



Cranford Primary School
Berkeley Avenue
Hounslow
TW4 6LB

Health and Safety Policy

Date: December 2024

Review Date: Autumn 2025 (or sooner if
changes to the law or practice).

Health and Safety Policy Statement

The Governing Body believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school. We are committed to:

- a) Providing a safe and healthy working and learning environment
- b) Taking action to prevent accidents and work related ill health
- c) Identifying and controlling curriculum and non-curriculum work activities and hazards through risk assessment.
- d) Defining duties, functions and responsibilities for health and safety at all levels within this policy and in associated arrangements, procedures and instructions.
- e) Complying with all relevant statutory duties and legal requirements as a minimum standard and adopting best practice to further minimise risks to health and safety wherever possible.
- f) Ensuring safe working methods and providing safe equipment
- g) Providing effective information, instruction, training and supervision as needed to ensure the competency of our employees and to enable them to understand and meet their health and safety responsibilities.
- h) Monitoring and reviewing systems to make sure they are effective
- i) Developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters
- j) Setting targets and objectives to develop a culture of continuous improvement
- k) Ensuring adequate welfare facilities exist at the school
- l) Ensuring adequate resources are made available with sufficient promptness to support the implementation of health and safety measures.

A Health and Safety Policy is in place to ensure the above commitments can be met. All Governors, staff and pupils will play their part in its implementation.

It is the duty of all employees to familiarise themselves with the Health and Safety policy and to co-operate with the school as necessary to uphold the terms of the Policy. Employees are reminded that any failure to meet these requirements may be subject to disciplinary action.

This policy document supplements the London Borough of Hounslow Health and Safety Policy and will be reviewed on an annual basis and as necessary by the Health and Safety Committee and the Full Governing Body and formally agreed at the first Full Governing Body meeting of the school year.

This policy and any changes will be made available to all contracting agencies, partners and others affected by its provisions.

A signed and dated copy of this statement will be prominently displayed in the school office and the staff room.

Signed:

Mrs J Chana, Headteacher:

Mrs N Riaz, Chair of Governors:



Updated Autumn 2024

Forward by the Chair of the Health and Safety Committee

We (the Health and Safety Committee of Cranford Primary School) are fully committed to excellence and continual improvement in the management of health and safety and regard it of equal importance to any other school responsibility.

We recognise and fully accept our own responsibility in providing the school's strategic health and safety direction and pro-actively and reactively approving the distribution of resources, as necessary, to remove or mitigate health and safety risks.

This document sets out the school's policy on Health and Safety. It outlines the roles and responsibilities for health and safety at all levels and describes the general arrangements, procedures and instructions to be followed by all employees to ensure a safe working environment for themselves, pupils and others affected by our activities.

As the person in day-to-day operational charge of the school, the Headteacher will implement this policy document on behalf of the School Governing Body, who will in turn produce and maintain a signed Health and Safety Policy Statement. The Headteacher, in consultation with the Health and Safety Committee, will also develop, approve and regularly monitor the progress of Health and Safety Objectives as part of an annual Health and Safety Plan.

We require all staff with management responsibility to lead by example and adopt a pro-active risk based approach to managing health and safety by completing their own specific health and safety functions as outlined in the 'Organisation' section of the policy and ensuring that staff under their supervision do the same.

Success in the effective management of Health and Safety clearly involves all employees. Consequently, we expect every member of staff to be fully committed to creating a positive health and safety culture within the school and in turn the Health and Safety Committee fully welcomes and encourages employee involvement in the identification of health and safety risks and improvements.

It is the duty of every employee within Cranford Primary School to familiarise themselves with this Policy and the relevant operational procedures, instructions and safe working practices.

By these actions, we will not only prevent harm but also bring about continual improvements in our performance and the quality of the service we provide, which will allow us to meet our associated statutory, moral, social and financial responsibilities.

Ms Noorian Riaz
(Chair of the Health and Safety Committee)

Signed:

Date:

The School's Occupational Health and Safety Management System

“An Occupational Health and Safety Management System (OHSMS) is a framework that allows an organisation to consistently identify and control its health and safety risks, reduce the potential for accidents, help achieve compliance with health and safety legislation and continually improve its performance.” British Standards Institute.

The school follows the Local Authority's [Model School Occupational Health and Safety Management System](#).

By implementing a health and safety management system, the school can more effectively satisfy:

- a) The requirement under Section 2 of the “Health and Safety at Work Act 1974” to prepare and revise a written health & safety policy.
- b) Regulation 3 of “The Management of Health and Safety at Work Regulations 1999” to make a suitable and sufficient health and safety assessment of the risks to which employees and others are exposed.
- c) Regulation 5 of “The Management of Health and Safety at Work Regulations 1999,” which states that after the employer has introduced risk control (preventative and protective) measures following risk assessment that they then have a duty to implement appropriate management controls to ensure the effective **“planning, organisation, control, monitoring and review”** of the preventative and protective measures.

The emphasis of any OHSMS is that health and safety should be a continuously planned process, repeated on an annual cycle. This cycle is shown as a diagram below.



Annual Health and Safety Plan

As part of its Occupational Health and Safety Management System, the school will set health & safety objectives that are Specific, Measurable, Achievable, Relevant and Time-bound (SMART). The goal of each objective will be to reach a desired outcome that once achieved will bring about a positive change or improvement.

The primary focus of health and safety is to prevent harm and the school is committed to the prevention of injury and ill health. Therefore, accident analysis will also be used to identify trends, with the purpose of including accident elimination or reduction in our objectives.

In addition to developing Health and Safety Objectives, the school will also use the results of risk assessments and internal and external audits, inspections and surveys to help identify gaps in health and safety compliance.

The school will produce an Annual Health and Safety Plan so that agreed objectives and the actions necessary to achieve health and safety compliance can be gathered under one roof and more easily managed. The plan will show the designated persons responsible for completing actions and timescales.

The Health and Safety Committee will record the agreement and development of objectives and confirm the actions necessary to achieve compliance in the minutes of its meetings and will also be used as the forum for updating the plan and recording progress.

The current *Annual Health and Safety Plan* is available to all staff on the school's shared drive.

Aims and Objectives

Cranford Primary School is the working environment for many groups of individuals and plays host to many others. It is important, therefore, that a safe environment is established in which children and adults can work together with confidence. It is the responsibility of the senior leadership team and governing body to ensure this is the case.

In order to promote this we must all take responsibility for being vigilant and be aware of possible risks. Children and adults should be encouraged to look out for themselves and one another and share any concerns they may have swiftly and appropriately.

We must also, however, be aware of the need to keep a balance between security and safety and the maintenance of a comfortable, welcoming learning environment.

Aims

This policy aims to:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, pupils 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

Objectives

- Be vigilant around the school premises for intruders finding a balance between challenge and confrontational behaviour,
- Ensure there is sufficient information, instruction and supervision to enable all people and pupils to avoid hazards and to contribute to their own safety and health at work and in the school,
- Maintain electrical equipment to an appropriate standard and ensure a safe environment for handling, storing and transporting items,
- Administer appropriate procedures according to fire regulations,
- Have procedures in place for the safe administration of medicines and for dealing with accidents and illness,
- Have a procedure in place for reporting faulty equipment and near misses,
- Maintain regular checks of the building and safety and security,
- Be aware of the pressures on teaching staff and the possible effects which stress may have,
- Give guidance on lone working and personal safety,
- Lay down procedures to use if there is an accident,
- Give guidance on the use of images,
- Inform about what should be done in a case of emergency.

Legislation

This policy is based on advice from the Department for Education on health and safety in schools, guidance from the Health and Safety Executive (HSE) on incident reporting 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 require employers to protect their staff from falls from height

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

Sections of this policy are also based on the statutory framework for the Early Years Foundation Stage.

Roles and responsibilities

The local authority

The London Borough of Hounslow has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board.

The 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 board, 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

The governor who oversees health and safety is Noorian Riaz.

The Board of Governors delegates strategic management of the School's Health and Safety responsibilities to a Health and Safety Committee comprising:

- Health and Safety Governor
- A minimum of 2 other governors
- Headteacher
- Health and Safety Co-ordinator
- Caretaker

- Staff Health and Safety Representative

The Committee is responsible for:

- Acting as a dual health and safety and staff consultative committee.
- Review of school safety arrangements including the Health and Safety Policy
- Providing effective safety leadership.
- Spreading a “safety culture.”
- Discussing specific Health and Safety issues and recommending courses of action.
- Examining the causes of accidents.
- Bringing Health and Safety issues that affect the School to the attention of the Governors. These issues might be site or sector specific.

Full terms of reference for the Health and Safety Committee, which provide greater detail on its membership, duties and frequency are available to all staff.

Health and Safety Governor

The main role of the health and safety governor is to act as a champion for health and safety and promote a positive health and safety culture by providing the link between the governing body, school management and staff. The health and safety governor’s dedicated focus on health and safety matters provides assurance to the governing body that their delegated responsibilities are being met.

The Health and Safety Governor will act as the Chair of the Health and Safety Committee.

The Health and Safety Governor will work with the school’s health and safety co-ordinator to ensure that:

- The health and safety policy and the arrangements to implement and monitor it are effective.
- Appropriate health and safety procedures and practices are undertaken by the school.
- Regular termly health and safety inspections are made of the school premises.
- All staff with Health and Safety responsibilities are trained and competent to carry them out.
- Risk assessments are in place and reviewed regularly.
- An ‘audit track’ showing delegated responsibilities for all Health and Safety tasks is completed.
- Budget implications are considered regarding the implementation of the responsibilities identified above.
- They keep the governing body informed of health and safety issues.
- They remain informed and up to date by reading new materials and information relating to health and safety matters received into the school, e.g. from the LA or published in educational health and safety publications.
- They attend appropriate training to enable them to more effectively carry out their role.

- Any matter that they are unable to resolve is brought to the attention of the Health and Safety Committee and/or Governing Body.

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 Deputy Headteacher assumes the above day-to-day health and safety responsibilities.

Health and safety lead

The nominated health and safety lead is Sara Edet.

Staff

School staff have a duty to take care of pupils in the same way that a prudent parent/carer 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

Pupils and parents/carers

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

Contractors

Contractors will agree health and safety practices with the headteacher before starting work. Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

Before we select contractors, we will ensure that they not only have a good work record, but also a good health and safety record so that when invited onto our premises, they will not endanger themselves or any members of staff, pupils or visitors by their actions or failure to act.

To help ensure the above, we will only employ contractors that have been approved through the LA's chosen procurement and supply chain management service, 'Constructionline' to ensure that the essential standards for such things as performance, insurance, finance, environment safety and sustainability have been met. With specific regard to health and safety, we will also ensure that whenever possible, contractors are registered through a SSIP (Safety Systems in Procurement) member scheme, e.g. CHAS (Contractors Health and Safety Scheme); Acclaim Accreditation (provided by Capita Property and Infrastructure, exclusively for Constructionline members); British Standard OHSAS 18001 accreditation.

If we feel a contractor is right for the job, but is not registered through a SSIP scheme, we will check their health and safety competency ourselves by asking them to complete the LA's *CDM Duty-Holder Health and Safety Competency Assessment* and to supply the evidence to support their answers. When checking contractor health and safety competency, we will do so in conjunction with the LA's *Control of Contractors Policy and procedures*.

When any construction work is carried out, we will adhere to the LA's *Construction Safety Policy and Undertaking Construction Work Procedure* to ensure that we comply with the requirements of the Construction (Design and Management) Regulations (CDM) 2015, especially with regards to understanding our role as client under these regulations and ensuring that we have appointed suitably competent persons in the other statutorily required duty-holder roles, e.g. Principle Designer, Principle Contractor, Contractor.

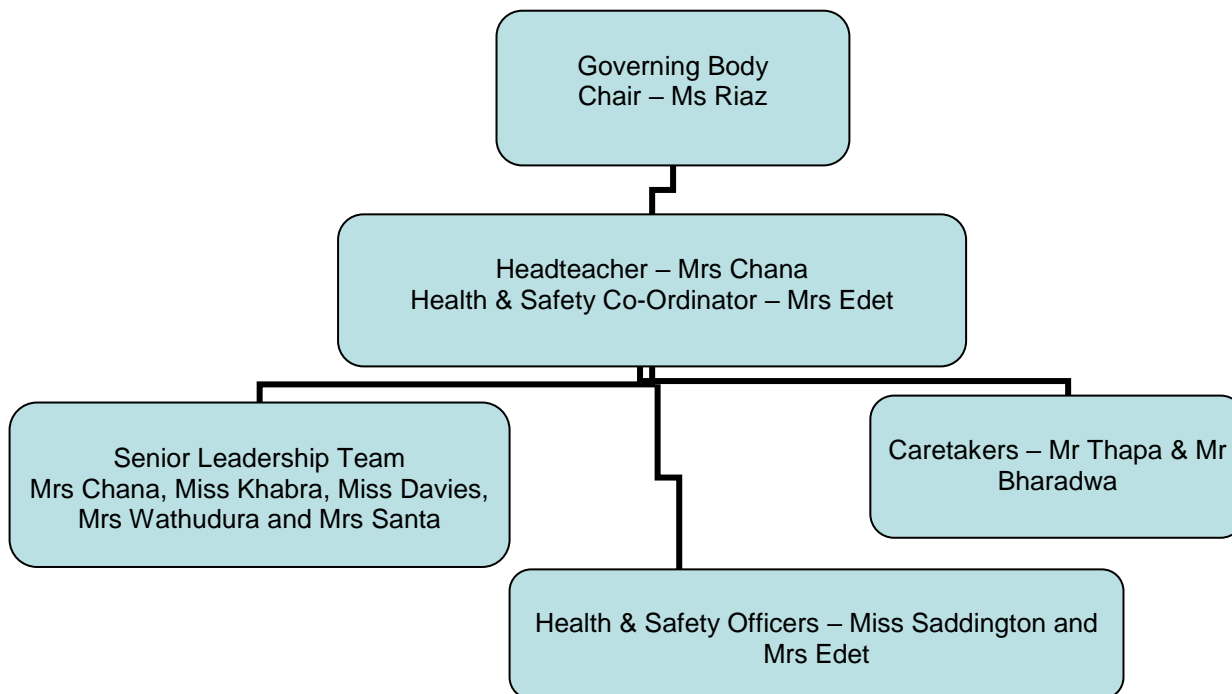
Key members of staff will attend CDM awareness training to ensure that there is sufficient knowledge within the school on the construction regulations and the duties of the client and other duty-holders under the regulations. Those staff currently trained in CDM awareness are highlighted on the school's Health and Safety Training Schedule.

During any construction work, we will ensure that suitable welfare facilities are provided by the principle contractor/contractor and maintained throughout the duration of the project. This is a specific duty of the client and when dealing with such matters we will follow the LA's Welfare Facilities Guidance Note.

Any high-risk work activities carried out by a contractor, e.g. work in confined spaces, work at height, structural alterations, gas or electrical installations etc. will only be carried out following the completion of a Permit to Work. For projects where a principle contractor is in operational control of the site, then the principle contractor will issue permits to work to their staff and sub-contractors. For projects where we remain in operational control of the

premises or we have employed the contractor directly for a specific job, we will issue the contractor with our own *Construction Work Permit* for them to complete. A specific *Hot Work Permit Procedure* will be issued for any hot works.

Management Structure



Responsibilities of individual class teachers/club managers

- Know the safety measures and arrangements to be adopted in their own working areas and ensure that they are applied,
- Observe standards of dress consistent with safety and/ or hygiene,
- Keep good standards of hygiene and cleanliness,
- Know and apply the procedures in respect of emergencies,
- Co-operate with other employees and the safety representative in promoting health and safety measures,
- Report any hazard or breakage,
- Follow health and safety instructions and use appropriate safety equipment and protective clothing,
- Maintain safely tools and equipment,
- Report any incidents, assaults or 'near misses',
- Set a good example to the children in their care,
- Supervise pupils and ensure that they know about emergency procedures and safety measures,
- Ensure that pupils' bags, coats and belongings are safely stowed away,
- Include all relevant aspects of safety in the curriculum according to the science and PHSE curriculum,

- Make parents/ volunteers aware of safety procedures in the classroom/ work area,
- Give clear instruction and warning as often as necessary,
- Ensure that relevant risk assessments are completed and followed and given to the Headteacher for any trips – see guidelines with risk assessments.

The Governing Body and Headteacher have agreed that the following procedures/ codes of practice shall be followed within the school:

Defects

- Any member of staff finding a defect in the building, furniture or equipment will take steps to remove the hazard or ensure that the risk is minimised and report the defect immediately in the Caretaker's log book,
- The Headteacher will take steps to have the defect rectified, i.e. by notifying the premises co-ordinator, the Caretaker, property services, school technical services or other competent contractor,
- Any member of staff discarding a faulty item or electrical item must also remove this item from the Electrical Appliance Register.

Responsibilities of visitors to the school

- Regular visitors, contractors and other users of the school will be required to observe the safety rules of the school. The office staff will ensure that visitors are informed of health and safety matters which may affect them during their visit,
- Parents helping out in school will be made aware of the health and safety arrangements by the teacher who they are working with,
- Groups of people who regularly hire the premises will be made aware of safety arrangements by the office staff,

Site security

The Headteacher, Health and Safety Officer and caretakers 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 Headteacher and caretakers are key holders and will respond to an emergency.

Fire

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.

Emergency evacuations are practised at least once a term.

The fire alarm is a loud siren.

Fire alarm testing will take place once a week on a Wednesday.

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

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
- Staff and pupils will congregate at the assembly point on the main playground.
- Class teachers will take a register of pupils, which will then be checked against the attendance register of that day
- The headteacher and SLT will take a register of all staff
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter

The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

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 Sara Edet and circulated to all employees who work with hazardous substances. 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.

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 they have adequate ventilation

Legionella

- A water risk assessment is completed every three years. Additional monthly checks are conducted and recorded in the school's water log book.
- This risk assessment will be reviewed every three and when significant changes have occurred to the water system and/or building footprint
- The risks from legionella are mitigated by regular testing and flushing.

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 that 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

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 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 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 Headteacher or H&S Officer immediately
- 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
- All isolator 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

PE equipment

- Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely
- Any concerns about the condition of the gym floor or other apparatus will be reported to the caretaker or Health and Safety Officer.

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)

Lone working

Lone working may include:

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

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

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

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

Working at height

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

In addition:

- The caretaker retains ladders for working at height

- 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

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

Off-site visits

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

- Risk assessments will be completed where off-site visits and activities require them
- All off-site visits are appropriately staffed
- Staff will take a school mobile phone, an appropriate portable first aid kit, information about the specific medical needs of pupils, along with the parents/carers' contact details
- There will always be at least one first aider on school trips and visits

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.

Violence at work

We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff.

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.

Smoking

Smoking is not permitted anywhere on the school premises.

Infection prevention and control

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

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 (e.g. nappy or pad changing)
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals
- Use personal protective equipment (PPE) to control the spread of infectious diseases where required or recommended by government guidance and/or a risk assessment

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 school pet

Infectious disease management

We will ensure adequate risk reduction measures are in place to manage the spread of acute respiratory diseases, including COVID-19, and carry out appropriate risk assessments, reviewing them regularly and monitoring whether any measures in place are working effectively.

We will follow local and national guidance on the use of control measures including:

Following good hygiene practices

- We will encourage all staff and pupils to regularly wash their hands with soap and water or hand sanitiser, and follow recommended practices for respiratory hygiene. Where required, we will provide appropriate personal protective equipment (PPE)

Implementing an appropriate cleaning regime

- We will regularly clean equipment and rooms, and ensure surfaces that are frequently touched are cleaned.

Keeping rooms well ventilated

- We will use risk assessments to identify rooms or areas with poor ventilation and put measures in place to improve airflow, including opening external windows, opening internal doors and mechanical ventilation

Pupils vulnerable to infection

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

Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by the UK Health Security Agency and other government guidance, summarised in appendix 4.

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

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 an 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
- Some pregnant women will be at greater risk of severe illness from COVID-19

Occupational stress

We are committed to promoting high levels of health and wellbeing, and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

Work experience

We welcome work experience students to Cranford Primary School. In order to make sure that their experience is beneficial it is important to:

- follow the work experience risk assessment,
- ensure an appropriate match between the student and the activity,
- ensure appropriate supervision at all times.

Work experience students are co-ordinated by the Headteacher. The class teacher is responsible for ensuring their induction and mentoring them whilst on site.

First Aid

Staff

First Aid arrangements for the school are detailed in the First Aid Policy.

Health and Safety during Science experiments

The use of practical equipment during science lessons is encouraged. We recognise the benefits of children being given the opportunity to conduct experiments for themselves. Safety rules for conduct during these opportunities include:

- be sensible during the experiment,
- follow instructions immediately,
- only touch equipment when you are told to,
- carry equipment with care and always walk,
- make sure any equipment used is returned carefully,
- inform your teacher of any breakages,
- if you're not sure – ask!

All experiments should be carefully planned and prepared for. Preparation should include:

- consideration of staffing levels,
- consideration of group mix and children with special needs,
- room dynamics,
- a risk assessment according to the materials and equipment to be used.

Where there are any concerns or queries the science co-ordinator should be consulted.

Swimming lessons

The 'duty of care' is shared between the class teacher and swimming teacher whilst the pupils are on the poolside.

Children with colds, open wounds, sores should be excluded from the water. School medical records should be checked carefully and any relevant medical conditions reported in writing to the swimming teacher. Children with asthma should ensure that they bring their inhaler.

- Children should go to the toilet, blow their nose and have clean feet before going onto the poolside.

- Children and teachers should not chew anything during the lesson.
- There should be no outdoor footwear on the poolside. Children are not allowed to run on the pool surrounds and teachers must not turn their back on the class and engage in conversation.
- All children and teachers must understand the pool emergency procedure.
- Teachers may only teach on poolside and may not enter the water to demonstrate or assist. Teachers should be suitably clothed and wearing training shoes.

The lifeguard is there to ensure the safety of all pool users and should not be unnecessarily distracted.

In the event of a rescue being effected all teachers should assume responsibility for removing their class from the water and take direction from the pool staff or Duty Manager.

The fire alarm is the signal to evacuate. Staff must evacuate the pool and assemble swimmers by the nearest fire exit. Under no circumstances should children be taken to the changing areas to collect their belongings.

Teachers are responsible for ensuring their class is fully accounted for by taking a register.

Photographs and Videos

To ensure we comply with the data protection guidelines we will seek the consent of parents for the ways we use information about their child.

All parents...

will be asked for permission for the taking of photographs by the media.

On entry to our school...

parents will be informed of school policy and permission requested for use of pictures within the establishment.

Annually...

parents will be reminded of school policy and requested to contact school if they should wish to make amendments to their original consent form.

The use of mobile phones

Staff and visitors to the school are not permitted to use mobile phones in classrooms or in any room where children are present. Mobile phones must be kept in a secure place and only taken out at breaktimes or after school and used in the staff room or outside the school grounds.

Accident reporting

Accident record book

- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it.
- 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
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

Reporting to the Health and Safety Executive

The Health and Safety Officer will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Health and Safety Officer will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

School staff are responsible for reportable injuries, diseases or dangerous occurrences.

These include:

- Death
- Specified injuries, which are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding) which:
 - Covers more than 10% of the whole body's total surface area; or
 - Causes significant damage to the eyes, respiratory system or other vital organs
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours

Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the

incident). In this case, the Health and Safety officer will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident.

Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:

- Carpal tunnel syndrome
- Severe cramp of the hand or forearm
- Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
- Hand-arm vibration syndrome
- Occupational asthma, e.g from wood dust
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to an occupational exposure to a biological agent
- Near-miss events that do not result in an injury, but could have done.
Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences

These include:

- Death of a person that arose from, or was in connection with, a work activity*
- An injury that arose from, or was in connection with, a work activity* and the person is taken directly from the scene of the accident to hospital for treatment

*An accident “arises out of” or is “connected with a work activity” if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

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

[How to make a RIDDOR report, HSE](#)

Notifying parents/carers

The welfare officer will inform parents/carers of any accident or injury sustained by a pupil in the Early Years Foundation Stage, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

Reporting to child protection agencies

The Health and Safety officer will notify the London Borough of Hounslow of any serious accident or injury to, or the death of, a pupil while in the school's care.

Reporting to Ofsted

The Health and Safety officer will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

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.

Monitoring

This policy will be reviewed by the Health and Safety Officer every year.

At every review, the policy will be approved by the full governing board.

Signed :

Mrs J Chana, Headteacher:

Mrs N Riaz, Chair of Governors:



Updated December 2024

Appendix 2. Accident report

Name of injured person		Role/class	
Date and time of incident		Location of incident	
Incident details			
Describe in detail what happened, how it happened and what injuries the person incurred			
Action taken			
Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards			
Follow-up action required			
Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again			
Name of person attending the incident			
Signature		Date	

Appendix 4. Recommended absence period for preventing the spread of infection

This list of recommended absence periods for preventing the spread of infection is taken from non-statutory guidance for schools and other childcare settings from the UK Health Security Agency. For each of these infections or complaints, there [is further information in the guidance on the symptoms, how it spreads and some 'dos and don'ts' to follow that you can check.](#)

In confirmed cases of infectious disease, including COVID-19, we will follow the recommended self-isolation period based on government guidance.

Infection or complaint	Recommended period to be kept away from school or nursery
Athlete's foot	None.
Campylobacter	Until 48 hours after symptoms have stopped.
Chicken pox (shingles)	Cases of chickenpox are generally infectious from 2 days before the rash appears to 5 days after the onset of rash. Although the usual exclusion period is 5 days, all lesions should be crusted over before children return to nursery or school. A person with shingles is infectious to those who have not had chickenpox and should be excluded from school if the rash is weeping and cannot be covered or until the rash is dry and crusted over.
Cold sores	None.
Respiratory infections including coronavirus (COVID-19)	Children and young people should not attend if they have a high temperature and are unwell. Anyone with a positive test result for COVID-19 should not attend the setting for 3 days after the day of the test.
Rubella (German measles)	5 days from appearance of the rash.
Hand, foot and mouth	Children are safe to return to school or nursery as soon as they are feeling better, there is no need to stay off until the blisters have all healed.
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
Measles	Cases are infectious from 4 days before onset of rash to 4 days after, so it is important to ensure cases are excluded from school during this period.
Ringworm	Exclusion not needed once treatment has started.
Scabies	The infected child or staff member should be excluded until after the first treatment has been carried out.

Scarlet fever	Children can return to school 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered, the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the school or nursery, the health protection team will assist with letters and a factsheet to send to parents or carers and staff.
Slapped cheek syndrome, Parvovirus B19, Fifth's disease	None (not infectious by the time the rash has developed).
Bacillary Dysentery (Shigella)	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.
Diarrhoea and/or vomiting (Gastroenteritis)	Children and adults with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course is completed. For some gastrointestinal infections, longer periods of exclusion from school are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, school health adviser or environmental health officer will advise. If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.
Cryptosporidiosis	Until 48 hours after symptoms have stopped.
E. coli (verocytotoxigenic or VTEC)	The standard exclusion period is until 48 hours after symptoms have resolved. However, some people pose a greater risk to others and may be excluded until they have a negative stool sample (for example, pre-school infants, food handlers, and care staff working with vulnerable people). The health protection team will advise in these instances.
Food poisoning	Until 48 hours from the last episode of vomiting and diarrhoea and they are well enough to return. Some infections may require longer periods (local health protection team will advise).
Salmonella	Until 48 hours after symptoms have stopped.
Typhoid and Paratyphoid fever	Seek advice from environmental health officers or the local health protection team.
Flu (influenza)	Until recovered.

Tuberculosis (TB)	Pupils and staff with infectious TB can return to school after 2 weeks of treatment if well enough to do so and as long as they have responded to anti-TB therapy. Pupils and staff with non-pulmonary TB do not require exclusion and can return to school as soon as they are well enough.
Whooping cough (pertussis)	A child or staff member should not return to school until they have had 48 hours of appropriate treatment with antibiotics and they feel well enough to do so, or 21 days from onset of illness if no antibiotic treatment.
Conjunctivitis	None.
Giardia	Until 48 hours after symptoms have stopped.
Glandular fever	None (can return once they feel well).
Head lice	None.
Hepatitis A	Exclude cases from school while unwell or until 7 days after the onset of jaundice (or onset of symptoms if no jaundice, or if under 5, or where hygiene is poor. There is no need to exclude well, older children with good hygiene who will have been much more infectious prior to diagnosis.
Hepatitis B	Acute cases of hepatitis B will be too ill to attend school and their doctors will advise when they can return. Do not exclude chronic cases of hepatitis B or restrict their activities. Similarly, do not exclude staff with chronic hepatitis B infection. Contact your local health protection team for more advice if required.
Hepatitis C	None.
Meningococcal meningitis/ septicaemia	If the child has been treated and has recovered, they can return to school.
Meningitis	Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed.
Meningitis viral	None.
MRSA (meticillin resistant Staphylococcus aureus)	None.
Mumps	5 days after onset of swelling (if well).

Threadworm	None.
Rotavirus	Until 48 hours after symptoms have subsided.