

Jack & Jill Family of Schools

Health, Welfare and Safety Policy

Legal Status:

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

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to assess 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, decide to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

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

Applies to:

- Jack & Jill School Twickenham
- Nightingale House Pre-Preparatory School
- Clarence House Preparatory School

Related Policies and Documents:

- First Aid medication policies
- Accessibility plan
- Employee Handbook
- Equality and Diversity Policy and Procedures
- Health, Safety and Welfare Handbook
- Educational Visits and Off-Site Activities
- Risk Assessment Policy

Who is this policy for?

- Staff and volunteers;
- Parents;
- External agencies

Available from:

- School Office
- SharePoint
- School Website

Monitoring and Review:

- To be continuously monitored and reviewed by date on cover page.

References:

- “Parents” refers to parents, guardians and carers;
- “Staff” refers to employees, peripatetic staff, external providers (including Kinder Club and Swimquest) or specialist staff provided by an external provider;
- The “School” refers to the Jack & Jill Family of Schools (Jack and Jill School Twickenham, Nightingale House Pre-Preparatory School and Clarence House Preparatory School (CHPS));
- “Strategic Leadership Team” refers to the team managing the School, currently including the Deputy Principal, Headteacher of Clarence House and Pre-Preparatory Lead Teachers.

Reviewer: Strategic Leadership Team

Review date: January 2020

Operational from: January 2020 to January 2021

Next review date: January 2021

Principal’s Signature:



The Jack & Jill Family of Schools is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils achieve their potential.

The Jack & Jill Family of Schools promotes equality of opportunity and anti-discriminatory practice. We ensure that every child is included and not disadvantaged because of ethnicity, culture or religion, home language, family background, learning difficulties or disabilities, gender or ability. We promote the principles of fairness and justice for all through the education that we provide in our School.

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Section One: Policy

1. Introduction and Aims

The School is committed to protecting the health, safety and welfare of all its employees and any other persons who may be affected by its activities. The Principal will therefore, as far as is reasonably practicable, ensure that pupils and employees are not exposed to risks to their health and safety at the School and during off-site activities.

The School aims to:

- provide and maintain a safe and healthy environment;
- establish and maintain safe working procedures amongst staff, pupils and all visitors;
- have robust procedures in place in case of emergencies; and
- ensure that the premises and equipment are maintained safely and are regularly inspected.

Section Two: Roles and Responsibilities

2. The Principal

The Principal has ultimate responsibility for health and safety matters in the school but will delegate day-to-day responsibility to the Strategic leadership Team.

The Principal 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 Principal, 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; and
- Ensure that adequate health and safety training is provided.

3. The Strategic Leadership Team

The Strategic Leadership Team (SLT) with delegated responsibility, are responsible for health and safety day-to-day. This involves:

- Implementing the Health, Safety and Welfare Policy;
- Ensuring enough staff to safely supervise pupils
- Ensuring the school building and premises are safe and regularly inspected
- Providing adequate training for school staff
- Reporting to the Principal on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular evacuation/lockdown 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 cleaners and other manual workers are appropriately trained and have access to personal protective equipment, where necessary

4. Health and Safety lead

- The nominated health and safety lead is the Business Development Manager.

5. Staff

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

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Co-operate with the school on health and safety matters
- Work in accordance with training and instructions

- Inform 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 and lockdown procedures and feel confident in implementing them

6. Pupils and Parents

Pupils and parents 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.

7. Contractors

Contractors will agree health and safety practices before starting work and provide evidence that they have completed an adequate risk assessment of all their planned work.

Section Three: Arrangements for Health and Safety Management

8. Organisation

The Strategic Leadership Team will consult with staff on matters that affect health and safety, including;

- Induction on any measure that may substantially affect the health and safety of employees.
- Arrangements for appointing competent persons.
- Any health and safety information the employer is required to provide employees.
- Planning and organising health and safety training.
- The health and safety consequences of introducing new technology and processes.

Parents and guardians will be informed of any changes to existing measures that affect children's health and safety. The children and young people will themselves be involved where appropriate, through consultation and discussion.

9. Site Security

The Principal is responsible for the security of the school site in and out of school hours, delegating responsibility to the premises/health and safety lead team for visual inspections of the site, and for the intruder and fire alarm systems.

The Principal and other senior members of staff are key holders and will respond to an emergency.

10. 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/lockdown evacuations are practised regularly. Alarm testing take place once a week.

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 but only then if staff are trained in how to operate them and are confident about using them without putting themselves or others at risk.
- Staff and pupils will congregate at the assembly points.
- Class teachers will take a register of pupils, which will then be checked against the attendance register of that day.
- 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 attention to those with disabilities.

11. COSHH

The School is 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 or data sheets are 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

12. Gas Safety

The School is required to control hazardous substances, which can take many forms, including:

- Installation, maintenance and repair of gas appliances and fittings carried out by a competent Gas Safe registered engineer;
- Gas pipework, appliances and flues being regularly maintained;
- All rooms with gas appliances checked to ensure that they have adequate ventilation.

13. Legionella

A water risk assessment was completed by Swiftclean Building Services in January 2018 and identified operational controls are conducted and recorded in the school's water log book.

This risk assessment will be reviewed every two years or when significant changes have occurred to the water system and/or building footprint.

The risks from legionella are mitigated by heating water at boiler to above 50 degrees and sample testing.

14. Asbestos

Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it.

Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work.

Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe.

A record is kept of the location of any asbestos on the school site and asbestos surveys.

21. Off-site Visits

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

- Risk assessments are completed
- Off-site visits are appropriately staffed
- Staff take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils

- At least one first aider with a current paediatric first aid certificate accompanies school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

Section Four: Equipment

All equipment and machinery is maintained in accordance with the manufacturer's instructions. When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards.

15. Electrical Equipment

The School is required to control hazardous substances, which can take many forms, including:

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported to the premises team immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Portable Appliance Tests (PAT) will be carried out by a competent person
- All isolators switches are clearly marked to identify their machine
- Electrical apparatus and connections 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

16. P.E. Equipment

Pupils are taught how to carry out and set up P.E. equipment safely and efficiently. Staff check that equipment is set up safely. Any concerns about the condition of the gym floor or other apparatus is reported to the Premises team.

17. 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. Assessments are reviewed on changes of the user or workstation.

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).

18. Specialist Equipment

Parents are responsible for the maintenance and safety of their children's wheelchairs or other personal aids.

Section Five: Occupational Risk Controls

19. 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

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 undertaken, a nominated colleague will be informed where the member of staff is and when they leave site or end the period of lone working. The lone worker will ensure that they are medically fit to work alone.

20. 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 School 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.

21. Manual Handling

It is the individual's responsibility to determine whether they are fit to lift or move equipment and furniture. If an individual feel that to lift an item could result in injury or exacerbate an existing condition, they must ask for assistance. The school will ensure that proper mechanical aids and lifting equipment are available when required, 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

22. Lettings

Those who hire any aspect of the school site or any facilities will be made aware of the School's Health, Safety and Welfare policy, and will have responsibility for complying with it.

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

24. Smoking

Smoking or vaping is not permitted anywhere on the school premises.

Section Five: 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 the good hygiene practice, outlined below.

25. Handwashing

We ensure that pupils:

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

26. Coughing and Sneezing

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

27. 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 personal protective equipment when handling cleaning chemicals

28. Cleaning of the Environment

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

29. 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

30. Laundry

- 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

31. Clinical Waste

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

32. Animals

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

33. 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.

34. 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 notifies the school that she is 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, detailed within the Employee Handbook, for responding to individual concerns and monitoring staff workloads.

Section Six: Accident Reporting

37. Accident Record Book

- An accident form is completed as soon as possible after an 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 staff 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.

38. Reporting to the Health and Safety Executive

A record will be kept 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).

These will be reported to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These 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)
 - 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
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
 - Where an accident leads to someone being taken to hospital
 - Where something happens that does not result in an injury, but could have done
 - 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

39. Notifying Parents

The School Office will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

40. Reporting to Ofsted and Child Protection Agencies

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

41. Training

Newly appointed staff are provided with health and safety training as part of the induction process.

Staff who work in higher 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.

42. Monitoring

This policy will be reviewed by the Strategic Leadership Team and approved by the Principal.