



Health and Safety Policy

School: Jigsaw Pupil Referral Unit

Date Approved by Management Committee: May 26

Chair: Mr D. Hains

Headteacher: Ms E. Rothlisberger

Review Date: May 27

Jigsaw Pupil Referral Unit
HEALTH AND SAFETY POLICY
STATEMENT OF INTENT

The school accepts its legal duty under the Health and Safety At Work Act 1974 to ensure, as far as is reasonably practicable, the health, safety and welfare of its employees, non-employees, pupils and visitors who use the school premises.

The school will take all reasonable actions to fulfil these duties and will seek to ensure the co-operation of staff, pupils, visitors and contractors.

Our aim is to create a positive safety culture within the school in order to ensure a safe environment for all aspects of school activities.

The organisation section identifies allocated staff duties and arrangements for creating a safe working environment have been established following a risk assessment of all known potential hazards.

The Health and Safety Policy and the general health and safety performance will be monitored at least annually and updated as necessary.

1. Organisation

Management Committee

The Management Committee shares with the Local Education Authority, the overall responsibility for health and safety. For its part the Management Committee will:-

- Ensure health and safety has a high profile.
- Ensure adequate resources for health & safety are made available.
- Ensures the school leadership consults with staff at least annually and ensure relevant training is carried out.
- Monitor & review the health and safety systems on a termly basis, through the Management Committee.

Head teacher

The Head teacher is responsible for day to day health and safety performance and will:-

- Develop a safety culture throughout the school.
- Take day to day operational decisions re Health and Safety
- Draw up safety procedures in partnership with the Management Committee and/or Staff
- Ensure staff are kept aware of their responsibilities.
- Update governors, through the termly meetings
- Monitor the effectiveness of procedures/systems.

Staff

All staff will:-

- Support the implementation of health and safety arrangements as required by health and safety legislation.
- Take reasonable care of themselves and others who may be affected by their acts or emissions.
- Ensure, as far as is reasonably practicable, that classrooms or work areas are kept safe.
- Report any concerns, shortcomings or near accidents immediately to the Headteacher, Deputy Headteacher or in their absence, the Health and Safety Officer - Claire Green or the Premises Officer Roger Jones.

Premises Officer/Health and Safety Officer

In addition to the above, the Premises Officer will:-

- Take responsibility for the ongoing security of the premises.
- Ensure the safe condition of the floors.
- Store potentially dangerous cleaning materials safely (see COSHH regulations).
- Ensure play and external areas are safe and clean from debris.

2. Arrangements

FIRST AID & MEDICINES (see separate policies for details)

See also Appendix 1

- First aid resources are located in each classroom and should be re stocked by first aiders when used.
- All treatment administered to a child should be recorded in the first-aid accident books, by the first aider. This is then filed in the Accident/first aid records file within the office.
- A list of children with medical conditions is held centrally in line with Data Protection and can be accessed by staff.
- All adults dealing with bodily fluids must wear disposable gloves, which are located with the first aid resources.

Medicines (see separate Administration of medicines policy for details)

- Teachers must not keep medicines in class, except for prescribed asthma inhalers, AAls (labelled), or items specified within an individual child's Health Care Plan.
- Parents wishing their child to receive medicines in school should complete an administration of medicines form from the school office. Only prescribed medicines can be considered.
- If a child requires non-prescribed medicine at school, parents may come in to administer it by prior arrangement.
- If they are unable to do so they may nominate another member of their family or a responsible friend (well known to the child), by local arrangement.
- All allowable, agreed prescribed medicines must be kept in the locked cupboard in the office. If they require refrigeration, they should be kept in the fridge in the office. The dose should be in a named container.
- All AAls, inhalers and spacers should be named and kept in the medical box in each classroom. These should be accessible to the child at all times and not

locked away. All staff should be aware of children with specific medical conditions (e.g. Asthma, diabetes, severe allergies requiring AAls) and the location of their emergency treatment.

- All First Aid staff have had training in how to administer AAls and asthma inhalers and all staff should access the training on Edu care.

ACCIDENTS

- Accidents, other than minor injuries, must be reported to the Headteacher/Deputy and in the case of a child, the class teacher and parents.
- If a child needs to go to the surgery or the hospital in an emergency, parents should be informed immediately. If a named parent/ agreed contact is unavailable, a member of staff should accompany the child acting 'in loco parentis'.
- In an emergency an ambulance should be called. This decision can be taken by a first-aider, the Headteacher, or any staff member.
- Accidents/Incidents that require a child to be sent home/to hospital should be recorded in the accident file, which is kept in the main school office. There is a legal requirement that certain categories of accident need immediate reporting under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR). This decision is currently the responsibility of the Headteacher.
- Injuries to children or adults requiring RIDDOR reporting must be reported to the LA Health & Safety Officers currently Denise Lysaght and Neil Simms
Denise Tel No:-07870379636 email:-Denise.Lysaght@sefton.gov.uk
Neil email:- Neil.Simms@sefton.gov.uk
- If a child receives a head injury, a notification must be sent home to the parents. It is the responsibility of the person dealing with the injury to ensure that this notification is made. The class teacher must be made aware of the incident so that the child can be monitored on returning to the classroom.
- The Head teacher will monitor the accident file on a monthly basis to assess any possible patterns of concern. These will then be considered at the termly Management Committee meetings if required.

FIRE SAFETY ARRANGEMENTS (see Fire Safety and Prevention Policy and Fire Evacuation Policy)

Introduction

These arrangements have been developed following completion of an annual risk assessment required under the Regulatory Reform (Fire Safety) Order 2006. It covers all operational phases of the school.

Fire Risk Rating

The fire risk rating of the school is considered to be low. The rating applies to all operational phases i.e. term time, holiday periods and during the evenings.

Alarm System

Type: Electric key operated with bell sounders

Maintenance: Service contract arranged through Sefton Technical Services Routine

testing: Different call point tested weekly by Premises Officer (see log)

Fire Extinguishers

Are located throughout the school according to requirement and are maintained through a service contract with Chubb Servicing.

Means of Escape and Emergency Exits

When the school is in session all designated exits (signposted) are magnetically locked but on sounding of the alarm the magnetic locks automatically release. All doors can also be opened from the inside with a green box key, push button or fob, when the alarm is not sounding. All staff should have the green box keys and the magnetic fobs on their person. These keys are also on the sets of keys handed out to supply staff and relevant visitors while on the premises. Supply/visitor keys are signed out and back in again so that sets can be monitored.

Evacuation procedures

- Evacuation procedures must follow the procedure laid down on the Fire Procedures Notice
- School evacuation (fire drill) is carried out termly. The evacuation takes place at different times of the day. The time and length of the evacuation is recorded in the Fire Log.
- The assembly point for fire drills are identified within the Fire Procedures Notice.

Adults present in school

- A number of members of staff are trained Fire Marshals; however our Fire Monitor is Erika Rothlisberger. (Head Teacher) In her absence Christopher Mathews is Deputy Fire Monitor or Claire Green in their absence. They are responsible for overseeing Fire Safety. The Head teacher and Deputy Fire Monitor should report to each other when they enter or leave the building during the day so that clear lines of responsibility are established in the event of an emergency evacuation. There is also a fire warden in each classroom Helen Roper - Class 1, Claire Green - Class 2 and Kristine Fawcett - Class 3 However, many other staff have also been asked to do the training on 'Fire Safety in Education' and 'How to be an effective fire warden or fire marshal' on Edu care. This will ensure that there is always someone on site who has fire safety training.
- All staff must sign themselves in on arrival and offsite when leaving the premises using the electronic system in the entrance. In the event of this not working staff must inform office staff who can manually enter these details.
- Visitors and contractors must sign the visitor's/contractors system on arrival and departure.
- Staff/Children who leave school during the day must be signed out on the system located at the school entrance.

These logs will be printed and taken out to the Fire evacuation point by a member of the office staff in the event of a fire alarm.

People with Special Needs

Discussions will be held with peoples/families or the person with special/additional needs to see how their individual needs can be met. Reasonable adjustments will be made.

Fire Precautions

- Flammable materials to be kept away from sources of heat.
- Fire exits are clearly identified and must be kept clear at all times.
- Flammable substances must be stored in secure fire cupboards
- Matches to be located only in the lockable cupboards within the classroom and stored at a height not reachable by children. Any activity, such as birthday celebrations, which use lighted candles, must be closely supervised by an adult.
- Naked flames will not be used as part of any free choice activity.
- Corridors are to be kept as clear and free from flammable materials as is possible.

Contractors

The Headteacher, Premises Officer/Health and Safety Officer or Technical Services Project Manager (Joanne McCann), will liaise with contractors prior to work starting at the school to establish any potentially hazardous aspects of the proposed work activities and to ensure that safety and fire precautions are not compromised. All contractors are expected to comply with any instructions in work orders/specifications issued by the Technical Services Department of Sefton Council and their own risk assessments and documented safe systems of work. Jigsaw has a Service level agreement with Technical services who are responsible for ensuring that all contractors have all the relevant documents including permits of work.

Records and Monitoring

Fire safety checks are recorded by the Premises Officer as per the systems set out in the Fire Log Book. This file is stored in the fire proof bag within the office. (On top of the staff lockers)

The Headteacher will monitor health and safety performance on an ongoing basis and identify in her termly meetings to the Management Committee any corrective actions which have been taken and any other safety matters which are outside her area of control.

Review

Fire Procedures will be monitored following termly fire drills and if changes to the layout or use of the building occurs.

Smoking Policy

The school has a no smoking policy and all staff and contractors are expected to comply with this policy when on site (includes grounds). **(See smoking policy)**

CURRICULUM HEALTH & SAFETY

- All children will be encouraged to observe safety rules and procedures and follow instructions from staff.
- Children will receive specific instructions, relevant to the subject being studied, as necessary. (e.g. use of glue-guns during Design Technology, carrying mats during PE etc...)
- Staff should also instruct children in general class safety rules (e.g. how to carry scissors safely, using electrical equipment with dry hands, tucking chairs underneath the tables etc.)
- Children should be made aware of potential hazards if equipment they are handling is improperly used.

SUPERVISION OF CHILDREN

- The school day begins at 8.50a.m. Staff must be present to supervise children as soon as they enter the building. School ends at 2.30p.m. All children are collected at the end of the day by contracted minibuses and taxis with escorts and in some instances by their parent/carer or family member. Any child not collected on time should be supervised by a member of staff. The parents/transport company will then be contacted. Except in an emergency, no teacher must leave a child unattended.
- Staff members will be on duty when the children arrive in the morning and will receive the children from the parents/ taxi escorts at the side gate.
- Staff members will be on duty for morning and lunchtime playtimes. Staff must remain vigilant at all times.
- At the end of the school day at approximately 2.20pm all children must be inside the building then and only then the side gate will be opened allowing the taxis to drive onto the playground staff escort the children to their escorts, taxi or minibus.
- All staff must exercise as much care and responsibility towards the children as that which would be taken by a caring parent.
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OFF SITE ACTIVITIES & OUTINGS

The school follows its own policy for all off-site activities. This has been drawn up from LA guidance and the HASPEV document. This is available within the main Educational Visits Policy.

MAINTENANCE & USE OF EQUIPMENT

- Staff are required to regularly check their immediate working environments and report any potentially hazardous situations, especially with regard to classroom fixtures and fittings, Sporting apparatus, Design Technology tools and equipment, musical instruments, tools and electrical items (including computers).
- The Premises Officer will undertake regular whole school visual checks of premises and log actions/concerns.

- Faulty or potentially dangerous equipment should be reported to the Headteacher and/ Health and Safety Officer immediately.

SAFETY INSPECTIONS

- Portable electrical appliances are tested annually/ bi- annually as required by law, by a suitably qualified person, and records are kept in the school office in the fire safe box.
- P.E. equipment, both indoors and outdoors, is inspected annually by The PE Subject Lead at Jigsaw. Some of these are also inspected by the installers on a 6 month/annual basis

HAZARD REPORTING PROCEDURES

- Staff should be alert to potential hazards at all times and report any concerns immediately to the Headteacher or Health and Safety Officer.
- Slips, trips and falls account for a high percentage of injuries in schools. It would be unrealistic to expect children not to fall, particularly at playtime. However, staff should be alert to, and report, any condition considered potentially hazardous. (e.g. uneven surfaces, holes, wet or slippery surfaces, worn carpets and trailing cables etc.). Any spillages should be cleaned up immediately. Yellow hazard warning stands are available from the cleaners' cupboards to identify potentially hazardous situations.

CONTROL of SUBSTANCES HARMFUL to HEALTH (C.O.S.H.H.)

- A record must be kept of any substances identified as hazardous. (by way of labelling on the container and the manufacturers material safety data sheet)
- The C.O.S.H.H. file is kept in the office and should be taken out to the fire evacuation point in the event the fire alarm being triggered.
- A COSHH assessment needs to be performed on any identified hazardous substances and this will identify safe systems of work.
- Hazardous substances will be kept in safe and secure storage.
- Appropriate personal protective equipment (PPE) should be worn when using hazardous substances.
- Staff are not allowed to bring potentially harmful personal substances of any sort onto school premises. School will provide the necessary substances to allow for full curriculum access /upkeep of classrooms.
- The safety data sheets for any hazardous substance used within the building are stored in a file available to all staff (**in a red file on the cupboard next to the photocopier in the office**) the sheets are in alphabetical order and each safety data sheet has first aid procedures highlighted should they ever be required. Each sheet is in duplicate and if in the unlikely event of anyone ingesting, inhaling, injecting, absorbing etc. any dangerous substance the duplicate sheet should be handed to the emergency services dealing with the incident so that they know what they are dealing with allowing swift action if required. The sheet should then be recopied and filed so that there remains a duplicate on hand.

BUILDING MAINTENANCE

- Major contractors are selected after a tendering exercise. Sefton Technical Services identify suitable contractors to take part in this process.
- All contractors should report to the school office, sign in on the school visitors system and wear a contractor's badge.
- The school asbestos register is available in the office, for contractors and must be viewed and signed before anyone proceeds with any works in the affected room. (Sensory Room)
- Contractors must ensure that access to fire doors remains unhindered during the period of the contract.
- Contractors must control their materials/tools whilst working on site and remove all waste on exit from site.
- Contractors must ensure working areas are securely cordoned off at all times.
- The building, school grounds, playgrounds should be checked each day by the Premises Manager to ensure a safe daily environment. In addition paths should be cleared and/or salted by the caretaker in adverse weather conditions.

GLAZING

- The school sources all new glazing through approved Local Authority contractors.

SECURITY OF SCHOOL PREMISES

During School Hours:

- The perimeter of the school site is securely fenced, inspected termly and well maintained.
- Access to the school building once the children are inside for the school day is via one entrance only. This is electronically locked and can only be opened from within the school building.
- The playground/field is securely locked between the hours of 9.05am and 2.20pm. Staff open and close these gates as part of a daily routine. Keys to these gates are kept by all class based and office staff so that in a fire emergency all staff can access the agreed fire meeting point.

Outside of school hours:

- The site has an electronic alarm system that is managed and maintained under a service level agreement through Philharmonic Security Group. It is attached to a remote call centre and is monitored 24 hours a day.
- Staff are aware that the last member of staff /Premises Officer/cleaner on site must ensure that the school premises including the gates are secure and the alarm is set as part of a daily routine.

Visitors to school:

- Visitors can access the main car park and are required to report to the main reception and to sign in on the system in the entrance..

Control of On-site Vehicles

- Staff vehicles
 - The car park is accessible to staff throughout the day. Staff are made aware of the need to drive slowly and with due consideration when entering and leaving the school site.
- Delivery vehicles

- Access is through the main car-park only. All contractors are requested to arrive outside of school starting and finishing times, wherever possible.
- Contractors
 - Contractors are able to park within the car park. Access to the playground during school hours is only after consultation with the Head teacher/Deputy or Health and Safety Officer.

VIOLENCE

- The school has up to date Behaviour and Leadership, Care and Control, Lone Worker and Complaints policies that detail how the school will respond to aggressive and/or potentially violent pupils and parents. Aggressive and violent behaviour will not be tolerated.

INSURANCE & LEGAL OBLIGATIONS

- Insurance cover must be in accordance with recommendations and include:
 - Public Liability Insurance
 - Insurance cover for community use of schools which details:-
 - Professional indemnity and liability cover for school governors
 - Employers liability
 - Personal accident insurance
 - Third party claims
 - Hiring of County premises
 - Buildings
 - School journey insurance scheme
- It should be noted that the following items are not covered by insurance:-
 - Equipment hired or on loan
 - Equipment owned by staff/pupils/community users.
- Any privately owned vehicles which may be used for school purposes (e.g in the event of an accident whilst taking a child home, or for emergency treatment, or staff using personal cars to take children out on trips) must have the appropriate level of insurance for business use. Note: Booster seats must be used if required.

DISABLED ACCESS

Disabled facilities form part of the school's accessibility plan and are updated and monitored in line with this document. (Accessibility policy)

STAFF TRAINING & INDUCTION

- All adults working unsupervised with children within school must have current CRB clearance, and have provided appropriate identification to the school office, for inclusion in the Single Central Record.
- New staff, both full and part time, receive induction training on appointment. This is the responsibility of the Designated Safeguarding Person.
- It is the responsibility of the class teachers to ensure that no work experience student is given a task, which is deemed to be hazardous. Safety routines in the classroom should be outlined before the start of the work experience.

STRESS IN THE WORKPLACE

- The school management team and leadership must place due consideration on working conditions, to ensure staff stress levels are reasonable.
- The school constantly monitors staff absence levels and patterns and works in partnership with the occupational health department of Sefton LA.

MOVING & HANDLING ACTIVITIES

- Children and staff should only lift equipment and furniture within their individual capability. Training will be provided for any hazardous moving and handling activities, particularly if these relate to support for children with physical disabilities.
- When working at height (e.g. displaying materials), step ladders should be used. Equipment is inspected on a regular basis. Before each use the ladders inspection checklist must be completed. This is on the wall in the cleaners cupboard where the ladders are kept . Chairs/tables etc. should not be used for this purpose.

GENERAL HEALTH & SAFETY ARRANGEMENTS

- Potentially hazardous substances must be stored in the secure storage provided, in the cleaners cupboard and not in class areas.
- Water, paint, liquid soap, clay or any other potential 'slippery' material should be used with care and any spillages must be cleaned up immediately. Warning signs are available, in the cleaners cupboard should an area become unavoidably wet.
- Stiletto heels are not to be worn in the school building.
- If staff have medicines in handbags, these are not to be stored in any class areas where children could have access to them. Each class has access to a lockable first aid cabinet for this use.

MONITORING & REVIEW OF POLICY

The Management Committee and Headteacher will carry out an annual review of the health and safety policy during the Summer Term, to ensure that any changes in legislation are adhered to and that the contents of the policy remain valid.

Members of The Management Committee, Premises Officer, Health and Safety Officer and the Headteacher will attend training as required, to assist them with effective monitoring of Health and Safety systems.

Risk assessments will be carried out by the Health and Safety Officer and the Headteacher on a regular basis.

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 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) | <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> |
| 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. |

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| 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> |

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| 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). |

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| 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. |
| Coronavirus | As of 2026, COVID-19 is managed in UK schools like other respiratory illnesses, with no specific legal restrictions, "bubbles," or mandatory masking. Children with mild symptoms can attend school; however, those who are unwell |

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| | with a high temperature should stay home. Regular testing is not recommended for students or staff |
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These recommendations and guidance could change daily in relation to schools.

Signed:

Date: