

Cumberland Infant School and Little Cumberland Pre-School Health and Safety Policy



Approved by: Board of Governors	Date: 7.2.26
Review Frequency: Annually	Statutory requirement: Yes
Last Reviewed: February 2026	Next Review due: February 2027

Statement of Intent:

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

We believe that the Health and Safety of our children, staff and visitors is of paramount importance to protect our staff, pupils, visitors, and others from ill-health and/or harm rising from school activities and/or infrastructure. We make Cumberland Infant and Little Cumberland Pre-School a safe and healthy place for all by assessing and minimising the hazards and risks to enable us all to thrive in a healthy and safe environment.

We are committed to:

- providing a proactive and reflective approach to ensure a safe and healthy working and learning environment.
- minimising accidents and work-related ill health.
- assessing and controlling risks from both curriculum and non-curriculum work activities.
- complying with statutory requirements as a minimum.
- ensuring safe working methods and providing safe equipment.
- providing effective information, instruction, and training.
- monitoring and reviewing systems to make sure they are effective.
- developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters.
- Work strategically and a common-sense approach to develop a culture of continuous improvement.
- ensuring adequate welfare facilities exist at the school.
- ensuring adequate resources are made available for health and safety issues, as far as is reasonably practicable.

A health and safety management system has been created to ensure the above commitments can be met.

- Quarterly PPC site specific inspections
- Site specific Health and Safety Checks
- Any reported defects are actioned in a timely manner
- 5 yearly PCC Site Self-assessment completed

All governors, staff and pupils will play their part in its implementation.

Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#), guidance from the Health and Safety Executive (HSE) on [incident reporting in](#)

[schools](#), and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

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

Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#).

Organisation and responsibilities

The Local Authority and the Governing Body:

Portsmouth City Council has ultimate responsibility for health and safety matters in local authority schools, but delegates responsibility for the strategic management of such matters to the school's governing body.

The governing body delegates operational matters and day-to-day tasks to the headteacher and staff members.

The governor who oversees health and safety is Jenny Watkins.

The Governing Body has the following responsibilities and must ensure that:

- a clear written policy statement is created which promotes the correct attitude towards safety for staff and pupils.

- responsibilities for health, safety and welfare are allocated to specific individuals, and those persons are informed of these responsibilities.
- persons have sufficient experience, knowledge, and training to perform the tasks required of them.
- clear procedures are created which assess the risk from hazards and produce safe systems of work.
- sufficient funds are set aside with which to operate safe systems of work.
- health and safety performance are measured both actively and reactively.
- the school's health and safety policy and performance are reviewed annually.

The Headteacher:

- The Headteacher has the following responsibilities and must ensure that:
 - they fully commit to the Governing Body's Statement of Intent for Health, Safety and Welfare.
 - a clear written local Policy for Health and Safety is produced.
 - that the Policy is communicated to staff and others requiring the information.
 - appropriate information on significant risk activities is given to visitors and contractors.
 - all staff are provided with adequate information, instruction and training on health and safety issues.
 - Ensuring there is enough staff to safely supervise pupils in the school and pre-school.
 - risk assessments of the premises and working practices are undertaken.
 - safe systems of work are in place for identified risk factors.
 - emergency procedures are in place.
 - equipment is inspected and tested to ensure it remains in a safe condition.
 - records are kept of all relevant health and safety activities e.g., assessments, inspections, accidents, and investigations.
 - arrangements are in place to monitor premises and performance.
 - all accidents are investigated, and any remedial actions are implemented.
 - they report to the Governing Body at least annually on the health and safety performance of the school.

In the headteacher's absence, the Deputy Headteacher and Site Manager assume the above day-to-day health and safety responsibilities.

Competent Person:

PCC's Corporate Health and Safety Manager provide competent advice to the school to assist in meeting the requirements of health and safety law.

The School Health and Safety Co-ordinator:

The School Health and Safety Co-ordinator (Headteacher/Site Manager) have the following responsibilities:

- co-ordinate and manage the annual risk assessment process for the school.
- co-ordinate the annual general workplace monitoring inspections and performance monitoring process.
- make provision for the inspection and maintenance of work equipment throughout the school.
- advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils, and visitors.
- ensure that staff are adequately instructed in safety and welfare matters about their specific workplace and the school generally.
- Carry out any other functions required by the Head teacher or Governing Body.

Teaching/Non-teaching Staff Holding Positions of Special Responsibility:

This includes site manager, EYFS and Pre-school Leads and Breakfast and After School Club Lead, they have the following responsibilities:

- apply the school's Health and Safety Policy requirements to their own area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.
- carry out health and safety risk assessments of the activities they are responsible for.
- ensure that all staff under their control are familiar with any health and safety procedure for their area of work.
- attempt to resolve health, safety, and welfare problems from members of staff or refer them, to the Headteacher/Site Manager. Any problems that cannot be resolved locally should be forwarded to the PCC Health & Safety Team for advice.
- carry out regular inspections of their areas of responsibility to ensure that equipment, furniture, and activities are safe and make a record of these inspections.
- ensure, as far as is reasonably practicable, the provision of information, instruction, training, and supervision to enable employees and pupils to avoid hazards and contribute positively to their own health and safety.
- investigate any accidents that occur within their area of responsibility.
- keeping the Headteacher informed on the health and safety performance of their area of responsibility.

Teachers

Teachers are expected to:

- exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies.
- follow health and safety measures in their own teaching areas as laid down in the relevant Guidance or Procedures.
- give clear oral and written instructions and warnings to pupils when necessary.
- follow safe working procedures.
- require the use of protective clothing and guards where necessary.

- make recommendations to the Headteacher and Site Manager on health and safety equipment and any improvements to plant, tools, equipment, or machinery that may be necessary.
- integrate all relevant aspects of safety into the teaching process and, where necessary, give specific lessons on health and safety in line with national curriculum requirements for safety in education.
- avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation.
- report all accidents, defects, and dangerous occurrences to the Headteacher and/or Site Manager.

All Employees:

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions.

Employees must:

- comply with the school's health and safety policy and procedures at all times – in particular, procedures for fire, first aid and other emergencies.
- co-operate with school management in complying with relevant health and safety law.
- use all work equipment and substances in accordance with instruction, training and information received.
- report to their immediate line manager any hazardous situations and defects in equipment found in their workplaces.
- report all incidents in line with current incident reporting procedure.
- act in accordance with any specific health and safety training received.
- inform their line manager of what they consider to be shortcomings in the school's health and safety arrangements.
- exercise good standards of housekeeping and cleanliness.
- co-operate with appointed Safety Representative(s).

Pupils:

Pupils, allowing for their age and aptitude, are expected to:

- exercise personal responsibility for the health and safety of themselves and others.
- observe standards of dress consistent with safety and/or hygiene.
- observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

Procedures and arrangements:

Introduction:

The following procedures and arrangements have been adopted to ensure compliance with the Governing Body's Statement of Intent. The school adopts:

Risk Assessments: (See Appendix 3 for further details on risk assessments)

Educational visits:

Educational visits will be organised following guidance contained in DfES (DCSF) documentation issued by Hampshire Outdoor Education, PT & Sports Service. The Educational Visits Co-ordinator is the Headteacher.

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

Risk assessments will be completed where off-site visits and activities require them.

All off-site visits are appropriately staffed.

Staff will take a mobile phone, an appropriate portable first aid kit, information about the specific medical needs of pupils.

There will always be at least one paediatric first aider on school trips and visits.

First aid:

First aid boxes are provided at the following locations: every classroom, in pre-school, in the hall and First Aid Shed outside.

The following staff are available to provide first aid:

Certificated First Aiders: most staff

Certificated Paediatric First Aiders (required for children up to age 5): Most EYFS staff

Appointed Persons: Laura Trowern, Sara Parker and Cassie Brooks

In event of needing first aid assistance, either: -

- locate the nearest first aider (and cover their class if required).
- if an ambulance is required, call "999".
- transport to hospital:
- no casualty should be allowed to travel to hospital unaccompanied Lead First Aider Laura Trowern or in her absence Sara Parker or Cassie Brooks will designate an accompanying adult in emergencies where parents cannot be contacted.

Incident/accident reporting:

Accident records

All accidents treated by an adult will be logged in the relevant First Aid Folder – notes will be completed and sent home.

An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. As much detail as possible will be supplied when reporting

an accident. Forms are available from the red folder in the cupboard in the main reception under the sign in system. (See First Aid Policy for further details.)

Reporting to the Health and Safety Executive - RIDDOR

Certain incidents are reportable to the Health and Safety Executive (HSE), Headteacher will contact PCC Health and Safety team for advice before reporting to the HSE. (Refer to Portsmouth City Council incident reporting policy and procedures for further guidance).

Records held in the first aid and accident book will be retained by the school for a minimum of 25 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979.

Reporting to the Health and Safety Executive

The Headteacher 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 Headteacher will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident. (See First Aid Policy for further details) Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

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>

Notifying parents

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

Notifying parents/carers in Pre-School

Pre-School will complete an accident form on Tapestry informing parents/carers of the nature of injury, time, place and what first aid was given. This is then signed by the parents/guardians when they collect children.

In pre-school, if a child has sustained an injury at home where marks or cuts are still visible when attending pre-school, the parents are asked to inform the staff and complete a prior injury form.

Premises Management:

Security and visitors:

All visitors must report to; the office where they will be asked to sign the visitors' electronic sign in system and wear a **yellow visitor lanyard**. They will be informed of emergency procedures.

The Site Manager is responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems. The Site Manager, Headteacher and Deputy Headteacher are key holders and will respond to an emergency.

Building maintenance:

General building maintenance is carried out by; Site Manager

Site Manager will be responsible for ensuring that all identified general building maintenance is carried out by himself, PCC Traded Services contractors and site approved contractors.

Asbestos management:

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.

The asbestos register is held in the cupboard in the reception area under the sign in system. The Site Manager is responsible for ensuring that contractors/school staff who may be working on areas of the premises where asbestos materials have been identified sign the register and that any changes to the register are notified to; PCC Repairs Support Team 023 9284 1311 email: RepairsSupportTeam@portsmouthcc.gov.uk (or the relevant asbestos management team).

Contractors are advised that if they discover material that they suspect could be asbestos, they will stop work immediately, notify site manager and/or Headteacher and prevent access until the area is declared safe.

Legionella management:

A water risk assessment is completed every three years by Liberty Gas. The Site Manager is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water logbook. All checks are logged and recorded on Zeta Safe Computer Program, which is assessed by the Site Manager.

Legionella checks are conducted monthly.

When significant changes have occurred to the water system, the school will be informed via email from Portsmouth City Council.

The risks from legionella are reported to the Site Manager and can be viewed on the Zeta Safe.

Control of contractors:

All contractors must report to reception, where they will be requested to sign the visitors electronic sign in system and wear a **yellow visitor's lanyard**. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.

Site Manager/Headteacher are responsible for monitoring areas where the contractor's work which may directly affect staff and pupils and for keeping records of all contractor work.

Contractors are expected to provide their own ladders for working at height.

Emergency Procedures- Fire Evacuation

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.

Fire doors must not be wedged open.

All children, school staff, Governors and visitors record arriving and leaving the school by signing in and out using our electronic sign in/out system by the office.

Emergency evacuations are practised at least twice a year.

The fire alarm is a loud buzzer.

Fire alarm testing will take place once a week, usually on a Friday.

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

When parents are in school for special events e.g. Christmas Performances or project outcomes a paper register is kept in case of an emergency to ensure all adults can be accounted for.

(See Appendix 1 for Fire Procedures)

Bomb hoaxes and bomb alerts:

The Head teacher, or in their absence, the most senior member of staff available, will decide on action to be taken in the event of an incident. The control point from where such an incident will be handled is the park at the end of the Methuen Road unless we are advised otherwise by the emergency services.

The signal (alarm) for evacuation of the building (if necessary) will be a continuous ring on a handheld bell and normal evacuation procedure should be followed.

Gas safety

Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineers via the PCC Traded services.

Gas pipework, appliances and flues are subject to an annual gas safety service, usually in July of each year.

All rooms with gas appliances are checked to ensure they have adequate ventilation and are locked.

Gas leaks:

Any member of staff discovering a suspected gas leak should make an informed judgement based on how strong the smell is as to whether they immediately evacuate the building and telephone National Gas: 0800111999

If there is a slight smell of gas, the first action should be to check that all gas appliances are switched off. This may clear the smell of gas. Windows should be opened.

Inspection and testing of plant and equipment:

Statutory inspections:

All statutory compliance inspections are inspected by the appropriate PCC contractors at the relevant intervals through the Traded services.

Equipment

All equipment and machinery are maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place.

When new equipment is purchased, it is checked to ensure it meets appropriate educational standards.

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

Electrical equipment

All staff are responsible for ensuring they use and handle electrical equipment sensibly and safely. Before use, checking visually the condition of the electrical equipment and reporting any problems.

Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them.

Any potential hazards will be reported to the Headteacher/Site Manager immediately.

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

Only trained staff members can check plugs.

Where necessary, a portable appliance test (PAT) will be carried out by the Site Manager.

All isolator switches are clearly marked to identify their machine.

Electrical apparatus and connections will not be touched by wet hands and will only be used in

dry conditions.

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

Electrical plug sockets will be left uncovered and switched off if not being used.

All equipment and machinery are maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place.

When new equipment is purchased, it is checked to ensure it meets appropriate educational standards and PAT Tested.

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

PE equipment

PE equipment, the Trim Trail and the Physical Development area is checked by a competent person on a yearly basis.

Staff check that equipment is set up safely.

Any concerns about the condition of the gym floor or other apparatus will be reported to the Headteacher and/or Site Manager.

Specialist equipment:

Parents/carers are responsible for the maintenance and safety of their children's wheelchairs.

In school, staff promote the responsible use of wheelchairs.

Hoist and movable changing stations will be recommissioned upon a need for it.

Ladders and access equipment:

Site Manager will be responsible for inspection and maintenance of ladders and other access equipment, and the staff are responsible for ensuring the ladders are safe to use and confirm they have completed this check by writing on the ladder check sheet that is cable tied to the ladder.

Other Procedures

Managing medicines:

Prescribed medication will be administered to pupils following guidance contained in the First Aid Policy. Our Lead First Aider Laura Trowern have been nominated as responsible persons for control of administration of medicines to pupils.

Infection prevention and control:

The school follows national guidance published by the government and public health when

responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

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.

Infectious disease management

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

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

Following good hygiene practices

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

Implementing an appropriate cleaning regime.

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

Keeping rooms well ventilated.

Pupils vulnerable to infection

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to any of these, the parent/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.

Exclusion periods for infectious diseases

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

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

Handwashing:

The school encourages the washing of hands to aid with the control of infection. Soap, warm water, and paper towels/hand dryers are provided. Always wash hands after using the toilet, before eating or handling food, and after handling animals

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.

Animals

A procedure is in place for the care of animals, including assistance dogs, and the disposal of animal waste.

Veterinary advice is sought from on animal welfare and animal health issues, and the suitability of the animal.

Wash hands before and after handling any animals.

Keep animals' living quarters clean and away from food areas.

Supervise pupils when playing with animals.

Cleaning of the environment:

The school has a dedicated in-house cleaning team.

Staff are encouraged to clean work surfaces where appropriate and/or were identified in risk assessments.

Toys and equipment are thoroughly cleaned annually.

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.

A COSHH logbook of all the data sheets detailing the chemicals that are on site is available for staff to refer to.

Control of substances hazardous to health (COSHH) risk assessments are completed by the Site Manager and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information in a locked cupboard.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

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.

A procedure is in place for the immediate clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges using a spill kit. The procedure can be found [here](#).

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 double bag and dispose of in bins in the compound.

Soiled clothing will be bagged and sent home.

Lone working

Consideration of the risks of lone working will be included in risk assessments for work activities in the school.

Lone working may include:

Late working

Weekend or holiday working

Site manager duties

Site cleaning duties

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

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

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

Working at height

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

In addition:

The Site Manager 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.

Occupational stress

The school is committed to promoting high levels of health and wellbeing and recognises 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.

Cumberland has staff insurance e.g. Schools Well Being Service that staff can use to receive Doctor, nurse support, counselling and physiotherapy.

Manual handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

(See appendix 2 for Manual handling procedures)

Violence at work

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

All staff will report any incidents of aggression or violence directed to themselves to the headteacher immediately. This applies to violence from pupils, visitors or other staff.

Smoking

Smoking is not permitted anywhere on the school premises.

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 an antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles

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

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

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

Health and Safety Training:

Health and safety induction training will be provided for all new employees by Headteacher/site manager.

Health and Safety Monitoring:

Inspection of premises:

General workplace Inspections will be co-ordinated by Site Manager/Headteacher

Consultation and Communication of Information:

Consultation:

The Health and Safety Governor meet termly to discuss health, safety and welfare issues affecting staff, pupils, or visitors with Headteacher and Site Manager. A report is written and shared with the Governing Board.

Communication of information:

The Head teacher will ensure that systems are established so that staff and pupils are familiar with the arrangements set out in this document.

The Health and Safety Law poster is displayed at; Cumberland in the Staff Room.

Health and safety advice are available from Site Manager and PCC Health and Safety Team.

Links with other policies

This health and safety policy links to the following policies:

First aid

Supporting pupils with medical conditions

Well-Being Policy

Accessibility plan

Appendix 1

Procedure if a fire is discovered.

In the event of a fire:

The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately

Fire extinguishers may be used by staff only, and only if staff are trained in how to operate them and are confident, they can use them without putting themselves or others at risk

Staff and pupils will congregate at the assembly points. (Each class lines up by the coloured shape on the fence on the field that matches their classroom door colour.)

Class teachers will take a head count 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 or medical needs (personal emergency evacuation plans (PEEPs)).

Fire Evacuation Procedures

Instructions on hearing the fire alarm:

- Instruct pupils to line up quietly by the exit door. (they must not take anything with them)
- Leave the building at the nearest available fire exit, closing doors behind you.
- Single file (adult in front should be the class LSA and the teacher at the back ensuring the door is closed behind them), walk the children to the assembly point (Along the back fence on the field)
- The children are to be encouraged to be as quiet as they can during this time.
- Designated staff to be checking the areas they are assigned.
- Admin staff to take registers, the registers will be handed to class teacher. If there is a supply teacher, then it should be given to the class-teaching assistant.
- Walk the line and count your class, if there is a discrepancy do a role call with the register.
- Teacher to include class-based staff assigned to their class in their count. A member of SLT will count all non-class-based staff.
- Site Manager (if on site) or SLT to check alarm panel for activation point then building

sweep – if live fire, call 999 (The alarm panel is monitored by the Fire Service but a follow up call would not hurt.)

- Fire Service to be contacted by: Site Manager (If on site) Admin Team or in their absence our HLTA.
- If there is an abnormality, Site Manager/Headteacher may re-enter the building – only if safe to do so.
- In event of Fire and Rescue Service being on route, the gates to the playground will be opened for access and children kept on the grass.
- Once role call completed during practice evacuations – The Headteacher will talk to the pupils regarding the importance of fire safety before being returned to class.

Hall Evacuation Guidance

- Children should be led out quietly by the adults using all available exits.
- An adult should be the last to leave the hall checking it is clear and closing any doors.
- Pupils should be organised into their classrooms only once they are at the fire assembly point.

Fire during assembly

- The adults in assembly will lead the children out via the YR and Y1 classrooms that lead onto the playground – if the fire is in one of these classrooms the children will leave at your nearest available exit.
- Adults will ensure that all classroom doors on the non-playground side are closed.
- Adults in the staffroom will exit via their nearest available exit. They will ensure that doors are closed behind them as they leave.
- The Bursar, the Administration Officer, the Headteacher/the Deputy Headteacher will carry out duties as previously stated.

Lunchtime Procedure

- If the alarm is raised as the children are having lunch the Lunchtime Supervisors with the assistance from the teachers will jointly evacuate the children in the hall and Learning Support Assistants will assist with the children at the fire assembly point to organise them back into their class lines by the shape that is the same colour as their classroom door.
- The children will be evacuated by leaving through the Year 1 and YR classrooms which lead onto the playground - if the fire is in one of these classrooms the children will leave via their nearest available exit.

Breakfast and After School Club (BASC)

- The Turquoise door is the fire exit for the BASC and is therefore kept unlocked whilst children are on the premises – if this exit is blocked the children will leave via their nearest available exit.

- When the Fire Alarm sounds the children will line up at the door and one of the members of staff will lead the children across the hall and out of the designated Fire Exit to the fire assembly point. (The Field) The BASC leader will collect the register, the gate keys and the mobile phone and follow the children out of the building closing any doors behind her. They will ask another BASC member of staff to collect any children who are in the toilet and follow the children out onto the playground.
- The leader will then do a headcount to check all the children are present and if there are any children missing call the register. If it is deemed safe a member of staff may re-enter the building to look for any child who are unaccounted for.
- The leader will send one of the other members of staff to unlock the gate and wait for the fire Service.
- Children in any after school club such as football, will also leave the building via the turquoise classroom door leading to the playground. If this exit is blocked the children and staff will leave via their nearest available exit. It is the responsibility of the adults running these clubs to keep a register and check that all children are accounted for.

In exceptional circumstances the school fire alarm has to be switched off.

- All staff will wear a whistle around their neck.
- All staff, children and visitors will be informed that the fire alarm has been switched off and a continuous sound of a whistle indicates a fire in the school building and to follow the normal fire evacuation procedure.
- Any member of staff who identifies a fire will blow continuously on the whistle to replace the fire alarm from ringing.
- The above fire procedure will be followed as above if a continuous whistle sound is heard.

Silent Evacuation

There may be a time when it would be dangerous to use the alarms to signify an evacuation for example a gas leak. In these incidents we will carry out a silent evacuation.

The evacuation will be carried out in the same way as if there were a fire, but instead of an alarm the Headteacher or a member of the office staff will go to each classroom and tell staff the need to evacuate the building immediately. All children and staff will leave the site.

Cumberland's Security Lockdown Procedure Plan

Any member of staff will sound continuous blows of a whistle throughout the grounds and the building.

Whistles will be worn on lanyards by all members of staff.

- All pupils and staff are brought into or stay in their classroom/preschool quickly as soon as the whistle is heard.
- Office staff call 999.
- On arrival in their classroom staff will complete a head count then check against their school, electronic register, pre-school paper register if the internet is down, it will be checked against the board with how many children are present in each class/pre-school and check all adults in their team are present too.
- External doors locked by a member of staff in that class.
- Then close the windows and the blinds.
- Children in Pre-School will go upstairs; children in classrooms will go under their tables out of sight from the hall or in a safe space within the classroom, away from view from the hall or window, depending on the situation.
- Teachers should have their phones switched to silent in the classroom and ensure it is always accessible.
- Secure doors (on the far side of the school with adjoining doors) by pushing furniture against the doors to prevent access from one class to another.
- At the main reception area, the office staff lock the first external door to reception and then the second door into the main lobby area (turn lock at lower part of door).
- Office staff lock the white internal door to the office, close blinds and windows, and wait behind the curtain where they can access the phone.
- The headteacher will check all toilets then go to their office to pull blinds and shut the door or join the office staff or classroom if safer/more appropriate.
- Visitors must stay, not leave; they should go to the Hub and be asked to remain quiet, turn phones to silent and stay out of sight.
- Once all pupils are accounted for in their classrooms/pre-school, children are asked to sit quietly away from sight. If there are any missing children, staff will inform the Headteacher through the school WhatsApp.
- Turn off all the lights.
- Turn mobile phones to silence and ask everyone to remain quiet.
- Communication will be via the school WhatsApp so one member of staff in every area will need their mobile phone with them.
- If a staff member is working in the Hub, Pod or any other area of the school, they will go to the nearest classroom, and a message will be sent to their team via the school WhatsApp to inform them of their whereabouts.
- If a class is out on a visit, they should go to the park at the end of Methuen Road and communicate this via the school WhatsApp.
- During the lockdown procedure, nobody should be allowed to go to the toilet.

The school should remain in a state of lockdown until a senior member of staff, or the emergency services confirm that it has been lifted.

The lockdown procedure should be practiced (without children) at the start of each year and the head teacher should ensure that all staff are trained and aware of their roles should a lockdown be required.

Fire and Evacuation Procedures

Emergency evacuation procedure will be tested once every term.

The fire alarm is a loud continuous beacon.

Alarms are tested by Site Manager every Week.

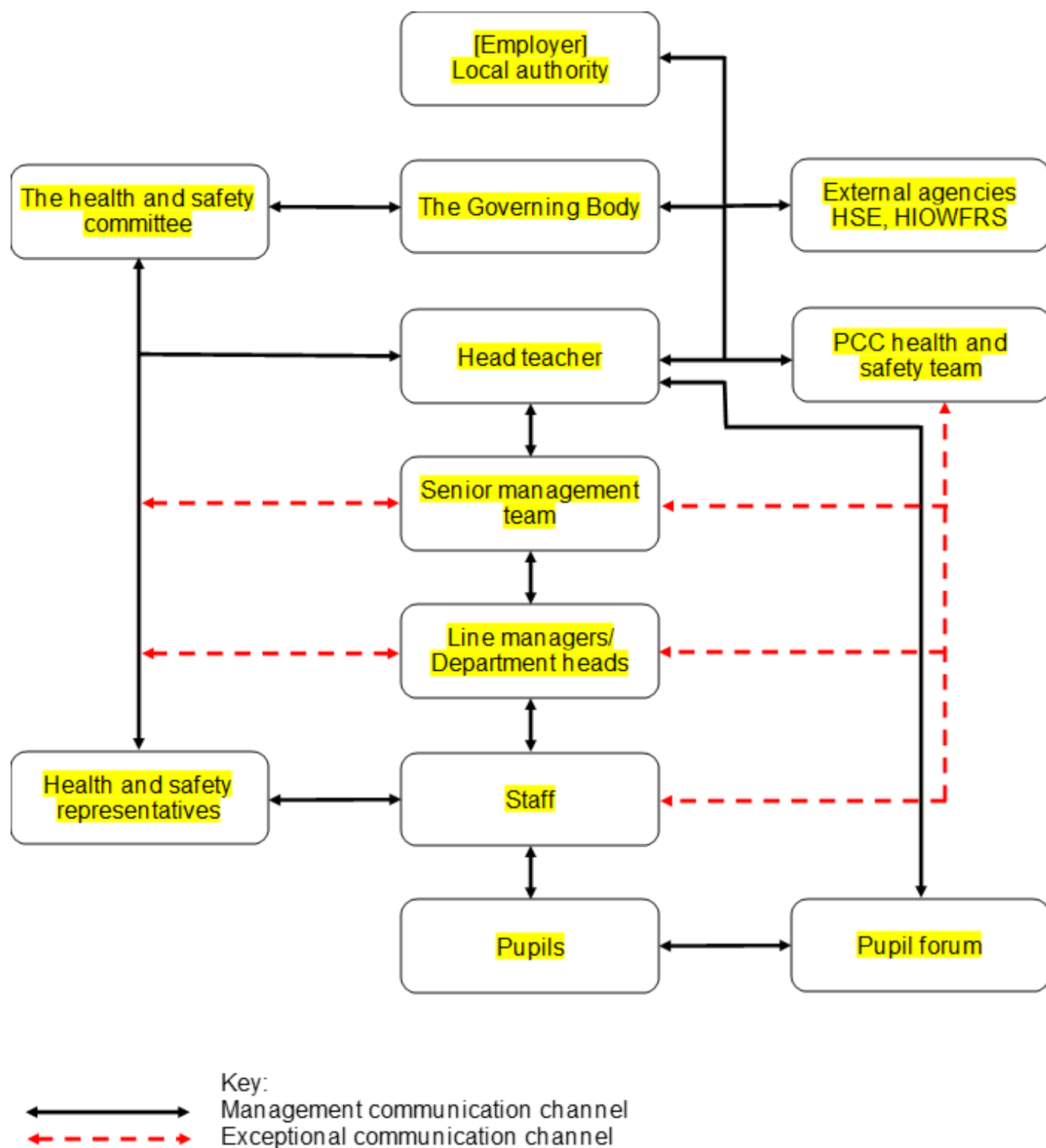
Escape routes are checked by Site Manager every day.

Fire Extinguishers are maintained and checked by Site Manager / Churches Fire every Monthly / Annually.

Emergency lighting tested by Site Manager every Monthly / Corrigenda Annually.

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

All the above are recorded in the Fire Logbook.



Appendix 2

Manual Handling Procedure

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

Appendix 3

Risk assessment guidance

The school's risk assessment processes follow-five steps:

- **Identification of risk** – where is it and what is it?
- **Who is at risk?** – children, staff, volunteers, parents etc
- **Assessment of the level of risk** – high, medium or low. This is both the risk of the likelihood of it happening, as well as the possible impact if it did
- **Control measures to reduce/eliminate risk.** What will you need to do or ensure

others will do, to reduce that risk?

- **Monitoring and review** – how do we know if what we are doing is working, or is it thorough enough? If it is not working, it will need to be amended or maybe there is a better solution.

Responsibility for Risk Assessments

Staff are responsible for carrying out their own risk assessments when carrying out activities i.e. school trips or curriculum activities. Copies of risk assessments will be given to the Headteacher 2-6 weeks prior to the trip and sent to Evolve.

1. General risk assessment - will be co-ordinated by; Site Manager – Steve Culver
2. New and expectant mothers risk assessment - will be carried out by Headteacher – Becky Herbert
3. Curriculum activities assessment - Risk Assessments for Curriculum activities will be carried out by relevant staff.
4. Fire safety assessment - A site-specific fire risk assessment will be carried out by Bryn Bashford BBFS Ltd
5. Manual handling assessments - Manual handling risk assessments will be carried out (co-ordinated) by Site Manager- Steve Culver
6. Computers and Workstation assessments - Workstation DSE assessments will be carried out by; Rocket – IT Technician – Jamie Campbell
7. Hazardous substances – Site Manager- Steve Culver is responsible for identifying and assessing hazardous substances within their area of responsibility.
8. Violence - Assessment of the risks of violence to staff will be carried out by Headteacher-Becky Herbert
9. Working at Height- Assessing the risk of staff working at height and using ladders- Site Manager –Steve Culver

Appendix 3

Risk Management

General			
Risk	Level prior to management actions	Risk Management	Level after management actions taken
Plug sockets	Medium	Socket switched off when not in use	Low
Slipping on spillage or when floor has been washed	High	Adult to clear away spillage immediately Yellow warning triangles to be used if area is still wet	Low
Cleaning products/poisoning	Low	All products used by children must be non-toxic Toxic products kept in locked cupboard in resources room	Low
Scissors and sharp equipment	Medium	Children to be taught to use the equipment safely	Low
Stapler and hole punch	Medium	Children to be taught to use the equipment safely	Low
Chairs	Medium	Children are taught to tuck chairs in to avoid someone tripping over them.	Low
Toys	Medium	Children to be taught how to use toys safely and tidy up after using them.	Low
General condition of toys and equipment	Medium	To be checked every time they are used and replaced or mended as needs be	Low

		Children to be taught to check toys when they play with them	
Laptops, iPads and Smartboards	Medium	Adults to ensure that the children use these appropriately	Low
Breakable items	Medium	Children to be supervised when using such objects Items to be stored out of reach of children	Low
Toilets			
Toilet Roll Holder	Medium	Make children are aware of where they are	Low
Locks on doors	Medium	Show children how to lock and unlock doors	Low
Flushing	High	Encourage children to flush their toilet when they have finished Adults to flush toilets if they go in and find children have forgotten to flush them	Low
Toilet seats	Medium	Show children how to use them appropriately	Low
Slippery floor	High	If adult notices or children report wet floor adult to mop floor and if still wet place yellow sign on the area.	Low
Soap	Medium	Cleaners to check there is enough soap in holders each morning.	Low

Outside Grounds			
Risk	Level	Risk Management	Level
Snow or ice on the ground.	High	Site Manager will assess the playground, lay grit over any icy areas and position cones if required. In consultation with Headteacher will decide if playground is safe to use.	Low
Children leaving the playground unaccompanied	High	Playground gates to be firmly closed and locked from 8.55am until 3.05pm. Then 3.30pm until 9am the next morning.	Low
Falling from trim trail equipment (We want children to develop skills on the equipment and take measured risks as they become more confident, therefore we will not stop a child using the equipment if they feel confident doing unless staff consider it to be dangerous)	High	Children to be talked to about appropriate use of equipment – only doing what they feel comfortable doing Safety flooring to be checked weekly by site manager Before and after school parents are responsible for watching their children on the trim trail. Headteacher and staff member of Breakfast Club to check if it has been raining overnight or in the morning that the trim trail is safe to use. Children instructed and taught not to run or use any of the playground equipment on the trim trail.	Low

Falling in the playground	High	Parents to provide appropriate footwear Adult supervision Children taught to look where they are going and consider others when they are playing Children to know their limits, how fast they can run without risk of falling.	Low
Falling into pond	High	Garden gate to be kept shut if not in use. Adult to supervise children in garden Pond covered with a locked lid.	Low
Slipping on flowerbeds when it has been raining	High	Children taught not to climb on flowerbed	Low
Falling from bikes	High	Children to be encouraged to ride bikes at appropriate speed and not when ground is wet	Low
Injuries from foreign objects	Medium	Cleaner to check throughout the grounds in the morning.	Low
Toy sheds	Medium	Adults to make sure that toys are put back/stacked safely	Low
Cat and Fox poo	High	Site Manager to check throughout the grounds in the morning. Year R and Pre-school to ensure sand and mud play areas are covered overnight.	Low
Outside Grounds			
Water tray	Medium	Make sure the water is changed everyday Make sure children play appropriately	Low

Sand tray	Medium	Make sure the children use the sand appropriately particularly regarding throwing sand Make sure the lid is put on the sand when not in use to stop litter and animals going in the sand	Low
Pre-School			
Climbing stairs	High	Children are taught when they join the Pre-School how to use the stairs safely, teach them to ask or indicate for help going up or down the stairs if needed. Staff risk assesses children who may need support on the stairs and continue to assist and risk assess until those children are safe independently to use the stairs.	Low
Free flow during the day	Medium	Always have a staff member in the upstairs area, the downstairs area and the outside area. If there are only two members of staff, close upstairs and have the downstairs and outside area only open.	Low
Outside with Year R	Medium	Children wear high viz vests when using the whole outdoor space with YR during their Discovery Time so their location can be identified quickly. Gate to playground to be closed throughout the day.	Low
In the garden or construction/physical development outside area	Medium	Gates to be closed to both areas when only Pre-school are spending time in garden or Physical	Low

		development/construction area and two adults always present.	
Staff			
Slipping on spillage	High	Adult to clear any spillage straight away Yellow warning triangles to be used when floor is wet	Low
Falling	High	Adult must use appropriate equipment to get objects stored out of reach If assistance is required a second adult will help Children will be taught to put away toys and equipment when not in use to ensure that excess equipment is not left unattended Teachers are responsible for ensuring that their classrooms have clear pathways	Low
Lifting	High	Adults must use correct lifting techniques to lift heavy equipment If equipment is too heavy then assistance must be given Two adults to set out play equipment outside where possible. Adults to lift heavier objects together	Low
Bending	High	Adults are encouraged to sit or kneel at tables rather than bend	

		over Adults should always use correct techniques to bend (bending from knees and not waist) When cleaning adults are to use long handled brush and mop to ensure minimal bending is incurred	Low
Poisoning	Medium	Follow COSHH guidelines	Low

Appendix 4
Off-site Risk Management

Risk	Level	Risk Management	Level
Lost Child	High	Adult to child ratio at least 1:6 Children must always be in sight of adults Children must never be left unaccompanied Headcount must be taken before leaving the site	Low

Traffic accidents	High	Children must hold each other's hand (pairs) Designated crossing points must be used whenever possible Children will wear high visibility vests If using transport children must use seatbelts if available If using transport only designated insured drivers will be used	Low
Traffic accident involving a member of staff driving pupils in a Minibus	High	Only staff members who have completed the MIDAS training can transport children. Staff member driving minibus must do a safety check handover before driving	Low
General accidents	Medium	Any equipment should be tested before children are allowed to use it Equipment must be age/development appropriate for the children Staff /volunteers to be alert and responsive at all times to identify potential accident and general danger	Low
Routes/sites	High	All sites will be visited and assessed before the visit Routes will be planned and details of route will be given to the office if children are walking	Low

Appendix 4

Recommended absence period for preventing the spread of infection

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

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

Infection or complaint	Recommended period to be kept away from school or nursery
Athlete's foot	None.
Campylobacter	Until 48 hours after symptoms have stopped.
Chicken pox (shingles)	Cases of chickenpox are generally infectious from 2 days before the rash appears to 5 days after the onset of rash. Although the usual exclusion period is 5 days, all lesions should be crusted over before children return to nursery or school. A person with shingles is infectious to those who have not had chickenpox and should be excluded from school if the rash is weeping and cannot be covered or until the rash is dry and crusted over.
Cold sores	None.
Respiratory infections including coronavirus (COVID-19)	Children and young people should not attend if they have a high temperature and are unwell. Anyone with a positive test result for COVID-19 should not attend the setting for 3 days after the day of the test.
Rubella (German measles)	5 days from appearance of the rash.

Hand, foot and mouth	Children are safe to return to school or nursery as soon as they are feeling better, there is no need to stay off until the blisters have all healed.
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
Measles	Cases are infectious from 4 days before onset of rash to 4 days after, so it is important to ensure cases are excluded from school during this period.
Ringworm	Exclusion not needed once treatment has started.
Scabies	The infected child or staff member should be excluded until after the first treatment has been carried out.
Scarlet fever	Children can return to school 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered, the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the school or nursery, the health protection team will assist with letters and a factsheet to send to parents or carers and staff.

Slapped cheek syndrome, Parvovirus B19, Fifth's disease	None (not infectious by the time the rash has developed).
Bacillary Dysentery (Shigella)	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.
Diarrhoea and/or vomiting (Gastroenteritis)	Children and adults with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course is completed. For some gastrointestinal infections, longer periods of exclusion from school are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, school health adviser or environmental health officer will advise. If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.
Cryptosporidiosis	Until 48 hours after symptoms have stopped.
E. coli (verocytotoxigenic or VTEC)	The standard exclusion period is until 48 hours after symptoms have resolved. However, some people pose a greater risk to others and may be excluded until they have a negative stool sample (for example, pre-school infants, food handlers, and care staff working with vulnerable people). The health protection team will advise in these instances.

Food poisoning	Until 48 hours from the last episode of vomiting and diarrhoea and they are well enough to return. Some infections may require longer periods (local health protection team will advise).
Salmonella	Until 48 hours after symptoms have stopped.
Typhoid and Paratyphoid fever	Seek advice from environmental health officers or the local health protection team.
Flu (influenza)	Until recovered.
Tuberculosis (TB)	Pupils and staff with infectious TB can return to school after 2 weeks of treatment if well enough to do so and as long as they have responded to anti-TB therapy. Pupils and staff with non-pulmonary TB do not require exclusion and can return to school as soon as they are well enough.
Whooping cough (pertussis)	A child or staff member should not return to school until they have had 48 hours of appropriate treatment with antibiotics and they feel well enough to do so, or 21 days from onset of illness if no antibiotic treatment.
Conjunctivitis	None.

Giardia	Until 48 hours after symptoms have stopped.
Glandular fever	None (can return once they feel well).
Head lice	None.
Hepatitis A	Exclude cases from school while unwell or until 7 days after the onset of jaundice (or onset of symptoms if no jaundice, or if under 5, or where hygiene is poor. There is no need to exclude well, older children with good hygiene who will have been much more infectious prior to diagnosis.
Hepatitis B	Acute cases of hepatitis B will be too ill to attend school and their doctors will advise when they can return. Do not exclude chronic cases of hepatitis B or restrict their activities. Similarly, do not exclude staff with chronic hepatitis B infection. Contact your local health protection team for more advice if required.
Hepatitis C	None.
Meningococcal meningitis/ septicaemia	If the child has been treated and has recovered, they can return to school.
Meningitis	Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed.

Meningitis viral	None.
MRSA (meticillin resistant Staphylococcus aureus)	None.
Mumps	5 days after onset of swelling (if well).
Threadworm	None.
Rotavirus	Until 48 hours after symptoms have subsided.