



Corpus Christi Catholic Primary School
Part of Edith Stein Catholic Academy Trust

HEALTH AND SAFETY POLICY

OUR MISSION STATEMENT

WE LIVE OUR LIVES LIKE JESUS

This means we will:

- √ ***Support everyone on their journey of faith as they deepen their personal relationship with Christ and by recognising the love of God in their lives.***
- √ ***Promote everyone's well-being and nurture children to be confident, resilient and articulate with a self-belief that they can make a difference to their local community and wider world.***
- √ ***Encourage everyone to achieve their personal best, enjoy school and celebrate all achievements.***
- √ ***Celebrate our school's unique cultural diversity.***
- √ ***Reach out to Parents, the Parish and the wider community***

Jesus is at the heart of all that we are and do together at Corpus Christi

Responsibility	Date
Approved by Trust	
Scrutinised and Inspected by Governors	Health and Safety Committee – 18.1.22
Member of Staff Responsible	Head teacher
Statutory/Non- Statutory	Statutory
Date Last Reviewed	18 th January 2022
Date of Next Review	January 2023

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Statement of Intent

It is our policy at Corpus Christi Catholic Primary School, to carry out our activities in such a way as to ensure, so far as is reasonably practicable, that the health, safety and welfare of our employees, pupils and all persons likely to be affected by our activities, including the general public, are protected. Where appropriate we will co-operate and co-ordinate with partnerships, contractors, sub-contractors, employers, Portsmouth City Council departments and the occupiers and owners of the premises and land, where we are commissioned to work, in order to pursue our Health and Safety Policy aims.

Our aims are to:

- Provide and maintain a safe and healthy working environment ensuring the welfare of all persons;
- Maintain control of health and safety risks arising from our activities;
- Comply with statutory requirements as a minimum standard of safety;
- Consult with all staff on matters affecting their health, safety and welfare;
- Provide and maintain safe systems, equipment and machinery;
- Ensure safe handling, storage and use of substances;
- Provide appropriate information, instruction and supervision for everyone;
- Ensure staff are suitably trained and competent to do their work safely;
- Continually develop a safety culture to remove or reduce the possibility of accidents, injuries and ill-health;
- Have robust procedures in place in case of emergencies;
- Assess risks, record significant findings and monitor safety arrangements;
- Review and revise safety policies and procedures periodically and when circumstances may introduce a requirement to amend or improve arrangements;
- Develop and maintain a positive health and safety culture through regular communication and consultation with employees and their representatives on health and safety matters.

ROLES AND RESPONSIBILITIES

Employer Responsibility – Corpus Christi Governing Board

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

The governing board has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The governing board, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training and resources are provided
- Periodically (at least annually) monitor and review health and safety arrangements

The governor who oversees health and safety is Mr Tom Blair

Responsible Manager – Headteacher, Miss U Clark

The Headteacher is responsible for health and safety day-to-day, who will act to:

- Develop a safety culture throughout the school;
- Ensure the health and safety policy is implemented;
- Consult staff and provide information, training and instruction so that staff are able to perform their various tasks safely and effectively;
- Assess and control risk on the premises as part of everyday management;

- Ensure a safe and healthy environment and provide suitable welfare facilities;
- Make operational decisions regarding health and safety;
- Ensure periodic evacuation procedures, safety tours and inspections are carried out;
- Ensure significant hazards are assessed and risks are managed to prevent harm;
- Ensure staff are aware of their health and safety responsibilities;
- Periodically update governing bodies/partnerships as appropriate;
- Produce, monitor and periodically review all local safety policies and procedure.

In the Headteacher's absence, the Office Manager assumes the above day-to-day health and safety responsibilities.

On- Site Health and Safety Co-ordinator – Site Manager. Mr. Z. Panalov

The on-site health & safety co-ordinator to the school will manage, advise and co-ordinate local safety matters on behalf of, and under the direction of the responsible manager. He/she is to work within their level of competence and seek appropriate guidance and direction from the responsible manager/headteacher and/or RW Safety Solutions as required.

The nominated health and safety co-ordinator will:

- Ensure the H+S Bring up diary is up to date and ensure training and reviews are carried out in a timely fashion.
- Review and monitor risk assessments and H+S checks.
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary
- Manage, advise and co-ordinate all local safety matters on behalf of, and under the direction of the responsible manager.
- Manages Lettings to ensure external users are briefed about H+S requirements and policy and are fully legally compliant

Staff (including volunteers)

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

All staff have a statutory obligation to co-operate with the requirements of this policy and to take care of their own health and safety and that of others affected by their activities by:

- Supporting the school health and safety arrangements
- Ensuring their own work area remains safe at all times and take reasonable care of their own health and safety and that of others who may be affected by what they do at work;
- Not interfering with health and safety arrangements or misusing equipment
- Complying with all safety procedures, whether written or verbally advised, for their own protection and the protection of those who may be affected by their actions
- Reporting safety concerns to their staff representative or other appropriate person
- Reporting any incident that has led, or could have led to damage or injury
- Assisting in investigations due to accidents, dangerous occurrences or near-misses
- Not acting or omitting to act in any way that may cause harm or ill-health to others

The responsibility of applying local safety procedures on a day-to-day basis rests with the staff. Where any new process or operation is introduced in the area of their responsibility, they are to liaise appropriately so that the associated risks are assessed and any precautions deemed necessary are implemented.

They are to ensure that all new members of staff under their control are instructed in their own individual responsibilities with regards to health and safety, and they will appropriately monitor those new staff. They are to make periodic inspections of their areas of responsibility, taking prompt remedial action where necessary to control risk.

Safety Committee

The purpose of the safety committee is to assist in the assessment of safety related matters and provide appropriate support to the responsible manager/headteacher. The safety committee is to periodically meet to monitor and discuss on-site health and safety performance, and recommend any actions necessary should this performance appear or prove to be unsatisfactory. Safety committee staff will be kept informed of all changes in practices and procedures, new guidance, accidents, incidents and risk related matters.

The safety committee consists of The Headteacher, Site Manager and governors and will meet half termly.

Fire Safety Co-ordinator – Site Manager Mr. Z. Panalov

The SBM is the fire safety co-ordinator who is the competent person for fire safety on the premises and acts on behalf of the responsible manager. Site Manager is to attend the fire safety co-ordinator training course and refresh this training every three years. The fire safety co-ordinator is responsible for the local management and completion of day-to-day fire safety related duties and upkeep of the fire safety manual.

The fire safety co-ordinator is to work within their level of competence and seek appropriate guidance and direction from the responsible manager and or/RWSS as required.

Site Management – Mr Z Panalov

The site management member of staff is the competent person for the overall management of general premises facilities and acts on behalf of the responsible manager. The competent person is to attend various training courses as appropriate and refresh this training as required on a course by course basis.

The competent person is

- responsible for the local management and completion of day-to-day premises matters and duties.
- Maintain an oversight of the cleaning arrangements and cleaners
- to work within their level of competence and seek appropriate guidance and direction from the responsible manager and/or RWSS as required.

Health & Safety Staff Representative –

The premises health and safety representative (whether a member of staff who is union appointed, or non-union and locally nominated) will represent the staff with regard to their health and safety at work. The health and safety representative is expected to promote a positive safety culture throughout the premises and carry out the health and safety duties appropriate to their role in accordance with current guidance and legislative requirements.

Safeguarding children

DSL – Mrs G. Comerford

DDSLs – Mrs A.Cope

Miss U. Clark

Please read Child Protection and Safeguarding Policies

Legionella Competent Person – Mr Z Panalov

The Site Manager is the nominated competent person for Legionella on the premises and acts on behalf of the responsible manager to provide the necessary competence to enable Legionella to be managed safely. The competent person is to undertake Legionella Management Training and will refresh this training every three years and all training records are to be retained.

The Legionella competent person will ensure that all periodic and exceptional recording, flushing, cleaning and general Legionella management tasks are correctly completed and recorded in accordance with legislative requirements. The competent person will advise the responsible manager of any condition or situation relating to Legionella which may affect the safety of any premises users. The competent person is to work within their level of competence and seek appropriate guidance and direction from the responsible manager and/or RWSS as required.

Asbestos Competent Person – Mr. Z. Panalov

The Site Manager is the nominated competent person for asbestos on the premises and acts on behalf of the responsible manager to provide the necessary competence to enable asbestos to be managed safely. The competent person is to undertake Asbestos Management Training and will refresh this training every 3 years and all training records are to be retained.

The asbestos competent person will ensure that all staff have a reasonable awareness of asbestos management and dangers. The competent person is to ensure that the appropriate staff are competent in the use of the asbestos register and that asbestos is managed in accordance with relevant statutory guidance. The competent person will advise the responsible manager of any condition or situation relating to asbestos which may affect the safety of any premises users. The competent person is to work within their level of competence and seek appropriate guidance and direction from the responsible manager and/or RWSS as required.

Accident Investigator – Headteacher Miss U Clark and Office Manager – Mrs L Penney

The on-site trained accident investigator is the Headteacher and Office Manager who will lead on all accident investigations in accordance with relevant statutory guidance.

Health & Safety Assistance & Advice

RW Safety Solutions is the competent source of safety guidance for the school/organisation as required under Reg 7 of the Management of Health & Safety at Work Regulations 1999. Where incident, issues or concerns arise beyond the level of understanding or knowledge in the school/organisation, then advice from RW Safety Solutions must be sought.

Inclusion Leader – Mrs A Cope

The Inclusion Leader maintains an overview of health and safety in relation to the needs of children and staff with a special need, including Personal Emergency Evacuation Plans (PEEPs) are maintained and updated for vulnerable pupils and staff. PEEPS are held in the registers and by the Inclusion Leader and SBM.

Educational Visit Co-ordinator – Mrs G Comerford

The EVC advises and supports staff to complete RA for any off-site activity, monitors the RA and evaluates trips with staff to identify key learning.

First Aid Trained Staff

Staff trained in Emergency first aid:

See Appendix 5

Staff trained in Pediatrics first aid:

See Appendix 5

Wrap around care- Mrs C Tye

The Early Bird/Late Owl manager ensures the staff follows the H+S Policy and procedures and reviews the RA on a termly basis.

Kitchen/Servery - Caterlink

Caterlink are responsible for the H+S of Caterlink employees and RA the servery area.

Caterlink staff working in the school must follow Corpus Christi H+S guidance including Child Protection procedures.

Pupils and parents

Pupils and parents are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

Contractors

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

4. SCHOOL ARRANGEMENTS

The following arrangements for health and safety have been developed in accordance with the Management of Health and Safety at Work Regulations 1999. These arrangements set out all the health and safety provisions for Corpus Christi Catholic Primary School and are to be used alongside other current school/premises procedures and policies.

In carrying out their normal functions, it is the duty of all managers and staff to act and do everything possible to prevent injury and ill-health to others. This will be achieved in so far as is reasonably practicable, by the implementation of these arrangements and procedures.

Accident/Incident Reporting and Investigation

The on-site management, reporting and investigation of accidents, incidents and near misses are carried out in accordance with statutory requirements as outlined by the HSE 'Incident Reporting in Schools', and kept in the school office.

Minor accidents to pupils are to be recorded in the Accident Book located in the medical room. A note should be made of the date and time of injury and a brief description of the injury. A note should be sent home outlining the injury and a phone call to parents.

Accidents involving children, staff, visitors or contractors are to be recorded in an Accident Report Book which is to be retained on site in the school office.

Near misses should be recorded on the recording form and attached to the defect book held in the school office.

The more serious accidents that are notifiable to the Health & Safety Executive (HSE) are to be reported using the F2508 Report Form.

All significant accidents, incidents and near-misses are to be immediately reported to the responsible manager. The trained accident investigator is to always conduct a documented investigation into more serious incidents. The purpose and intended outcome of the investigation is to identify the immediate and underlying causes of the accident so as to be able to implement appropriate measures to prevent reoccurrence.

The responsible manager will ensure that the governing body are appropriately informed of all incidents of a serious nature. All accident/incident reports will be monitored by the Health and Safety Governor Representative for common factors in order that repetitive causal causes may be identified to prevent reoccurrences.

Premises hirers and community/extended service/third party users must report all incidents related to unsafe premises or equipment to the school staff, who will appropriately report and investigate each incident. A written record should be completed, signed and dated and handed to the Office. Incidents related to the user's own organised activities are to be reported by them in line with their own reporting procedures.

Administration of Medicines

Arrangements regarding medicines are set out in the Administration of Medicines Policy.

Asbestos Management

Asbestos management on site is controlled by the asbestos competent person. The asbestos register as issued by Portsmouth City Council is located in the school office and is to be shown to all contractors who may need to carry out work on site. Contractors must sign the register as evidence of sighting prior to being permitted to commence any work on site.

Any changes to the premises' structure that may affect the asbestos register information will be notified to Portsmouth City Council Asset Management in order that the asbestos register may be updated accordingly.

Under no circumstances must staff drill or affix anything to walls that may disturb materials without first checking the register and/or obtaining approval from the competent person.

Any damage to any structure that possibly contains asbestos, which is known or identified during inspection, should be immediately reported to the responsible manager and the asbestos competent person who will immediately act to cordon off the affected area and contact the PBRs Asbestos Team for guidance. Any contractor suspected to be carrying out any unauthorised work on the fabric of the building should be immediately stopped from working and immediately reported to the responsible manager/headteacher and/or asbestos competent person.

Child Protection

Arrangements regarding child protection are set out in the Child Protection Policy.

Classrooms

Teachers are responsible for ensuring their classrooms are arranged according to safe practices and should complete a risk assessment with their phase leader at the beginning of each year. Safe practices include:

- Clear evacuation routes with no fire exit blocked.
- Wires are to be secured to prevent slips and trips
- Desks/tables arranged to reduce the risk of slips and trips
- Chairs to be kept tucked in and stacked safely

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

Community Users/Lettings/Extended Services

The responsible manager will ensure that:

- Third parties and other extended service users operate under hire agreements
- A risk assessment for the activity is completed
- The premises is safe for use and is always inspected prior to, and after each use
- Means of general access and egress are safe for use by all users
- All provided equipment is safe for use
- Fire escape routes and transit areas are safe and clear of hazards
- Hirers/users are formally made aware of fire safety procedures and equipment

Contractors on Site

Best practice would suggest that Portsmouth City Council or Hampshire County Council approved contractors are used for contractual work on the premises. Where non-approved contractors may be required or selected for use then appropriate safe selection procedures are to be used to ascertain competence prior to engaging

their services. The Safe Selection of Contractors Checklist is to be used to determine competence of non-approved contractors who will require adequate risk assessments to demonstrate their safe working practices for specific work being undertaken.

All contractors must report to the Reception where they will be asked to sign the visitor's book and asbestos register, and will be expected to wear a Visitors badge at all times. All contractors must be issued with the local written contractor induction brief that includes all relevant details of fire safety procedures & local safety arrangements.

Host staff are responsible for monitoring work areas and providing appropriate supervision, more so where the contractor's work may directly affect staff and pupils on the premises.

Curriculum Activities

All safety management and risk assessments for curriculum based activities will be carried out under the control of the teachers using the appropriate codes of practice and safe working procedural guidance for Design & Technology, Science, Music, Physical Education & Sport, Art, Swimming and Drama as issued by CLEAPSS, HIAS and RWSS. Teachers will be responsible for local risk management and ensuring that maintenance of equipment and premises in their areas of the curriculum are managed safely following the appropriate guidance.

Staff carrying out cooking activities with children should have completed the Level 2 Food Hygiene course and must carry out a risk assessment before starting the activity, paying particular attention to the medical needs of children.

Defect Book

Any health and safety issues or maintenance requirements identified by staff, pupils or visitors must be recorded in the Defects Book, which will be held in the School Office. The Site Manager should check the book each week and carry out the tasks listed in order of priority. The HT will monitor the Defect Book each half term as part of the site check.

Diary System

All health and safety issues will be organised into the School's Health and Safety "Bring up" Diary System which will include staff training, all documentation review dates, inspection dates, H&S meetings, planned fire drills and any other relevant issues. The H+S Admin support will manage the diary system ensuring that it is updated when changes occur and new dates are set for required H&S activities.

Display Screen Equipment

All users must complete the *display screen equipment e-learning course* every year without exception. All users must carry out periodic workstation assessments using the school's Workstation Assessment Form. Workstation assessments will be actioned as necessary by line managers and routinely reviewed at intervals not exceeding three years. Users are defined as those personnel who use a Workstation for more than 4 hours per day; this includes all teachers and administrative staff and some TAs/HLTAs

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.

Electrical Equipment

The responsible manager will ensure that:

- Only authorised and competent persons are permitted to install or repair equipment
- Where 13-amp sockets are in use, only one plug per socket is permitted
- Equipment is not to be used if found to be defective in any way
- Defective equipment is to be reported & immediately taken out of use until repaired
- All portable electrical equipment will be inspected/tested annually
- Equipment testing/inspection can only be carried out by a competent person.
- PAT testing is carried out by a competent person, we contract out to Hooper's Electrical and testing is completed annually

- Private electrical equipment is not to be brought onto the premises or used until it has been PAT Tested and passed.
- New equipment must be advised to the responsible manager in order that it can be added to future PAT testing schedules

Any defective or suspected defective equipment, systems of work, fittings, etc. must be reported to the responsible manager and attended to as soon as possible. Defective equipment should be removed from use and stored securely.

Emergency Procedures

General emergency evacuation for non-fire related emergencies is to be carried out in accordance with the school emergency evacuation plan. The school has a fire emergency plan for fire related emergencies and an emergency evacuation plan for all non-fire emergencies.

All staff will receive a brief and/or a copy of the emergency evacuation plan at induction, and they will be periodically provided with updated information as the emergency evacuation plan is routinely reviewed and amendments are introduced.

Personal Emergency Evacuation Plans (PEEPS) are to be completed, provided and exercised for any vulnerable persons to be able to ensure safe, assisted evacuation in the event of an emergency incident. Information is displayed in the relevant Classrooms and is held centrally by the Inclusion Leader and in the relevant class registers. A copy is also held in the Fire Grab Bag which is kept in the office.

Fire Safety

Arrangements regarding fire safety are set out in the Fire Safety Manual. The fire safety coordinator is the competent person for fire safety on the premises and is the immediate point of contact for all fire safety related enquiries on site.

The responsible manager will ensure through the fire safety coordinator that:

- All staff complete the mandatory *fire safety induction course*
- Fire safety procedures are readily available for all staff to read
- Fire safety information is provided to all staff at induction and periodically thereafter
- Fire safety notices are posted in the key areas of the building close to the fire points
- Evacuation routes and assembly points are clearly identified
- Staff are aware of their own responsibilities for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of fire.
- All staff are familiar with the flammable potential of materials and substances that they use and exercise maximum care in their use, especially with those marked *flammable*
- Fire evacuation procedures, fire safety training and fire alarm testing are carried out in accordance with legislation and the premises fire safety manual
- The fire risk assessment is reviewed annually by the fire safety coordinator and amended as new hazards or required amendments are identified

A fire safety checklist and procedures to follow in a fire evacuation can be found in appendix 1.

First Aid

Arrangements regarding first aid provision are set out in the First Aid Policy. The names and locations of the first aid trained staff on site are listed in the first aid policy and also clearly signposted around the school.

First aid is never to be administered by anyone except first aid trained staff with in-date training certification, operating within the parameters of their training.

Gas safety

Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer

Gas pipework, appliances and flues are regularly maintained

All rooms with gas appliances are checked to ensure that they have adequate ventilation

General Equipment

All general equipment requiring statutory inspection and/or testing on site (*eg. boilers, PE equipment, outside fixed equipment, climbing apparatus*) will be inspected by appropriate competent term contractors.

Equipment is not to be used if found to be defective in any way. Defective equipment is to be reported and immediately taken out of use until repairs or disposal can be carried out.

Good Housekeeping

Tidiness, cleanliness and efficiency are essential factors in the promotion of good health and safety. The following conditions are to be adhered to at all times:

- All corridors and passageways are kept free from obstruction
- Chairs should be tucked in during the day and stacked at night.
- Shelves in storerooms and cupboards are stacked neatly and not overloaded
- Floors are kept clean and dry, and free from slip and trip hazards
- Emergency exits and fire doors are not obstructed in any way
- Supplies are stored safely in their correct locations
- Rubbish and litter are cleaned and removed at the end of each working day
- Poor housekeeping or hygiene conditions are immediately reported

Hazardous Substances

The Competent Person for COSHH acting on behalf of the Responsible Manager is – **Zdravko Panalov** . Hazardous substances, materials, chemicals and cleaning liquids are not permitted to be used or brought into use on site unless a documented COSHH assessment has been undertaken, using a current chemical datasheet, by the trained COSHH assessor, and the product has been approved for safe use on site by the responsible manager.

When using any harmful substance, whether it is a material, cleaning fluid or chemical substance, staff must ensure that adequate precautions are taken to prevent ill-health in accordance with the COSHH assessment completed for that hazardous substance. The school provides Personal Protective Equipment (PPE) as required to staff using hazardous chemicals. Staff must never attempt to use a harmful substance unless adequately trained to do so, and then only when using the safe working practices and protective equipment identified in the COSHH assessment.

All hazardous substances are stored in the secure and signed storage when not in use. The Cleaners' stores of cleaning materials are stored in an allocated lockable cleaning cupboard and/or stored in the external store.

Hall

The Hall is used by a variety of groups throughout the day. Each group is responsible for good housekeeping in the area/spaces they have used.

Children should not enter the Hall building unsupervised.

The door to the Church should be locked unless a class/group is using the Church.

The kitchen should be kept locked unless it is in use.

Drama/Music Room and The Nest have a separate risk assessment which highlights specific hazards and control measures that are in place.

Hot Liquids

Staff should aim to drink hot liquids in the Staff Room or away from children whenever possible. Where hot drinks are taken to classrooms they must be in covered cups, using the suction covers. Only sealed cups maybe used on the playground.

The Site Manager will check the water temperature of taps in cloakroom areas to ensure there is no risk of scolds.

Infection prevention and control

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

Inspections and Monitoring

Daily

Daily monitoring of the premises, through working routines and staff awareness, is expected to identify general safety concerns and issues which should be immediately recorded in the premises defect book and reported to the Office Staff.

Monthly

Routine documented inspections of the premises will be carried out every month by the Site Manager, Responsible Manager, identified staff and/or a member of the Governing Body. Inspection findings are to be recorded on the Monthly Premises Safety Inspection Checklist and passed to the Health & Safety Governor or Head Teacher to review and sign. Any identified high level risks or safety management concerns are to be actioned within a fortnight and discussed with the head teacher immediately.

Annual

Annual detailed inspections of the premises' safety management system will be led by the Health and Safety Governor supported by the Site Manager and the Responsible Manager. These documented inspections will examine all areas of the safety management system and will be carried out using the school's Annual H&S Inspection Checklist.

Kitchens

The main servery area is only to be used by authorised staff in accordance with the identified safe working procedures. Authority and procedures for local management of the main kitchen is held by the Kitchen Supervisor (school cook). Any persons not normally authorised but wishing to enter the kitchen area must gain approval prior to entry and must strictly adhere to the kitchen safe working practices.

Safe working procedures and authorised access for other kitchen area and food preparation areas must be agreed by the Kitchen Supervisor and a risk assessment carried out with Caterlink staff prior to the kitchen being used.

Legionella Management

The Competent Person for legionella management acting on behalf of the Responsible Manager is – **Z. Panalov**.

Legionella management on site is controlled by the Legionella competent person who will manage and undertake all procedures regarding Legionella in accordance with legislation. Records of all related training, flushing, temperature monitoring, cleaning and defects are to be retained for auditing purposes.

A water risk assessment has been completed is regularly completed by Portsmouth City Council and all data is held on our Zeta Safe Systems. The Site Manager, Mr Keith Dean is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book

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

The risks from legionella are mitigated by the following: temperature checks, heating of water etc.

Lift

Access to the Drama/Music Room and The Nest in the Hall is via a lift for those who may need to use it. The Lift is serviced 6 monthly by Stannah through Portsmouth City Council and must only be used by an adult.

Lone Working

All lone working is to be approved by the Head Teacher and is to be carried out in accordance with the premises lone working risk assessment and the local written policy. The lone working arrangements for staff who may undertake lone working on this site are:

- A senior member of staff or the Site Manager.
- The head teacher must be informed of the time the lone worker enters and leaves the site.
- Lone workers must be aware of how to access the phone system out of school hours and should have the contact details of the head teacher and SBM

Moving and Handling

All staff must complete the *moving and handling course* every year. Staff and children are not permitted to regularly handle or move unreasonably heavy or awkward items, equipment or children unless they have attended specific moving and handling training and/or have been provided with mechanical aids in order to work safely.

Any significant moving and handling tasks are to be specifically risk assessed in order that training requirements and mechanical aids can be accurately determined to ensure that the task is carried out safely. The Site Manager is expected to undertake regular physical work which would typically include significant moving and handling, so therefore he/she must attend a formal moving and handling course specific to the work requirements.

The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

Where children assist in the setting up of the hall, they must not use the chair trolley or carry more than 2 chairs at a time.

For PE equipment, staff and children must follow the guidelines for moving and handling the equipment as stated in the PE Risk Assessment,

New and expectant mothers

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

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

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

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

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

Off-site Activities

Arrangements regarding off-site activities are managed in accordance with the Outdoor Education Service's procedures and guidance. EVOLVE should be completed for residential activities and higher risks trips.

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

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

All off-site visits are appropriately staffed

Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details

There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

PE Equipment

Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely

Any concerns about the condition of the gym floor or other apparatus will be reported to the Site Manager, **Zdravko Panalov** .

Physical Intervention

Arrangements regarding physical intervention are set out in the Physical Intervention Policy.

Provision of Information

The Head Teacher will ensure that information systems are established so that staff are periodically provided with information regarding safety arrangements on the premises. These systems include:

- Staff meetings;
- Policies and procedures available to all staff through the shared 'Health & Safety' Folder on the 'Admin Public' drive and
- Health and Safety notice board in the Staff Room.

Local health and safety advice is available from the SBM who can provide both general and specialist advice.

The *Health and Safety Law* poster is displayed in the Staff Room

Risk Assessment

General risk assessment management will be coordinated by the H+S Admin support and maintained by her/him who will keep a register of all risk assessments including COSHH Assessments.

Risk assessments must be undertaken for all areas where a significant risk is identified or a possibility of such risk exists.

The Head Teacher and Site Manager are trained Risk Assessors and will oversee the correct completion of risk assessments as appropriate. Risk assessments will be carried out and supported by those staff with the appropriate knowledge and understanding in each area of work.

All risk assessments and associated control measures are to be approved by the Responsible Manager or their delegated member of staff prior to implementation.

Completed risk assessments are listed in the Risk Register and will be reviewed periodically in accordance with each risk assessment's review date as listed for review in the premises bring-up diary system.

Security

Arrangements regarding security are based on the premises security risk assessment and are set out in the On-Site Security Policy which includes emergency unlock routines.

Mr Z Panalov, 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.

Mr Z Panalov, Mr Christian Mascia and Fr Emmaunel are key holders and will respond to an emergency. Additional key holders are Securitas who monitor the premises if the Site Manager is on holiday. The headteacher also has keys in an emergency.

All security information is held in the security file in the Finance office. Portsmouth City Council are sent updates as key holders change.

Stairs

Two KS2 classrooms, Drama/Music Room and The Nest are accessed by stairs. To ascend or descend the stairs persons should be in single file and stay to the left hand side. Stairs are maintained by the Site Manager to ensure there are no trip hazards or worn treads. No persons should run up the stairs.

Smoking and Vaping

Smoking and vaping is not permitted on the premises.

Stress & Wellbeing

Corpus Christi school is committed to promoting high levels of health and wellbeing and recognises the importance of identifying & reducing workplace stress.

Stress management through risk assessment and appropriate consultation with staff will be periodically reviewed and acted upon in accordance with current standards, guidance and requirements.

On-site arrangements to monitor consult and reduce stress situations are managed through good communication between staff and management

There is a staff counselling service which is available to all Portsmouth City Council Staff.

Specialist equipment

Parents are responsible for the maintenance and safety of their children's wheelchairs. In school, staff promote the responsible use of wheelchairs.

Oxygen cylinders are stored in a designated space, and staff are trained in the removal storage and replacement of oxygen cylinders.

Traffic Management

There is no parking on the school site. The Head teacher is authorized to park at the Presbytery.

At times, deliveries can drive onto the site via the back gate. However, no vehicle can be driven in the school grounds when children are outside before or after school and during break times/ lunchtimes or during PE/Games. Any contractors who need to use a vehicle on the school site must inform the school's Office before any maneuvers and will be supervised during any maneuver.

Training

The Responsible Manager is responsible for ensuring that all staff/volunteers are provided with adequate information, instruction and training regarding their safety at work. A training plan will be developed and maintained and monitored through a Training Diary.

All staff will be provided with the following as a minimum training provision:

- Induction training regarding all the requirements of this health and safety policy
- Appropriate local training regarding risk assessments and safe working practices
- Updated training and information following any significant health and safety change
- Specific training commensurate to their own role and activities
- Periodic refresher training that will not exceed three yearly intervals

The SBM is responsible for coordinating all health and safety training requirements, maintaining the health and safety training plan, and managing the planning of refresher training for all staff. A record of all staff H&S Training is regularly maintained on a database in the Health and Safety folder.

Violent Incidents

Violent, aggressive, threatening or intimidating behaviour towards staff, whether verbal, written, electronic or physical, will not be tolerated at Corpus Christi

Staff **must** report all such violent and aggressive incidents to ensure that there is an awareness of potential issues and/or injuries, and so as to enable incidents to be appropriately investigated so that reasonable actions may be taken to support those involved and reduce the risk of similar incidents occurring in the future.

Violent incident reporting is completely confidential. Violent and aggressive incidents are to be reported using PCC Violent Incident Report (VIR) Form.

Visitors

All visitors must initially report to the main reception where they will be provided with the key health, safety and fire safety information to enable them to act appropriately and safely in the event of an incident.

Visitors to the premises will need to sign in and out at the main reception and will be provided with a Visitor badge which must be worn at all times. Proof of identity will be asked for from all new visitors to the school. This can include a driver's licence, passport, or identity badge. Visitors will be asked if they have had a DBS check, (Disclosure & Barring Service). All visitors who are unable to demonstrate clearance by the DBS will be accompanied in the school at all times.

Work at Height

At Corpus Christi general work at height will be undertaken in accordance with the on-site generic risk assessment for work at height which identifies general requirements and safe working practices. Specific or higher risk tasks will be carried out in accordance with a specific risk assessment for that task.

The Site Manager is the competent person for work at height on the premises and has attended Portable Access, Ladder & Stepladder Safety Training. Training authorises:

- Use steps, stepladders and leaning ladders in accordance with their training
- Use of portable access equipment in accordance with their training
- Provide step stool instructional training briefs to staff in accordance with guidance.
- Provide stepladder and steps training to staff using the RWSS user training presentation.
- Carry out and record periodic inspections of all on-site ladders, stepladders and podium steps
- Remove access equipment from use if defective or considered inappropriate for use

The competent person for work at height and all other staff are not permitted to use any other access equipment for work at height without specific training. This includes the use of scaffolding, mobile towers and mobile elevated work platforms.

Work at height on the premises is only permitted to take place under the following conditions:

- Any work to be carried out at height must be in accordance with a risk assessment
- Access equipment selected for work at height must be as per the risk assessment
- Any staff working at height must be appropriately trained to use the access equipment
- Staff are not to improvise or use alternative access methods of their own choice
- Use of any furniture, including tables and chairs, is forbidden for any work at height
- Staff may only use step stools if they have received a local instructional training brief
- Staff may only use stepladders if they have received training from the ladder and stepladder competent person
- Staff may only use leaning ladders if they have personally attended an appropriate Ladder & Stepladder Safety course.
- Any safety concerns about a work at height task must be raised prior to work starting
- Access equipment used on site such as ladders and stepladders must only be that provided and are never to be lent to, or borrowed from third parties or contractors
- Contractors working at height are to be appropriately supervised and must only use their own access equipment

Monitoring

This policy will be reviewed by the head teacher annually.

At every review, the policy will be approved by the Headteacher and Board of Governors.

Policies in addition to the Health and Safety Policy

- A. Administration of Medicines policy
- B. Child Protection Policy
- C. Emergency Evacuation Plan
- D. Fire Safety Manual
- E. First Aid Policy
- F. Physical Intervention Policy
- G. On-Site Security Policy & Procedures
- I. Lone Working Policy & Procedures

Appendix 1. Fire safety checklist

Issue to check	Yes/No
Are fire regulations prominently displayed?	Yes
Is fire-fighting equipment, including fire blankets, in place?	Yes
Does fire-fighting equipment give details for the type of fire it should be used for?	Yes
Are fire exits clearly labelled?	Yes
Are fire doors fitted with self-closing mechanisms?	Not all, but staff are told not to wedge doors open
Are flammable materials stored away from open flames?	Yes
Do all staff and pupils understand what to do in the event of a fire?	Yes – half termly drills take place
Can you easily hear the fire alarm from all areas?	Yes

Appendix 2. Accident report

All Accident reporting forms are kept in the Medical Room for both Pupils and Staff.

HS1 Forms are completed and returned to Portsmouth City Council, Health and Safety Department when deemed necessary.

Appendix 3. Asbestos record

Location	Product	How much	Surface coating	Condition	Ease of access	Asbestos type	Comment
KS1 Boiler Roof	Asbestos board	One Sheet	None	Good	Difficult	White	

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 Public Health England. For each of these infections or complaints, there [is further information in the guidance on the symptoms, how it spreads and some 'do's and don'ts' to follow that you can check.](#)

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.
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 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)	<p>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.</p> <p>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 advisor or environmental health officer will advise.</p> <p>If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.</p>
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.

APPENDIX 5 – Trained First Aiders

Emergency First Aiders		Paediatric First Aiders	First Aiders at Work
Shiela Biddlecombe	Chris Tye	Trudie Elsom	Louise Penney
Marsha Boulton	Lauren Tandy	Mandy Zammit	Ellie Elsom
David Byrne	Kerry Wilson	Unity Friend	
Leeanna Cain	Tracey Timmons	Tracey Timmons	
Sue Capstick	Mandy Zammit	Layla Khan	
Luke Clark	Louise Penney	Hanna Potts	
Gemma Comerford	Hannah Potts		
Jennifer Dawson	Rachel Sayin		
Emma Devine	Tania Smith		
Ellie Elsom			
Trudie Elsom			
Unity Friend			
Emma Hawthorn			
Andi Hazleden			
Vicky Head			
Zoe Loftus			
Maggie Martinez			
Annique Miles			
Jade Newman			
Claire Packer			