



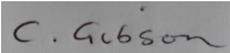
Ryhope Infant School Academy

Health & Safety Policy

Updated: September 2025

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School Business Manager

Ratified by: Board of Trustees

Signed: 
Chair of Trustees

Review Date: September 2026

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This Policy is to be read in conjunction with:

- Child Protection Policy
- EVC Policy
- Supporting Pupils with Medical Conditions
- Whistleblowing Policy

And;

- Protocols for access to the car park
- Accident/Incident Procedures
- Business Continuity Plan
- Emergency Evacuation Plan
- Staff Handbook

This policy will be reviewed on a biennial basis unless there are changes in legislation.

Statement of Intent

Ryhope Infant School Academy is committed to ensuring health and safety good practice across all areas of school life. We take our responsibility for the health and safety of staff, pupils, volunteers and any other visitors to the school very seriously and use this policy, in line with our risk assessment documents and in accordance with the 1974 Health and Safety Act, to maintain the highest possible level of health and safety around the school.

Health and safety in school is a priority as well as a legal requirement, and all members of the school community have a part to play in making sure that the school environment is safe, which we encourage by promoting a positive health and safety culture within the school. The school commits adequate and appropriate resources to making sure that the best equipment, risk assessments, advice, and training are applied both on school grounds and during off-site activities and visits.

All school staff will ensure that they are up to date and familiar with the school health and safety policy, as well as health and safety regulations that apply specifically to their own classroom activities. All activities, both on- and off-site, should be planned by staff with consideration for the safety of themselves, their colleagues, pupils and members of the public.

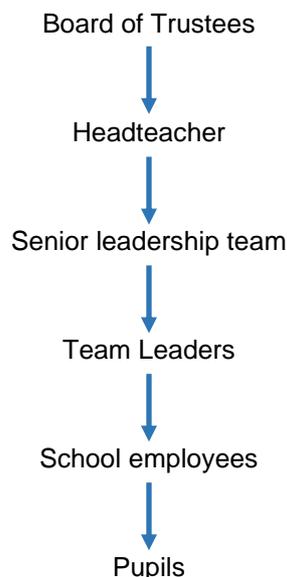
This policy will be reviewed by the board of trustees and the headteacher:

- at regular intervals
- after accidents, incidents and near misses
- after any significant changes to workplace, working practices or staffing
- after any form of notice has been served.

Roles and responsibility

The importance of good health and safety practice is promoted throughout the school, but members of school staff, the senior leadership team and the board of trustees carry the key responsibilities for assessing, recording and implementing the correct health and safety procedures.

Ryhope Infant School Academy's health and safety organisational structure



The academy employs the services of the Local Authority to act as Health and Safety advisers to the Academy.

The Local Authority is responsible for providing competent health and safety advice as required by the Management of Health and Safety at Work Regulations 1999.

The Local Authority will: -

- advise the Academy Board on the requirements of current health and safety legislation, and implementation of best practice and corporate policy.
- assist in the identification of appropriate competency standards and health and safety training strategies, to support staff development.
- investigate accidents and other incidents as appropriate and requested by the academy.
- undertake a biennial audit of health and safety arrangements in the academy.

Board of Trustees

The Board of Trustees recognise that it is their responsibility to provide the safest school environment as is reasonably practicable. They will do this by ensuring that:

- the school fulfils its legal health and safety obligations
- the school health and safety policy is being implemented and is effective
- risk assessments are carried out regularly either by the relevant authorities and/or school staff depending on the nature of the activity taking place
- the importance of good health and safety practice is promoted throughout school to all staff, pupils, parents, volunteers, contractors and any other visitors
- school premises and equipment are regularly assessed and reviewed in line with health and safety regulations

- there is the appropriate budget allocation to the school's health and safety provision
- the importance of good health and safety is communicated to school staff and carefully monitored
- all staff are made aware of the health and safety arrangements at the school, and of any changes to those arrangements.

Headteacher

The headteacher takes the responsibility of:

- ensuring everyone complies with the standards identified in the Academy's health and safety policy and associated codes of practices and propose improvements and amendments as appropriate
- ensuring that adequate and appropriate risk assessments are carried out and reviewed prior to any activity either on-site or off-site
- liaising with the board of trustees to inform that person of any health and safety issues or risks that arise
- incorporating key health and safety responsibilities into individual job descriptions and objectives, indicating individual levels of responsibility
- ensuring that the information on health and safety good practice that is available to school staff and visitors is up to date, easily accessible and promoted throughout the school. This includes the school health and safety policy and risk assessment templates
- ensuring that all support and cover staff are fully trained and equipped to deal with health and safety issues and emergencies
- ensuring that the board of trustees/governing body is aware of and up to date with any health and safety legislation or reasons for change in health and safety provision
- ensuring that adequate resources are allocated to discharge health and safety requirements
- ensuring that all staff, pupils and volunteers are aware of their health and safety obligations to one another
- ensuring that regular practice fire drills are undertaken
- ensure all accidents, assaults, dangerous occurrences and "near misses" are reported and investigated in line with agreed procedures

Members of the Senior Leadership Team

Senior leaders take the responsibility of:

- ensuring that all new employees are given the appropriate health and safety induction training, relating to both whole-school health and safety and any specific provision relating to their role in the school
- ensuring that part of the organisation of any school activity, either on or off-site, is a risk assessment for that activity and consideration of health and safety in terms of the wider school policy
- keeping up to date with any changes to arrangements surrounding activities and the implications of these on health and safety
- ensuring that all the relevant checks are done on the equipment and competency of contractors that come in to the school
- ensuring that all staff and pupils are aware of their health and safety responsibilities, including what to do in case of a fire, emergency, or medical emergency, and that all those taking part in any given activity are given proper training and health and safety briefing
- managing their particular budgets to ensure that there are enough resources to cover health and safety maintenance, checks and provision for activities under their department.

Team Leaders

Team leaders in the school take the responsibility of:

- assessing and implementing required health and safety provision as is implicated by risk assessments carried out for each activity undertaken by staff within their department
- ensuring that all pupils, staff and volunteers understand their health and safety responsibilities and are familiar with the school health and safety policy and procedures
- ensuring that all relevant training and preparation is carried out for all on- and off-site activities
- ensuring that correct procedures are undertaken in relation to accident reporting, first aid, fire safety and any other incidents that may occur during the course of a school activity

Employees

Employees of the school, whether they are fixed term, contract, or permanent take the responsibility of:

- ensuring that they are familiar and up to date with the school's health and safety policy and standard procedures
- keeping their managers informed of any developments or changes that may impact on the health and safety of those undertaking any activity, or any incidents that have already occurred
- ensuring that all the correct provisions are assessed and in place before the start of any activity
- making sure that the pupils taking part in the activity are sure of their own health and safety responsibilities
- cooperating fully with the employer to enable them to fulfil their legal obligations. Examples of this would be ensuring that items provided for health and safety purposes are never abused and that equipment is only used in line with manufacturers' guidance
- ensuring that any equipment used is properly cared for and in the proper working order. Any defects should be immediately reported to a senior manager and that piece of equipment should not be used.

Volunteers at the school have the same responsibilities for health and safety as any other staff and will be expected to be familiar with the school's health and safety policy and procedures.

Pupils

While school staff carry the main responsibility for health and safety provision, and the correct implementation of school policy and procedure, it is vital that pupils understand their role and responsibilities when it comes to whole-school and personal health and safety in order for staff to be able to carry out their roles effectively. As members of the school community, pupils take the responsibility of:

- listening to and following instructions from staff
- ensuring that their actions are safe for themselves and will not harm others in any way
- being sensible around the school site and when using any equipment
- reporting health and safety concerns or incidents to a member of staff immediately
- acting in line with the school code of conduct.

Pupils that are found to be a risk to health and safety may not be allowed to partake in certain school activities, and may be dealt with under the school's behaviour policy if the circumstances require it. We expect pupils to follow the school code of conduct, as this helps maintain good health and safety around the school. This is detailed further into this policy and can also be found in the school behaviour policy.

Management of Health & Safety at Ryhope Infant School Academy

The Headteacher and staff recognise that like any work activity, health and safety has to be managed proactively in school. The ultimate aim is to eliminate the incidence of work related accidents, and ill health that may otherwise affect employees and visitors. The health and safety of children is particularly important given their inexperience and different perception of risk.

Failure to meet moral and legal duties may result in civil claims costs for accidents and ill health against the Academy.

All staff are responsible for contributing to this proactive culture by applying the principles of this Policy. Health and Safety is a standard item at leadership meetings and information is cascaded to all staff. All staff are encouraged understand the need to be proactive about Health and Safety and this contributes to open discussion about issues in the Academy.

Safety review, monitoring, and evaluation procedure

The school's health and safety monitoring will be undertaken by the headteacher. This policy and the health and safety file will be reviewed by the board of trustees/headteacher/ due to triggers including, but not limited to:

- changes in key personnel
- changes to the structure of the school's organisation
- the introduction of new processes
- any change in premises or the specific use of part of the premises
- changes in legislation
- following the findings from an accident investigation (internal and/or external) or following a civil claim
- following consultation with employees
- following any enforcement action, i.e., by the HSE or local authority

Provision will be evaluated and changes for improvement made when and where there is a need for it.

It is important that the school monitors safe systems of work on a day to day basis in areas such as:

- kitchens
- cleaning cupboards
- staffrooms
- classroom cupboards

Health and safety files

The school's health and safety files should be readily available for inspection. A hard copy of all health and safety records should be printed out for the file, and backed up with an electronic copy. The files should serve as the central health and safety records for the school. Details of the following should be kept in the relevant files (where applicable):

- A current list of names of individuals with key health and safety roles
- A copy of the school statement of intent and projected date for review;
- A register of risk assessments completed for the school
- Copies of risk assessments including (where applicable):
 - General risk assessments;

- COSHH assessments;
- Display screen equipment workstation assessments;
- Fire risk assessments;
- Manual handling operations;
- Machinery / equipment;
- Lifting equipment and lifting operations;
- Lone working;
- Risk of violence and aggression;
- Pupil supervision forms (if used);
- Work in confined spaces, work at height, etc;
- Completed accident records sheets
- Copies of any accident report form sent to Health and Safety Services, plus the report of any investigation made into the accident / incident and details of any remedial action taken following an accident or incident;
- Details of emergency procedures – e.g., fire evacuation, procedures to deal with a chemical / biological or radiological spillage, location of first aid kits and first aiders, etc.
- Date and findings of health and safety inspections; together with details of any actions / timescales to be taken following such an inspection;
- Inspection and statutory examination reports relating to equipment – such as respiratory protective equipment, fume cupboards, dust extraction, lifting equipment, gas fired equipment etc.
- Other equipment maintenance and service records
- Fire drill records – dates and performance
- Health and safety training records – names, dates and course titles for health and safety training provided/attended (include local training such as health and safety induction; courses provided by Health & Safety Services, and external courses) - plus projected date for refresher training;
- Copies of completed health and safety induction checklists (for new staff);
- Copies of annual health and safety audit checklists and action plans;

The school keeps some of the above documents in specific Health and Safety files:

- Asbestos Register
- Fire Log
- Premises File - Testing and Maintenance records
- COSHH
- Accident and Incident Records
- Training Records – Personnel Files
- Risk Assessments

The school will retain records of health and safety incidents for a minimum of 6 years with exception to children where they will be retained until the child reaches the age of 25 years, in line with the records retention policy. The school examines past health and safety records and risk assessments to allow any necessary changes and improvements to be identified.

Accident/Incident Reporting (see Accident/Incident Investigation procedures)

All accidents to employees, contractors and visitors must be reported on the school's Incident Report Form. The forms are held by the School Business Manager and will take the lead in initiating an investigation into any incidents. The completed reports that form part of the investigation are held in school (as specified in the Retention schedule) by the School Business Manager for the school's records.

In the event of a serious accident **TSAS** will be consulted with regards to submitting a report to the HSE under RIDDOR.

An internal accident record procedure is completed each time a minor accident to a pupil occurs. If the pupil is taken direct to hospital the Incident Report Form needs to be completed and seek advice from the Local Authority with regards to submitting a RIDDOR report.

Accident reports and associated evidential documents should be retained for a minimum of 5 years.

First Aid Arrangements (also see 'Supporting Pupils with Medical Conditions Policy')

The following staff has completed a First Aid at Work Course

Miss Mandy Henderson – School Business Manager

James Burnicle – Site Supervisor

The following staff have completed Paediatric First Aid:

Miss V Welch Curriculum Support – Nursery 2's

Mrs K Robson Curriculum Support – Reception

Mrs M Carroll Curriculum Support – Nursery 2's

Mrs L Henry Curriculum Support – KS1

Miss C Cooper Curriculum Support – Nursery 2's

Miss C Tait Curriculum Support – Nursery 3's

Mrs C Ashurst Curriculum Support – Year 1/2

Mrs L Boyd HLTA

Miss K Hume BC, ASC, Lunchtime Assistant

Mrs J Lindstedt Curriculum Support – SEN

Miss G Turnbull Curriculum Support - SEN

Medication managers:

Mrs L Henry

Miss V Welch

Mrs C Ashurst

First Aid boxes can be found at the Playground Entrance, Training Room, Nursery & Studio, Hall and Staffroom.

A Defibrillator is located on the wall in the corridor, outside the Nursery 3's classroom

A travel first aid kit will be kept ready for off-site activities. The person in charge should be aware of accident procedures.

If children have an accident at school, they should be taken to the first aid area next to the playground entrance where equipment is kept. We are only allowed to administer very basic first aid – surface wounds should be washed using clean paper towel and water. Disposable gloves should be worn at all times and all medical waste should be disposed of in the appropriate labelled container.

A record of all minor accidents should be kept in the first aid treatment file, kept in the first aid area next to the playground entrance.

Class teachers should be kept informed. If we feel the injury is serious enough to warrant informing parents, children are given a note giving brief information about the accident. Incident Report forms are available from the School Business Manager for serious accidents needing further medical attention. Serious accidents should be brought to the attention of the Headteacher.

Medicine is only administered by staff if it is prescribed by a doctor. The parent/carer must complete a parental consent form stating the name of the pupil, the medication and the frequency and dosage to be administered. Medication will be kept in a secure place and a log completed by the member of staff administering the medicine. Further guidance can be found in the Medication Policy. Medication will only be administered by staff once the pupil has taken it for at least 24 hours

Where a pupil has significant health care needs, a health care plan should be drawn up with assistance from the parent/carer and medical practitioners.

Safe Behaviour and School Code of Conduct

The school is concerned with ensuring the good health and safety of members of the school community both on an individual basis and as a whole school body. Appropriate and considerate school behaviour and conduct is an important part of health and safety and there are various school regulations in place to monitor behaviour, as well as provisions for behaviour support. Most of these are outlined in the school behaviour and exclusions policies.

i) Drugs

The school will not tolerate drug use of any sort on school property or during off-site school activities. The school takes its anti-drugs policy very seriously and will discipline any person found to be in possession of drugs. This includes solvents and any other substance that can be misused or harmful. Pupils may be permanently excluded if they are found to be involved in drug-related incidents. This includes supplying, possessing, or taking drugs.

Prescription drugs

Carrying, supplying or taking prescription drugs illegitimately could result in a permanent exclusion.

Non-prescription drugs

Some over the counter drugs can be harmful if misused. We advise that pupils should not carry these in school. If they need medication they can go to the school nurse.

Medication

We are aware that it may be necessary for some pupils to take medication during the school day. Parents should make the school aware of this in writing as soon as their child starts taking the medication.

ii) Alcohol

Consuming, carrying or supplying alcohol is strictly prohibited. Any pupil involved in any alcohol-related activity may be permanently excluded.

All of these rules also apply when travelling to and from school. For more information see the school's behaviour and exclusions policies.

iii) Challenging behaviour

Abusive or challenging behaviour is a great risk to personal and whole school health and safety and the school will not tolerate abusive behaviour by pupils, staff, or visitors to the school. This includes

parents. The school policy for dealing with challenging behaviour, regulating off-site behaviour, exclusions, and bullying are laid out in our behaviour and exclusions policies.

Lone workers (see Lone Working Policy)

There will be some situations where staff at the school will be working alone or one on one with a pupil. Examples of this would be a staff member locking up the school at the end of the day, or one to one invigilation of exams. There is an increased risk to the health and safety of lone workers and the school has provisions in place to both identify and manage these risks.

Any staff, pupils, contractors or visitors who are identified as lone workers will be given all the necessary training, information and instruction to enable them to recognise the hazards and appreciate the risks involved with working alone.

Building and site maintenance

The Head Teacher is responsible for ensuring that the school premises are properly maintained, comply with health and safety laws, and are easily accessible and safe for the whole school community.

The school has appointed the School Business Manager and Site Supervisor a named person to be responsible for reporting any health and safety concerns relating to the school premises. He/she will co-ordinate any safety precautions that are necessary during ongoing site maintenance or building work. This will entail ensuring all contractors are suitably qualified to carry out the work for which they have been engaged and prior to work commencing, a risk assessment and method statement describing how the work will be safely completed is in place. Contractors will not be allowed to start work if the RAMS is not considered adequate.

Staff are responsible for reporting any outstanding repairs to the Site Supervisor. In particular, repairs to floor surfaces must be reported promptly and action taken to make areas safe on a temporary basis.

Fire safety and evacuation procedures

The school carries out whole school fire drills once a term. There are emergency exits located and signposted around the school, and emergency procedures posters detailing what to do in the event of a fire are posted around the school site.

Fire risk assessments are carried out, recorded, and regularly reviewed. Fire alarm safety checks are carried out regularly and recorded.

The emergency procedures should be followed in the event of an evacuation of the school for any reason. In the event of a power cut, emergency exit lights will indicate where the emergency exits are. Emergency lights are tested along with the other fire maintenance checks.

Emergency procedures

In the case of an emergency situation, the school will work closely with emergency services to do everything practicably possible to reduce the health and safety risk to those in the school. We have provisions in place to aid us in preventing certain emergencies but in some cases, such as extreme

weather, major power failure, or flooding, they cannot be avoided. In these circumstances the school will implement the school's emergency procedures as detailed in the Business Continuity Plan.

Health and safety training

Effective health and safety training is key to good health and safety practice. The school takes health and safety training seriously and expects all employees and pupils to do the same. Training is part of induction for all employees, whether they are on fixed term or permanent contracts. Visitors and volunteers are also responsible for contributing to safe practice around school.

Specific training in relation to use of equipment or substances may be given to staff relating to which department they will be working in. Employees who are not specifically trained for specialist equipment are not permitted to use it.

Workplace safety

The school will ensure that the school environment and workplace is safe for pupils, staff and visitors. This means keeping classrooms and corridors tidy, organised, and free of safety hazards such as loose wires. Appropriate clothing and good conduct will also be expected in school and both contribute to good health and safety practice.

Any hazards around the school site that are noticed by any member of the school community should be reported to a senior leader.

The Academy will ensure that all aspects of the premises are fully compliant with the requirements of The Workplace (Health, Safety and Welfare) Regulations 1992 including:

- Lighting levels
- Heating (all areas will be maintained at comfortable temperatures above 16C)
- Toilet facilities including hot/cold water soap and drying facilities
- Drinking water and facilities to make drinks and warm food

Selecting and managing contractors

It is vital that any company or persons invited into the school under a contractual agreement to work on school maintenance or the building site operates under the highest level of health and safety possible, and is aware of our school policy and procedures.

It is the headteacher's responsibility to select and oversee the management of contractors.

For information on safeguarding pupils against visitors or contractors to the school, please read our school child protection policy.

Display Screen Equipment (DSE)

The school recognises the importance of taking into consideration the health and safety surrounding the use of DSE and operate in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992. Some of the potential health problems associated with incorrect use of DSE are:

- Upper Limb Disorders (ULD) (e.g., upper limb aches and pains caused by poor posture)
- backache

- fatigue and stress
- temporary eye strain.

Staff will carry out an annual assessment of their computer arrangement using a standard template <http://www.hse.gov.uk/pubns/ck1.pdf>

Completed assessments are passed to the School Business Manager.

Where issues are reported or staff experience discomfort resulting from DSE advice will be sought from the school's health and safety and/or occupational health advisors.

Manual Handling

The school operates in accordance with the Manual Handling Operations Regulations (1992). 'Manual handling' describes activities which involve lifting, carrying, moving, holding, pushing, lowering, pulling or restraining an object or person. The school will provide information, instruction, and training on safe manual handling for day to day tasks, and will, as is reasonably practicable, avoid the need for employees to undertake any manual handling operations at work which involve a risk of injury.

Risk assessments are carried out by the headteacher and measures required to eliminate risk, or reduce it to the lowest level which is reasonably practicable, are identified from the information in the risk assessment and used to implement a safe system of work. While the school takes steps to reduce risk in the workplace, it is also the responsibility of staff and pupils to act in accordance with health and safety legislation and school policy. The school expects employees:

- to safeguard their own health and safety whilst at work, and also that of any person who may be affected by their actions
- to follow safe systems of work as determined by the result of the risk assessments
- to use mechanical aids which have been provided for their use and which they have been trained to use. Faults with any equipment should be reported to line management immediately
- to ensure that they use equipment as per manufacturer's instructions
- to attend training sessions as required and apply the knowledge/skills to daily tasks
- to report all accidents and incidents which have either caused or could have caused harm or injury
- to report any difficulties, including 'near misses' they have experienced in order that the risk assessment can be reviewed to prevent injury occurring
- to inform line management if they are unable to perform manual handling duties
- to ensure that they do not try to perform a manual handling operation which they believe is beyond their physical capability
- to comply with policy regarding suitable clothing, such as footwear and jewellery, so as not to injure pupils or themselves when undertaking a manual handling task
- to avoid the need to lift, carry, push, pull, lower or support loads wherever possible
- to mechanise tasks where they cannot be avoided by the use of trolleys, barrows, lifts or hoists
- to ensure risk assessments have been carried out, which take into account the work task, the activity involved, individual capacity, working environment and any other relevant factors.

Machine maintenance

The school operates in accordance with the Provision and Use of Work Equipment Regulations 1998 (PUWER). These regulations require that the work equipment in schools is:

- suitable for use, and for the purpose and conditions in which it is used;
- maintained in a safe condition for use so that people's health and safety is not at risk; and

- inspected in certain circumstances to ensure that it is, and continues to be, safe for use. Inspections are carried out by a competent person (this could be an employee if they have the necessary competence to perform the task) and a record kept until the next inspection.

The school ensures that risks created by the use of the equipment are eliminated where possible or controlled by:

- taking appropriate **'hardware' measures**, e.g., providing suitable guards, protection devices, markings and warning devices, system control devices (such as emergency stop buttons) and personal protective equipment; and
- takes appropriate **'software' measures** such as following safe systems of work (e.g. ensuring maintenance is only performed when equipment is shut down etc), and providing adequate information, instruction and training.

Control of substances hazardous to health (CoSHH)

There are areas in school where hazardous substances will be stored. The school has systems in place to ensure that hazardous substances are used correctly, and records are kept in order to prevent the misuse or accidental misuse of such substances. The precautions the school takes include:

- safe storage in locked cabinets, with a clear system explaining how and where chemicals are stored and who has responsibility for any keys to locked cabinets. Hazard data sheets and information on procedures for assessing substances hazardous to health are kept by the Site Supervisor in the CoSHH file. Hazard data sheets describe the hazards the chemical presents, and give information on handling, storage and emergency measures in case of accident
- only staff that are trained to use these substances will have access to them. These staff will be trained in proper maintenance, storage, and use of these chemicals
- clear labelling of all chemical bottles. Any hazardous substances should be stored in the original containers wherever possible and not decanted into an unlabelled container. Where they are decanted, full COSHH details should be transferred to the new container
- clear record of chemicals ordered, who they are ordered to, and that they are ordered for
- safe disposing of chemicals
- appropriate PPE for use when handling hazardous substances
- strict 'off-limits' policy for pupils. Pupils will only be allowed to handle hazardous substances under the supervision of a member of staff (in science lessons, for example).

All COSHH signage must conform to the requirements of the Health and Safety (Safety Signs and Signals) Regulations 1996 (as amended) relating to labelling and packaging of chemicals.

Personal Protective Equipment (PPE)

The school will arrange to purchase PPE for any employee, if it is determined necessary as a result of risk assessment, to ensure the health and safety of that person. It is recognised that PPE is the last line of defence and other control measures should be considered in the first instance.

Management of Asbestos in School

The Academy commissioned an independent Asbestos Management Survey which was carried out by Franks Portlock on the 21st June 2021. This has shown that the Academy has three areas where Asbestos Containing Materials (ACMs) have either been identified or are presumed. They are:

- Pipework Gaskets within the Academy's Boiler Room (Chrysotile)

In the event of works being carried out on the building fabric, where ACMs are presumed, a demolition/refurbishment survey will be required to identify any ACMs present.

During maintenance/construction work, all contractors are required to consult the Asbestos Register before commencing work and information is provided in advance to enable them to plan and undertake their works without risk of exposure to asbestos fibres. Risk assessments are carried out to inform decisions as to renewal, coating or encapsulation works.

The Asbestos Register is held in the main school Reception and is the responsibility of the Academy's Site Asbestos Monitoring Officer (SAMO). The SAMO for the school is the Site Supervisor who will ensure that the Asbestos Register is made available to all contractors/personnel where appropriate.

The SAMO is also responsible for the periodic checks to be carried out on the ACMs and to report any damage and/or deterioration immediately to the School Business Manager. Details of the checks carried out must be reported in the Asbestos Register and copies sent to Sunderland City Council.

Annual training is undertaken, as recommended in the Academy's Asbestos Management Plan. Any concerns regarding materials containing asbestos should be reported to the SAMO or School Business Manager.

Further information regarding Asbestos is contained within the Asbestos Register and includes the Academy's Asbestos Management Plan.

Electricity at Work

A statutory Electricity at Work Inspection is carried out every 5 years.

Portable electrical equipment is logged on an inventory and subject to periodic examination and test (PAT testing) by electrical contractors.

Staff must not bring electrical equipment from home for use at work unless it has been subject to satisfactory examination and test.

Working at Height

Work at the academy that involves working at height is very limited and generally restricted to work by the Site Supervisor or contractors.

Before working at height the following steps are followed:

- avoid work at height where it is reasonably practicable to do so;
- a risk assessment for work will be prepared
- all work at height equipment will be selected as the most appropriate to the work and will be inspected to be safe to use.

All work at height will be carried out by competent workers and all controls for workers and others affected by the work as identified in the risk assessment will be carried out.

Prevention & Control of Legionella

As part of an SLA with Sunderland City Council, risk assessments are carried out to determine what cleaning and disinfection is required to the water system in school. That treatment is carried out by an approved contractor. The certificates are held by the Site Supervisor.

Body Fluids - Cleaning up Body Fluids i.e. Urine, Faeces, Vomit and Blood

The Head Teacher will ensure the following arrangements for body fluids are followed:

- All hazardous products in use for cleaning up body fluids will have a COSHH risk assessment completed.
- Manufacturer's instructions will be followed when using these products. Should contact with the skin or mucous membranes occur, the area will be immediately irrigated with plenty of water and medical assistance sought as appropriate.
- All body fluids will be cleaned up as quickly as possible after spillage.
- Appropriate disposable gloves will be provided and worn.
- To ensure bacteria are removed, any spillage of body fluids will first be cleaned with a detergent. (If spillage kits have been used, detergent to be used following initial clear up of absorbent material).
- Urine spillages will be cleared up and the area washed with a detergent solution.
- Once the spillage has been completely cleaned, gloves will be removed and suitably disposed of and hands will be thoroughly washed using hot water and detergent.

Playground/outdoor Safety

All staff are responsible for the safety of children in the playground and outdoors. Risk assessments are carried out and reviewed regularly. Pupils are always closely supervised by staff. No child may leave the premises unaccompanied by an adult to retrieve balls etc. Children sometimes play too boisterously or roughly and this should be channelled into games or other activities. Children must be supervised on the climbing equipment at all times.

Staff should report damage or tripping hazards immediately to the School Business Manager.

Vehicle Movement on School Premises (see Protocols for Access to the car park)

Access to the school car park is controlled by the barrier at 'drop off' and 'collection' times for pupils with only authorised vehicles allowed. Deliveries to the rear of the school via the service road are not allowed during 'drop off' and 'collection' times for pupils.

The Academy is situated on a shared site with two other providers – Ryhope Junior School and Sunningdale School.

Visitors to the school

No visitors are allowed access to the school unless school staff are satisfied of their identity initially via the intercom handset, then through photographic evidence.

All visitors other than parents / carers bringing or collecting their child(ren) are requested to go immediately to the office for the signing in procedure. All visitors should display school visitors' badges and photographic ID if appropriate.

Non-compliance by any visitors will result in another staff member being called and may result in contact being made with the police.

Policy and procedures for off-site visits (see Educational Visits Policy)

A comprehensive set of guidelines has been prepared by the LA's Health and Safety Team and staff at Derwent Hill Centre, (EVAS). These can be accessed through the EVOLVE system by the appropriate staff.

Educational visits must be authorised by the Headteacher and are subject to formal risk assessment, parental consent and insurance arrangements.

Visits to Farms - Information about visits to farms is contained in EVC Policy.

The school admin team will make transport arrangements with an approved coach company.

The Educational Visit Co-ordinator is Miss E Lumsden (Deputy Head Teacher).

Occupational health services and managing work-related stress

Ryhope Infant School Academy takes the health and wellbeing of all its staff and pupils very seriously, and acknowledges that in a busy and hard working environment, managing work-related stress alone can be very difficult.

We urge any staff member who is experiencing stress to talk to their manager or a member of the senior management team, and the school will do everything that it can to support them.

Induction Arrangements for New Staff (see Induction Policy/procedures)

All new staff are issued with and given an introduction to this policy and the related policies by the School Business Manager. Any queries should be directed in the first instance to the School Business Manager.

Adults who become ill at school:

When an adult becomes ill at work the Head Teacher should be informed and a decision will be made as to whether the adult needs to go home and how best to get the adult home safely.

Children who become ill at school:

When a child becomes ill in class the Head Teacher should be informed and a decision will be made as to whether the emergency contact should be informed. This will depend on the nature of the illness and staff knowledge of the child.

Risk Assessment (see the Risk Management Policy)

Effective risk assessment is the foundation of all school health and safety checks, and the school takes steps to ensure that all school staff are confident and familiar with carrying out risk assessments, and recording and reporting risks.

The school carries out risk assessments in accordance with the Health and Safety at Work Act 1974. It is impossible to eliminate all risk, but the school does take every action that it can in order to decrease risk as far as is reasonably practicable. Any activity that is considered too high risk to the health and safety of our pupils, staff, or the general public through risk assessment will not be carried out.

The Academy has developed risk assessments that are specific to the Academy using the IOSH Risk Assessment template. Any queries should be raised with the School Business Manager in the first instance.