

Fairisle Infant and Nursery School




Health and Safety Policy

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SIGNATURE STAMP

This policy was approved and adopted by the Governing Body at their meeting on :
17/07/24

Signed: 

Rick Allan
Chair of Governors

Fairisle Infant and Nursery School

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“Everyone has a right to feel safe” Article 19

“Everyone has the right to a clean environment so they can stay healthy” Article 24

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The purpose of this policy is to acknowledge the School's legal responsibilities and to explain the objectives of the school for the health and safety of its pupils, staff and visitors, and to specify the arrangements for ensuring these objectives are met.

This policy does not replace the Local Authority's Health and Safety Policy, but should be read alongside it. *This policy should also be read alongside other policies – see list at the end of this policy.*

This document is issued to all staff working at Fairisle Infant and Nursery School, who should read and understand its content, and assume responsibility for carrying out its recommendations.

The policy and procedures will be reviewed regularly in line with any relevant legislative changes, or significant changes to Fairisle Infant and Nursery School, or the activities carried out within it.

The Governors and Headteacher of Fairisle Infant and Nursery School recognise their responsibility in so far as is reasonably practicable to provide a safe and healthy working environment for all pupils, staff and visitors.

The Governors and Headteacher will take all reasonable steps within their power to meet their responsibility and will pay particular attention to the requirements of the Health and Safety at Work Act 1974.

The Governors and Headteacher expect all staff to display a positive attitude to, and interest in, health and safety matters. All members of staff are required to have as a personal objective the achievement of a safe and healthy working environment and **must** take responsibility for ensuring good practice and behaviour by pupils in their charge.

The School will, as appropriate, consult the Health and Safety Officer for Education in order to implement its Health and Safety objectives effectively.

In fulfilling their responsibilities, the Governing Body and Headteacher will seek to ensure, so far as is reasonably practicable, the following:

1. Aims

Our school 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
- The safe use, handling, storage, disposal and transport of articles and substances in school.
- The provision of sufficient information, instruction, training and supervision to enable staff, pupils and visitors to contribute positively to their own Health and Safety.
- The formulation of effective procedures for use in case of fire and other emergencies and for evacuating the school premises.
- The provision of safe access throughout all areas of the school.

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2. 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 requires 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](#).

3. Roles and responsibilities

3.1 The local authority and governing board

SCC 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 delegates operational matters and day-to-day tasks to the headteacher and staff members.

3.1 The governing board

The governing board has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the Headteacher.

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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

3.2 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, DHT/SBM assumes the above day-to-day health and safety responsibilities.

3.3 Health and safety lead

The nominated health and safety lead is the Headteacher.

3.4 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
- All members of staff should wear a high visibility jacket when on playground duty and off-site activities.

3.5 SLT

Senior Managers

- Are accountable to the Headteacher for the day-to-day supervision of the areas and activities they supervise. They must advise the Headteacher of any circumstances preventing them from carrying out their Health and Safety responsibilities.

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- Will ensure that staff they supervise, understand and accept their personal responsibilities and carry these out.
- Will liaise with the Headteacher to determine the Health and Safety training needs of themselves and the staff they supervise.
- Will ensure the implementation of the Policy in the area they supervise and assist the Headteacher in monitoring its effectiveness involving their areas of responsibility.
- Will ensure that the details of all accidents/dangerous occurrences, emanating in the area of activity they are responsible for are properly recorded and investigated and brought to the attention of the Headteacher.

3.6 Teachers

- The safety of pupils in classrooms, and other working areas (e.g. cooking, design and technology, science and PE) is the responsibility of class teachers. Teachers are responsible for the safety of pupils when they are in their charge. If, for any reason, e.g. the condition or location of equipment, the physical state of the room or the splitting of a class for practical work, a teacher considers s/he cannot accept this responsibility, s/he should discuss the matter with the Headteacher before allowing practical work to take place.
- Children must be taught safe procedures when handling and using tools and moving PE apparatus.
- The working environment of each classroom is to be planned with safety in mind and to be particularly mindful of pupils with special needs/ disabilities such as physical and sensory impairment. Unused chairs should be kept tucked under the tables and pupils must be taught to pick up any items which they have dropped on the floor. Trailing electrical leads must be secured at all times.
- Hot drinks must not be consumed in the classroom or anywhere near children.

3.7 SBM

Business Manager

- Will on behalf of the Headteacher take primary responsibility for office safety in the school.
- Will maintain efficient records of accidents/incident occurring on the school premises and ensure that the school's statutory responsibilities are met.
- In consultation with staff First Aid Lead staff, will ensure that First Aid boxes throughout the school are suitably stocked and maintained.

3.8 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.

3.9 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.

- Contractors engaged by the school will be required to make prior arrangements with the Site Manager, as is reasonably practicable, who will advise them as regards access and timing.
- On arrival, contractors will report to the Site Manager, or Headteacher if he is not available, and agree with them on procedures to be carried out during works, including those for sign posting, fencing and storage of materials and vehicles.

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- The Site Manager will report as necessary on works in progress to the Headteacher, who will satisfy herself that so far as is reasonably practicable, the safety of employees, pupils and visitors will not be affected.

Contractors should be made aware of the school's policies and should satisfy the school that they are working in a safe and proper manner in accordance with all statutory and advisory standards. For work arranged by the school (and not through the LA) this requirement could be incorporated into a standard contract. For work ordered by the LA, the school should satisfy itself that the LA has checked on the contractor's working procedures. All contractors are required to view the school's asbestos survey and sign to verify that they have viewed it.

3.10 All Staff

- All staff have a duty to assist in the implementation of good Health and Safety practice.
- The Health and Safety at Work Act 1974, section 7 places a duty on **all** to take reasonable care of their own Health and Safety and that of others who may be affected by their acts or omissions at work.
- Section 8 requires that no person shall intentionally or recklessly interfere with, or misuse, anything provided in the interest of Health, Safety or Welfare in pursuance of any relevant statutory provision.
- Know the special safety measures and arrangements to be adopted in their own working areas and ensure they are applied.
- Observe standards of dress consistent with safety and /or hygiene.
- Exercise good standards of housekeeping and cleanliness.
- Know and apply the emergency procedures in respect of fire, bomb scare, lockdown and First Aid.
- Use a step ladder when putting up / removing displays at height.
- Staff involved in preparing / serving food must keep their nails short and clean. If staff wish to wear fingernail polish or have long fingernails, they must wear gloves.
- Wear ID whilst on school site and sign in / out.
- Co-operate with the appointed safety representative and the enforcement officer of the Health and Safety Executive or the Public Health Authority.
- Take primary responsibility for the safety of any non-employees who may be visiting them on the school premises for official reasons, e.g. a parent.

4. Site security

The Site Manager/Deputy Site Manager 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 and Headteacher are key holders and will respond to an emergency.

Liaising as necessary with other relevant staff, the Site Manager will take primary responsibility for:

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- Ensuring that all communal areas, particularly those associated with fire escape routes, are kept free from obstruction.
- Ensuring that all fire escape doors are properly identified and accessible when the school is in use.
- Ensuring that all fire appliances are properly maintained and correctly displayed.
- Ensuring that all safety doors, e.g. Site Manager's room, boiler room are secured against unauthorised entry.
- Ensuring, as far as is reasonable, that all fabric, fixtures and fittings on the site are maintained in a safe and secure condition.
- Ensuring that the appropriate lights are switched on and off as necessary at night, and that the intruder alarm is fully activated during out of school hours.
- Ensuring that snow, ice and leaves are cleared in order to maintain safe access to the school building.
- Reporting to the Headteacher any circumstances preventing him from carrying out his Health and Safety responsibilities.

Cleaning Staff

Cleaning staff are responsible for ensuring that all cleaning substances are returned to their proper storage space following use. The cleaners must follow safe cleaning practices as instructed by the site manager in accordance with the guidelines laid down in the COSHH assessments.

5. 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 continuous sound.

Fire alarm testing will take place every week.

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

Please see the Fire Safety Policy and Emergency and Evacuation Plan.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and Evacuation procedures will begin immediately.
- Staff and pupils will congregate on the school playground.
- 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. These are called PEEPs.

6. COSHH

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

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists

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- 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 are kept in the cleaners cupboard and is available 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.

6.1 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

6.2 Legionella

- A water risk assessment was completed on 11th April 2023 by David Borthwick of Freeston Water Treatment Ltd. The Responsible/ Deputy Responsible person as listed in the water log book is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book
- This risk assessment will be reviewed every 2 years and when significant changes have occurred to the water system and/or building footprint
- The risks from legionella are mitigated by the following: Weekly flushing of lesser used outlets, monthly water temperature taking, whole school flushing at holiday times

6.3 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

7. 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.

7.1 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

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- Any potential hazards will be reported to the Site Manager and SLT 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

7.2 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 hall floor or other apparatus will be reported to the Site Manager.

8. Lone working

Lone working may include:

- Late working
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office

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.

9. 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 Manager retains ladders for working at height
- Pupils are prohibited from using ladders
- Contractors are expected to provide their own ladders for working at height
- Access to high levels, such as roofs, is only permitted by trained persons
- Staff will use step ladders provided by school when they want to work at height e.g. put up a display

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10. 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.

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, ask another person to help where necessary
- 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

11. 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
- For trips and visits with pupils in the Early Years Foundation Stage, there will always be at least one first aider with a current paediatric first aid certificate
- For other trips, there will always be at least one first aider on school trips and visits

12. 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.

13. Smoking

Smoking including e-cigarettes/vaping is not permitted anywhere on the school premises.

14. 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.

14.1 Handwashing

- Wash hands with liquid soap and warm water, and dry with paper towels
- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with waterproof dressings

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14.2 Coughing and sneezing

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

14.3 Personal protective equipment

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

14.4 Cleaning of the environment

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

14.5 Cleaning of blood and body fluid spillages

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
- When spillages occur, clean using a product that combines both a detergent and a disinfectant, and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses, and suitable for use on the affected surface
- Mops are only to be used by the site manager/ deputy to clean up.

14.6 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

14.7 Clinical waste

Always segregate domestic and clinical waste, in accordance with local policy

Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins

Remove clinical waste with a registered waste contractor

Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

14.8 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:

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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.

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

14.10 Pupils vulnerable to infection

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

15.11 Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by the UK Health Security Agency and other government guidance.

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

15. 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

16. 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.

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17. Accident reporting

17.1 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. An accident form template can be found in appendix 2
- 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.

17.2 Reporting to the Health and Safety

Records 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) will be kept. These are sourced through the Admin team for completion. Completed forms are uploaded and sent to SCC. The Headteacher/SBM will then check these and carry out any follow up work if necessary.

Reports must be seen 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: 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). These will be reported on 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

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- 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](http://www.hse.gov.uk/riddor/report.htm)

<http://www.hse.gov.uk/riddor/report.htm>

7.3 Notifying parents/carers

The appropriate member of staff 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.

17.4 Reporting to child protection agencies

The DSL/SLT member of staff will notify the relevant agency of any serious accident or injury to, or the death of, a pupil in the Early Years Foundation Stage while in the school’s care.

17.5 Reporting to Ofsted

The HT/SLT/SBM/ most relevant member of staff will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil in the Early Years Foundation Stage while in the school’s care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

18. Training

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

19. Monitoring

This policy will be reviewed by the Headteacher every year.

At every review, the policy will be approved by the Headteacher and FGB.

20. Links with other policies

This health and safety policy links to the following policies/documents but is not limited to:

- First aid
- Risk assessments (kept on the s drive and update annually)
- Supporting pupils with medical conditions
- Accessibility plan
- E Safety Policy
- Emergency and Evacuation Plan
- Fire Safety Policy
- Managing Medicines
- Offsite Policy
- Behaviour Policy
- Physical Restraints Policy
- Asthma Policy
- Safeguarding Policy

Please read these documents for further more detailed information.

Fairisle Infant and Nursery School