



Health & Safety Policy

Committee	Trust Board
Approved on:	July 2021
Next Review Date	July 2022
Updated/reviewed on	

Health & Safety Policy

This is the statement of general policy and arrangement for:

- Esprit Multi Academy Trust
- Grove Academy
- Hamilton Academy
- Northwood Broom Academy

Overall and final responsibility for health and safety is that of the trustees of Esprit Multi Academy Trust.

Day to day responsibility for health and safety in each school is that of the Academy Business Manager and Academy Principal. Overarching responsibility for the Trust is that of the Executive Business Manager and Site Manager.

Health and Safety law posters are displayed in each academy staff room

First aid equipment and incident/near miss forms are located at each academy reception

Aims and Policy Statement

This policy covers staff, pupils, visitors, contractors and other users of each academy premises. It aims to show how the Trustees and Governors discharge their duties under the Health and Safety at Work etc Act 1974.

The Trustees, Governors and Leadership Teams of each academy are committed to ensuring the Health and Safety of everybody involved at each academy. We aim to:

- Ensure that all reasonable steps are taken to ensure the health, safety and welfare of users of the premises and all participants in school trips.
- Complete relevant risk assessments ensuring actions required are carried out to remove/control any risks identified.
- Review Risk assessments annually or when the activity changes, whichever is soonest.
- Establish and maintain safe working procedures for staff and pupils.
- To provide and maintain safe school buildings and safe equipment for use in school
- Develop safety awareness, by appropriate training if necessary, amongst staff, pupils and others who help in school.
- Formulate and implement effective procedures for use in the event of fire and other emergencies.
- Investigate accidents and take steps to prevent a re-occurrence.

Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation:

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

The school follows [national guidance published by Public Health England](#) when responding to infection control issues.

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

This policy complies with our funding agreement and articles of association.

Roles and Responsibilities

The **Trustees** have ultimate control of each academy belonging to Esprit Multi Academy Trust. They will:

- Decide policy.
- Give strategic guidance.
- Monitor and review health and safety issues.
- Ensure adequate resources for health and safety are available.
- Take steps to ensure plant, equipment and systems of work are safe.
- Ensure that the school provides adequate training, information, instruction, induction and supervision to enable everyone in the school to be safe.
- Maintain the premises in a condition that is safe and without significant risk.
- Provide a working environment that is safe and healthy.
- Provide adequate welfare facilities for staff & pupils.
- In their critical friend role, maintain an interest in all the health and safety matters.
- Review and monitor the effectiveness of this policy.

The **Academy-Principals** are responsible for the day to day running of the academies. They will:

- Promote a positive, open health and safety culture in school
- Report to Trustees on key health and safety issues
- Seek advice from other organisations or professionals, such as the Local Authority, Health and Safety Executive, safety advisers etc. as and when necessary
- Ensure that all staff co-operate with the policy
- Devise and implement safety procedures
- Ensure that risk assessments are reviewed on an annual basis
- Ensure relevant staff have access to appropriate training
- Meet with the Sites Manager every week to ensure any building/grounds issues are dealt with in a timely manner

The **Academy Business Managers** will support the **Executive Business Manager, Site Manager** and the **Academy Principals** in their roles and are responsible for day to day maintenance of buildings and grounds.

They will:

- Ensure risk assessments are accurate, suitable and reviewed annually
- Deal with any hazardous practices, equipment or building issues and report to the Academy Principal if they remain unresolved
- Provide a good example, guidance and support to staff on health and safety issues
- Carry out a health and safety induction for all staff and keep records of that induction
- Keep up to date with new developments in Health and Safety issues for schools
- Carry out investigations into accidents and produce reports / statements for any civil or criminal action which may arise
- Ensure any contractors on site are competent in health and safety matters
- Ensure that any work that has health and safety implications is prioritised
- Report any concerns regarding unresolved hazards in school to the Academy Principal or Deputy immediately
- Ensure that all work under their control is undertaken in a safe manner
- Ensure that a daily check of the grounds and building to spot any disrepair or other hazards such as broken glass etc. in the play areas.
- Ensure that all site and cleaning staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling
- Ensure that a weekly test of the fire alarm is carried out.
- Ensure that weekly water flushing of little used water outlets is completed and all relevant water hygiene responsibilities are carried out.
- Ensure monthly checks are carried out on the emergency lighting and fire doors
- Ensure all contractors are 'inducted' and shown the relevant risk assessments, asbestos records and are made aware of any fragile roofs or other hazards in the areas where they will be working
- Fully co-operate with health and safety arrangements during larger building projects

Site Staff will support the Site Manager in their role and are responsible for day to day checks of buildings and grounds.

They will:

- Ensure that any work that has health and safety implications is prioritised
- Report any concerns regarding unresolved hazards at each academy to the Site Manager immediately
- Ensure that all work under their control is undertaken in a safe manner
- Carry out a daily check of the grounds and building to spot any disrepair or other hazards such as broken glass etc. in the play areas
- Carry out a weekly test of the fire alarm
- Carry out weekly flushing of little used water outlets
- Carry out monthly testing of emergency lighting

- Carry out monthly checks on fire doors.
- Ensure all contractors are shown the relevant risk assessments, asbestos records and are made aware of any fragile roofs or other hazards in the areas where they will be working

All Academy Staff will:

- Read the Health and Safety Policy
- Comply with the School's health and safety arrangements
- Take reasonable care of their own and other people's health and safety
- Report any Health and safety issues immediately to the academy office and record any site issues in the site book located at each academy.
- Leave the classroom / playground / office in a reasonably tidy and safe condition
- Follow safety instructions when using equipment
- Supervise pupils and advise them on how to use equipment safely
- Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate member of staff
- Follow the accident reporting procedure (which is a separate document)
- Contribute to and highlight any gaps in the school's risk assessments

In accordance with the Esprit Multi Academy Trust Positive Behaviour Policy, **Pupils** will:

- Follow safety and hygiene rules intended to protect the health and safety of themselves and others
- Follow safety instructions of teaching and support staff, especially in an emergency

All Contractors will:

- Comply with the School's health and safety arrangements
- Take reasonable care of their own and other people's health and safety
- Report any health and safety issues immediately to their own line manager or the academies site manager.
- Read and sign the asbestos register before starting any work
- Always leave their work area in a tidy and safe condition
- Follow safety instructions when using equipment and tools
- Ensure that no tools or work areas are left unattended at any time and will ensure that all refuse/waste is removed from the site at the end of each working day.
- Ensure that all power tools are unplugged and packed away at the end of each working day

The **Health and Safety Team at Stoke on Trent City Council** Will:

- Provide advice and guidance to help each academy fulfil their health and safety responsibilities
- Answer queries from the Executive Business Manager and Site Manager on health and safety issues
- Visit where necessary to give advice on all aspects of new and existing health and safety policies and procedures
- Collect information on accidents and incidents to report to HSE where necessary
- Advise on and facilitate (when possible) staff safety training
- Provide guidance for health and safety at each academy
- Visit the academies on an annual basis to conduct a health and safety audit and produce a written report.

Accidents and Incident Reporting

- The accident reporting procedure can be found in the staff handbook and all the associated paperwork can be found at each academy reception.
 - An incident/accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it.
 - As much detail as possible will be supplied when reporting an accident
 - Information about injuries will also be kept in the pupil's CPOMS record
 - Records held in the first aid and accident book 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

Reporting to the Health and Safety Executive

The Executive Business Manager/Site 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).

The Executive Business Manager/Site Manager will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These 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)
 - Any scalping 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
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where an accident leads to someone being taken to hospital
- Where something happens that does not result in an injury, but could have done
- 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

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

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)

<http://www.hse.gov.uk/riddor/report.htm>

18.3 Notifying parents

The class teacher will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

18.4 Reporting to Ofsted and child protection agencies

The academy principal will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The academy principal will also notify social care and health and safety teams at the local authority. Check this of any serious accident or injury to, or the death of, a pupil while in the school's care.

Administration of Medicines

- Medications prescribed 'four times a day' will be administered and witnessed by academy staff following the completion of a short term Individual Health Care Plan. All prescribed medicines must be signed in and out via the school office. Prescribed medicines should only be brought into the academies when essential; that is, where it would be detrimental to a child's health if the medicine were not administered during the academy day. Medicines prescribed 'three times a day' should be administered "before the start of the day, at the end of the day and at night".) In extreme cases, this can be discussed with the Academy Principle. However, parents and carers are all permitted to attend the academy to administer medication if they so desire. BASC staff may need to administer medicine in certain cases, there will be a comprehensive plan for this. This Multi Academy Trust will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber and are presented in the original container dispensed by a pharmacist and include the pupil's name, prescriber's instructions for administration and dosage. It is not usual policy to administer prescribed Calpol unless for the purpose of a long term medical need.
- **NON-PRESCRIBED MEDICINES**
Non-prescribed medicines will only be administered with prior written permission from parents in extreme circumstances such as residential trips or day trips, e.g. travel sickness medication. Staff will check the medicine has previously been administered without adverse effect and a short term Individual Healthcare Plan (see Appendix 3) must be completed.
- **ADMINISTERING MEDICINES**
This trust recognises that no child under 16 should be given medicines without their parent's written consent. Following written consent using an Individual Healthcare plan, any member of staff administering medicines to a pupil should check:

The child's name
Name of medication
The prescribed dose
Expiry date

Written instructions provided by the prescriber on the label or container. That administering of medicine is witnessed. If in doubt about any procedure, staff will check with parents or a health professional before taking further action. Where staff are administering prescribed medicines they will follow the flow chart detailed in the First Aid and Medical Care Policy.

Asbestos

- Esprit Multi Academy Trust has a local Asbestos Management Plan in place which can be found in each of the main Academy office's along with the Asbestos Management Survey and Asbestos Register.
- Staff are briefed on the hazards of asbestos, made aware of the location of any asbestos at each academy and the action to be taken if they suspect they have disturbed it on an annual basis.
- A record known as the asbestos register is kept of the location of asbestos that has been found the premises
- Arrangements are in place to ensure contractors are made aware of any asbestos on the premises and that it is not disturbed by their work. All contractors must sign to say they have read the asbestos register before starting any work on site
- Contractors will be advised that if they discover material which they suspect could be asbestos, to stop work immediately, until the area is declared safe.
- Site staff make a visual inspection of accessible asbestos sites at each academy site on a regular basis.
- The condition of asbestos contained within each academy is monitored/reviewed annually by a competent person.

Contractors

- Contractors are selected by Engie and by each Academy.
- Due diligence must be completed for all contractors working on any academy sites.
- Pre start meetings must be scheduled with contractors to exchange health and safety information, agree safe working arrangements, risk assessments and method statements before any work commences.
- Liaison meetings must take place whilst work is being completed. The frequency of these meetings and the person responsible for monitoring contractors working methods will be determined upon induction and the type of job by the Sites Manager

Control of Hazardous Substances

The use of hazardous substances in school will be kept to a minimum

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
- 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.
- All hazardous products are kept in locked cupboards or store rooms to which pupils have no unsupervised access.
- Any hazardous products are disposed of in accordance with specific disposal procedures.
- Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

- The associated procedures and control measures will be funded and enforced
- External cleaning contractors are responsible for their own COSHH assessments and a copy is retained by the site manager.

Covid 19

In recognition of the current circumstances due to Covid-19 a supplementary document which can be found in appendix 2 of this document. This sets out the arrangements at Esprit Multi Academy Trust in relation to health and safety of our children, staff and the wider community during this time.

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)
- For members of staff provided with portable devices (e.g. laptops, tablets) staff will be issued with current guidance on their use

Educational Visits – any visit risk assessments will reflect latest DfE guidance for schools relating to coronavirus

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

- All off site trips will be subject to risk assessment and recorded using evolve
- Risk assessments will be completed where off-site visits and activities require them
- All off-site visits are appropriately staffed
- Staff will take a mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details
- For trips and visits with pupils in the Early Years Foundation Stage, there will always be at least one first aider with a current paediatric first aid certificate
- For other trips, there will always be at least one first aider on schools trips and visits

Electrical Equipment

- All staff are responsible for ensuring that 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 the academy business manager or site manager immediately

- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs
- Where necessary a portable appliance test (PAT) will be carried out by a competent person
- All isolators 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
- Fixed wire testing is completed on a 5-year basis by the PFI Contractor Engie

Employee Health and Wellbeing

- Please refer to the staff Handbook for the full employee health and wellbeing advice

Equipment

- All equipment and machinery is maintained in accordance with the manufactures instructions, in addition maintenance schedules outline when extra checks should take place.
- When new equipment is purchased, it is checked to ensure that it meets the appropriate educational standards
- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard signs and contents

Fire Safety & Evacuation of the Building

- Fire exits have appropriate signage
- Plans showing exit routes are displayed by the door of each classroom
- Emergency evacuations are practises at least once a term
- The fire alarm is a loud bell/buzzer
- Evacuation times and any issues which arise are reported to the Trustees
- Site staff complete weekly fire alarm testing
- Monthly fire door inspections are completed by Site staff
- Six monthly fire alarm service is completed by the PFI contractor Engie
- Site staff complete monthly emergency lighting testing
- Annual emergency lighting is tested by the PFI contractor Engie
- Fire extinguishers are checked annually by the PFI contractor (Engie)
- A separate fire safety risk assessment is completed every 2 years

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 and emergency services contacted. Evacuation procedures will also begin immediately

- 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
- Staff and pupils will congregate at the fire assembly points
- Class teachers will take a head count of pupils, which will then be checked against the attendance register of that day
- The academy business manager will take a register of all staff
- 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.

First Aid Provision

- Each academy has carried out a first aid risk assessment to ascertain the required number of first aiders and the location / number of first aid kits
- Portable first aid kits are taken on educational visits
- Each academy within the trust has several appointed First Aiders and Paediatric First Aiders, a list of which is kept by the academy office and is displayed in the designated medical area in each academy.
- Training is reviewed regularly and updated as necessary through appropriate external services, e.g. NHS, St John Ambulance etc.

Food Technology

- Cooking equipment including ovens and hobs will only be used if fire precautions and appropriate risk assessments are in place
- Staff must be satisfied that the tasks undertaken are appropriate for the pupils concerned
- Close supervision will be appropriate for riskier parts of the cooking process, i.e. taking food in or out of hot ovens

Gas/Heating Systems

- A Gas Safe competent engineer should be used to install, maintain or repair any gas appliance or heating system at each academy
- The Gas Safe Register should be checked to complete due diligence/vet any Gas Engineer before any work takes place on any gas appliance at each academy
- Gas Installations, appliances and their flues shall be installed in such a way that they will be safe to use, and installations, appliances and their flues shall be maintained in a safe condition so as to prevent risk of injury to any person
- Appliances and flues should be checked for safety at intervals of no more than 12 months. A certificate (referred to as the Gas Safety Certificate), confirming the findings must be provided when any work takes place on any gas appliances.
- All gas appliances should have adequate ventilation – don't block air inlets to prevent draughts, and don't obstruct flues and chimneys

Health & Safety Audit

- Health and safety audits are completed annually by the local authority Health and safety Team and a report produced and presented to the Trustees and Academy Principals.

Infection prevention and control

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

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

Coughing and sneezing

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

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 (for example, nappy or pad changing)
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals

Cleaning of the environment

- Clean the environment, including toys and equipment, frequently and thoroughly

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 disposable paper towels and discard clinical waste as described below
- Make spillage kits available for blood spills

Laundry

- Wash laundry in a separate dedicated facility
- Wash soiled linen separately and at the hottest wash the fabric will tolerate
- Wear personal protective clothing when handling soiled linen
- Bag children's soiled clothing to be sent home, never rinse by hand

Clinical waste

- Always segregate domestic and clinical waste, in accordance with local policy
- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins
- Remove clinical waste with a registered waste contractor

- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

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 the animal as a pet

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 either of these, the parent/carer will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by Public Health England, summarised in appendix 1.

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

Legionella

- **The PFI Contractor (Engie)** provides advice and produces each academies Legionella risk assessments and also sample water as per the risk assessment
- This risk assessment will be reviewed bi-annually and when significant changes have occurred to the water system and/or building footprint
- Site staff complete weekly water flushing of little used water outlets
- Monthly, quarterly, six monthly and annual water hygiene inspections are completed by the PFI contractor Engie

Lifts & Hoists

- All passenger lifts and hoists for disabled pupils are inspected by a competent engineer on a six monthly basis.
- Lifting equipment not used to lift people is inspected on an annual basis

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
- Caretaking/Janitorial duties

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

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

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

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.

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

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

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out
- Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

Monitoring and Workplace Inspections

- Site Staff complete daily, weekly and monthly site inspections
- Annual visits are completed by the local authority health and safety officer.

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.

Playground Equipment

- Playground equipment and its use is supervised during all breaks times during the school day
- If the equipment is used during lesson time adult supervision is maintained
- A decision is made, recorded and enforced if inclement weather (damp / ice) means that equipment becomes unsafe to use on a particular day

Playground Supervision

- Appropriate levels of supervision will be maintained in playgrounds as described in the playground risk assessment

Pregnant Members of Staff

- Esprit Multi Academy Trust procedures for pregnant members of staff will be followed, including carrying out a 'Pregnancy Risk Assessment'

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

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly

Risk Assessment

- The school maintains a comprehensive set of risk assessments that cover curriculum based activities in school; school visits and the running of the school building and grounds in line with the risk assessment policy.
- They are all available for staff to inspect and refer to as necessary
- The management team will take steps to ensure that appropriate staff are aware of the risk assessments appropriate to their role and will monitor compliance with control measures specified in the risk assessments
- All risk assessments are reviewed on an annual basis (except risk assessments for school trips and events which should be reviewed each time the trip or event takes place)

Security

- Maintaining a high level of security throughout each academy is paramount.
- The Academy gates are opened shortly before the beginning of the day and the end of the day after dismissal.
- All external doors must remain locked with the exception of main entrance doors to receptions throughout the day unless there are children out on the playground, who are supervised by an adult
- All visitors must enter the Academy through the main entrance and report to reception.
- It is a safeguarding requirement that all visitors must sign in using the electronic Inventory screen at each academy and be given a visitor badge upon entry.
- All visitors must be accompanied at all times unless it is known that they are DBS cleared.
- All employees and others who have substantial access to children will have completed the Disclosure and Barring Service Checks in line with the government guidelines.
- If any member of staff has concerns or have encountered an unidentified individual must challenge and they should report it to the academy office immediately.

Slips, Trips and Falls

- The potential for slips trips and falls in school has been risk assessed and appropriate controls have been put in place
- This includes working procedures for mopping floors, absorbent floor mats near entrances and regular hazard spotting inspections

Smoking

- Smoking is not permitted anywhere on any academy premises

Snow and Ice

- A plan has been produced outlining the main pedestrian routes that the site staff will strive to keep open during snowy and icy conditions
- If it becomes impossible to keep these routes clear the Executive Principal and Academy Principal are informed immediately and this information contributes to any decision to close the school

Supervision of Pupils

- Sensible, safe behaviour will be promoted to pupils by all members of staff
- Dangerous or risky behaviour displayed by pupils will be addressed and dealt within the school rules
- Pupils will only be allowed into or stay in classrooms under adult supervision
- Appropriate supervision of cloakrooms and toilet access will be in place at busy times

Training and Development

- New staff are briefed about the Health and Safety arrangements by their line manager upon commencement of employment.
- The Trust has an induction policy that is adhered to and completed by the employee and their line manager. This establishes minimum health & safety competencies and certain roles identified
- There is an appropriate number of first aid trained staff members working within each academy
- Staff will be provided with regular training opportunities and have access to support where needed
- All staff will be expected to undertake appropriate CPD opportunities to ensure that each academy complies with Health and Safety Legislation.
- Staff will be trained on how to assess risks specific to their role – this could include managing asbestos, having responsibility for the storage and accountability for potentially hazardous materials.
- Staff will have training relevant to their role in undertaking risk assessments.

- Health and Safety Training Needs are assessed as part of individual's annual review
- Training needs may also be identified as part of a risk assessment process

Tree Maintenance

- Trees should be inspected by a competent person on an annual basis and remedial work completed as required.

Violence at work

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

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

Working at Height

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

In addition:

- The Janitors retain ladders for working at height
- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons
- All site/caretaking staff who undertake working at heights have undertaken training.

Teaching and other staff who assist in putting up displays in school have been given appropriate in-house training and advised that they must:

- Use appropriate access equipment - step ladders, kick stools etc.
- Wear flat shoes whilst putting up displays
- Not to climb on chairs or furniture to put up displays

Links with other policies

This health and safety policy links to the following policies:

- First aid and Medical Care Policy
- Risk assessment
- Accessibility plan
- Asbestos Management Plan

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.
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	None (not infectious by the time the rash has developed).

syndrome, Parvovirus B19, Fifth's disease	
Bacillary Dysentery (Shigella)	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.
Diarrhoea and/or vomiting (Gastroenteritis)	<p>Children and adults with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course is completed.</p> <p>For some gastrointestinal infections, longer periods of exclusion from school are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, school health advisor or environmental health officer will advise.</p> <p>If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.</p>
Cryptosporidiosis	Until 48 hours after symptoms have stopped.
E. coli (verocytotoxigenic or VTEC)	The standard exclusion period is until 48 hours after symptoms have resolved. However, some people pose a greater risk to others and may be excluded until they have a negative stool sample (for example, pre-school infants, food handlers, and care staff working with vulnerable people). The health protection team will advise in these instances.
Food poisoning	Until 48 hours from the last episode of vomiting and diarrhoea and they are well enough to return. Some infections may require longer periods (local health protection team will advise).
Salmonella	Until 48 hours after symptoms have stopped.
Typhoid and Paratyphoid fever	Seek advice from environmental health officers or the local health protection team.
Flu (influenza)	Until recovered.
Tuberculosis (TB)	Pupils and staff with infectious TB can return to school after 2 weeks of treatment if well enough to do so and as long as they have responded to anti-TB therapy. Pupils and staff with non-pulmonary TB do not require exclusion and can return to school as soon as they are well enough.
Whooping cough (pertussis)	A child or staff member should not return to school until they have had 48 hours of appropriate treatment with antibiotics and they feel well enough to do so or 21 days from onset of illness if no antibiotic treatment.
Conjunctivitis	None.

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

Appendix 2 Covid 19

1. Introduction

Esprit Multi Academy Trust recognises the requirements of the Health & Safety at Work Act 1974 (and associated Regulations) and has an existing Health, Safety Policy which sets out how we do this. However, in recognition of the current circumstances due to COVID-19, this supplementary document sets out the arrangements in relation to the health and safety of our children, staff and the wider school community during this time. This document has been written in accordance with guidance from the DfE and the Local Authority in relation to managing risk associated with COVID-19.

In order to ensure that Esprit Multi Academy Trust continues to operate in a safe way, thorough risk assessments are undertaken and any necessary adjustments to ensure the safety of children, staff and the wider community are implemented at each of our academies.

2. Risk assessment

Each academy has continued to undertake risk assessments during the period of partial closure due to COVID-19. As part of the preparation for wider opening of our academies a detailed risk assessment has been undertaken and an action plan to make any necessary adjustments to mitigate risk has been produced. The risk assessment and accompanying action plan cover the following Health and Safety elements:

<ul style="list-style-type: none">• Buildings & Facilities• Emergency Evacuation• Cleaning & Waste Disposal• Classrooms• Staffing• Group Sizes• Social Distancing	<ul style="list-style-type: none">• Catering• PPE• Response to suspected/confirmed Covid-19 cases• Curriculum/learning environment• Communication• Governance• School events (including trips)
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The risk assessment and action plan are dynamic and are regularly reviewed to ensure they meet current need. All appropriate documentation is shared with staff and any necessary training to support implementation of the plan is provided.

3. Roles and responsibilities

b. The Risk Management and Health & Safety Committee will:

- Regularly assess the effectiveness of the policy, risk assessment and action plan
- Ensure all documentation is regularly reviewed to meet current need and any updated guidance from the Government or Local Authority
- Ensure staff have access to any training or instruction required to implement the action plan
- Prioritise the wellbeing of all pupils and staff and ensure there is appropriate support in place

c. The Academy Principals will:

- Have overall responsibility for the development and implementation of the policy, risk assessment and action plan
- Ensure all documentation is regularly reviewed to meet current need and any updated guidance from the Government or Local Authority

- Prioritise the wellbeing of all pupils and staff and ensure there is appropriate support in place
- d. All staff will:
- Carry out all work in accordance with the policy, risk assessment and action plan, including additional tasks as part of the response to COVID-19
 - Take the opportunity to contribute to the risk assessment and action planning process
 - Be responsible for reporting any (potential or actual) Health and Safety risks related to COVID-19 to the Academy Principal
 - Undertake any training to support implementation of the action plan and to identify any individual needs which may impact on the delivery of the plan
 - Prioritise the wellbeing of all pupils and other staff
- e. Parents will:
- Adhere to any recommendations from each academy to help reduce the risk of transmission
 - Keep their child at home if they or anyone within the household is displaying symptoms of COVID-19, or if otherwise advised to by the academy or another appropriate Body (GP or NHS Track and Trace, for example)
 - Adhere to drop-off and collection arrangements set by the academy
 - Ensure their child is aware of any protective measures put in place by the academy and to encourage them to comply
 - Adhere to government guidance at all times to reduce the risk of transmission
 - Ensure their child does not mix socially outside of the academy, other than as permitted by current Government guidance
- f. Pupils will:
- Observe the Health and Safety rules at each academy, including new arrangements in response to COVID-19 pandemic
 - Make staff aware if feeling unwell
 - Report any Health and Safety concerns to a member of staff

Relevant Health and Safety information has been communicated to all staff and the wider school community. Regular staff meetings are held to update staff on any changes to the academy Covid-19 risk assessment.