with the following school policies:

- First Aid Policy
- Invacuation, Lockdown and Evacuation Policy
- Personal Emergency Evacuation Plans (PEEP)
- Visitor Policy
- Staff Wellbeing Policy
- Data Protection Policy
- Educational Visits and School Trips Policy

## 2. Roles and responsibilities

The Proprietary Body and the principal, will:

- Ensure it provides a safe place for all users of the site, including staff, pupils and visitors.
- Oversee that staff receive training and instruction so that they can perform their duties in a healthy and safe manner.
- Ensure whole-school familiarity with the requirements of the appropriate legislation and codes of practice.
- Create and monitor a management structure responsible for health and safety in the school.
- Ensure there is a detailed and enforceable policy for health and safety, and that the policy is implemented by all.
- Identify the risks relating to possible accidents and injuries and make reasonable adjustments to prevent them occurring.
- Ensure the school has secured safe means of entry and exit for all site users.
- Ensure the school can provide equipment, grounds and systems of work which are safe.
- Ensure safe arrangements are made for the handling, storage and transportation of any articles and substances.
- Ensure staff have safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.

- Where necessary, ensure the school can provide protective equipment and clothing, along with any necessary guidance and instruction for safe use.
- Ensure staff have safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- Where necessary, ensure the school can provide protective equipment and clothing, along with any necessary guidance and instruction on use.

The principal will:

- Have overall responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.
- Set the direction for effective health and safety management.
- Introduce management systems and practices that ensure risks are dealt with sensibly, responsibly and proportionately.
- Review this policy and its effectiveness annually.
- Take all reasonably practicable steps to ensure this policy is implemented by all members of staff.
- Designate a competent person who will be responsible for ensuring the school meets its health and safety duties – the competent person will be the health and safety officer.

The health and safety leader at the school will:

- Assist with the creation and implementation of this policy.
- Be responsible for investigating accidents and incidents, to understand causes and amend risk assessments as required.
- Be the designated contact with the local authority and the HSE where necessary.
- Support staff with any queries or concerns regarding health and safety.
- Identify hazards by conducting risk assessments.

<b>Health and Safety Officer</b>	<b>Fire Marshall</b>	<b>First Aid Officer</b>
Mrs Juliette Brown	Mrs Sandie Cross	Miss Megan Rigby

All members of staff will:

- Take reasonable care of their own health and safety, and that of others who may be affected by what they do at work.
- Cooperate with their employers on health and safety matters.
- Carry out their work in accordance with training and instructions.
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- Familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety.
- Avoid any conduct which puts themselves or others at risk.
- Be familiar with all requirements laid down by the proprietary body
- Ensure that all staff, pupils and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place.
- Ensure all machinery and equipment is in good working order and safe to use, including adequate guards, and ensure such equipment is not used improperly.
- Use the correct equipment and tools for the job and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Report any defects in equipment or facilities to the designated health and safety officer.
- Take an interest in health and safety matters and suggest any changes that they feel are appropriate.
- Make suggestions as to how the school can reduce the risk of injuries, illnesses and accidents.

- Exercise good standards of housekeeping and cleanliness.
- Adhere to their common law duty to act as a prudent parent would when in charge of pupils.

Pupils will:

- Exercise personal responsibility for the health and safety of themselves and others.
- Dress in a manner that is consistent with safety and hygiene standards.
- Respond to instructions given by staff in an emergency.
- Observe the health and safety rules of the school.
- Not misuse, neglect or interfere with items supplied for their, and other pupils', health and safety.

### 3. Training and first aid

The school will ensure that staff are provided with the health and safety training they need for their job. This may not always mean attendance at training courses; it may simply involve providing staff with basic instructions and information about health and safety in the school.

Staff will be provided with regular training opportunities and have access to support where needed. Staff are expected to undertake appropriate CPD in order to further contribute to the running and success of the school.

Staff will be trained on how to:

- Assess risks specific to their role.
- Meet their roles and responsibilities identified within this policy.

Where relevant to their role, staff will receive specific training in:

- Using industrial machinery.
- Managing asbestos.
- Having responsibility for the storage and accountability for potentially hazardous materials.

#### First aid

The school will act in accordance with the First Aid Policy at all times. The school will ensure that ample provision is made for both trained personnel and first-aid equipment on-site.

The principal will ensure that there is an appropriate number of first aid trained staff members working within in each classroom.

All staff undergo emergency first aid training as part of their induction to the school.

First aid boxes are located as follows, and the named staff members are responsible for their secure storage and use:

Location	Responsible staff member
First aid room	Megan Rigby
Kitchen	Megan Rigby
Principals' office	Megan Rigby

### 4. Contacting the emergency services

The principal will certify that procedures for ensuring safety precautions are properly managed, are discussed, formulated and effectively disseminated to all staff.

Staff will contact the emergency services in an emergency. Staff will alert their colleagues to the incident, if it is safe and appropriate to do so, using two-way radios.

Where an ambulance is called for a pupil, a member of the leadership team will contact the pupil's parent. Where necessary, all pupils will be evacuated from the building and taken to the designated emergency assembly point – currently, this is in the car park by the fire assembly point. Staff will be aware of any pupils who have PEEPs. Staff will be responsible for the safety of pupils and responding to any questions from the emergency services, as best they can.

## **5. Accident reporting and investigation**

All accidents and incidents, including near-misses or dangerous occurrences, will be reported as soon as possible to the principal using the accident book or adding the accident to Arbor.

The school will always record and report work-related injuries on staff members or pupils.

### **Reporting significant accidents**

Significant accidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will be reported to the HSE at the earliest opportunity.

The school will always report 'specified injuries' to the HSE without delay. The school will also report any dangerous occurrence or occupational diseases upon receipt of a written diagnosis from a doctor that a staff member has a reportable disease linked to occupational exposure.

Work-related stress and stress-related illnesses will not be reported since they are not usually just one distinct event. RIDDOR stipulates that to be reportable, an injury must have resulted from an accident arising out of or in connection with work.

### **Reporting hazards**

Staff, pupils, contractors and visitors have a legal duty to report any condition or practice they deem to be a hazard. In most cases, reporting should be conducted verbally to the school leader responsible for health and safety as soon as possible, who will then inform the principal as appropriate.

### **Accident investigation**

All accidents, however minor, will be investigated by the health and safety officer and the outcomes recorded. The length of time dedicated to each investigation will vary on the seriousness of the accident. After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

The health and safety leader will undertake monthly evaluations of all reported incidents. They will then identify patterns and trends in order to take corrective action and minimise the reoccurrence of any incident or illness.

## **6. Active monitoring system**

The school's procedure for actively monitoring its system will include:

- Annual audits, including fire risk assessments and health and safety audits.
- Termly examination of documents to ensure compliance with standards.
- Weekly inspection of premises
- Half termly reports and updates to the principal
- External measures, such as surveys by contractors and service providers, along with visits from Environmental Health and Ofsted.

## **7. Risk assessment**

The principal has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas in the school. The health and safety leader will be consulted when risk assessments are being carried out.

Annual risk assessments will be conducted for all areas of the school. Risk assessments will consider the needs of staff, pupils, visitors and contractors. Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.

Risk assessments will be reviewed if:

- There is any reason to suspect that they are no longer valid.
- There has been a significant change in related matters.
- The proprietary body will be informed of risk assessments, allowing issues to be prioritised and actions to be authorised, along with funds and resources.

The school will record any significant findings of any risk assessments, including the following:

- The identified hazards
- How people might be harmed by them
- What the school has implemented to control the risk

The school will carry out risk assessments for all activities undertaken away from the school building.

## **8. Slips and trips**

In line with HSE guidance, control measures are in place to effectively control slip and trip risks. The school utilises the following procedure:

- Identify the hazards – risk factors considered include:
  - Environmental (floor, steps, slopes, etc.)
  - Contamination (water, food, litter, etc.)
  - Organisational (task, safety, culture, etc.)
  - Footwear
  - Individual factors (rain, supervision, pedestrian behaviour, etc.)
- Decide who might be harmed and how
- Consider the risks and decide if existing precautions are sufficient, or if further measures need to be introduced
- Record the findings
- Review the assessment regularly and revise if necessary

The school will remain especially vigilant to the following hazards:

- Members of staff or pupils running or carrying heavy or awkward items
- Wearing unsuitable footwear
- Poor lighting – particularly where there are uneven surfaces and level changes
- Contamination
- Obstructions, e.g. bags and trailing cables

## **9. Fire safety**

All staff fully understand and effectively implement the fire evacuation plan, which will be implemented in the event of a fire.

The principal is responsible for certifying that procedures for ensuring that safety precautions are properly managed will be discussed, formulated and effectively disseminated to all staff. Staff will receive fire safety training to ensure they understand the procedure for fire drills and the use of fire extinguishers.

The school will test evacuation procedures on a termly basis. Firefighting equipment will be checked on an annual basis by an approved contractor. Fire alarms will be tested weekly, and records will be maintained and held in the principal's office. Emergency lighting will be tested on an annual basis, and records will be maintained and held in the principal's office.

The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.

The school will implement its Fire Safety Policy to ensure that staff, pupils and visitors are safe and aware of the potential risks of fire.

## **10. Sharps**

For the purposes of this policy, "**sharps**" is defined as sharp objects such as needles, scalpels, razor blades and broken glass which pose a risk of an accidental penetrating injury or laceration or puncture to skin.

### **Handling and disposing of a sharp**

All staff members will receive health and safety training as part of their induction, which will be refreshed annually.

The principal will ensure that all pupils are informed that, where they see a sharp, they must alert the nearest staff member immediately and avoid touching the sharp.

The following procedure will be followed in the event that sharps are found on the school premises:

- Staff will wear protective gloves and will not handle sharps with bare hands.
- Staff will not handle sharps while barefoot or wearing open shoes, as injury may occur if the sharp is dropped on feet.
- Only one sharp will be handled at a time and, where there are multiple, sharps will be carefully separated using the pair of tongs.
- Sharps will be picked up using the relevant equipment, e.g. pair of tongs or brush and pan for broken glass, and place it into the sharps box, which will be brought to the sharp rather than the other way around.
- The appropriate staff, including the principal will be informed.
- The incident will be recorded, with details of when, where and by whom the sharp was found.
- Sharps will be disposed of quickly and safely into the school's sharps bin.

### **Sharps injury**

First aid staff will be trained in handling sharps injuries, and will adhere following guidelines in case of injury from a contaminated sharp:

- Encourage the wound to bleed gently, ideally by holding it under running water
- Wash the wound using water and soap
- Avoid scrubbing the wound while washing
- Avoid sucking the wound
- Dry the wound and cover it with a waterproof dressing
- Seek medical advice

Injuries will be handled in line with the First Aid Policy.

## **11. Evacuation, invacuation, lockdown and bomb threat procedure**

The school will follow the procedure outlined in the Invacuation, Lockdown and Evacuation Policy and in PEEPs in the event of a crisis.

In the event of an emergency, the Evacuation Procedure, and the appropriate Lockdown Procedure will be followed. All staff are trained in responding to emergencies.

## **12. Visitors and contractors**

The procedures outlined in the Visitor Policy will be implemented by relevant staff when receiving visitors to the school.

Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, pupils or visitors to the school.

## **13. Construction and maintenance**

When undertaking construction or maintenance work, the school will do so in accordance with The Construction (Design and Management) (CDM) Regulations 2015.

The principal will ensure that all construction and maintenance projects have a formally appointed principal designer and principal contractor. The principal will liaise with the principal contractor to identify if the scope of the project means that it should be notified to the HSE. The principal will hold weekly progress meetings with the project team to ensure that all members are carrying out their roles as required. Where the project is for a new workplace or alterations to an existing workplace, it must also meet the standards set out in The Workplace (Health, Safety and Welfare) Regulations 1992.

## **14. Personal protective equipment (PPE)**

The school will provide employees and pupils who are exposed to a hazard at the school, which cannot be controlled by other means, with PPE where appropriate. Visitors will also be supplied with PPE when appropriate.

Staff and pupils will use the PPE provided, and care for it according to the instructions and training given. Supervising staff will ensure PPE fits the wearer properly. Where more than one item of PPE must be worn, the items should be compatible and remain effective. PPE will not be worn if wearing it causes a hazard greater than the hazard it is intended to protect the wearer from.

Pupils will report any loss or defects to their class teacher, who will report it to the health and safety leader for repair. Damaged PPE will not be used and will be disposed of in line with the manufacturer's instructions if it is not possible to repair.

## **15. Manual handling**

Manual handling can prove hazardous when it has the potential to cause a musculoskeletal disorder. This can be due to repetition of the action, the force and/or posture involved in the completion of a handling task, and/or a person's ability to hold or grasp the particular item in a safe and balanced manner.

The school will, as far as practicable, reduce the need for members of staff to carry out any manual handling tasks that involve a risk of injury. Where manual handling tasks are necessary, control measures will be monitored to ensure they are reducing the risk of injury and being implemented correctly.

The capability and circumstances, e.g. age, of staff will be taken into account where manual handling tasks are required. Where there is an unacceptable risk of injury or harm, no manual handling tasks will take place.

All members of staff will receive manual handling information and training as needed.

## **16. Maintaining equipment**

The school will ensure that staff and pupils can expect that any equipment they use is suitable for its intended use and is properly maintained. Inspectors, or a trained health and safety technician, will inspect the following equipment for health and safety issues annually:

- All electrical appliances

It will be the responsibility of the health and safety officer to ensure new equipment meets the appropriate standards and conforms to all health and safety requirements. A health and safety technician will be consulted if necessary.

Any portable electrical equipment will be visually inspected before use by all members of staff and undergo PAT at intervals suitable for the type of equipment and its frequency of use.

## 17. Hazardous materials

The school will act in accordance with the school's COSHH Policy at all times.

The school will only purchase hazardous materials from a reputable source, making sure that the relevant material safety data sheet (MSDS) is provided by the retailer on delivery. The school will only order supplies of hazardous materials when existing stocks are no longer adequate, and in quantities that are no larger than necessary. No chemicals or other hazardous materials will be used without the permission of the principal.

The health and safety leader along with the school cleaner will be responsible for ensuring all products that may be hazardous to health are risk assessed before being used.

The principal, in liaison with the health and safety leader, will ensure that the relevant control measures and appropriate guidelines are put in place to manage the risks identified in risk assessments. Control measures will be checked and reviewed by the principal and leadership team on a termly basis to ensure continued effectiveness, even when they are known to be reliable.

The principal will keep an up-to-date inventory of all the hazardous chemicals and materials held at the school. A termly audit of hazardous materials will be undertaken by the health and safety lead with routine surveillance to ensure that they remain safe to store. Unwanted or surplus chemicals and materials, including those that have become unsafe, will be disposed of by a registered waste carrier.

## 18. Asbestos management

In accordance with HSE guidance, an asbestos management survey was undertaken on 27/09/2021 by RB Asbestos Consultants. As a result of the asbestos management survey, risks were identified and dealt with on a priority basis. This survey will be undertaken again following any changes of use to a location or prior to any significant building work.

## 19. Cleaning

The school has an in-house cleaner who cleans the school daily.

Waste collection services will be monitored by the health and safety leaders.

The principal is responsible for ensuring that the school is at a safe temperature for staff and pupils to work in. The school will adhere to the provisions as outlined in The Education (School Premises) Regulations 1999, which state the following:

Areas	Temperature
Where there is a below-normal level of physical activity due to ill health or a physical disability, e.g. isolation rooms; however, this does not include sleeping accommodation	21°C
Where there is a normal level of physical activity associated with teaching, private study or examinations	18°C
Where there is a high level of physical activity, e.g. PE sports halls, washrooms, sleeping accommodation and circulation spaces	15°C

## 20. Kitchen safety

Kitchen staff will have a list of all allergens and will avoid using them within the menu. The 14 allergens which are required to be declared are:

- Celery.
- Cereals containing gluten, e.g. barley and oats.
- Crustaceans, e.g. prawns.
- Eggs.
- Fish.
- Lupin.
- Milk.
- Molluscs.
- Mustard.
- Peanuts.
- Sesame.
- Soybeans.
- Sulphur dioxide and sulphite (where they are at a concentration of more than ten parts per million).
- Tree nuts, e.g. almonds, hazelnuts, walnuts

Where meals include allergens or traces of allergens, staff will use labels to denote which of the 14 allergens are or may be present.

All kitchen staff will be suitably trained in allergy awareness, including how to respond to an allergy sufferer's questions. Where staff are made aware of updates or ingredient changes by suppliers, this will be acted upon immediately.

The school will use reputable suppliers to source their produce, ensuring the quality of the food served is the same as they have promised to consumers. The school will not be misleading with the food that they serve, and a record will be kept of where the school's produce comes from and the school will be prepared to produce this record on demand by an environmental health officer.

Kitchen staff will withdraw any produce that has gone past its 'use by' date. All kitchen staff will be trained in food safety as part of their food hygiene training. Staff will be aware of all the harmful bacteria that could cause serious illness if not treated and removed properly from food sources. In events where suppliers recall produce due to reports of harmful levels of bacteria in stock, staff will remove all traces of the product from the school and ensure the principal is notified. Parents will be informed of the outbreak.

Kitchen staff will be aware of the 'danger zone' where microbial growth is stimulated – this is between the temperatures of 8°C and 63°C; kitchen staff will cook food until its core temperature has reached 70°C and remains that temperature for two minutes to minimise the risk of harmful bacteria being present in food.

Kitchen staff will have an in-depth knowledge of the risks of cross contamination. Colour-coded chopping boards and corresponding knives will be used for food preparation. The school uses the following colour-coded board and knife system:

Colour of chopping board and knife	Food group
Red	Raw meat
Yellow	Cooked meat/fish
Green	Salads and fruit
White	Bakery and dairy
Brown	Vegetables
Blue	Raw fish

## 21. Food hygiene

The kitchen staff will keep an up-to-date food hygiene plan, in line with the [Hazard Analysis Critical Control Point \(HACCP\) principles](#).

The kitchen staff will receive food hygiene training as part of their induction, with at least one member of staff holding a formal food hygiene certificate which will be kept up-to-date. All kitchen staff will partake in annual food hygiene refresher training.

In line with food safety and hygiene regulations, a food hygiene record will be kept, demonstrating what the school has done to ensure all food and food preparation areas are safe and how this compares with the proposed food hygiene plan.

For each day of the week, the food hygiene record will include space to record the following:

- The date
- The completion of the opening and closing checks, as outlined in the present section of this policy
- The completion of the day's cleaning tasks, with reference to the cleaning schedule
- Details of any hygiene-related incidents that occurred during the day
- Additional checks that may have been conducted, e.g. pest control checks that take place on a less frequent basis
- A signature from the designated member of staff that has completed the day's entry

The food hygiene record will also include the following:

- List of suppliers
- Kitchen staff training record
- Food temperature monitoring records
- Fridge and freezer temperature monitoring records
- Hygiene inspection checklist
- Monthly reviews

At each monthly review, the cook will assess the food hygiene record to identify any persistent problems from that last month. If problems are identified, these will be recorded along with decisions on how to handle them, e.g. providing staff with additional training.

Kitchen staff will keep food preparation areas to the highest standard of cleanliness by doing the following:

- Cleaning before, during and after food preparation
- Keeping a well-stocked supply of cleaning materials
- Ensuring hand soaps and sanitisers are accessible and fully stocked
- Ensuring all chopping boards are stored in a stand and are dry before use
- Storing knives away from the reach of unauthorised personnel in a sanitised draw or stand
- Removing used cleaning cloths and towels at the end of the day
- Not leaving food products out at room temperature for longer than is necessary
- Storing any bags or personal belongings out of the kitchen to avoid foreign bodies entering the food preparation area

Food contact materials will come from reputable suppliers and will be safe for use by staff to package, store, prepare and cook food. For the purpose of this policy, food contact materials include:

- Packaging, e.g. cellophane wrap.
- Food processing equipment, e.g. a food blender.
- Cookware.
- Work surfaces.

The school recognises the importance of food hygiene and will accommodate any member of staff who wishes to complete an official food hygiene certificate as part of their CPD, where possible.

Kitchen staff will wear suitable PPE when preparing food – the PPE will be free from tears, burns or holes.

Kitchen staff will be informed by the head cook on how to properly stock a fridge, including the following procedure:

- Raw meat stored on the bottom shelf
- Cooked meat on the middle shelf
- Fruit and vegetables on the top shelf

Where stock requires more than one fridge, raw and cooked meat will be stored separately.

Kitchen staff will have high standards of personal hygiene, including washing hands in the following circumstances:

- Before and after preparing raw meat
- Before and after preparing and cooking other food products
- After using the toilet
- After touching door handles, light switches or phones.
- After coughing or sneezing

Kitchen staff will check the accuracy of their thermometers by using the boiling water test. For the purpose of this policy, the boiling water test involves submerging the thermometer in boiling water and checking that the temperature reads 100°C +/- 1 degree.

The school's food hygiene record, cleaning schedule and details of all hygiene and safety checks will be retained in line with the local environmental health department's requirements.

## **22. Environmental health inspections**

The principal with the cook will be the key contacts for the environmental health officer from the LA – being responsible for implementing any recommendations made to them.

The cook will ensure all the necessary documentation is readily available for inspection for the environmental health officer, including their food hygiene record.

## **23. Infection control**

The school will actively prevent the spread of infection through the following measures:

- Routine immunisation
- Maintaining high standards of personal hygiene and practice, and actively promoting a culture of regular handwashing to prevent the spread of infection. There will be access to liquid soap, warm water and paper towels and staff will supervise as required.
- Maintaining a clean environment. A cleaning schedule will be in place and cleaning standards will be regularly monitored to ensure effectiveness and that all areas or surfaces in contact with food, dirt or bodily fluids are regularly cleaned and disinfected

The school will keep up to date with national and local immunisation scheduling and advice and will encourage parents to have their children immunised.

The school will ensure that arrangements are in place to minimise any health risks, e.g. flu, by ensuring hygiene standards are maintained.

Indoor spaces will be kept well-ventilated to help reduce the amount of respiratory germs. Areas of the school where there may be poor ventilation will be identified, e.g. through the use of CO2 monitors, and appropriate action taken, e.g. partially opening windows and doors to let fresh air in.

The school will advise parents to follow NHS guidance on whether to send their child to school in cases of suspected ill-health. Parents will not send their child to school in the following circumstances:

- The child shows signs of being unwell and needing one-to-one care
- The child has a high temperature or fever
- The child has been vomiting and/or had diarrhoea within the last 48 hours

## **24. Allergens and anaphylaxis**

Parents will be required to provide the school with up-to-date information relating to their children's allergies, as well as the necessary action to be taken in the event of an allergic reaction, such as any medication required. Staff will also be required to provide the principal with a list of their allergies. Information regarding pupils' and staff members' allergies will be collated and stored securely.

Under The Human Medicines (Amendment) Regulations 2017, the school is able to purchase adrenaline auto-injector (AAI) devices without a prescription, for emergency use on pupils who are at risk of anaphylaxis, but whose device is not available or is not working. The school will purchase spare AAIs from a pharmaceutical supplier, such as the local pharmacy.

Staff will receive appropriate training and support relevant to their level of responsibility, in order to assist pupils with managing their allergies.

## **25. Medication and Welfare of Pupils**

The school's Medical Needs Policy will be read, understood and adhered to at all times. Staff will receive annual training in supporting pupils with medical conditions.

The school will obtain notification from parents regarding any medication that pupils are required to take. Only trained staff will administer medication. The school's Medical Needs Policy will be followed at all times. A record will be kept of any medication that pupils take – this will be checked prior to administering any non-prescription medication.

## **26. Smoking and Vaping**

The school is a non-smoking premises, and no smoking or vaping will be permitted on the grounds. The school's Anti-smoking and anti-vaping Policy will be read and understood by all staff. All staff, pupils, visitors and contractors will be made aware of the policy.

## **27. Security and theft including supervision of pupils**

Staff and pupils will be responsible for their personal belongings and the school accepts no responsibility for loss or damage. Thefts will be reported to the police and staff will be expected to assist police with their investigation.

All staff will be expected to take reasonable measures to ensure the security of school equipment being used. Missing or believed stolen equipment will be reported immediately to a senior staff member.

The school will install access control and security measures to ensure the safety of all pupils. The school will ban individuals from the premises if they pose a risk to any member of the school community. The school will consider any risks that are posed by their local context, e.g. the need to support vulnerable young people (with an EHCP) with appropriate PTR and a risk assessment.

## **28. Severe weather**

The principal, in liaison with the proprietary body, will make a decision on school closure due to severe weather on the grounds of health and safety. If a closure takes place, the proprietary body will be promptly informed.

## **29. Safe use of minibuses**

The principal will be responsible for arranging the annual maintenance of the minibus, including MOTs and road tax. There is a designated person to carry out weekly vehicle checks.

The minibus will carry strictly one person per seat and seat belts will be worn at all times.

Starting and closing mileage, along with any potential risks or defects identified, will be reported upon return to the school.

## **30. School trips and visits**

Health and safety policy and procedures concerning school trips and visits, including trips abroad, are contained in the school's Educational Visits and School Trips Policy.

## **31. Near misses**

A 'near miss' is an event not causing harm but has the potential to cause injury or ill health.

If staff members, pupils, contractors, or visitors see or are involved in a near miss, they will report it in order to allow consideration of how to prevent a possible accident happening in the future. Reporting will be conducted verbally to the health and safety officer as soon as possible, who will then inform the principal as appropriate.

The school will report near misses that constitute as dangerous occurrences to the HSE. A 'dangerous occurrence' includes any incident which results in requiring hospital treatment or further attention.

All accidents and near misses, however small, will be reported and investigated by the health and safety officer and the outcomes recorded. The length of time dedicated to each investigation will vary depending on the seriousness of the accident.

After the investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

## **32. Monitoring and review**

The effectiveness of this policy will be monitored continually by the principal and the proprietary body. Any necessary amendments will be made immediately.

The next scheduled review date for this policy is August 2026.