

# Health & Safety Policy

<b>Originator</b>	Trust Health & Safety Manager
<b>Responsible sub-committee:</b>	Finance and Resources
<b>Linked Policies:</b>	<ul style="list-style-type: none"> <li>• Lone Working policy</li> <li>• Manual Handling policy</li> <li>• Working at Height policy</li> <li>• First aid</li> <li>• Risk assessment</li> <li>• Supporting pupils with medical conditions</li> <li>• Accessibility plan</li> <li>• Critical Incident/Business Continuity/Lockdown policy</li> <li>• Scheme of Delegation</li> </ul>
<b>Review Date:</b>	September 2025
<b>Target Audience:</b>	All Trust stakeholders
<b>Dissemination Via:</b>	SharePoint, Trust Website

Version	Section	Amendments	Date	Author
1		New policy based on Tapton School policy and updated for latest Legal and HSE updates		
2	Covid - 19	Additional information regarding the COVID procedures the Trust has put in place with links to further information	Aug 2021	Operations Director
3	Maternity Risk Assessment  Misuse of equipment / general conduct	Added link to the updated Maternity Risk assessment  Added information regarding general conduct in the workplace	Jul 2022	Operations Director
4	<b>Legislation</b>	Added the legislation that the policy is based upon.	<b>Jul 2023</b>	Operations Director

<b>5</b>	<b>Accidents</b>	Added and expanded section regarding work related injuries, Occupational Diseases, Near miss events & regulations around visitors and reporting of incidents.	<b>Jul 2023</b>	Operations Director
<b>6</b>	<b>Accidents</b>	Added link to OFSTED page for reporting EYFS serious accidents	<b>Jul 2023</b>	Operations Director
<b>7</b>	<b>All</b>  <b>5.2</b>   <b>5.4</b>  <b>8 - Fire</b>   <b>11 Legionella</b>  <b>12.1 Reporting to H&amp;S Executive</b>  <b>13 First aid</b>  <b>29 Monitoring and review</b>   <b>30 - Competent Individuals</b>	Updated for Staff changes  Updated for Local governing body responsibilities  Updated responsibility of reporting to the HSE to the Trust Health and Safety Manager for all schools.  Inclusion of prescriptive methods of consultation  Addition of link to general PEEP template  Roles and responsibilities of 'Nominated, Responsible Persons' and 'Fire Wardens'  outlining roles and responsibilities of 'Statutory Duty Holders,' 'Responsible Persons' and 'Deputy Responsible Persons'  Changes to role 'Named Duty Holder' to 'Statutory Duty Holder'  Change to wording of 'management programme' to 'written scheme of control'.  Detail on number of trained individuals  Change of monitoring frequency from "regular basis" to "annually, after significant changes, following an incident, should legislation change or when new risks are identified"  Addition of further information on how monitoring will be completed.  Renamed section to 'Competent Individuals'.  Inserted explainer of how competent individual table is to be referenced within the policy.	<b>Sept 24</b>	<b>H&amp;S Manager</b>

## Contents

1. Introduction .....	1
2. Legislation .....	2
3. Schools.....	2
4. Policy Statement .....	2
5. Responsibilities.....	4
6. School Health and Safety Representative .....	5
7. General Arrangements to Keep People Safe – Risk Assessments .....	6
8. Fire.....	6
9. Permission to work .....	8
10. Asbestos .....	8
11. Legionella Risk Management .....	8
12. Accidents.....	9
13. First Aid.....	11
14. Electricity .....	12
15. Gas.....	13
16. Substances .....	13
17. Educational Visits and Off-Site Activities.....	14
18. Lone Working .....	14
19. Medical Needs .....	15
20. Working at height.....	15
21. Manual handling .....	16
22. Infection prevention and control .....	16
23. Covid – 19 Additional Specific Detail which works in conjunction with Infection Prevention and Control.....	18
24. New and expectant mothers .....	19
25. Curriculum Safety.....	19
26. Work Experience (Only offered to 6 <sup>th</sup> formers).....	20
27. Staff Wellbeing and Stress .....	20
28. General Conduct in the workplace .....	20
29. Monitor and Review .....	20
30. Useful Websites.....	21
Appendix 1. Recommended absence period for preventing the spread of infection .....	22
Appendix 2. Competent Individuals .....	25
Appendix 3 Risk assessments.....	25

## 1. Introduction

Under the **Health and Safety at Work Act 1974**, every organisation that employs five or more people must have a written Health and Safety Policy.

This Health and Safety Policy states our intention to work safely and is a useful tool to help the Trust achieve its objectives.

Please also refer to the Whole School Risk Assessment Document which is reviewed annually.

## Making the policy work

It is a legal requirement to communicate this policy to all employees as everyone working at the Trust, from the Headteacher to new members of staff has their own role and responsibilities.

## Communication

The Health and Safety policy and Health and Safety in general, will be communicated with staff via the following means:

- Health & Safety Committee
- Governors' meetings - Standing Agenda point - Finance / Resources committee
- Staff meetings
- Via email at the beginning of each academic year.

## Health & Safety Training that has been made available to staff in school and specific job roles:

Training	Staff
Control of Substances Hazardous to Health - COSHH	All Building Supervisors Cleaning Team Catering Team
Manual Handling	All Building Supervisors Cleaning Team Catering Team
Legionella	Building Supervisors / Site staff
Asbestos Awareness	Building Supervisors / Site staff
IPAF / PASMA	Building Supervisors / Site staff
Working at Height	All staff briefing completed
Health & Safety Training - online course	All staff to complete
Fire Awareness - online course	All staff to complete

## 2. Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#), guidance from the Health and Safety Executive (HSE) on [incident reporting in schools](#), and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the responsibilities an employer has towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to assess the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to conduct 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 conduct 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 conducted 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 UK Health Security Agency \(formerly Public Health England\)](#) and government guidance on [living with COVID-19](#) 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.

## 3. Schools

The Policy applies to all schools in the Trust and this policy has been tailored to provide individual contact details for each school.

## 4. Policy Statement

The Trust is committed to providing high standards of health and safety for all users of the different sites. We will ensure, so far as is reasonably practicable, that

- The premises provide a healthy and safe working environment for all students, staff, clients, temporary contractors, and the public
- There are safe systems of work for all employees and students
- Suitable and sufficient work equipment is provided
- There are adequate welfare arrangements

- Information, instruction, training, and supervision is provided to employees to ensure their competency to perform their tasks.

The above is Section 2 of the HASAW Act 1974 and is our legal responsibility

As a Trust, our strategic aims include:

***Sustainable Trust*** - We will support every school and learner with the highest standard and most cost-effective education and business support services to ensure that we liberate as much capacity and resources to add value and deliver the highest quality education experience.

The Trust recognises its responsibility to provide adequate control of the health and safety risks arising from its activities. An assessment of risks will be made where a significant risk has been identified. All reasonably practicable measures will be put in place to manage risks and ensure activities or tasks can be conducted in a safe manner. This is completed by Annual Risk Assessments, Dynamic Risk Assessments and Planned Activity Risk Assessments.

Whilst day to day management of Health and Safety can be delegated to the individual schools, the ultimate and overall responsibility for ensuring a safe and healthy environment lies with the Trust's Board of Trustees.

Employees have a legal duty to act in a safe manner and not to endanger themselves or others by their actions. Employees are encouraged to play a positive role in developing and maintaining a healthy and safe working environment and to report health and safety concerns as appropriate. The Trust commits to implementing the Health & Safety at Work etc Act 1974 and UK Statutory Instruments, as well as any future health and safety legislation. The Trust's competent health and safety representative (See table in Appendix 2.) will provide to the schools' leadership regular information on updates, changes, and arrangements, about any revisions to safety legislation.

The Trust supports the view that a positive health and safety culture is of significant benefit to the good performance and safety of all schools. A positive and proactive approach for students will be encouraged, supported, and developed through risk education and awareness. The organisational structure will ensure that sufficient resources are available so that the policy and its arrangements can be implemented effectively.

Formal amendment to this policy will be conducted annually or as necessary to reflect changes in the Trust's strategy, law and any significant changes will be brought to the attention of all staff.

## **Aims**

- To ensure that the Trust is always a safe and healthy place
- To provide equipment, resources and systems that are safe and without risks to health
- To raise awareness among all users of the Trust as to their responsibility for themselves and others
- To provide sufficient information, instruction, training, and supervision to enable all employees, students, and authorised volunteers to avoid hazards and contribute positively to their own health and safety at work
- To ensure the dissemination of all pertinent information from the relevant external bodies to the correct user[s] - such as communication via the Health & Safety Executive, enforcement bodies such as the Local Authority and relevant staff training
- To regularly monitor and review safety procedures throughout the Trust
- To create and update a central file containing relevant health and safety information. This will be in a Trust H&S file on SharePoint.

## 5. Responsibilities

**5.1 Overall responsibility for the management of Health and Safety is the Board of Trustees of the Trust.** *The Trustees have delegated responsibility to the Local Governing Boards, but the Trustees remain accountable:*

**5.2** Local Governing Boards' responsibilities are set out in the Scheme of Delegation. This includes ensuring:

incidents are dealt with and escalated

the school has a competent (IOSH qualification or higher) H&S lead (normally office manager).

The school has a strategic lead for H&S (Headteacher or Business Manager)

**5.3 The School Strategic lead and competent person are responsibility for the following areas:**

Area
Premises Management - including whole school Risk Assessments
Catering Provision
Early Years Provision
PE provision
Trips & Visits
Science
Design Technology
Food Technology
Art
Cleaning Provision

## 5.4 General Responsibilities

### The Trustees will:

- Ensure the Health and Safety policy is applied in the school through regular reports to the Finance & Resources Committee from the Executive team including
  - Risks - through the overall Trust Risk Register
  - KPIs
  - Breaches reporting
  - Internal audits and action plans.
  - Escalation / Exception reporting from Schools/LGBs and their H&S meetings.

### C-Suite will:

- Ensure that adequate funding is provided from the school budget to enable the school to be organised and run in a safe and healthy manner

- Ensure the Health and Safety policy is applied in the school through review of School H&S meetings minutes including details of any issues, risks, or breaches
- Report to the Trust Board and Trust F&R Committee any significant breaches of policy or risks arising
- Deal with any health and safety problems brought to them by the Head Teacher, staff, or parents,
- Ensure that the Health and Safety Policy is brought to the attention of all staff and implemented in school.
- Confirm compliance with Statutory and Local Authority policies and procedures and monitor health and safety management within school
- Ensure that appropriate risk assessments have been carried out
- Ensure that all members of staff receive appropriate training
- Ensure adequate consultation takes place to allow everyone to contribute to safe working. This may be completed via staff voice, H&S committee meetings etc.

#### **The Headteacher will:**

- Take overall responsibility for day-to-day management of health and safety issues
  - Ensure that health and safety is incorporated into the planning and organisation of all school functions
  - Ensure that suitable and sufficient assessments of hazards and risks to staff members, pupils and other visitors and users of the school are carried out. Further, to act upon those assessments to reduce risk
  - Attend health and safety training courses as appropriate
  - Ensure the provision of adequate training, communication, instruction, and supervision for all members of staff (including supply staff and volunteers)
  - Provide necessary information to staff members and their representatives on health and safety matters
  - Ensure that staff members who are delegated to carry out tasks are competent and fully aware of their responsibilities
  - Ensure staff have an appropriate workload in support of a reasonable work/life balance
  - Investigate any accidents or near misses and bring these, along with any other health and safety problems, to the attention of staff and the governors
- Ensure adequate consultation and communication takes place to allow everyone to contribute to safe working. This will be completed via staff voice, committee meetings, union meetings etc

#### **All Staff Members will:**

- Ensure that they are fully aware of their roles and responsibilities in this policy
- Ensure that safe working practices are always adopted and comply with the findings/other outcomes of risk assessments, whether in school, on school business or on educational visits
- Attend health and safety training courses as appropriate
- Undertake relevant risk assessments and share findings and preventative measures with all appropriate stakeholders
- Bring to the attention of the Headteachers information about accidents, near misses, dangerous equipment or situations which may occur whilst in school or on educational visits
- Report to the Headteachers any problems that they feel that they cannot deal with themselves
- Take responsibility to do what they can to take care of themselves, their colleagues, pupils, and visitors. Employees should co-operate with the health and safety policy of their employer.

### **6. School Health and Safety Representative**

The Trust recognise the role of Union Safety Representatives.



We communicate and consult with safety representatives on a regular basis about health and safety matters and offer facilities to enable them to investigate workplace accidents, employee complaints and to carry out periodic health and safety inspections.

## 7. General Arrangements to Keep People Safe - Risk Assessments

Risk Assessments are a legal requirement under **Regulation 3 of the Management of Health and Safety at Work Regulations 1999**.

All our Risk Assessments are recorded. We have a Generic Risk Assessment booklet as a starting point but, where there are no generic assessments, we carry out our own assessments using the blank assessment form which can be found in the Health Safety area of the school's Learning Platform). Risks are assessed periodically (usually on an annual basis), following an accident, on the introduction of any new process/equipment and any change in circumstances.

We share the findings of our risk assessments with all members of staff. Risk assessments are detailed in Appendix 2. Risk Assessments include the following areas:

Area of responsibility
Science
D&T
Food Technology
PE
Educational Visits
Premises Management
Catering Provision
Early Years Provision

**NB** It is the Headteachers' responsibility to ensure that risk assessments are carried out. However, the Headteachers may delegate the function or request the assistance of competent staff in carrying out a risk assessment.

## 8. Fire

An outbreak of fire in a school can be extremely serious. The **Regulatory Reform (Fire Safety) Order 2005** makes it a legal requirement for each building to have an up-to-date fire risk assessment. Our Fire Risk assessment identifies all sources of heat with the potential to cause fire e.g., gas heaters, Bunsen burners, cookers etc. and it also consider the storage of combustible materials.

When our school requires painting, only paints providing a flame-retardant surface will be used in high-risk areas (assembly halls, means of escape, staircases, areas where there is an added fire risk etc).

Ongoing monitoring is carried out to ensure that combustible materials (liquids, solids, or gases) do not encounter sources of heat.

Internal fire doors are kept closed to stop fire spreading. Hydraulic door closers are checked regularly and maintained as necessary to ensure correct operation (damage to these closers is very common in schools).

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.

Emergency evacuations are practiced at least once a term. Staff are made aware of the alarm sounds on induction.

Fire alarm testing will take place weekly.

New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.

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. Individuals with need will have a Personal Emergency Evacuation Plan assessed and agreed with the Facilities leads in school.

All documentation relating to fire safety is kept at individual schools. This includes:

Document
Fire Risk Assessment (including Arson Assessment)
Fire Precautions Logbook
Fire Safety Training Records

If staff have any queries, please contact the Business or office manager in school.

The School Business manager, Office Manager and Facilities manager have a role to play in ensuring fire safety issues are adequately dealt with

Responsibility
Ensuring there is a current fire risk assessment in place and a process for reviewing / updating on a regular basis
Inducting new members of staff and supply / agency staff, contractors etc
Making sure that staff receive regular refresher training
Making sure relevant information is shared with other users of the premises such as lettings, breakfast and after school clubs etc
Ensuring regular fire drills are carried out and recorded
Keeping the Fire Precautions Log Book up to date
Ensuring all fire specific equipment such as door release fobs, firefighting equipment, emergency lighting and fire alarms are serviced and checked for compliance
Assist with evacuation procedures

Fire Wardens assist with evacuation procedures.

## 9. Permission to work

A permission to work form is completed and approved for any work that is; intrusive to the structure of the building, the ground adjacent to building but within the school's boundary and/or makes alterations to existing mechanical, electrical, fire & life and water systems.

**Competent individuals** (Appendix 2) are responsible for ensuring that the Premises and Assets Team are informed, via the permission to work scheme, at the planning stage of any such work.

## 10. Asbestos

Asbestos is a naturally occurring mineral that has been used for many years in the construction of buildings. It was mainly used because of its fireproofing and insulation qualities. There is an Asbestos Register on site in school reception area.

The Headteacher, as the duty holder under the **Control of Asbestos Regulations 2006**, has responsibility for the management of asbestos on site, although some functions and day-to-day issues may be delegated to Senior Managers and other members of staff.

**Competent individuals (Appendix 2)** are responsible for ensuring that it is brought to the attention of any relevant member of staff and to all contractors that may carry out work on our site.

A copy of the school's asbestos management survey (formerly known as a 'type 2' asbestos survey) is kept in the asbestos register which is located at the main reception of the school site.

Where invasive building works are to be carried out on the school premises e.g., refurbishment, demolition, additional electrical wiring, mechanical pipework, installation of whiteboards and projectors, a Refurbishment & Demolition (R&D) asbestos survey (formerly known as a 'type 3' asbestos survey) will be carried out. Any asbestos containing material (ACM) that is identified as having the potential to be disturbed as part of 'small' / project work shall be removed by a licensed contractor ensuring air quality tests are conducted prior to the re-population of the school site.

**Competent individuals** are responsible for ensuring that the Premises and Assets Team are informed, via the permission to work scheme, at the planning stage of any such work. **Competent individuals** are responsible for monitoring the condition of asbestos materials that are on site and ensuring that records are kept up to date.

## 11. Legionella Risk Management

Legionnaires' disease is a type of pneumonia. It is an uncommon but serious disease.

People can catch Legionnaires disease by inhaling small droplets of water suspended in the air which contain the Legionella bacterium.

Legionnaires' disease does not spread from person to person.

Legionella temperature checks will be completed each month at each site along with other legionella checks such as flushing of little used outlets and shower head cleaning. An annual audit will also be completed by a 3<sup>rd</sup> party.

All documentation relating to legionella is kept at individual schools. This includes:

Document
Legionella Survey
Legionella Logbook

3 <sup>rd</sup> party organisation
------------------------------------

If staff have any queries, please contact your school business/office manager.

The Trust Facilities Director and Trust H&S Manager have a role to play in ensuring the procedure in place for managing Legionella issues:

Role	Responsibilities:
Statutory Duty Holder – Trust Facilities Director	<ul style="list-style-type: none"><li>• Overall responsibility as Statutory Duty Holder</li><li>• Ensuring that the recommendations of the Legionella risk assessment are carried out</li><li>• Ensuring that the Legionella risk assessment is reviewed on a regular basis</li></ul>
Responsible Person – Trust H&S Manager	<ul style="list-style-type: none"><li>• Ensuring that all activities identified in the written scheme of control are carried out and recorded</li><li>• Keeping the logbook up to date</li></ul>

The Duty holder and staff performing legionella tests are trained (every 2 years) and a trust log is maintained of training compliance.

## 12. Accidents

Even in a safety conscious school, accidents may still occur. This is how we deal with them.

All accidents involving staff, pupils or visitors will be recorded and when appropriate investigated to find out what happened and how any similar incident can be avoided. The following forms will be used:

Document
Accident Report Forms
RIDDOR report forms

The following people have responsibilities for:

Name	Responsible for:
All staff	Recording all accidents to staff / pupils / visitors / contractors
Trust H&S Manager	Ensuring that accidents are investigated and that major accidents, which are reportable on-line to the Health and Safety Executive (under the RIDDOR regulations),
Trust H&S Manager	Ensuring risk assessments are reviewed considering lessons learned
Trust H&S Manager	Periodically reviewing accident reports to identify trends

Facilities/Office/ Business manager	Reporting serious incidents / accidents to Governors /Trust
-------------------------------------	---

## 12.1 Reporting to the Health and Safety Executive

The Trust Health and Safety 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 Trust Health and Safety 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
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the Trust Health and Safety Manager will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
  - Carpal tunnel syndrome
  - Severe cramp of the hand or forearm
  - Occupational dermatitis, e.g., from exposure to strong acids or alkalis, including domestic bleach
  - Hand-arm vibration syndrome
  - Occupational asthma, e.g., from wood dust
  - Tendonitis or tenosynovitis of the hand or forearm
  - Any occupational cancer
  - Any disease attributed to an occupational exposure to a biological agent
- Near-miss events that do not result in an injury but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
  - The collapse or failure of load-bearing parts of lifts and lifting equipment
  - The accidental release of a biological agent likely to cause severe human illness

- The accidental release or escape of any substance that may cause a serious injury or damage to health
- An electrical short circuit or overload causing a fire or explosion

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

These include:

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

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

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

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

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

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

## **12.2 Notifying parents**

The Head / Office/ Business manager will inform parents of any accident or injury sustained by a pupil in the Early Years Foundation Stage, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

## **12.3 Reporting child protection agencies**

The Head / DSL/ Office/ Business manager will notify LADO of any serious accident or injury to, or the death of, a pupil in the Early Years Foundation Stage while in the school's care.

## **12.4 Reporting to Ofsted**

Head / DSL/ Office/ Business manager will notify Ofsted of any serious accident, illness, or injury to, or death of, a pupil in the Early Years Foundation Stage while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

[Report a serious childcare incident - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

## **13. First Aid**

Under the **First Aid at Work Regulations 1981**, employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace. This should include arrangements for first aid based on a risk assessment of the school.

Schools will follow HSE guidance on first aid and have:

- 1 First aid at work (3 day trained) per 100 individuals on site and
- 1 Emergency first aid at work (1day trained) per 50 individuals for high(er) risk areas such as kitchen/PE/Science etc.
- Paediatric first aid qualifications - The [EYFS](http://www.gov.uk) requires that at least one person who has a current paediatric first aid (PFA) certificate should be on the premises and available at all times when children

are present and should accompany children on outings. Paediatric first aid training must be renewed every 3 years.

The School Headteacher and Business Manager is responsible for:

Responsible for:
Ensuring that a risk assessment is in place to determine the appropriate level of first aid cover throughout the whole of the school day (including off site activities)
Keeping records of First Aid Qualifications and ensuring these are re validated
Ensuring First Aid boxes are checked and restocked on a regular basis

#### 14. Electricity

Electricity has the potential to cause serious harm, or even death and is treated as a priority regarding maintenance and repair. The **Electricity at Work Regulations 1989** requires that all electrical systems and appliances be periodically inspected and maintained.

The visual checking, maintenance and repair of portable and transportable electrical equipment is the responsibility of the school.

Fixed installations i.e., sockets, light fittings, and general wiring throughout the school are tested at least every five years by a competent electrician.

The school will keep records of:

Document
Inventory of Portable appliances
PAT testing Certificate
Fixed installation test certificate

The Facilities Managers have responsibility:

Responsible for:
Visually checking portable electrical appliances
Arranging the testing of portable appliances
Ensuring the five yearly checks are carried out on the fixed installation
Arranging repairs / remedial work
Showing key members of staff how to isolate the electrical supply in an emergency

## 15. Gas

Under the **Gas (Installation and Use) Regulations 1994**, there is a requirement for all gas appliances (central heating boilers, gas water heaters etc) to be checked, serviced, and maintained by a competent (Gas Safe) contractor on an annual basis.

The school will keep records of

Document
Gas Servicing Certificates

The Facilities Managers have responsibility for

Responsible for:
Arranging the testing and maintenance of gas appliances
Arranging repairs / remedial work
Ensuring any work to gas appliances is carried out by a competent contractor (Gas safe)
Showing key members of staff how to isolate the gas supply when it is not in use or in an emergency

## 16. Substances

The **Control of Substances Hazardous to Health Regulations 2002 (COSHH)** require an assessment to be made of the work processes that involve the use of substances that are hazardous to health.

At our school we ensure that all substances that fall within the COSHH regulations are kept to a minimum and are stored safely and securely out of reach of children. Hazard data sheets are available for all substances and a documented risk assessment is available for all work processes.

The school will keep records of

Document
Hazardous substances inventory i.e., cleaning/janitorial substances, science chemicals, glues, and paints for art etc
Hazard Data Sheets
Documented risk assessments

The Facilities Managers have responsibility for :

Responsible for:
Keeping the inventory up to date
Ensuring hazard data sheets are available



Making sure that risk assessments are documented
Making sure Personal Protective Equipment (where necessary) is provided and worn
Training staff in the safe use and handling of substances
Disposing of surplus substances safely

## 17. Educational Visits and Off-Site Activities

The school complies with Local Authority guidance on educational visits. Plans for all off site visits are reported to the Governors on a regular basis. Specific approval is given by Governors for all residential visits and visits abroad. We currently use the EVOLVE online approval system.

We have a named Educational Visits co-ordinator who has received the appropriate Local Authority training and is responsible for:

- Supporting the Headteacher when approving educational visits
- Assessing the competency of leaders and other adults on the visit
- Ensuring that all members of staff receive induction training in the schools' process for educational visits
- Helping and supporting members of staff with the planning of educational visits including help with risk assessments.

Document	Location
Educational Visits Documentation	On-line (EVOLVE)
Educational Visits Generic Risk Assessments	On-line (EVOLVE)

The Headteacher / Business manager is responsible for:

Responsible for:
Educational Visits Co-ordinator
Reporting Educational Visits to Governors
Ensuring staff receive induction training in educational visits
Ensuring post visit evaluation is completed
Ensuring staff have attended EVC and EVOLVE training

## 18. 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.

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.

The Trust has a Lone working Policy which the Business managers will ensure staff are aware of.

## 19. Medical Needs

There is no legal obligation requiring school staff to administer medication. However, this school recognises that children with medical needs have the same right of admission to a school setting as other children.

There is a clearly documented policy in place in school for dealing with medication and medical needs of children and this has been communicated to all staff. Some members of staff have received specific training to enable them to administer medication.

The documentation that applies when dealing with medical needs includes the following which are available on school SharePoint.:

Document
Medicines Policy
Pupils individual care plans
Consent Forms

There may be a requirement to administer medicine or for a member of staff to have specific medical training such as Epilepsy or Catheter training. Details are in the Medical Conditions Policy

[Policies - Supporting Pupils at School with Medical Conditions Policy -FINAL.pdf - User View \(sharepoint.com\)](#)

## 20. 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 school retains 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 elevated levels, such as roofs, is only permitted by trained persons.

The Working at Height Policy is available to all staff on SharePoint. Business managers and facilities managers ensure this is communicated with all staff.

## **21. 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.

The manual handling Policy is available to all staff on SharePoint. Business managers and facilities managers ensure this is communicated with all staff.

## **22. 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.

### **22.1 Handwashing**

- Wash hands with liquid soap and 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

### **22.2 Coughing and sneezing**

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

### **22.3 Personal protective equipment**

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (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

## **22.4 Cleaning of the environment**

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

## **22.5 Cleaning of blood and body fluid spillages**

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
  - When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface
  - Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below
  - Make spillage kits available for blood spills

## **22.6 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

## **22.7 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

## **22.8 Animals**

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

## **22.9 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.

## **22.10 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.

## **23.Covid - 19 Additional Specific Detail which works in conjunction with Infection Prevention and Control**

The Trust recognises and accepts its responsibility as an employer and provider of services and will provide a safe and healthy workplace and learning environment for all staff, students and such other persons as may be affected by its activities. The Trust will adopt health and safety arrangements during the pandemic in line with Health & Safety legislation, Public Health England guidance and in consideration of Local and National Government guidelines.

Good health and safety management will be an integral part of the way that the school operates and will be considered across all work activities and across the wide range of educational activities delivered.

The Trust will ensure that the risks of Covid-19 presented to students, staff and visitors are reduced to as much as possible.

The Trust will:

- Apply and communicate sensible risk management and safe working practices. This will involve:
  - Regular assessment of hazards and associated risks
  - Following government and public health regulations and guidance in respect of Covid
  - Consider guidance from the local authority
  - Implementing preventive and protective control measures against those risks to an acceptable/ tolerable level
  - Monitoring the effectiveness of those measures by senior leaders
  - Provision of information, instruction, training, and protective equipment to staff (and students where required)
  - Review of risk assessments, policies, procedures and practices at regular interval and where additional information is gained through changes in government guidance, monitoring or following an incident.
- Provide an updated Frequently Asked Questions (FAQ) document to ensure all staff have access to a knowledge base of information regarding Covid-19
- Implement measures to ensure social distancing (where applicable) is observed across the site and in all buildings consistent with and appropriate to the numbers of students, staff, and visitors in the school
- Maintain an appropriate hygiene regime to be followed by all students, staff, and visitors
- Operate an enhanced cleaning regime for the duration of Covid-19
  - Ensure that staff are informed and instructed to ensure competence and awareness of health & safety precautions required during Covid-19
  - Educate students about Covid-19 and encourage and re-assure them about the measures in place to protect themselves from it
  - Require all employees and encourage and support all students to show a proper personal concern for their own safety, for that of the people around them
  - Require staff to exercise increased due care and attention and observe safe working methods

- Communicate regularly and effectively with staff and parents about the school's response to Covid-19
- Put in place measures to check on staff wellbeing (including for leaders).

Draw up contingency plans for:

- Someone falling ill or demonstrating Covid-19 symptoms on site
- Deep cleaning in the event of an outbreak of Covid-19 on site
- Provide appropriate personal protective equipment (PPE) as required by staff.

Covid-19 specific Risk Assessments and procedures will be distributed by the schools separately. Please speak to the Business Manager / School Manager.

- COVID 19 Risk Assessment
- COVID 19 FAQ
- COVID 19 Ventilation Guidance

## 24. New and expectant mothers

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant. [Staff Risk Assessments - All Documents \(sharepoint.com\)](#)

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 encounters 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.

## 25. Curriculum Safety

All teachers are aware of and familiar with the need to carry out risk assessment in their own area of work. They must ensure that they are aware of the risks which might arise from the tools, equipment, materials, and processes that they plan for children to use. All guidance material from CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services), DATA (Design and Technology Association) and AfPE (Association for Physical Education - formerly BAALPE) will be available for staff.

The Headteacher have responsibility for making sure that staff are competent and attend training as appropriate.

Document
CLEAPSS - Science
AfPE - Sports
DATA - Design & Technology

The Headteacher has responsibility for ensuring risk assessments are in place for all tasks / activities and that staff have completed (and recorded on training logs) any specific training i.e., Woodworking machines; Radiation Protection Supervisor, Trampoline Coaching etc

## **26. Work Experience (Only offered to 6<sup>th</sup> formers)**

The Schools Work Experience Co-ordinators will ensure that there is clear communication and co-ordination between placement providers, students, and parents. All work experience placements will be vetted by a competent person and the co-ordinator will ensure that specific risk assessments have been carried out. They will also carry out on-site monitoring of placements.

The Headteacher is responsible for:

Responsible for:
Work Experience Co-Coordinator
Ensuring work experience placements have been vetted
Making sure risk assessments are available and have been shared with students / parents
Carrying out monitoring visits during work experience placements

## **27. Staff Wellbeing and Stress**

The health and wellbeing of all members of our staff is considered as part of the schools' risk assessment process. All members of staff can contribute to the schools' stress risk assessment. This is reviewed periodically, and the findings shared with staff.

## **28. General Conduct in the workplace**

Under Section 7, Employee Duties, of the Health and Safety at Work act 1974, every employee while at work must take reasonable care for their own health and safety, as well as the health and safety of others who may be affected by their acts or omissions at work.

## **29. Monitor and Review**

Measuring health and safety performance is important as we need to know how effectively we are controlling risk in our school. The arrangements that have been put into place will be monitored and reviewed on "annually, after significant changes, following an incident, should legislation change or when new risks are identified" to ensure that they remain effective. Monitoring will include checking that where responsibilities have been delegated, individuals clearly understand their roles and responsibilities, routine inspections, accident and incident analysis, audits, KPI reviews, training and development, and annual policy review. Management information (which includes both active and reactive data) will also be considered to improve performance.

### 30. Useful Websites

[www.hse.gov.uk](http://www.hse.gov.uk)

Approved Codes of Practice (ACOP) & guidance are produced by the Health & Safety Executive (HSE)). Many of these cover aspects of school safety. Copies of these are referred to by way of the HSE website.

**The ACOPs have been brought to the attention of all members of staff whenever applicable.** The HSE Website is available for use as a source of reference when carrying out a task e.g., planning an educational visit or setting up equipment in the event of a heating breakdown.



## 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
<b>Athlete's foot</b>	None.
<b>Campylobacter</b>	Until 48 hours after symptoms have stopped.
<b>Chicken pox (shingles)</b>	Cases of chickenpox are generally infectious from 2 days before the rash appears to 5 days after the onset of rash. Although the usual exclusion period is 5 days, all lesions should be crusted over before children return to nursery or school.  A person with shingles is infectious to those who have not had chickenpox and should be excluded from school if the rash is weeping and cannot be covered or until the rash is dry and crusted over.
<b>Cold sores</b>	None.
<b>Rubella (German measles)</b>	5 days from appearance of the rash.
<b>Hand, foot, and mouth</b>	Children are safe to return to school or nursery as soon as they are feeling better, there is no need to stay off until the blisters have all healed.
<b>Impetigo</b>	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
<b>Measles</b>	Cases are infectious from 4 days before onset of rash to 4 days after, so it is important to ensure cases are excluded from school during this period.
<b>Ringworm</b>	Exclusion not needed once treatment has started.
<b>Scabies</b>	The infected child or staff member should be excluded until after the first treatment has been carried out.
<b>Scarlet fever</b>	Children can return to school 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the school or nursery, the health protection team will assist with letters and factsheet to send to parents or carers and staff.
<b>Slapped cheek syndrome, Parvovirus B19, Fifth's disease</b>	None (not infectious by the time the rash has developed).

<b>Bacillary Dysentery (Shigella)</b>	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.
<b>Diarrhoea and/or vomiting (Gastroenteritis)</b>	<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>
<b>Cryptosporidiosis</b>	Until 48 hours after symptoms have stopped.
<b>E. coli (verocytotoxigenic or VTEC)</b>	The standard exclusion period is until 48 hours after symptoms have resolved. However, some people pose a greater risk to others and may be excluded until they have a negative stool sample (for example, pre-school infants, food handlers, and care staff working with vulnerable people). The health protection team will advise in these instances.
<b>Food poisoning</b>	Until 48 hours from the last episode of vomiting and diarrhoea and they are well enough to return. Some infections may require longer periods (local health protection team will advise).
<b>Salmonella</b>	Until 48 hours after symptoms have stopped.
<b>Typhoid and Paratyphoid fever</b>	Seek advice from environmental health officers or the local health protection team.
<b>Flu (influenza)</b>	Until recovered.
<b>Tuberculosis (TB)</b>	Pupils and staff with infectious TB can return to school after 2 weeks of treatment if well enough to do so and if they have responded to anti-TB therapy. Pupils and staff with non-pulmonary TB do not require exclusion and can return to school as soon as they are well enough.
<b>Whooping cough (pertussis)</b>	A child or staff member should not return to school until they have had 48 hours of appropriate treatment with antibiotics, and they feel well enough to do so or 21 days from onset of illness if no antibiotic treatment.
<b>Conjunctivitis</b>	None.
<b>Giardia</b>	Until 48 hours after symptoms have stopped.

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

## Appendix 2. Competent Individuals

Reference in the policy to "competent individuals" refers to all people named in the table below.

Name	Role	Qualification	Contact
Tommie Barker	Facilities and Estates Director	NEBOSH IOSH	<a href="mailto:tbarker@inovamat.org">tbarker@inovamat.org</a> Mobile 07983126692
Tom Astle	Trust Health and Safety Manager	IOSH	<a href="mailto:tastle@inovamat.org">tastle@inovamat.org</a> Mobile 07542600542

## Appendix 3 Risk assessments

Document
Fire Risk Assessment
Generic Premises Risk Assessment
Foundation Stage Risk Assessment
Educational Visits Risk Assessments
Hazardous Substances Risk Assessments
Task / activity-based Risk Assessments

Risk Assessments are available on SharePoint