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**Kingston Educational Trust**  
**School: Fern Hill Primary**  
**Health and safety policy**  
incorporating First Aid/Accident Reporting,  
Risk Assessment and Fire Safety/Evacuation

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Status	Statutory policy
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School Lead	Headteacher
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## 1. Introduction and aims

This policy sets out our approach to health and safety across Kingston Educational Trust.

**Sections 12 (Procedures for sick pupils and those with medical needs including allergies and asthma), 13 (First Aid), 14 (First aid record keeping and reporting) and 24 (Lone workers) set out the specific arrangements or procedures for Fern Hill Primary.**

We are committed to:

- Providing and maintaining a safe and healthy environment;
- Maintaining safe working practice and procedures amongst staff, pupils and all visitors to our school sites;
- Having robust procedures in place in case of emergencies;
- Ensuring that our premises and equipment are maintained safely, and are regularly inspected;
- Ensuring that effective consultation takes place with employees on health and safety matters.

All schools within the trust buy into a Service Level Agreement from the Royal Borough of Kingston Health & Safety Unit which provides advice, guidance and training (external competent health and safety advisors).

## 2. Guidance and legislation

This policy is based on advice and guidance from the Department for Education:

[Health and safety responsibilities and duties for schools](#),  
[First aid in schools, early years and further education](#)  
[Storing and disposing of hazardous chemicals in schools](#)  
[Managing asbestos in your school or college](#)

and legislation including the following:

- [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 trust follows [national guidance](#) published by the 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.

This policy complies with our funding agreement and articles of association.

### **3. Roles and responsibilities**

Health and safety is a shared responsibility and everyone has a role. Where there are specific levels of responsibility and accountability these are set out below:

#### **3.1. Trust board**

The trust has ultimate responsibility for health and safety matters in each of its schools. It will oversee, monitor and support health and safety and where any deficiencies are identified, ensure that corrective action is taken without delay.

The trust has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety in school and during off site visits and activities. As the employer, it 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.

Health and safety is a standing item on the agendas of both the board and its Buildings, Finance and Resources Committee. A named trustee leads on health and safety monitoring.

#### **3.2. Executive Director**

The Executive Director is responsible for the strategic leadership of Health and Safety across the trust. This includes:

- working with the Head teacher/Head of school to support good health and safety management;
- attending and chairing the schools' Health and Safety committees (the role of chair may be delegated to the Head Teacher/Head of School);
- providing health and safety updates at each meeting of the trust board and of its Buildings, Finance and Resources committee, including reports of any significant new or rising health and safety risks.

#### **3.3. Headteacher/Head of School**

Day-to-day operational responsibility for health and safety in each school is delegated to the Headteacher/Head of School. This includes:

- developing and implementing a health and safety policy and ensuring it is promoted and embedded within practice in school and regularly reviewed;
- maintaining effective communication of health and safety matters throughout the school and ensuring that staff are adequately consulted on health and safety matters;

- Ensuring that the school building and premises are safe and regularly inspected;
- Ensuring appropriate written risk assessments are completed and reviewed annually or as required by changing circumstance and checking that the control measures identified in risk assessments have been implemented and remain appropriate and effective;
- Ensuring that all new staff receive health and safety training as part of their induction and that staff are provided with adequate instruction, supervision and training to ensure they are competent to undertake the tasks required of them and that training is kept up to date;
- Ensuring that staff are provided with the equipment or other resources to enable their work to be undertaken safely;
- Ensuring the security of the school site in and out of school hours;
- Ensuring pupils are safely supervised in school and that for any off-site event or trip, organised by, or on behalf of, the school, that adequate arrangements are made for the supervision of the pupils involved and the safety of the staff and pupils;
- Ensuring there are adequate arrangements for first aid, both on school premises and on school trips, or activities;
- Ensuring that accidents, near misses and work-related causes of sickness and absence are investigated and acting on investigation findings in order to help prevent recurrences;
- Ensuring appropriate emergency evacuation procedures are in place and termly fire drills are held;
- Reporting any significant new or rising health and safety risks to the Executive Director without delay and other issues on a regular basis, ensuring there is co-operation with the trust in meeting its legal requirements in respect of the monitoring of health and safety practices and procedures and ensuring that an annual report is provided to the trust board and its Buildings, Finance and Resources Committee;
- Receiving and dealing promptly with raised issues or complaints about unsafe premises, equipment, or work practices;
- Ensuring that the requirements of any enforcement officer (e.g. HSE Inspector, Environmental Health Officer, Fire Liaison Officer, or Environmental Agency Inspector) are properly addressed;
- Ensuring that in their absence health and safety responsibilities are delegated to the Acting Headteacher.

### **3.4. Director of Human Resources**

The Director of Human Resources is responsible for:

- leading on the promotion of health and wellbeing and the and reduction of workplace stressors at a strategic level;
- (Display screen equipment) ensuring that:
  - staff who use display screen equipment workstations daily, as part of their normal work, and continuously for an hour or more, complete a self -assessment of their workstation (with training);
  - the self-assessments are reviewed and additional equipment and training needs identified;

- records of the assessments and actions taken in response are kept;
- the assessment is reviewed when the user or display screen equipment changes or a user complains of pain or discomfort;
- Ensuring that eye and eyesight tests are offered to school staff who are regular users of display screen equipment;
- (Pregnancy) Ensuring that individual risk assessments are completed when a member of staff has notified the school/trust in writing that they:
  - are pregnant;
  - are breastfeeding, or
  - have given birth in the last 6 months;
- Investigating work-related causes of sickness and absences and reporting to the Head teacher/head of School so that preventative measures can be implemented.

### **3.5. Director of Finance**

The Director of Finance is responsible for:

- the prioritisation of health and safety standards during the procurement of cleaning and catering contracts and in connection with the procurement of other goods and services;
- ensuring the standards required and responsibility for compliance are clear in the service level agreement held with contracted cleaners and caterers (and in role descriptions where provided in-house);
- monitoring cleaning and catering contract performance and the enforcement of health and safety standards (and where provided in-house, monitoring compliance with health and safety requirements);

### **3.6. Facilities Manager/Site Manager**

Is responsible for:

- Carrying out a daily check of the school grounds and building to spot any hazards or disrepair;
- Ensuring that the day to day maintenance of the school site and equipment is undertaken and that serious issues which cannot be quickly corrected are notified to the Head teacher/Head of School;
- Temporarily taking out of use any area in which, in their judgement, it would be hazardous for staff or pupils to work or to access;
- Ensuring that statutory inspections of school plant, equipment (including playground equipment) and systems are undertaken using competent staff or contractors and that any corrective action identified as necessary is promptly implemented and the required records are kept;
- Ensuring adequate systems are in place for the management of asbestos and control of Legionella;

- Ensuring that fire equipment and systems are adequately maintained and tested and that records are kept;
- Maintaining a register of dangerous and hazardous substances used or stored at the school and ensuring that this register contains copies of up-to-date material safety data sheets;
- Overseeing all health and safety matters and risk assessments in relation to the school site and work carried out by the facilities team:
  - ensuring that risk assessments are reviewed at least annually and sooner if circumstances change;
  - ensuring that members of the facilities team are involved in the development and review of risk assessments, know how to access risk assessments and the controls/safe working practices identified are followed in practice;
- Ensuring that members of the facilities team are provided with the information, instruction, supervision and training to ensure they are competent to undertake the tasks required of them safely, minimise risk and contribute to the safety and health at work of themselves and others;
- Maintaining an up-to-date inventory of all the hazardous chemicals and materials held at the school (including liaising with Curriculum Leads to ensure all hazardous chemicals and materials they may hold are included) and providing the inventory to a fire officer in the event of a fire;
- Completing a termly audit of hazardous chemicals and materials (to be completed by Curriculum Leads for those held within their departments) with routine surveillance to ensure that they remain safe to store and safely disposing of unwanted or surplus chemicals and materials;
- Ensuring that all tools and equipment used by the facilities team are maintained in a safe condition and are suitable for the purpose for which they are used;
- Ensuring the school accident book is maintained and monitored, and for investigating accidents and near misses and arranging for statutory accident reports to be completed;
- Monitoring waste collection services;
- Ensuring that where contractors are engaged to undertake work on school premises, an adequate assessment of the prospective contractors involved is undertaken in order to ensure that any contractor selected has adequate resources and competence to undertake the work safely and without putting the contractor's employees, or school staff, or pupils at risk. Ensuring that safe working arrangements are in place when they are working on the school site and monitoring the standards of health and safety whilst the work is undertaken;
- Ensuring that where volunteers are used to undertake work in school premises, such work is adequately planned, organised and supervised, and the volunteers used have sufficient competence so as to ensure the health and safety of both of those undertaking the work and anyone who may be affected by it;
- Ensuring a copy of the Health and Safety Law poster is displayed in an easily accessible location within the school.
- Producing an annual health and safety report for the trust.

### **3.7. Curriculum leads**

Are responsible for:

- the implementation of this Health and Safety Policy as appropriate in their department;
- overseeing any health and safety matters and risk assessment in relation to:
  - delivery of their subject,
  - teaching space and equipment;
- ensuring that risk assessments are reviewed at least annually and sooner if circumstances change;
- ensuring that members of their department are involved in the development and review of risk assessments, know how to access risk assessments and the controls/safe working practices identified are followed in practice;
- ensuring that members of their department are provided with the information, instruction, supervision and training to ensure they are competent to undertake the tasks required of them safely, minimise risk and contribute to the safety and health at work of themselves and others;
- If hazardous chemicals or materials are held in the Department:
  - working with the Facilities Site Manager to ensure that the inventory of all of the hazardous chemicals and materials held at the school is kept up to date (this is held in the fire log and will be provided to a fire officer in the event of a fire);
  - ensuring that a termly audit of hazardous chemicals and materials held in the Department is undertaken with routine surveillance to ensure that they remain safe to store and that unwanted or surplus chemicals and materials are disposed of safely and in accordance with relevant requirements;
- ensuring that any equipment used in connection with the delivery of their curriculum area is maintained in a safe condition and is suitable for the purpose for which it is used;
- ensuring where pupils need to wear any protective clothing or equipment for particular lessons or activities, that the use of such clothing or equipment is rigorously enforced;
- ensuring that where there are health and safety considerations in relation to a particular lesson or activity, planning and risk assessment addresses these issues and is adhered to.

### **3.8. First aiders**

Are trained and qualified to carry out the role (see section 13) and are responsible for:

- Acting as first responders to any incidents: they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment;
- Ensuring that an ambulance or other professional medical help is summoned when appropriate;
- Completing the accident book to record details of all first aid provided as soon as is reasonably practicable after an incident.

### **3.9. Lead First Aider**

- Ensuring there is always an adequate supply of medical materials in first aid kits based on the school's first aid needs assessment and as a minimum the items suggested by the Health and Safety Executive (see section 11 First Aid Provision below).



- Disposing of items marked with an expiry date by the date given and replenishing the contents of these kits as needed.
- Ensuring that posters with the names and photographs of current first aiders (and mental health first aiders) are displayed prominently around the school, together with the locations of first aid kits, defibrillator and the medical/first aid room.

### **3.10. HR Assistant**

The Trust's HR Assistant is responsible for:

- ensuring that a list of first aiders and mental health first aiders is maintained, together with a record of their training and the dates for refresher training;
- arranging necessary refresher training for first aiders and mental health first aiders;
- maintaining records of all health and safety training undertaken by school staff, including the periods for renewal and dates for refresher training;
- arranging necessary refresher training.

### **3.11. All staff**

School staff have a duty when in charge of pupils to take the same care of them as they would as a parent. In addition all staff are responsible for:

- Taking reasonable care of their own health and safety and that of others who may be affected by what they do at work;
- Working in accordance with training and instructions, not interfering with anything provided to safeguard their health and safety or that of others and adhering to procedures for safe working, in particular, by using protective clothing and equipment as provided;
- Informing the Facilities/Site Manager and Head teacher/Head of School of any work situation or premises issue representing a serious and immediate danger so that remedial action can be taken;
- Modelling safe and hygienic practice for pupils;
- Ensuring that they know and understand emergency evacuation procedures and feel confident in implementing them;
- Supporting the risk assessment processes, as required and alerting their line manager to new or changing risks;
- Familiarising themselves with relevant risk assessments and implementing the safe working practices and control measures identified in them;
- Ensuring they are aware of and follow first aid procedures and know who the first aiders/mental first aiders are in school;
- Completing the accident book for all pupil incidents they attend to where a first aider is not called and to record any incidents or accidents in which they sustain an injury;
- Reporting 'near misses' to the Site/Facilities Manager;
- Keeping all gangways, corridors and exits clear;
- Keeping work areas free of waste as far as possible, in particular those areas which are not easily accessible, e.g. under desks. Keeping all combustible materials a safe distance from

heating appliances and not placing anything on heaters. If a fire hazard is identified it should be reported immediately to the Facilities/Site Manager;

- Reporting all health and safety concerns to the Head teacher/Head of School, or to the Facilities/Site Manager, including any defects noted with plant, equipment, machinery or the workplace generally.

Employees should be aware that disciplinary procedures may be applied to any member of staff who is in breach of this Health and Safety Policy.

### **3.12. Pupils**

Pupils are expected to follow safe working practices and observe safety rules including:

- Following instructions issued by any member of staff in case of emergency;
- Ensuring that they do not recklessly or intentionally interfere with safety equipment, for example, fire extinguishers and fire alarms;
- Informing a member of staff of any situation which may affect their safety or that of other pupils or staff.

### **3.13. Contractors**

Before starting work on site contractors will:

- agree health and safety practices with the Facilities/Site Manager and provide evidence that they have completed an adequate risk assessment of all their planned work;
- produce a valid certificate of public liability insurance and certificates of membership of relevant trade bodies;
- agree access to specific areas of the building. Where practicable, physical separation – fencing off of the work areas, will be utilised to provide additional safeguards;
- sign to confirm their agreement to follow the school's Instructions for Contractors Working on Site;
- produce enhanced DBS Certificates or where the contractors are employees of a company the school is paying, the company will carry out the required checks (including enhanced DBS and identity checks) and provide the school with written confirmation that these checks have been carried out (or produce the DBS Certificates). A record will be kept of the checks made, including the date and number of the Certificates. Under no circumstances will a contractor in respect of whom no checks have been obtained, be allowed to work unsupervised during term time or at any other time when pupils may be on site;
- produce photo identification on arrival at school.

## **4. Lettings**

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

## **5. School health and safety committee**

Each school has a Health and Safety committee. Its members are:

- Executive Director
- Head teacher
- Facilities/Site Manager
- Union appointed health and safety representatives

Other members of staff attend meetings as required, depending on areas of responsibility and focus for that meeting.

The committee's principle functions are:

- promoting the health, safety and welfare of staff and pupils;
- monitoring the implementation and reviewing the effectiveness of the Health and Safety Policy;
- reviewing health and safety audit reports and monitoring actions;
- consulting with staff on health and safety matters before taking decisions, including in relation to:
  - the introduction of any measure which may substantially affect their health and safety at work, eg the introduction of new equipment or new systems of work;
  - risks arising from their work;
  - proposals to manage and/or control these risks;
  - what to do if they are exposed to a risk; and
  - the best ways of providing information and training

The committee meets at least once every term. The meetings are minuted and made available to all staff (via the Shared Health & Safety Drive) and to the trust. Members of the Health and Safety Committee have no executive authority beyond that attached to their normal duties, but the Committee may make health and safety recommendations to the trust.

## 6. Risk Assessment process

When assessing risks in the school, the process outlined below is followed.

- **Step 1: identify hazards** – we consider activities, processes and substances within the school site and establish what associated-hazards could injure or harm the health of staff, pupils and visitors. We also consider off-site activities and establish what associated-hazards could injure or harm the health of staff and pupils.
- **Step 2: decide who may be harmed and how** – for each hazard, we will establish who might be harmed, listing groups rather than individuals. We will bear in mind that some people will have special requirements, for instance pupils with special educational needs or disabilities (SEND) and expectant mothers. We will then establish how these groups might be harmed.
- **Step 3: evaluate the risks and decide on control measures (reviewing existing ones as well)** – we will establish the level of risk posed by each hazard firstly without control measures and then with the existing control measures in place. We will balance the level of risk against the measures needed to control them and do everything that is reasonably practicable to protect people from harm, including identifying any additional control measures required.
- **Step 4: record significant findings** – the findings from steps 1-3 will be written up and recorded in order to produce the risk assessment.

- **Step 5: review the assessment and update, as needed** – we will review our risk assessments annually (and earlier as needed if there are changes in circumstances), asking the following questions:
  - o Have there been any significant changes?
  - o Are there improvements that still need to be made?
  - o Have staff or pupils spotted a problem?
  - o Have we learnt anything from accidents or near misses?
- **Step 6: retaining risk assessments** – risk assessments are retained for 3 years after the length of time they apply.

Relevant staff are involved in the risk assessment process, to ensure that all possible hazards have been identified and to discuss control measures. Following reviews staff are made aware of any changes to risk assessments relating to their work.

Risk assessments are recorded in the Risk Assessment Register for each school and are available for all staff to view in the Shared Health and Safety Drive.

Specific risk assessments relating to individuals, e.g. a member of staff or a pupil are held confidentially on that person's file and shared only with those members of staff who need that information in order to carry out their role.

## **7. Medical suitability for work**

A pre-employment medical check is undertaken for all new staff, usually by means of a confidential questionnaire, by the trust's Occupational Health Adviser. Confidential medical details are held in the strictest confidence and will only be disclosed to the trust/school with the prior consent of the staff member. However, information such as restrictions on particular types of work, or special precautions necessary for health and safety reasons, will be provided to the trust/school to avoid putting the employee or others at risk. Where a staff member becomes pregnant or suffers from an ill health condition which is likely to affect their work, they should notify the Director of HR as soon as possible to enable any special precautions needed to be implemented.

## **8. New and expectant mothers**

Risk assessments will be carried out whenever any employee 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.

## **9. Work related 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.

All staff can access the Royal Borough of Kingston's (RBK) confidential Wellbeing and Counselling Service and there are posters around the school advertising this.

The [Education Support](#) charity provides free 24 hours a day telephone counselling to all serving and retired education staff in need of mental health support.

## **10. 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 should report any incidents of aggression or violence (or near misses) directed to themselves to their line manager or to the Head teacher/Head of School immediately. This applies to violence from pupils, visitors or other staff.

## **11. Smoking**

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

## **12. Procedures for sick pupils and those with medical needs including allergies and asthma**

At Fern Hill Primary basic treatment (i.e plasters) can be administered by ALL staff.

If a child has fainted/collapsed they are not moved and first aid is called for immediately.

At break times, first aider adults are identified by wearing a hi-viz waistcoat. All adults on duty must wear a medical kit which contains plasters and gloves. Staff must see through the process, from administering first aid to record keeping and informing the school office.

All incidents are recorded in the first aid incident books and the pupil services first aid lead is informed (this does not have to include applying plasters).

Families are contacted by the office staff if their child is unwell and needs to be sent home.

Procedures for supporting pupils with medical needs, including the school's medicines policy are set out in the separate Supporting Pupils with Medical Conditions Policy (a copy is available on the policy page of the school website).

The school provides suitable accommodation that can be used for medical examination and treatment of pupils and for the short term care of sick or injured pupils and the provision of first aid which includes a washbasin and is near to a toilet. At Fern Hill this room is located off the main office admin area.

### **12.1. Allergens and anaphylaxis**

Parents are asked to provide the school with up-to-date information relating to their children's allergies, as well as the necessary action to be taken in the event of an allergic reaction. Staff are also asked to provide the school with details of their known allergies.

At Fern Hill two Epipens are kept in school. One in the child's classroom in a clearly named box with a sign outside of the door stating that an Epipen is stored there and the other in the school office. Staff with a pupil in their class with an identified medical condition i.e epilepsy, diabetes, will receive appropriate training.

#### **12.2. Asthma**

At Fern Hill children's inhalers are kept in the classroom, clearly labelled and accessible. Each individual child also has a spare inhaler in the school office. Spare generic inhalers are also kept in the school office too.

### **13. First Aid Procedures**

The school will carry out a first aid needs risk assessment to assess the first aid needs appropriate to the circumstances of the school. This will help to inform the numbers of trained first aiders, contents of first aid kits and first aid provision and procedures.

When conducting a first aid needs risk assessment, we consider:

- The school site;
- Pupils and staff;
- Activities taking place;
- The hazards and risks present.

#### **13.1. Mental Health First Aiders**

In response to the first aid needs assessment, a number of staff have been trained to identify and understand symptoms and warning signs of mental ill health and be able to support pupils who might be experiencing a mental health issue. Where pupils may be experiencing more serious mental health problems the school will provide advice on how to access specialist support.

#### **13.2. First Aid Training**

All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. A register of all trained first aiders, what training they have received and when this is valid until is held centrally by the Trusts' HR Assistant.

At Fern Hill Primary, there will be at least one member of staff on site at all times who has a current paediatric first aid (PFA) certificate which meets the requirements set out in the [Early Years Foundation Stage statutory framework](#). The PFA certificate will be renewed every 3 years.

#### **13.3. In-school first aid procedures**

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a first aider, if appropriate, who will provide the required first aid treatment;

- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives;
- **Calling an ambulance: so that the call handler's questions can be accurately answered and their advice followed, the person who calls 999 must be with the injured person: usually the telephone must be taken to them, or if they can be safely moved, they should be taken to a telephone;**
- The first aider will decide whether the injured person should be moved or placed in a recovery position;
- If emergency services are called, a member of the Senior Leadership Team will contact parents immediately. A member of the facilities team will meet and assist the vehicle at the entry barrier.
- At Fern Hill if a pupil is too unwell to remain in school, the Senior Leadership Team are informed and parents/carers will be contacted by office staff and asked to collect their child.

#### **13.4. Off-site procedures**

When taking pupils off the school premises, staff will ensure they always have the following:

- A school mobile phone (or a personal mobile phone which can be used in an emergency);;
- A portable first aid kit;
- Information about the specific medical needs of pupils;
- Access to parents'/carers' contact details.

Risk assessments will be completed by the trip leader prior to all off site activities and trips.

At Fern Hill, there will always be at least 1 first aider with a current paediatric first aid (PFA) certificate on EYFS school trips and visits, as required by the [statutory framework for the Early Years Foundation Stage](#). A first aider will accompany all other year groups on trips..

#### **13.5. First aid equipment**

**First aid kit:** The contents of our first aid kits are informed by our schools' First Aid Needs Assessment, but in line with Health and Safety Executive recommendations a typical first aid kit in our school will include the following as a minimum:

- A leaflet with general first aid advice
- sterile eye pad bandages dressing
- Triangular bandages
- Sterile dressings small, medium and large
- Safety pins
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Foil blanket
- Ice pack
- Plasters of assorted sizes
- Self-seal finger dressing

- Steri strips
- Scissors
- Cold compresses
- Burns dressings
- Face shield

As a minimum travelling first aid kits will contain:

- a leaflet giving general advice on first aid
- 6 individually wrapped sterile adhesive dressings
- 1 large sterile unmedicated dressing
- 2 triangular bandages individually wrapped and preferably sterile
- 2 safety pins
- individually wrapped moist cleansing wipes
- 2 pairs of disposable gloves

No medication is kept in first aid kits.

#### **Other emergency equipment at Fern Hill:**

- A defibrillator is included as part of the school's first aid equipment and is located on the wall outside the main reception area (all first aiders have been trained to use this).
- Emergency asthma inhalers are held in the school office and
- Emergency auto-injectors are held in the school office.

#### **First aid kits are stored in:**

- The Sanitorium (off the Reception Area);
- Main reception office area
- on the wall in both KS playgrounds
- In waist holdall for playground duties
- Kitchen
- Medical points in the KS1/ KS2 corridors
- Nursery classroom

## **14. First Aid Record-keeping and reporting**

### **14.1. First aid log and accident record book**

- The accident book will be completed by the first aider/relevant member of staff who dealt with it on the same day or as soon as possible after an incident resulting in an injury;
- As much detail as possible should be supplied when reporting an accident;
- A record of first aid provided is kept. If a pupil is initially seen by one first aider, before being seen by a second for any reason, the initial first aider will provide a full handover to the second first aider and they will both make a record in the first aid log, to record the actions that each took and the handover provided.

### **14.2. Notifying parents/carers**

At Fern Hill Primary office administrative staff will inform parents/carers of any accident or injury sustained by a pupil in the Nursery or Reception, and any first aid treatment given, on the same day, or as soon as reasonably practicable. In other year groups parents and carers are informed of any accident or injury sustained by a pupil which:



- includes a head injury; or
- was inflicted by another child; or
- may require follow up medical attention, and any first aid treatment given on the same day.

Parents/carers will also be immediately informed if emergency services are called.

#### **14.3. Reporting to Ofsted and child protection agencies (early years providers only)**

At Fern Hill the Head teacher will notify Ofsted of any serious accident, illness or injury to, or death of, a child while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Head teacher will also notify Royal Borough of Kingston Children's Services of any serious accident or injury to, or the death of, a child while in the school's care.

#### **14.4. Reporting to the Health and Safety Executive (HSE)**

The Facilities Manager/Site Manager will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the [RIDDOR 2013 legislation](#) (regulations 4, 5, 6 and 7).

The Facilities Manager/Site Manager will inform the Head Teacher/Head of School as soon as they become aware of an accident that may be reportable.

The Head teacher/Head of School or the Facilities Manager/Site Manager will make the report to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

##### **School staff: 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). To be reported to the HSE as soon as reasonably practicable and in any event within 15 days of the accident

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

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

These include:

- Death of a person that arose from, or was in connection with, a work activity\*
- An injury that arose from, or was in connection with, a work activity\* and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute ‘treatment’ in such circumstances);

\*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>

Telephone RIDDOR report: Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

**14.5. Accident Monitoring and Investigation**

Accidents, incidents and near misses are investigated and also monitored for trends to ensure risks are being controlled effectively and to identify where additional preventative measures are needed.

**15. Fire safety and evacuation**

All staff receive regular fire safety training. New members of staff will be trained in fire safety and given instructions regarding the school’s evacuation plan as part of their induction.

Staff should only use fire extinguishers if they have been trained how to operate them safely. If trained, they should only use an extinguisher if they feel confident to do so and should not put themselves or

others at undue risk. There should always be a clear escape available and staff must ensure the alarm is raised before attempting to tackle a fire.

The school has a written fire evacuation plan (held with a copy of this policy for all staff to view in the Health & Safety Shared Drive) and fire evacuation drills are held at least once a term. Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessments are reviewed regularly and at least annually.

## **16. Control of Substances Hazardous to Health (COSHH)**

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

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

Staff must use and store hazardous products in accordance with instructions on the product label and following the advice on the relevant Material Safety Data Sheet. All hazardous products are kept in their original containers, with clear labelling and product information and 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.

Control of substances hazardous to health (COSHH) risk assessments are completed by either the Facilities/Site Manager or where they are used within a curriculum area, by the Curriculum Lead, taking into account the advice on the relevant Material Safety Data Sheet or Hazcard (the latter is provided from [CLEAPSS](#)). Risk assessments are shared with all staff who work with those hazardous substances. Staff are also provided with protective equipment, where necessary.

The Facilities/Site manager will keep an up-to-date inventory of all the hazardous chemicals and materials held at the school. This is held in the fire log and will be provided to a fire officer in the event of a fire.

A termly audit of hazardous chemicals and materials will be undertaken by the Facilities/Site Manager (and by Curriculum Leads for those held within their departments) with routine surveillance to ensure that they remain safe to store. Unwanted or surplus chemicals and materials, including those that have become unsafe, will be disposed of in accordance with the school's legal responsibilities, using a registered waste carrier for hazardous waste and following advice from the [Environment Agency](#) and CLEAPSS.

## **17. Gas safety**

Installation, maintenance and repair of gas appliances and fittings is only carried out by a competent Gas Safe registered engineer and all gas equipment is serviced in line with the manufacturer's recommendations.

Gas pipework, appliances and flues are regularly maintained and all rooms with gas appliances are checked to ensure that they have adequate ventilation.

## **18. Legionella**

Water risk assessments are carried out every two years, or sooner if significant changes have occurred to the water system and/or building footprint, in line with statutory requirements. The Facilities/Site Manager is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book.

## **19. Asbestos**

The trust acknowledges the health hazards arising from exposure to asbestos and will ensure that as far as reasonably practicable staff, pupils, visitors and contractors are protected from risk to their health due to exposure to any asbestos containing materials.

## **20. Equipment**

All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place. When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards

All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

## **21. Electrical equipment**

Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed.

The fixed electrical installation will be subject to an electrical inspection and test by an NICEIC contractor at least every five years and this will be organised by the Facilities/Site Manager who will keep records of the inspection. Any deficiencies identified by the inspection will be promptly corrected, or, where this is not possible, the relevant part of the installation will be electrically isolated

Portable Appliance Testing (PAT) takes place every 12 months. All portable electrical equipment and equipment connected to the electrical installation by means of a plug and socket, will be subject to a combined electrical inspection and test and a formal visual inspection and then labelled with the date of inspection and the date that the next inspection is due.

Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.

Mains powered electrical equipment belonging to staff or pupils must not be used on school premises unless it has been electrically inspected and tested.

Volunteers will not be permitted to undertake work on the electrical installation or repairs to portable electrical equipment unless they are an NICEIC approved contractor and can provide a Certificate of completion when the work is finished.

Pupils and staff will not be permitted to undertake work on the fixed electrical installation of the building. Where pupils are involved in arranging lighting or stage electrical equipment (including electrical supplies for amplifiers or musical instruments) for school plays, discos or similar events, then such equipment must have been subject to a combined electrical inspection and test during the past twelve months and the electrical supply to the equipment must be routed via a 30mA residual current circuit breaker.

Where portable mains electrical equipment is to be used outside the school buildings, this will only be permitted if the equipment has been approved by the Facilities/Site Manager as suitable for the intended use and it is adequately protected from mechanical damage, the weather, contact or splashing with water and is in any case protected by a 30mA RCD.

## **22. Playground equipment**

Playground equipment is inspected annually by an appointed qualified contractor and findings recorded in a written report. The Facilities/Site Manager also undertakes an inspection on a weekly basis. Any items of defective equipment are withdrawn from use.

## **23. Display screen equipment (DSE)**

All staff who use computers daily as a significant part of their normal duties will be provided with training and required to undertake a DSE self-assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time

Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use).

## **24. 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 to be undertaken, a colleague, friend or family member will be informed by the member of staff: where they are and when they are likely to return. The lone worker will ensure that they are medically fit to work alone.

There are procedures in place to reduce the risks from lone working, including:

At Fern Hill:

- staff are informed if lone working will take place and mobile phones or radios used;
- the school site has access control;
- CCTV is in operation

## **25. Working at height**

Work at heights means work necessitating the use of ladders, step ladders exceeding 3 metres in height or in areas where there is a risk from falling.

Any staff required to carry out work at height tasks are provided with suitable training that is refreshed at least every three years.

All ladders and step ladders and other working at height equipment provided at the school meet the Class 1/ EN 131 standard and are maintained and stored in accordance with the manufacturer's instructions. A detailed visual inspection is completed and recorded by the Facilities/Site Manager prior to use.

## **26. Manual handling**

Manual handling means transporting or supporting a load by hand or bodily force. It includes lifting, putting down, pushing, pulling, carrying or moving loads. A load can be an object or person.

As far as practicable, processes are designed and equipment provided to reduce the need for members of staff to carry out any manual handling tasks that involve a risk of injury. Where manual handling tasks are necessary, the school's Manual Handling Risk Assessment will be implemented. The control measures will be monitored to ensure they are effective in reducing the risk of injury and are being implemented correctly.

All members of staff will receive manual handling information, training and supervision as needed to ensure they are competent to perform their role. Where mechanical aids and lifting equipment is provided the staff who use these are trained in how to use them safely.

## **27. 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.

### **27.1. 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

### **27.2. Coughing and sneezing**

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

### **27.3. 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

**27.4. Cleaning of the environment**

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

**27.5. 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

**27.6. 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

**27.7. 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

**27.8. 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

**27.9. Infectious disease management**

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

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

- **Following good hygiene practices**

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

- **Implementing an appropriate cleaning regime**

We will regularly clean equipment and rooms, and ensure surfaces that are frequently touched are cleaned [twice a day]

- **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

#### **27.10. 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 either of these, the parent/carers will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

#### **27.11. Exclusion periods for infectious diseases**

The school will follow recommended exclusion periods outlined in the [national guidance](#) published by the UK Health Security Agency.

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

### **28. Training**

Staff are provided with a copy of this policy and health and safety training as part of their induction process.

Staff are provided with the training required to ensure that they are competent to undertake their role safely. Records of all training are kept.

### **29. Review**

This policy will be reviewed by the Site/Facilities Manager with the Head teacher/Head of School each year to assess the effectiveness of the school's procedures. The policy will also be reviewed as necessary to take account of new or changed circumstances.

At each review all staff will be consulted on the effectiveness of the policy and on any proposed material changes.

At every review, the policy will be approved by the board of trustees.

### **30. Links with other policies**

This health and safety policy links to the following policies:

- Supporting pupils with medical conditions
- Accessibility plan



- Emergency Response and Business Continuity Plan

**Dated: 17 July 2023**

**Approved Kingston Educational Trust Board**

**Signed: [Signed copy held by the Head of Governance]**

**Graham Willett, Chair**