



# **S09 HEALTH AND SAFETY MANAGEMENT** **AND RISK ASSESSMENT POLICY**

**Reviewed: Full Governing Body**

**Approved: Full Governing Body**

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## 1. Aims

Westminster Abbey Choir School and its Board of Governors are committed to providing, so far as reasonably practicable, a safe and healthy school for all employees, pupils, parents, visitors to our site, contractors and all those who could be affected by our activities.

In our role as employer we attach high priority to ensuring the school's environment, both educational and support, is delivered in an appropriate manner and complies with the provisions of the Health and Safety at Work etc. Act 1974 and the Management of the Health & Safety Regulations 1999 and all subsequent legislation.

Our school aims to:

- › Provide and maintain a safe and healthy environment;
- › Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site;
- › Have robust procedures in place in case of emergencies;
- › Ensure that the premises and equipment are maintained safely, and are regularly inspected;
- › All risks that may cause injury or harm to staff, pupils and visitors are identified, and all control measures that are reasonably practicable are in place to avoid injury or harm;
- › Risk assessments are conducted and reviewed on a regular basis.

## 2. 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:

- › Paragraph 16 of part 3 of [The Education \(Independent School Standards\) Regulations 2014](#), which requires proprietors to have a written risk assessment policy.
- › [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 requires employers to assess risks to the health and safety of their employees, including new and expectant mothers, 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 require employers to protect their staff from falls from height
- › Regulation 4 of [The Control of Asbestos Regulations 2012](#) requires that employers carry out an asbestos risk assessment.
- › Regulation 4 of [The Manual Handling Operations Regulations 1992](#) requires employers to conduct a risk assessment for manual handling operations.

- › DfE guidance on first aid in schools says schools must carry out a first aid needs assessment to determine what first aid provision is needed.
- › DfE guidance on the Prevent Duty states that schools are expected to assess the risk of pupils being drawn into terrorism.

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.

## 2.1 Linked Policies

S08 First Aid and Medical Care

S21 Building Security

S26 Accessibility Plan

S29 Fire Policy and Procedures

S35 Management of Crises/Disasters

S43 School Trips and Educational Visits

S46 Access to School Premises

S47 Pupil Access to Risky Areas

## 3. Roles and Responsibilities

### 3.1 The Governing Board

The governing board has ultimate responsibility for health and safety matters in the school and 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 Dean and Chapter of Westminster Abbey as the proprietors, also have a duty to:

- › Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks;
- › Inform employees about risks and the measures in place to manage them;
- › Ensure that adequate health and safety training is provided.

Health and Safety matters are overseen by the Finance and General Purposes Committee which reports to the full governing body.

### 3.2 Headteacher

The headteacher is responsible for health and safety day-to-day. This involves:

- › Implementing the health and safety management and risk assessment policy;
- › Ensuring there is enough staff available to safely supervise pupils;
- › Ensuring that the school building and premises are safe and regularly inspected;
- › Providing adequate training for school staff;
- › Reporting to the governing board on health and safety matters;
- › Ensuring appropriate evacuation procedures are in place and regular fire drills are held;
- › Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff;
- › Ensuring all risk assessments are completed and reviewed;
- › Monitoring cleaning arrangements, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary.

In the Headteacher's absence, the Deputy Head assumes the above day-to-day health and safety responsibilities. Whilst responsibility for these areas lies with the Headteacher, operationally in practice the responsibility is delegated to the School Business Manager to oversee and report to the Headteacher.

### **3.3 Health and Safety Coordinator**

The Headteacher will appoint a Health and Safety Coordinator.

The nominated Health and Safety coordinator role is currently held by the School Business Manager. They are responsible for:

- acting as "Responsible Person", reporting to the Abbey's Health & Safety Advisor;
- keeping the health and safety management and risk assessment policy under review;
- advising on changes to legislation;
- ensuring that risk assessments and health and safety audits are carried out and recorded by appropriately trained personnel and that any consequential actions are carried out;
- ensuring that appropriate safety training is carried out;
- ensuring that the school minibus is kept in a safe condition;
- ensuring that the contracted catering company have effective health and safety policies which are fully implemented and regularly reviewed;
- attending Abbey Health & Safety Management Group Meetings;
- preparing an annual report to Governors.

### **3.4 Staff**

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

Staff will:

- › Take reasonable care of their own health and safety and that of others who may be affected by what they do at work;
- › Co-operate with the school on health and safety matters;
- › Assist with, and participating in, risk assessment processes, as required;
- › Familiarise themselves with risk assessments;
- › Implement control measures identified in risk assessments;
- › Work in accordance with training and instructions;
- › Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken;
- › Model safe and hygienic practice for pupils;
- › Understand emergency evacuation procedures and feel confident in implementing them.

### **3.5 Pupils and Parents/Carers**

Pupils and parents/carers 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.

### **3.6 Contractors**

Contractors will share health and safety practices with the school and where necessary the Abbey Works Department before starting work. The contractor is also required to provide evidence that they have adequate insurance and that they completed an adequate risk assessment and method statement of all their planned work.

## **4. Site Security**

At all times we aim to ensure the School is a safe environment for all who work or learn here. Access to the school is operated on a security lanyard system and all visitors must ring the doorbell to obtain entry. We require all adult visitors to the School to sign in at Reception, and to wear an identification lanyard at all times whilst on the School premises. Staff must challenge any unaccompanied visitor who is not identified with a

black Staff lanyard and escort them back to the office. The office staff will direct any intruder that they must leave the School site straight away, informing the Headteacher or Deputy Head and alerting the Security Beadles if support is needed. It is extremely unlikely that a visitor could enter the school unaccompanied due to the lanyard system in operation.

The Abbey Security Beadles will be responsible for the security of the Abbey site during and outside of school hours. They are responsible for security visual inspections of the site, and for the intruder, access control and fire alarm systems. The responsibility for testing the fire alarm system is delegated to the School Premises Officer who conducts weekly checks and reports findings to the Security Beadles.

The Abbey Security Beadles are in receipt of an enhanced DBS certificate and as such they are key holders to the school site and respond to fire alarm activations and emergencies. Any entry onto the School Site using a lanyard is tracked and monitored and Security Beadles will ring the doorbell to request entry unless they are responding to an emergency.

## 5. Fire Procedures

The Abbey Security Beadle team is responsible for:

- maintaining the fire system and fire safety equipment;
- liaising with the fire authorities to ensure that operational fire units remain familiar with the school premises;
- arranging a fire risk assessment every 2 years and completion of remedial actions, liaising with the School Health and Safety Coordinator.

The School will be responsible for:

- ensuring emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices;
- Emergency evacuations are practised at least once a term;
- Fire alarm testing will take place once a week;
- New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.

In the event of a fire:

- › The alarm will be raised immediately by whoever discovers the fire;
- › Evacuation procedures begin immediately, exiting by the nearest, safest exit;
- › Abbey Security Beadles and emergency services are alerted;
- › Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk, however the main priority is to exit the building quickly and safely;
- › Staff and pupils will congregate at the assembly point located outside directly opposite the school on the grassed area of Dean's Yard;
- › Form tutors/class teachers will take a register of pupils, which will then be checked against the attendance register or overnight register of that day;
- › The School Business Manager will take a register of all staff, in their absence, this is carried out by the Headteacher. A full list of staff is contained in the Fire Evacuation red folder which is located beside the main entrance to the school;
- › An emergency grab bag rucksack is located by the main entrance to the school and contains foil blankets. A torch and a megaphone are also located by the door.
- › Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter.

The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

If any pupil or staff member needs further assistance to evacuate the building, the school will provide them with a personal emergency evacuation plans (PEEP) which specifically recognises their individual needs.

Please refer to the school's separate S29 Fire Policy and Procedures.

## 6. Clerk of the Works

The Clerk of the Works is responsible for ensuring professional maintenance and/or risk assessments of:

- maintaining the lift to a safe standard;
- ensuring electrical installation testing every 5 years and the testing of portable electrical appliances annually;
- ensuring that emergency lighting is safe and properly maintained;
- ensuring a legionella risk assessment is in place and regularly reviewed;
- ensuring an asbestos risk assessment is in place and regularly reviewed;
- ensuring gas safety certificate is in place for the school boilers and science lab equipment;
- ensuring that staff from his department and other workers contracted by the department follow safe systems of work whilst on the school premises.

## 7. Medical, Medication and First Aid

Please refer to the School's separate S08 First Aid and Medical Care Policy.

Westminster Abbey Choir School has in place:

- registration with the Victoria Medical Centre;
- the names of those qualified in first aid and the requirement for updated training every three years;
- at least one first aid qualified person on site when pupils are present;
- access to first aid kits (locations considered following a first aid needs assessment);
- arrangements for the safe administration and storage of all controlled and uncontrolled medicines;
- arrangements for pupils with particular medical conditions (for example asthma, epilepsy, diabetes);
- a system of recording accidents and incidents and informing parents as required;
- hygiene procedures for dealing with spillage and disposal of body fluids,
- guidance on when to call an ambulance.

## 8. Risk Assessment

Risk assessments are written as needed and reviewed by the relevant member of SLT (usually the Headteacher or Deputy Head in her absence) or the School Business Manager.

### 8.1 Definitions

Risk Assessment	A tool for examining the hazards linked to a particular activity or situation, and establishing whether enough precautions have been taken in order to prevent harm from them based on their likelihood and their potential to cause harm.
Hazard	Something with the potential to cause harm to people, such as chemicals or working from height.
Risk	The chance (high or low) that people could be harmed by hazards, together with an indication of how serious the harm could be.
Control Measure	Action taken to prevent people being harmed.

## 8.2. Risk Assessment Process

When assessing risks, Westminster Abbey Choir School will follow the process outlined below.

We will also involve staff, where appropriate, to ensure that all possible hazards have been identified and to discuss control measures, following a risk assessment.

**Step 1: identify hazards** – we will consider activities, processes and substances within the school and establish what associated-hazards could injure or harm the health of staff, pupils and visitors.

**Step 2: decide who may be harmed and how** – for each hazard, we will establish who might be harmed, listing groups rather than individuals. We will bear in mind that some people will have special requirements, for instance pupils with special educational needs (SEN) and expectant mothers. We will then establish how these groups might be harmed.

**Step 3: evaluate the risks and decide on control measures (reviewing existing ones as well)** – we will establish the level of risk posed by each hazard and review existing control measures. We will balance the level of risk against the measures needed to control the risks and do everything that is reasonably practicable to protect people from harm.

**Step 4: record significant findings** – the findings from steps 1 to 3 will be written up and recorded in order to produce the risk assessment. A risk assessment template can be found in Appendix 2 of this policy.

**Step 5: review the assessment and update, as needed** – we will review our risk assessments, as needed, and the following questions will be asked when doing so:

- >Have there been any significant changes?
- >Are there improvements that still need to be made?
- >Have staff or pupils spotted a problem?
- >Have we learnt anything from accidents or near misses?

**Step 6: retaining risk assessments** – risk assessments are retained for 3 years after the length of time they apply. Risk assessments are securely disposed of.

## 8.3. Areas of Risk

The school identifies key areas of school management that present risks to the school community – these include but are not limited to, the following:

- >Safeguarding
- >Pupil Welfare (including SEN and Medical)
- >Health and Safety
- >Security
- >Fire Safety
- >Critical Incidents
- >School Trips



## 8.4. Particular Hazards

- >Science Laboratory (Teacher of Science)
- >Art Classroom (Teacher of Art)
- >Laundry Room (Day Matron)
- >Linen Room (Day Matron)
- >Surgery Room (Day Matron)
- >Boarding Accommodation (Deputy Headteacher)
- >School Kitchen (School Catering Provider and School Business Manager)
- >Minibus (School Premises Officer and School Business Manager)
- >School Trips and Educational Visits (Headteacher)

Staff (as listed above) are responsible for the above areas to ensure that they are maintained in a condition that is safe and without risk to health and to publish, where appropriate, written orders for the guidance of the staff and pupils.

## 9. 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

Control of substances hazardous to health (COSHH) risk assessments are completed by the School Premises Officer 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.

- Hazardous cleaning products will be stored in locked cleaning cupboards and School Premises Officer's store room/office.
- Any flammable items are kept in a metal cabinet in the School Premises Officer's store room/office.
- Any hazardous items in relation to Science lessons are kept in the locked science lab chemical store room and pupils are only given access under the supervision of the teacher.

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

Emergency procedures, including procedures for dealing with spillages, are kept where hazardous products are stored.

Staff who are expected to work with COSHH products such as the Premises Officer and the cleaners are expected to undertake additional COSHH training.

### 9.1 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 they have adequate ventilation.

## 9.2 Legionella

- › A water risk assessment has been completed by a suitably qualified contractor, Aqua Care Water Management Systems. The School Business Manager is responsible for ensuring that the identified operational controls are conducted and recorded in the school's Legionella Inspection folder.
- › This risk assessment will be reviewed at regular intervals as determined by the Clerk of Works and the School, or when significant changes have occurred to the water system and/or building footprint.
- › The risks from legionella are mitigated by the following: monthly temperature testing by qualified engineer, quarterly disinfection of shower heads and flushing of infrequently used outlets by the School Premises Officer.

## 9.3 Asbestos

- › Appropriate staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it;
- › Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work;
- › Contractors will be advised that if they discover material that they suspect could be asbestos, they will stop work immediately until the area is declared safe;
- › A record is kept of the location of asbestos that has been found on the school site.

## 10. Equipment

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

When new equipment is purchased, it is checked to ensure 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.

### 10.1 Electrical Equipment

- › All staff are responsible for ensuring they use and handle electrical equipment sensibly and safely;
- › Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them;
- › Any potential hazards will be reported to School Business Manager or School Premises Officer immediately who will escalate issues as necessary to the Abbey Works Department;
- › 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 a competent person;
- › 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 competent person.

### 10.2 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.

### **10.3 Display Screen Equipment**

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use).

## **11. Lone Working**

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office
- Working during the school holidays
- Remote working, self-isolation and/or remote learning

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 will be informed about where the member of staff is and when they are likely to arrive or leave the premises. Outside of school terms, a specific arrangement will be put in place with any member of staff who is likely to be lone working – for example to text the Headteacher upon arrival and departure.

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

## **12. 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:

- Staff wear appropriate footwear and clothing when using ladders;
- Before using a ladder, staff are required to conduct a visual inspection to ensure its safety;
- Access to high levels, such as roofs, is only permitted by trained persons;
- Staff who are expected to be involved in working at height such as the Premises Officer and the cleaners are expected to undertake additional working at height training;
- Contractors are expected to provide their own ladders for working at height.

## **13. 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.

Staff and pupils are expected to use the following basic manual handling procedures:

- 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.
- › Staff who are expected to be involved in manual handling such as the Premises Officer and the cleaners are expected to undertake additional manual handling training

## **14. Off-site Visits**

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, an appropriate portable first aid kit, information about the specific medical needs of pupils, along with the parents/carers' contact details;
- › There will always be at least one first aider on school trips and visits.
- › Please refer to the school's separate S43 School Trips and Educational Visits Policy.

## **15. Violence and Sexual Harassment at Work**

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

All staff will report any incidents of aggression, violence or sexual harassment (or near misses) directed to themselves to their line manager/headteacher immediately. This applies to violence from pupils, visitors or other staff.

## **16. Smoking**

Smoking is not permitted anywhere on the school premises.

## **17. Infection Prevention and Control**

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

### **17.1 Handwashing**

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

### **17.2 Coughing and Sneezing**

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

### **17.3 Personal Protective Equipment**

- › Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (e.g. first aid).
- › Wear goggles if there is a risk of splashing to the face.
- › Use the correct personal protective equipment when handling cleaning chemicals.
- › Use personal protective equipment (PPE) to control the spread of infectious diseases where required or recommended by government guidance and/or a risk assessment.

### **17.4 Cleaning of the Environment**

- › The Cleaning team and Premises Officer clean the environment frequently and thoroughly.
- › Cleaning equipment is colour coded to ensure reduced chance of cross-contamination.
  - RED – Toilets;
  - YELLOW – Sinks, showers and washroom surfaces;
  - BLUE – Low risk areas such as classrooms, offices, dormitories or lounge areas.

### **17.5 Cleaning of Blood and Body Fluid Spillages**

- › Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment.
- › When spillages occur, clean using a product that combines both a detergent and a disinfectant, and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses, and suitable for use on the affected surface.
- › Never use mops for cleaning up blood and body fluid spillages.
- › Use spillage kits for blood spills, double bag and arrange for the disposal of spillage kit waste directly to the outside bin store.

### **17.6 Laundry**

- › Wash laundry in the dedicated facility.
- › Wash soiled linen separately and at the hottest wash the fabric will tolerate.
- › Wear personal protective clothing when handling soiled linen.
- › Never rinse soiled clothing by hand.

### **17.7 Sanitary Waste**

- › Always segregate domestic and sanitary waste, in accordance with local policy.
- › Sanitary waste is removed by a registered waste contractor.

### **17.8 Animals**

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

### **17.9 Infectious Disease Management**

We will ensure adequate risk reduction measures are in place to manage the spread of acute respiratory diseases, including COVID-19, and carry out appropriate risk assessments when needed, 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 surfaces that are frequently touched are cleaned once a day.

### **Keeping Rooms Well Ventilated**

- › We will use risk assessments to identify rooms or areas with poor ventilation and put measures in place to improve airflow, including opening external windows, opening internal doors and mechanical ventilation.

## **17.10 Pupils Vulnerable to Infection**

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

## **17.11 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 1.

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

## **18. 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 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.

## **19. Occupational Stress**

We are committed to promoting high levels of health and wellbeing, and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

Mental health awareness is promoted by the Abbey HR Department and for further support staff are able to contact the Employee Assistance Programme on 0800 030 5182 confidentially.

## 20. Accident Reporting

### 20.1 Accident Recording for Pupils

- An accident record will be completed on Medical Tracker as soon as possible after an accident occurs by the member of staff who witnessed the accident, who is on duty or the first aider who responded to the accident.
- As much detail as possible will be supplied when reporting an accident.
- Records held in the first aid and accident book (prior to January 2025) and on Medical Tracker (from January 2025) will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

### 20.2 Reporting to the Health and Safety Executive

The School Business Manager will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7) and will report these to the Abbey Health and Safety Advisor.

The Abbey Health and Safety Advisor will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

#### **School staff: reportable injuries, diseases or dangerous occurrences**

These include:

- Death
- Specified injuries, which are:
  - Fractures, other than to fingers, thumbs and toes
  - Amputations
  - Any injury likely to lead to permanent loss of sight or reduction in sight
  - Any crush injury to the head or torso causing damage to the brain or internal organs
  - Serious burns (including scalding) which:
    - Covers more than 10% of the whole body's total surface area; or
    - Causes significant damage to the eyes, respiratory system or other vital organs
  - Any scalding requiring hospital treatment
  - Any loss of consciousness caused by head injury or asphyxia
  - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the Abbey Health and Safety Advisor will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident.
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
  - Carpal tunnel syndrome
  - Severe cramp of the hand or forearm
  - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
  - Hand-arm vibration syndrome
  - Occupational asthma, e.g. from wood dust
  - Tendonitis or tenosynovitis of the hand or forearm

- Any occupational cancer
  - Any disease attributed to an occupational exposure to a biological agent
- › Near-miss events that do not result in an injury but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
- The collapse or failure of load-bearing parts of lifts and lifting equipment
  - The accidental release of a biological agent likely to cause severe human illness
  - The accidental release or escape of any substance that may cause a serious injury or damage to health
  - An electrical short circuit or overload causing a fire or explosion

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

These include:

- › Death of a person that arose from, or was in connection with, a work activity\*
- › An injury that arose from, or was in connection with, a work activity\* and the person is taken directly from the scene of the accident to hospital for treatment

\*An accident “arises out of” or is “connected with a work activity” if it was caused by:

- › A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- › The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- › The condition of the premises (e.g. poorly maintained or slippery floors)

Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](#)

## 21. Training

Our staff are provided with appropriate job specific health and safety training, including fire safety and evacuation procedures as part of their induction process.

Staff training needs are reviewed as part of the annual appraisal process.

A staff training matrix to identify training needs and completion of training is maintained by the School Business Manager.

## 22. Monitoring

This policy will be reviewed by the School Business Manager every year.

At every review, the policy will be approved by the Headteacher and then submitted to the Governing Body for sign off.



## Appendix 1. 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
<b>Athlete's foot</b>	None.
<b>Campylobacter</b>	Until 48 hours after symptoms have stopped.
<b>Chicken pox (shingles)</b>	<p>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.</p> <p>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.</p>
<b>Cold sores</b>	None.
<b>Respiratory infections including coronavirus (COVID-19)</b>	<p>Children and young people should not attend if they have a high temperature and are unwell.</p> <p>Anyone with a positive test result for COVID-19 should not attend the setting for 3 days after the day of the test.</p>
<b>Rubella (German measles)</b>	5 days from appearance of the rash.
<b>Hand, foot and mouth</b>	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.
<b>Impetigo</b>	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
<b>Measles</b>	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.
<b>Ringworm</b>	Exclusion not needed once treatment has started.
<b>Scabies</b>	The infected child or staff member should be excluded until after the first treatment has been carried out.
<b>Scarlet fever</b>	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.

<b>Slapped cheek syndrome, Parvovirus B19, Fifth's disease</b>	None (not infectious by the time the rash has developed).
<b>Bacillary Dysentery (Shigella)</b>	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.
<b>Diarrhoea and/or vomiting (Gastroenteritis)</b>	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.
<b>Cryptosporidiosis</b>	Until 48 hours after symptoms have stopped.
<b>E. coli (verocytotoxigenic or VTEC)</b>	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.
<b>Food poisoning</b>	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).
<b>Salmonella</b>	Until 48 hours after symptoms have stopped.
<b>Typhoid and Paratyphoid fever</b>	Seek advice from environmental health officers or the local health protection team.
<b>Flu (influenza)</b>	Until recovered.
<b>Tuberculosis (TB)</b>	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.
<b>Whooping cough (pertussis)</b>	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.
<b>Conjunctivitis</b>	None.
<b>Giardia</b>	Until 48 hours after symptoms have stopped.

<b>Glandular fever</b>	None (can return once they feel well).
<b>Head lice</b>	None.
<b>Hepatitis A</b>	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.
<b>Hepatitis B</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.
<b>Hepatitis C</b>	None.
<b>Meningococcal meningitis/ septicaemia</b>	If the child has been treated and has recovered, they can return to school.
<b>Meningitis</b>	Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed.
<b>Meningitis viral</b>	None.
<b>MRSA (meticillin resistant Staphylococcus aureus)</b>	None.
<b>Mumps</b>	5 days after onset of swelling (if well).
<b>Threadworm</b>	None.
<b>Rotavirus</b>	Until 48 hours after symptoms have subsided.

Appendix 2. Risk Assessment Template

Department
<b>Choir School</b>

Risk Assessment Title:

Who is at Risk?	
<b>People at Direct Risk:</b>	<b>Other People Who Could be Affected:</b>

Summary of Risk			
What is your assessment of the risk before the ACTION PLAN is completed?:	<input type="checkbox"/> High risk	<input type="checkbox"/> Medium risk	<input type="checkbox"/> Low risk
What will the level of risk be after the ACTION PLAN is completed?:	<input type="checkbox"/> High risk	<input type="checkbox"/> Medium risk	<input type="checkbox"/> Low risk

*Note : if the risk is still classified as 'High', even if you were to complete the action plan, then the hazard should be neutralised immediately (e.g. by stopping the activity or making the area safe) and the relevant manager should be informed.*

**Assessment and Action Plan**

What are the hazards?	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

**Sign Off Sheet**

Assessor Details:		
Assessor(s) name:	Assessor(s) signature:	Date:

Line Manager to sign below to accept the assessment:		
Line Manager's name:	Line Manager's signature:	Date:

A review of this risk assessment is to be undertaken annually or else if any changes occur that affect the facts given above		
Date of review:	Reviewed by (Name):	Comments: