



Uplands Manor Primary School

Health and Safety Policy and Procedures

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Renewal Period: Annually

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Summary Sheet

Our school aims to provide and maintain a safe and healthy environment; the health and safety of all persons using the premises are of the utmost priority.

All those who come onto the school site in whatever capacity have a responsibility for their own safety. Employees and users of the school premises must take all reasonable care to avoid injury to themselves or others and must co-operate with safety requests and advice.

Everyone should be aware of the risks and hazards of the environment, materials and equipment they are working with and be alert to the dangers associated with them. We should all have knowledge and awareness of the dangers associated with all functions and must be on our guard that simple everyday things can and will bring injury if ignored.

Should anyone become aware of something that is a potential hazard, they must report this to the Site Team immediately.

Activities are only to be undertaken where appropriate training has been provided.

Order of Responsibility

1. Local Authority – Sandwell MBC
2. Governing Body
3. Headteacher
4. Health and Safety Leads
5. Staff
6. Pupils, parents, visitors and contractors etc.

Security of Users and Building

The buildings and users of the site are protected by door access controls, fire alarm and a security alarm system which are regularly maintained and records kept.

Equipment

Any equipment should be inspected by the user before use to ensure that it is in a safe condition.

Infection and Decease

Handwashing and the use of special kits to clean up bodily fluids.

Accident Reporting

The LA “Accident and Incident Form” must be completed for all relevant H&S incidents, which must be handed to the Strategic Business Director the same day.

Risk Assessments

Risk Assessments are available for the buildings, people and curriculum activities, staff are to make themselves aware of these for their relevant area.

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1. Aims

Our school aims to:

Provide and maintain a safe and healthy environment, the health and safety of all persons using the premises are of the utmost priority.

Establish and maintain safe working procedures amongst staff, pupils, contractors and all visitors to the school site.

Have robust procedures in place in case of emergencies.

Ensure that the premises and equipment are maintained safely, and are regularly inspected.

The School shall at all times use the latest legislation to set its Health and Safety standards and in areas where there are no specific legal standards, the highest reasonable standards shall apply.

2. Policy Statement

All those who come onto the School Site in whatever capacity have a responsibility for their own safety. Employees and users of the school premises must take all reasonable care to avoid injury to themselves or others and must co-operate with safety requests and advice.

Everyone should be aware of the risks and hazards of the materials and equipment they are working with and be alert to the dangers associated with them. Risk assessments and safe systems of work must be the main method by which we create a safer working environment. We should all have knowledge and awareness of the dangers associated with all functions and must be on our guard that simple everyday things can and will bring injury if ignored.

3. Legislation

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

[The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings

[The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees

[The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training

[The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health

[The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept

[The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test

[The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register

[The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff

[The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

The school follows [national guidance published by Public Health England](#) when responding to infection control issues.

4. Roles and responsibilities

The local authority and governing board

Sandwell Metropolitan Borough Council has ultimate responsibility for health and safety matters in the school, but delegate's responsibility for the strategic management of such matters to the school's governing board.

The governing board delegates operational matters and day-to-day tasks to the headteacher and staff members.

The governing board has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The governing body, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided

Headteacher

The headteacher is responsible for health and safety day-to-day. This involves:

- Implementing the health and safety policy
- Ensuring there is enough staff to safely supervise pupils
- Ensuring that the school building and premises are safe and regularly inspected
- Providing adequate training for school staff
- Reporting to the governing board on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

In the Headteacher's absence, the Strategic Business Director assumes the above day-to-day health and safety responsibilities.

Health and safety leads

The nominated health and safety leads are the Strategic Business Director and Site Manager.

The school shall seek expert advice whenever it is deemed necessary.

Staff

School staff have a duty to take care of pupils in the same way that a prudent parent would do so.

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
- Co-operate with the school on health and safety matters
- Work in accordance with training and instructions
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe and hygienic practice for pupils
- Understand emergency evacuation procedures and feel confident in implementing them

- Be aware of any pupil or staff whose medical condition may at any time require emergency aid. They should recognise the onset of symptoms and take appropriate action (Summon First Aider or call an ambulance etc.)

Pupils, parents and visitors

Pupils and parents are responsible for following the school's health and safety advice and instructions from staff, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

Contractors

All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice.

All contractors must report to the school reception office where they will be asked to sign in using the signing in system. Contractors will be issued with an induction leaflet which gives guidance on fire procedures, local management arrangements and vehicle movement restrictions.

Contractors must report to the Site Team to inform them of works to be completed, area of works etc. so the relevant Asbestos and H&S information can be issued.

- When not in use, any equipment that contractors bring into school should be stored in a safe place.
- No repairs or maintenance can be carried out in areas that children or adults are occupying; this includes cloakroom and toilet areas. (unless in an emergency and areas will be segregated from others)
- No work should be in progress in the playground/dining hall during break times and lunchtime.

The Site Manager will be responsible for monitoring areas where the contractor's work and that may directly affect staff and children and for keeping records of all contractor work carried out.

Contractors will be asked to provide risk assessments, method statements specific to the site and works to be undertaken and a copy of their liability insurance. The school, contractor(s) and any subcontractor(s) involved will agree the risk assessment and safe systems of work to be used prior to works commencing on site

5. Security

Site Security

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

The Site Manager, Assistant Site Manager and Caretaker are key holders and will respond to an emergency.

Security of Children and users of the Site

- Access to the building and site is restricted by means of electronic door access controls, the office staff are particularly vigilant to ensure that only children, staff and authorised visitors enter the building.
- All staff and visitors are to sign in using the electronic signing in system and to wear ID badges, without a badge staff are instructed to approach such individuals.
- Dogs are not allowed on the premises though exceptions are made for working dogs, such as guide dogs and hearing dogs etc.

6. Fire Evacuation and other Emergency Procedures

The Headteacher, Strategic Business Director and the Site Manager are responsible for ensuring the fire risk assessment is undertaken and implemented.

The Site Manager will complete a level 1 Fire Risk Assessment on an annual basis (if works are being carried out a level 1 fire risk assessment will be conducted sooner)

The fire risk assessment is located in the statutory testing folder (and electronically) and reviewed every 12 months regularly by the Headteacher/Strategic Business Director and Site Manager.

A level 2 Fire Risk Assessment is carried out by the Local Authority.

Fire Instructions

These documents are made available to all staff and included in the school's induction process.

An Evacuation Route Plan is situated by the door of each room highlighting the Primary and Secondary Evacuation Routes from that room.

An outline of evacuation procedures is made available to all contractors/visitors and are posted throughout the site.

Emergency exits, fire alarm call points, assembly points etc. are clearly identified by safety signs and notices.

EMERGENCY PROCEDURES

Fire and Evacuation

Fire and emergency evacuation procedures are detailed below.

These procedures will be reviewed at least annually.

Emergency contact and key holder details are maintained by the school.

Fire Drills

Fire drills will be undertaken termly, and a record kept in the Site Managers inspection book.

Fire Fighting

The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable firefighting equipment.

Ensure the alarm is raised BEFORE attempting to tackle a fire.

Staff should be made aware of the type and location of portable firefighting equipment and receive basic instruction in its correct use.

Fire Fighting equipment is serviced annually by the Local Authority.

Details of service isolation points

Water: Staff toilets (near main reception office)
Electricity: Main switch room
Gas: Female Staff Manor Nursery toilets

Details of chemicals and flammable substances on site.

An inventory of chemicals used by the school will be kept by the Site Manager, for consultation.

EMERGENCY PROCEDURES

Fire Evacuation

IF YOU FIND A FIRE OR ONE IS REPORTED TO YOU:

- Staff discovering a fire or other emergency for which the buildings should be evacuated should activate the alarm using the nearest available Red Fire Alarm call point. They will make their way to the nearest evacuation point.

Fire Fighting

- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, if it is safe to do so without putting themselves at risk, using portable firefighting equipment.
- Ensure the alarm is raised BEFORE attempting to tackle a fire.

On Hearing the Fire Alarm:

- All staff, pupils, occupants of building must respond to alarm activations
- The fire alarm is a continuous sound and flashing beacon lights in designated toilets, dining halls and main hall.
- The school will evacuate the building
- Fire Marshals will sweep the building
- The Site Team will investigate the activation and a call will be made to the fire service. The Site Team will not check the roof space, switch room or boiler house and a call will be automatically made to the fire service.
- Staff will supervise/affect the evacuation of pupils/visitors to the designated assembly point
- Staff not with pupils, visitors and contractors must leave the building by the nearest exit and report directly to a senior member of staff at the assembly point.

Assembly Point

- Pupils should leave with the staff in charge of the group. Pupils should then leave by the nearest available escape route. The last person to leave the classroom must close the door. Pupils should make their way to the assembly point.

A Calm orderly exit is essential

Walk quickly – DO NOT RUN or stop to collect belongings

- On arrival at the assembly area children must stand in their class groups while staff check their registers. Registers, visitors' book etc. will be taken out to the assembly point by the office staff.
- Once the registers have been taken and all accounted for Teachers will indicate (raising their hand) that all present.
- The Headteacher/SLT will liaise with the fire brigade on their arrival.
- The building must not be re-entered until staff are notified it is safe to do so by the Fire Brigade/Headteacher/SLT
- If the building cannot be re-entered the staff must escort the children to the designated area which will be either Dorothy Parkes Centre, Thimblemill Recreation Centre and Thimblemill Library where the registers will be called again to ensure all staff and pupils are accounted for.
- The Headteacher will notify the LA as soon as possible of a fire incident.
- The registers will be collected after roll call by the office staff and any discrepancies will be reported to the Headteacher or SLT.

Lunchtime Fire Procedure

If the fire alarm is sounded, adults on duty in the Dining Hall, classrooms, cloakrooms and playground should gather all the children well away from the building and ensure no child re-enters the building.

The Head or SLT will ensure, as far as it is reasonably practicable, that everyone is out of the building(s).

Fire and Bomb Alerts

In the event of a fire or bomb, alert the Headteacher or SLT will sound the fire alarm to evacuate the premises. A member of the SLT will call the emergency services, if a bomb alert, and a call to the police if required.

A member of the Senior Leadership Team should position themselves near the school gates to meet the Fire Brigade/Police and direct them to the site of the incident, if known.

All children and adults should remain outside. Only when the 'all clear' has been given are children and adults permitted to re-enter the premises.

GENERAL EVACUATION FOR PEOPLE WITH SPECIAL NEEDS

Mobility Impairment

Those people who require only limited assistance should evacuate the building using the nearest exit. If they have to move at a slower pace they should allow other persons to exit the building before them and

then continue their evacuation to a place of safety. A responsible member of staff will be nominated to escort those who need assistance from the building.

Visual Disability

People with a visual disability will usually require the assistance of one person, on steps, the helper should descend first with the person's hand on their shoulder, on the level surfaces they should take the helper's arm and follow them.

Hearing Disability

People with a hearing disability should be escorted out of the building by staff.

In the event of staff with a hearing impairment joining, then they may require additional means of being warned in the event of an alarm e.g. pager that vibrates when alarm is activated, flashing beacon linked to alarm etc.

Inspection/maintenance of Emergency Equipment

Testing of the Fire Alarm System

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices.

Fire alarm testing takes place weekly, notices are put around school notifying site users in advance of a fire alarm test.

Fire exits and fire door operation is checked daily by the Site Team and any obstructions removed from fire escape routes.

The Fire Alarm and all firefighting equipment is maintained and inspected regularly by the Local Authority appointed contractor.

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

7. COSHH

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

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

Control of substances hazardous to health (COSHH) risk assessments are completed by the Site Manager and circulated to all employees who work with hazardous substances, a record of all substance and the data safety sheets are kept by the Site Manager. Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information hand out of the reach of children.

Any hazardous products are disposed of in accordance with specific disposal procedures.

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

Gas safety

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer
- Gas pipework, appliances and flues are regularly maintained
- All rooms with gas appliances are checked to ensure that they have adequate ventilation
- Gas isolation point is located in the Female Staff Manor Nursery Toilets.

Legionella and Water Supply

- A water risk assessment, regular monthly legionella testing and remedial works are carried out by the Local Authority appointed contractor, a log of this work is available by means of the Local Authority PMA portal.
- The Site Manager is responsible for the weekly flushing of outlets and recording this in school.

The Water isolation point is located in the Staff Toilets near the main reception office.

Asbestos

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

8. Equipment

- All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place
- When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards
- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents

Electrical equipment

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported to the Site Team immediately and the equipment in question taken out of use
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs
- Where necessary a portable appliance test (PAT) will be carried out by a competent person on a regular basis
- All isolators switches are clearly marked to identify their machine
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person
- Staff and pupils etc are not to stare directly into projector beams users should try to keep their backs to the beam as much as possible.

PE/Play equipment and Lessons

- Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff checks that equipment is set up safely and is in good order and the area is safe.

- Any concerns about the condition of the gym floor or other apparatus will be reported to the Sports Coach and the Site Team.
- Pupils and staff to be appropriately dressed for Sports activities and wear suitable footwear. Jewellery should be removed.
- Pupils to be supervised at all times.
- PE and Play Equipment is inspected on an annual basis by an approved contractor.

Display screen equipment

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

9. Lone working

Staff, are encouraged not to work alone in the school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary.

Work involving potentially significant risks (for example work at height) should not be undertaken whilst working alone.

Staff should:

- When working off site (e.g. when visiting homes) always attend in pairs.
- Home visits are planned in advance, and staff back at the school are aware of their whereabouts and the estimated time of return.
- The EWO will always leave her mobile number and calls the school prior to entering a family's home and again once left.
- Staff undertaking home visits must obtain as much background information as possible about the child/family being visited.
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.
- If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.
- Report any incidents or situations where they may have felt "uncomfortable" whilst working in an isolated area of the school site.

10. Working at height

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The Site Team retains ladders for working at height, these are to be regularly inspected and maintained, a register of access equipment kept.
- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons

11. Manual handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

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

Staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable
- Children should always be supervised when moving any equipment or piece of furniture. Children are shown how to lift and carry safely and reminded of this each time.

Paediatric Moving and Handling

- All staff who move and handle children have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists, slings etc. they are required to use.)
- All moving and handling of children has been risk assessed and recorded by a competent member of staff.
- Equipment for moving and handling people is subject to inspection regularly by a competent contractor. (Not including changing beds which will be subject to an annual inspection)

Physical Intervention

- At Uplands Manor Primary School there are a number of children with behavioural difficulties who despite structured behavioural programmes display behaviours that may necessitate the use of physical intervention.
- Physical intervention should not be used to gain compliance from the child, however where the lack of compliance poses a danger or potential danger to the child themselves or others physical intervention may be considered.
- Please refer to the Physical intervention policy for more information on the school guidance and procedures.

12. Off-site visits

When taking pupils off the school premises, we will ensure that:

- The Headteacher will appoint a group leader(s) to be responsible for running the activity who will co-ordinate, plan and manage the off-site activity, ensuring all relevant Risk Assessments, paperwork and permission are in place, obtained and recorded on EVOLVE.
- All off-site visits are appropriately staffed
- Staff will take a mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details.
- There will always be at least one first aider.

13. Lettings

This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy, and will have responsibility for complying with it.

14. Violence and Aggression at work

Uplands Manor Primary will not tolerate violent behaviour from parents, visitors or others who enter the school.

The school has a responsibility to protect, so far as is reasonably practicable, the safety of all employees who work for Uplands Manor Primary.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/headteacher immediately. This applies to violence from pupils, visitors or other staff.

Prevention:

To reduce the risk of violence staff should consider the following guidance:

- Consider the working environment e.g. exits, space available
- Do not meet parents when colleagues are not in the near vicinity
- There may be individuals who have a reputation for aggression. This information should be shared confidentially within the school. Consult with Governors if this is the case.
- Always have another member of staff present.
- If there is a confrontation try to calm the situation. Staff should be aware of their stance and tone of voice etc.

15. Smoking

Smoking is not permitted anywhere on the school premises.

16. 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.

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

Coughing and sneezing

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

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

Cleaning of the environment

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

Cleaning of blood and body fluid spillages

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment

- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below
- Make spillage kits available for blood spills

Laundry

- Wash laundry in a separate dedicated facility
- Wash soiled linen separately and at the hottest wash the fabric will tolerate
- Wear personal protective clothing when handling soiled linen
- Bag children's soiled clothing to be sent home, never rinse by hand

Clinical waste

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

Animals

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

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 immunisations, for example for pneumococcal and influenza.

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.

17. New and expectant mothers

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

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation

- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly

18. Occupational stress

Uplands Manor Primary and the Governing Body are committed to promoting high levels of health and well-being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE management standards.

The school will use the HSE stress management tool questionnaire and analyse the results.

- The Headteacher operates an open door policy (work and home life issues)
- Performance Management Reviews are conducted annually
- Regular planning meetings to discuss any issues or concerns are held on a regular basis.
- New members of staff are supported by a range of people
- Staff will be supported through Occupational Health as and when required
- All staff are aware of the employee assistance programme
- Staff well-being is included in the schools staff absence policy
- Return to work interviews.

19. Sun Protection

Uplands Manor Primary has used the guidance promoted through Cancer Research in order to draw up this policy.

At Uplands Manor Primary we want staff and children to enjoy the sun safely. We shall work with staff, children and parents to achieve this through:

- Spend time in the shade between 11 and 3
- Make sure you never burn
- Aim to cover up with a t-shirt, hat and sunglasses
- Remember children burn more easily
- Use factor 15+ sunscreen
- We will talk about how to be sun smart at appropriate times of the year.
- Children have access to water at all times
- Parents are asked to apply sunscreen before school
- Sunscreen use will be encouraged on school trips

20. Accident reporting

In accordance with the LA's/Governors accident/incident reporting procedure employees must report accidents, violent incidents, dangerous occurrences, and near misses on the relevant LA forms.

The reporting of accidents is the responsibility of all members of staff. Staff and the attending first aid personnel will be responsible for completing the first aid forms/Evolve System and this procedure will be checked and monitored by the Headteacher and Strategic Business Director periodically. The governors will review the procedure as part of their annual review.

Accident reporting procedure

- Staff will always use the Sandwell MBC "Accident & Incident Report Form". Copies of these forms are available electronically on the staff portal, paper copies are available in the school office, and the completed form handed to the Strategic Business Director the same day.
- As much detail as possible will be supplied when reporting an accident.
- Information about injuries will also be kept in the pupil's educational record.
- A copy of the "Accident & Incident Report Form" will be securely e-mailed to the Local Authority, and a record kept in school.

- The Local Authority also keeps a record of all incidents and will report this to the Health and Safety Executive if applicable.
- A report of incidents is presented to Governors on a termly basis.

Notifying parents

The designated First Aider or the pupils teacher 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 by means of a First Aid Slip or by means of a telephone call in the event of a bumped head. Should the emergency services be required parents/carers will be immediately informed.

21. Risk Assessments

General Risk Assessments

Uplands Manor Primary risk assessments (for all activities, premises and one off activities) will be co-ordinated by staff and approved by the Headteacher.

These risk assessments are available for all staff to view and are held centrally in the Site Managers office and on the school's open hive system.

Risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the sooner. Staff are made aware of any changes to risk assessments relating to their work.

Individual Risk Assessments

Specific risk assessments relating to individuals, e.g. staff member or young person/child are held on that person's file and will be undertaken by the Site Manager/Business Manager.

It is the responsibility of the staff to inform the Business Manager of any medical condition (including pregnancy) which may impact upon their work. Such risk assessments will be reviewed on a regular basis.

Curriculum Activities

Risk assessments for curriculum activities (such as Physical Education, Design Technology, Science, Music and Food Technology lesson etc.) will be carried out by staff using the relevant codes of practice and model risk assessments developed by National Bodies.

22. Training

Our staff are provided with health and safety training as part of their induction process.

Staff who work in high risk environments, such as in science labs or with woodwork equipment, or work with pupils with special educational needs (SEN), are given additional health and safety training.

Training records are held on the schools management system and the Business Manager will be responsible for booking health and safety training courses. This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits.

Each member of staff is also responsible for drawing the Business Manager/Site Manager attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

23. Vehicles

Car Parking

Car parking is a concern at Uplands Manor Primary School, as it can be hazard for those who use the school and for those who live or work within the vicinity of the school.

Parents should not park in the school car park when dropping off or collecting children.

Drivers parking cars at or near the school, while dropping off or collecting children should show consideration for the safety of pedestrians, other road users and the immediate community.

The road markings near the school crossing should be observed at all times.

There is regular liaison with Local PSO, who will talk to parents and children and provide literature to display and send out.

Regular Newsletters to Parents Emphasise:

- Our neighbours: consideration for those who live and work in the vicinity of the school
- Using the crossing patrol instead of driving right up to school, or dropping children off at the gates then driving on, rather than manoeuvring to park and thus holding up other road users
- Not parking on yellow lines

Uplands Manor Primary School admonishes any adult who parks repeatedly in an inconsiderate way, obstructing other traffic or the roadway. Notice is taken of complaints by other parents and neighbours.

24. Monitoring

This policy will be reviewed by the Headteacher and Strategic Business Director annually.

At every review, the policy will be approved by the Governing Body.

25. Links with other policies

This health and safety policy links to the following policies:

- First aid and Medical Policy
- Schools Fire Safety Policy
- Moving and Handling Policy
- Accessibility plan
- Curriculum Policies