



Coates Primary School



Statement of General Policy on Health, Safety and Welfare

Date Agreed: SEPTEMBER 2025
Date for Review: SEPTEMBER 2026
Review By: Full Governing Body

Coates School believes that health and safety is paramount in all areas of its business activities. The School is committed to providing its employees with safe places of work that do not impact negatively on their health and well-being. Coates School is also committed to conducting its undertakings in such a way as to not adversely affect the health and safety of its customers, partners, contractors, visitors or anyone else that could be negatively impacted by its school activities.

The school aims to achieve this commitment by adopting the following principles:

- Putting policies, arrangements and procedures in place to promote effective health and safety management;
- Taking a risk-based approach to School activities to identify sensible, realistic and effective control measures which facilitate the safe delivery of the school's aims and objectives;
- Providing resources, including time, finance and competent advice, to facilitate the delivery of the School's health and safety aims and objectives;
- Involving employees from all levels of the organisation in the delivery of health and safety aims and objectives;
- Providing information, instruction, training and supervision so that all personnel are aware of their health and safety responsibilities and the hazards and risks posed by their work and working environment;
- Setting targets and objectives to encourage continuous organisational health and safety improvement;
- Regularly reviewing and auditing performance to maintain desired standards, to identify any potential areas of weakness and to promote continuous health and safety improvement throughout the organisation.

The senior management team are accountable for the management of health and safety and for the implementation of the schools health and safety policy in their areas of control.

Employees have a duty to protect themselves and others by working safely, co-operating with the senior management team, observing all relevant information and instructions and reporting any health and safety matters to their line managers.



....., **Chair of Governors**

Mrs L Boucher, **Headteacher**

Date: Sept 2025

Date: Sept 2025

This document to be reviewed and re-issued annually. Next review date
September 2026.

Coates Community Primary School

Organisation and Responsibilities for Health, Safety and Welfare

In order to ensure that health and safety issues are dealt with in accordance with our establishments' safety policy, the following organisational structure has been approved by the Governing Body. Duties and responsibilities have been assigned to Staff and Governors as laid out below.

1. Governing Body

The Governing Body will comply with any directions issued by the Children and Young People Learning Directorate concerning the health and safety of persons on school premises or taking part in school activities elsewhere. The Governing Body is responsible for health and safety matters at a local level. They accept that the delegation of funds from the Children and Young People Learning Directorate carries with it some power of control and hence increased accountability. Where the spending decisions are controlled by the Governing Body, they accept a share of the responsibility for the way in which health and safety issues are addressed. However, the Children and Young People Learning Directorate will be informed of any issue which has significant health and safety implications and which cannot be resolved satisfactorily without their involvement.

The Governors appreciate that they can only work within their allocation of the total education budget determined by County Council members and that they will only be accountable for deciding how the budget within their control is to be spent. The Governing Body has established arrangements for ensuring the requirements of this policy are properly implemented and that the policy remains effective and appropriate.

2. Headteacher (Mrs Boucher)

Overall responsibility for the day-to-day management of health and safety in the school rests with the Headteacher. As manager of the establishment and of all the activities carried on within it, the Head will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds. Matters requiring particular consideration by the Headteacher will include:-

- 2.1 Ensuring that there is an adequate system in place for the undertaking of risk assessment in compliance with the requirements of the Management Regulations 1999,
- 2.2 Ensuring that there is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy
- 2.3 Ensuring that risks assessments are undertaken throughout the establishment and that control measures are implemented, and that assessments are monitored and reviewed.
- 2.4 Adequate staffing levels for safe supervision;

- 2.5 The delegated responsibility for maintenance of the premises;
- 2.6 The purchase of equipment to meet appropriate safety standards;
- 2.7 The repair, maintenance and testing of school equipment;
- 2.8 The provision of appropriate protective clothing where necessary;
- 2.9 The purchase and maintenance of first aid materials and fire fighting appliances;
- 2.10 The funding of necessary safety training for staff;
- 2.11 The arrangements for securing health and safety assistance from a competent source;
- 2.12 The appointment of a caretaker;
- 2.13 The provision of appropriate health and safety information to governors.

The Headteacher may choose to delegate to other members of staff any or all of the duties associated with the above matters. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day-to-day responsibilities for health and safety within the establishment.

3. Teaching Staff [Including supply teachers]

Teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site e.g. classrooms and off site e.g. school trips. Class teachers shall:

- 3.1 ensure effective supervision by only permitting practical work to be carried out by pupils after carrying out a risk assessment. The class size, the abilities of the pupils involved, the activities to be undertaken etc. will all need to be considered;
- 3.2 be aware of the schools health and safety policy;
- 3.3 ensure that safety instruction is given to all pupils prior to commencing practical sessions;
- 3.4 know the location of the nearest fire fighting equipment and first aid box, and know the emergency procedures in respect of fire/first aid/bomb scare etc.;
- 3.5 ensure that pupils follow school safety rules and that protective equipment is worn where appropriate;
- 3.6 ensure that all personal protective equipment is suitable and in good condition prior to issue;
- 3.7 ensure safety devices are in good condition and are used;
- 3.8 report any defective equipment to the Health & Safety Leader;
- 3.9 investigate all accidents (in conjunction with Headteacher), which occur through activities organised/supervised by the Class Teacher;
- 3.10 propose for consideration by their Headteacher any improvements, which they consider, would improve health or safety standards within the classroom;
- 3.11 ensure that an agreed adequate level of supervision is available and that appropriate health and safety arrangements exist prior to taking school parties off site on educational visits.

4. School Business Manager

The School Business Manager is responsible to the Headteacher. Duties include:

- 4.1 arranging for the removal from service of any item of furniture, apparatus or equipment, which has been identified as unsafe;
- 4.2 taking appropriate action when necessary to prevent injury to others on the site who might otherwise be exposed to unnecessary dangers, e.g. erect barriers around opened manholes etc.;
- 4.3 participating in the bi-annual health and safety checklist (see appendix 1) paying particular attention to the building structure, services, access to/egress from the school, main circulation areas etc.;
- 4.4 ensuring that other site supervisory staff are adequately supervised;
- 4.5 identifying any particular health and safety training needs of supervisory staff in the group.
- 4.6 ensuring that staff within the group are not involved in activities outside their limitations;
- 4.7 ensuring that any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment.
- 4.8 ensuring that all staff work in accordance with safe working practices issued by the school, the LA etc.;

5. Safety Co-ordinator

The Safety Co-ordinator's role is primarily that of facilitator. The Safety Co-ordinator may take on certain functions but the overall responsibility rests with the Head of the Establishment. The core duty is to ensure that there is a management system established for the management of health and safety. The duties include;

- 5.1 Review this policy statement as necessary and ensure that the appropriate amendments are made as and when circumstances change;
- 5.2 Ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents on the premises;
- 5.3 Review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements;
- 5.4 Arrange for biannual evacuation drills and weekly fire alarm tests etc.
- 5.5 Advise the Property and Estates Division (or other appropriate body e.g. Joint Property Unit) of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, record in local asset management plan and take whatever local action is necessary to minimise the risk until repairs can be arranged;
- 5.6 Arrange for the repair, replacement or removal of any item of furniture or equipment, which has been identified as unsafe;
- 5.7 Co-ordinate the biannual health and safety checklist (see appendix 1), ensuring all areas of the establishment and all activities are covered;
- 5.8 Report to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;
- 5.9 Liaise with and monitor as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum;
- 5.10 Ensure that all Senior Managers are kept informed of the names and details of those persons appointed to provide competent health and safety assistance.

6. All Employees [including temporary & volunteers]

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the governing body and senior management of the school so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises. All employees are required:

- 6.1 to participate in the risk assessment process and comply with findings;
- 6.2 to report all defects in the condition of the premises or equipment to which they become aware;
- 6.3 to report all accidents according to the procedures included in part 1 of the arrangements and procedures section of this document;
- 6.4 be familiar with the procedure to be followed in the event of a fire or other serious emergency;
- 6.5 to make use of all necessary personal protective equipment provided for safety or health reasons;
- 6.6 to, where necessary, make use of all control measures made available to them;
- 6.7 follow all relevant codes of safe working practice and local rules;
- 6.8 report any unsafe working practices to the School Business Manager/ Headteacher.

7. Pupils/students

All pupils must be encouraged to follow all safe working practices and observe all school safety rules. All pupils will:

- 7.1 follow all instructions issued by any member of staff in the case of an emergency;
- 7.2 ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- 7.3 inform any member of staff of any situation, which may affect their safety.

8. Staff Health & Safety Representatives

Health and safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the governing body is notified in writing of such an appointment, the safety representative shall have the following functions:

- 8.1 to investigate potential hazards and to examine the causes of accidents in the workplace;
- 8.2 to investigate complaints by any employee he/she represents relating to that employees health and safety or welfare at work;
- 8.3 to make representations to the Headteacher on general matters affecting the health, safety and welfare of employees;

- 8.4 to carry out workplace health, safety and welfare inspections;
- 8.5 to attend any safety committee meetings;
- 8.6 to co-operate with his/her employers in promoting health and safety at work.

None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

9. Health and Safety Committee

The Governor committee, which meets termly. One of the roles of the Committee is to develop and implement measures to ensure the health and safety of all employees, pupils and others who may be affected by the schools activities. Therefore, for the purposes of this policy the Health and Safety Committee shall be the Governor Committee. Membership of the Committee comprises of:

- 9.1 Headteacher
- 9.2 Governors
- 9.3 Health & Safety Governor

The Health and Safety Committee will submit an annual report to the Governing Body for their consideration. As a minimum, the report will contain a summary of accident and ill health statistics for the current year and will suggest health and safety targets and priorities for the forthcoming year.

10. Competent Assistance

The competent assistance and advice is provided by:

Cambridgeshire County Council LGSS Occupational Health & Safety Team

Contact Details:

Cambridgeshire County Council Health & Safety Team
1st Floor Octagon
Shire Hall
Cambridge
Cambridgeshire
CB3 0AP
Tel: 01223 699122
Fax: 01223 475932

COATES COMMUNITY PRIMARY SCHOOL

Arrangements & Procedures for Health, Safety and Welfare

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

1. Accident Reporting, Recording & Investigation

Employees must report all accidents, incidents, dangerous occurrences, violence incidents, verbal abuse and near misses in accordance with the County Accident Reporting Procedure.

All accidents, dangerous occurrences, and near misses must be reported on the online accident reporting system at the following link www.reportincident.co.uk/cambridgeshire. Violent incidents and verbal abuse must also be reported on the online accident reporting system.

“Near Misses” must also be reported. These are incidents that occur but where no injury or damage is sustained but could, potentially, have been serious incidents. Remedial action taken promptly after a near miss can prevent a serious accident occurring later.

A copy should be kept at the establishment and either centrally filed or held on the personal file of a staff member or pupil/child. NB Faulty systems of work, plant, equipment, fittings etc, must be reported and attended to as soon as possible.

The Headteacher must investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment etc. must be taken out of use when necessary and will be clearly labelled to that effect.

All deaths and major injuries must be reported immediately to the Health and Safety Team by telephone on 01223 699122.

The incident report must be completed and sent to the Health & Safety Team (within 10 calendar days) for absences through accident for periods of 7 days or more (including W/E's and holidays) or when a non-employee attends hospital following an accident whilst at work. Please refer to the Accident guidance for full details of reportable incidents. Full guidance and copies of the form are located on the Education Portal.

2. Asbestos

The School Business Manager is responsible for the Asbestos Record System Manual, location of manual, arrangements to ensure contractors and others such as site supervisors etc. have sight of manual prior to starting any work on the premises, instruction to staff not to drill or affix anything to walls without first obtaining approval from the School Business Manager/checking manual.

3. Contractors

The School Business Manager/Governing Body selects approved contractors and gives health and safety information whilst on Coates School premises to the contractors prior to the commencement of their work. For building works a Property Management Company would be employed to oversee contracts, with the completion of risk assessments, liaison meetings and manage the works.

If concerns arise during building works or repairs these should be referred initially to the School Business Manager. The School Business Manager will liaise with the Property & Estates Division at Cambs County Council should the need arise.

4. Curriculum Safety [including out of school learning activity/study support]

Staff are required to complete risk assessment forms prior to any day or residential visits, either local or further afield.

Risk Assessments are completed for curriculum subjects which involve any hazardous equipment. Staff are instructed to familiarise themselves in the Safety in PE document.

5. Drugs & Medications

Children may bring their asthma inhalers to school. Otherwise no other medicines should be brought to school unless a child is undergoing a course of medicine, which they must take during the school day. Medicine can be administered by a qualified designated first aider providing a disclaimer and Administering Medication Request has been signed by an adult with parental responsibility. Mrs Brown, The School Business Manager and Mrs Baxter, should be informed of any such arrangement. The need for long term medication should be discussed with the Headteacher when storage and details of administering the medication will be agreed. Appropriate staff members should then be fully informed of procedures.

Care Plans for children and staff are to be handed to the office staff for recording and notification to Class Teachers and other staff members. i.e. asthma, diabetes, epilepsy.

Dates on medication are checked termly by Class Teachers and first aiders where appropriate.

Medical details are available for staff and first aiders to see in the Kitchens, Offices and First Aid books. Individual class medical detail Sheets are also kept by the Class Teachers.

Children suffering from allergies are recorded and shared with staff required.

6. Electrical Equipment

Portable appliance testing to be carried out annually and biannually by qualified designated person, directed by the Headteacher. Results of fixed and PAT testing to be recorded online and in paper form. This to be updated by the School Business Manager annually. Staff should not bring electrical equipment to school for use from home. Fixed electrical testing is carried out every four years.

7. Fire Precautions & Procedures [and other emergencies incl. bomb threats] (See Fire Safety Policy for more details)

The School Business Manager is responsible for ensuring that fire drills are undertaken termly at varying times of the day. The Health & Safety co-ordinator is responsible for ensuring that these are carried out regularly. Procedures to be followed are displayed in all classrooms and staff areas of the school. Supply Teachers, volunteers, visitors and maintenance workers are directed to read these. Signage is placed throughout the school. Fire exits and escape routes are clearly marked. The School Business Manager ensures that weekly testing of the fire bell is undertaken from different call points. The School Business Manager also arranges for the designated Fire and Security Company to undertake regular checks of the fire alarms, emergency lighting and fire extinguishers.

Fire Safety Training is undertaken by staff every two years.

Fire Evacuation Procedures are given in Appendix 2

Regular inspections of the premises and grounds should be undertaken each term or more frequently if possible. (A fire check list is available in the Risk Management Handbook.)

Details of service isolation points (i.e. gas, water, electricity) are located in:

Gas isolation points:

in storage cupboard at the end of the ICT Suite & Kitchen

Electricity isolation points:

Panel in Y4 Classroom,
Panel in Y6 corridor,
Panel near the disabled toilet,
Panel in the YR cupboard near boys toilets
Panel in the OSC mobile cupboard,
Panel in Zoom Room,
Panel in the storage cupboard at the end of the Enrichment room

Water isolation points:

Kitchen pantry
Outside on path by removable bollards (main stopcock to school)

Emergency procedures for incidents outside normal working hours are held by:

Headteacher, Chair of Governors, Deputy Headteacher, SLT, School Business Manager

LOCATION OF EMERGENCY PROCEDURE DOCUMENTS

Critical Incident files held by the Headteacher, Chair of Governors, School Business Manager and Deputy Headteacher.

Online – Office share, critical incidents

These procedures will be reviewed at least annually.

8. First Aid**THE FOLLOWING STAFF ARE TRAINED TO FIRST AID AT WORK LEVEL:**

Mr Charles Bradshaw (Class Teacher)

.....

THE FOLLOWING STAFF HAVE BEEN TRAINED TO EMERGENCY AID LEVEL:

Lindsey Boucher, (Paediatric) Julia Chapman, (Paediatric) Kerry Whitfield
(Paediatric)

.....

Emma Dahn (Paediatric)

Maria Nestares-Overson (Paediatric), Alison Penney (teacher), Treena Norris
(Paediatric), Alice Gould (Paediatric), Stacey Connor (Paediatric), Leatrice Woods
(Paediatric) Susan Baxter, Laura Walker (teacher), Sadiq Mukamdah-Parker,
Charlie Bradshaw (Paediatric) (teacher), Emma Brown (Paediatric), Katy Lilley-
Creedon (Paediatric), Kerry Barker (Paediatric),

.....

The Headteacher should ensure that First Aiders have a current certificate and that new persons are trained should first aiders leave.

FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

Reception/Pre-School wet area
Years 2/3 wet area
Year 5 Mobile
Little Ducklings Mobile
School Office (portable)

Susan Baxter is responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check should be made at least once per half term.

First Aid Treatment is recorded on Medical Tracker and emailed to parents when a first aid incident has been dealt with.

Please also view the Administering Medication Policy

Details Of Contact Numbers Of Hospital Accident And Emergency Departments, NHS Direct And Other Medical Services Are Displayed In: School Office and Staff Room on notice boards.

If attendance required the school will always dial 999.

9. Glass & Glazing

All glass panels and vision panels in doors are maintained in accordance with the Condition Survey Report undertaken by Cambs County Council. The Headteacher/Governors review the Condition Survey Report annually.

10. Hazardous Substances of a Non Flammable Nature

All cleaning materials of a non flammable substance are kept locked in the Cleaners Cupboard and substances used are recorded in accordance with COSHH Regulations.

Premises Hazard sheets are completed termly by the School Business Manager following a check of the premises. Staff training is undertaken by the Caretaker as required. Governor training in safety is also undertaken.

11. Health and Safety Advice

Health & Safety Adviser, Stuart Wood 01223 699122

12. Housekeeping, cleaning & waste disposal

The school employs a Caretaker, and 3 staff from Beeby's as contracted Cleaners. A designated company is used for the removal of general waste, recycling waste and clinical waste. Wet floor/slip

signs are used appropriately.

General waste and recycling waste bins are stored near the car park area away from children.

13. Arrangements and Procedures for Handling & Lifting

All activities involving lifting/handling require risk assessments to identify precautions to minimise manual handling tasks, staff training in manual handling is given to identified staff for specific tasks when required.

14. Jewellery

Reference should be made to 'Jewellery' in the School Prospectus.

15. Lettings/shared use of premises

Detailed in lettings policy.

16. Lone Working

Staff are advised to meet with parents/contractors when there are other staff on site.

If in school during the holidays to always carry a mobile phone and let a relative or other staff member know when they have arrived and when they are leaving.

17. Maintenance / Inspection of Equipment

The Headteacher/School Business Manager ensures that all equipment is checked regularly and details of visits are recorded in the Property folder.

18. Monitoring the Policy

Regular checks and updates are carried out under the supervision of the School Business Manager.

19. Reporting Defects

Defects and remedial works are reported to the School Business Manager in the first instance. The School Business Manager will direct the caretaker to make immediate repairs if possible or contact relevant contractors to undertake the repair. Safety/warning cones to denote a hazard will be placed in the appropriate place if required.

20. Risk Assessments

The Headteacher or Health & Safety Co-ordinator are responsible for undertaking a special Risk Assessment for members of staff who are pregnant or have health problems.

The Health and Safety Co-ordinator will undertake a Risk Assessment during his/her termly check of the property with a member of the

governing body and following any difficulties incurred by staff or pupils which may have a resultant health risk.

21. School Trips/ Off-Site Activities

Details of safety and checking arrangements are detailed in the Organisation of School Visits pack provided to all teaching staff.

22. School Transport

All school transport is provided by designated contractors.

23. Smoking and Vaping

There is a no smoking and vaping policy in school and on any part of the school premises.

24. Staff Consultation

Health and Safety Committee Meetings are held termly. Any immediate safety issues are discussed with staff at the weekly Staff Meeting. Please also refer to Governors Terms of Reference and School Health Policy.

25. Staff Health & Safety Training and Development

Whole school health and safety training periodically takes place on Professional Training Days. New staff are furnished with a copy of the School Prospectus/Teaching Staff Booklet which is reviewed annually. Supply staff are informed via the Supply Staff booklet.

26. Staff Well-being / Stress

School and county arrangements are in place for supporting staff.

27. Supervision [including out of school learning activity/study support]

Supervision requirements must be assessed for pupils during curriculum time (e.g. pupils must not be left unattended) and all other times when in care of school, agreed supervision ratios for school trips must be in line with County guidelines and, requirements for criminal conviction clearance should be undertaken and monitored.

28. Use of VDU's / Display Screens

Guidance in continuous use of vdu screens is issued to staff (please see attached guidance.). Workstation defects are reported to the ICT Leader and School Business Manager.

Regular eyesight tests should be undertaken by vdu operatives.

29. Vehicles on Site

Outer gates locked whilst children on site. Access only by prior arrangement with the school. Keys for gates held by Office staff. Deliveries monitored.

30. Violence to Staff / School Security

Outer gates of site locked. Keypad/fob security pads on all access doors. Main hall doors kept locked. All visitors sign in at the Reception Area, visitors book completed with car registrations.

All accidents on site are reported on medical tracker and to County via the portal for staff accidents and any children's accidents requiring professional medical attention.

All staff should report incidents of verbal and physical violence to the Headteacher and the Police contacted.

31. Working at Height

All staff using stepladders and ladders should have undertaken Ladder Training. A record of staff training is held by the Administration Assistant.

Step ladders are kept in the storage room at the end of the Computer Suite and also in secure classroom areas. They should not be left out unattended.

Staff should not use stepladders or ladders if they have not passed the Ladder Training Course.

32. Work Experience

Potential work placement students are interviewed by a member of the management team before the offer of a place is confirmed. Students are supervised by Class Teachers in the areas they have been allocated to. The School Business Manager reviews Safety in the Workplace with the Training Establishment sending the student.

Students are reminded of safety issues and first aid rules and regulations when they arrive.

33. Food Preparation

Food Preparation in classroom areas should follow the guidance as set out in specific subject schemes of work and the Early Years Foundation Stage Profile.

34. Infection prevention and control

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

34.1 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

34.2 Coughing and sneezing

Cover mouth and nose with a tissue

Wash hands after using or disposing of tissues

Spitting is discouraged

34.3 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

34.4 Cleaning of the environment

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

34.5 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

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

34.6 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

34.7 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

34.8 Animals

If animals are in school:

Wash hands before and after handling any animals

Keep animals' living quarters clean and away from food areas

Dispose of animal waste regularly, and keep litter boxes away from pupils

Supervise pupils when playing with animals

Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet

34.9 Pupils vulnerable to infection

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

34.10 Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by Public Health England.

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

35. New and expectant mothers

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

Appropriate measures will be put in place to control risks identified.

Some specific risks are summarised below:

Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles

If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation

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

36. 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.

37 COVID-19

Coates Primary School has developed extensive procedures relating to COVID-19 based on a risk assessment approach. For further details please see the COVID-19 guidance & risk assessment.

Appendix 1

School Health & Safety Inspection Checklist

School/Area - Coates Primary School – Building and Grounds

Inspection carried out by -

Accompanied by –

Date of Inspection -

Item	Question	Y	N	N/A	
School Building					
1	Is the general condition / maintenance of the building(s) acceptable?				
2	Are floor coverings in good condition and free of trip hazards?				
3	Are corridors / gangways and other internal pedestrian routes kept clear of obstructions?				
4	Are materials and equipment stored in an orderly, safe and suitable fashion?				
5	Are stairs even, unworn and adequately lit?				
6	Are the toilet/welfare facilities adequate for the number of employees/pupils and hygienically maintained?				
7	Is there safe access to and egress from the school building and / or working areas?				
Glazing					
8	Has glazing been assessed and protected in higher risk areas?				
9	All windows/mirrors are in sound condition and are not cracked or broken				

10	Windows are fitted with restrictors were applicable i.e. 1 st floor and above.				
11	Windows, skylights or ventilators do not open into an area where a person is likely to collide with them				
School Grounds					
12	Is the general condition / maintenance of the grounds acceptable?				
13	Are external pathways well maintained and free of trip hazards?				
14	Are trees in or overhanging the grounds safe and in good condition?				
15	Outside equipment inspected regularly by a competent person and the checks recorded.				
16	Is all play equipment in good condition and free from hazards? (Visual inspection)				
16.1	Is there evidence of obvious wear/damage?				
16.2	Is the area safe from physical or health hazards?				
16.3	Are impact absorbing areas safe and in good condition?				
16.4	Are all fastenings tightly secured?				
16.5	Are there any broken chains, stretched links or loose/twisted shackles?				
16.6	Are uprights unbroken and firmly in the ground?				
17	Are the Playground surfaces in good condition and free from any trip hazards?				
Fire Safety					

18	Are fire exits signed, free of obstruction and available for use?				
19	Are fire extinguishers of the appropriate type located at suitable points within the work area?				
20	Is the fire alarm system audible throughout the building?				
21	Furniture is fire retardant where need identified.				
22	Is the fire fighting equipment and alarm / emergency lighting system checked and inspected on a regular basis with records kept?				
23	Are fire evacuation practices carried out at least once a term and records maintained?				
General					
24	All radiators, heaters, hot pipes and flues are effectively guarded to prevent contact burns where need identified.				
25	First Aid notices are displayed in prominent locations detailing the first aiders and first aid equipment.				
26	Furniture and fittings are in good working order and clean.				
27	Good general housekeeping is encouraged in all office areas.				
28	Have finger protection devices been fitted to door hinges where identified as a requirement in the risk assessment?				
29	Is the ventilation (natural or powered) suitable and sufficient for the area / work activity being undertaken?				
30	Is the heating suitable and sufficient?				
31	Are ramps of a suitable gradient and non-slippery?				
32	Appropriate access equipment (stepladders, kick-stools etc.) is available to access shelving, put up displays etc.				
33	Car parks/pathways are provided with adequate lighting to allow safe access and egress (See Vehicle Movement on Site Risk Assessment)				

APPENDIX 2

Evacuation Procedures

In the event of a fire alert/alarm Class Teachers will evacuate pupils/young people/others* to the designated assembly point; The Class Teacher in the mobile classroom will summon the emergency services using the school mobile phone (kept in the Y5 mobile each day) as necessary;

The safe evacuation of persons is an absolute priority.

Whilst evacuating premises staff should ensure that the premises and equipment are safeguarded as far as this is possible by closing doors, and windows;

Assembly Points to be used during school time and at lunchtimes

EXIT FROM SCHOOL TO PLAYGROUND

<u>Class</u>	<u>Exit Point</u>	<u>Assembly Point</u>
Pre-School	Outer Door into outside area and lead to junior playground. If blocked use library exit.	Bottom Junior Playground
Reception	Cloakroom Door* (unless fire/emergency in cloakroom area in which case exit through room outer door into outside area and lead to junior playground)	Bottom Junior Playground
Year 1	Outer door, outer gates and lead through side gate to junior playground. If blocked use library exit. *	Bottom Junior Playground
Year 2	Classroom Door (unless door blocked then use Office outside door exit, lead through side gate to junior playground)	Bottom Junior Playground
Year 3	Classroom Door (unless door blocked then use Office outside door exit, lead through side gate to junior playground)	Bottom Junior Playground
Year 4	Disabled Toilet Exit (unless fire/emergency in corridor in which case use Computer Suite Door and go through side gate to playground)	Bottom Junior Playground
Year 5	Classroom Door** (use fire exit door from mobile unless exit blocked then use entrance door and ramp and lead to junior playground)	Bottom Junior Playground

Year 6	Use computer suite door and go through side gate to playground, if blocked us Disabled toilet door exit.	Bottom Junior Playground

- * *Year 1 filtering out through the Cloakroom doors on the right hand side*
- * *Reception and Pre-School to filter out through the Cloakroom Doors on the left hand side if outer doors are blocked*