

# Thrunscoe Primary and Nursery Academy



## **HEALTH AND SAFETY POLICY** Academy Specific Edition

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## 1. Policy statement

The promotion of the health, safety and welfare of staff and pupils is a prime objective for the governors, headteacher and staff of Thrunscoc Primary and Nursery Academy. It is the academy's policy, so far as reasonably practicable, to take steps to ensure the safety, health and welfare of its staff and pupils and all persons who may have occasion to use or visit our academy.

We are committed to:

- Providing and maintaining a safe and healthy environment throughout the academy
- Providing and maintaining safe working practices among staff, pupils and visitors through observance of statutory requirements, codes of practice and guidance and the provision of appropriate training and information.
- Ensuring the provision of sufficient information, instruction and supervision to enable all pupils and people working on site to avoid hazards and contribute positively to their own health and safety.
- Providing safe access and egress to and from the academy
- Having effective procedures for use in case of fire and other emergencies and for evacuating the academy premises
- Having procedures to be followed in case of accident or injury
- Ensuring safety and absence of risks in connection with the use, handling and storage of plant, equipment, articles and substances and provide protective equipment and clothing where necessary
- Protecting employees from actual or potential risk of violence
- Providing adequate welfare facilities
- Maintaining a sense of safety awareness and responsible attitudes in all employees
- Promoting an environment where staff feel valued and able to raise concerns or suggest ideas to improve safety, with the understanding that elimination of risks is a responsibility of all members of staff.

The governors and the headteacher are committed to making these arrangements work. They will ensure that the academy is as safe as it can be and that everyone knows their roles and responsibilities in achieving a safe and healthy environment.

The headteacher has the overall responsibility for the application of the academy health and safety policy however, all staff are responsible for implementing and maintaining compliance with the policy in the areas for which they are responsible.

It is the responsibility of all staff to be vigilant at all times on health and safety matters and to be aware of and use the procedures for reporting concerns.

## **2. Roles and responsibilities**

### **2.1 Responsibilities of the governing body**

The governing board has ultimate responsibility for health and safety matters in the academy, but will delegate day-to-day responsibility to the headteacher.

The governing board has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the academy premises.

The academy, as the employer, also has a duty to:

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

### **2.2 Responsibilities of the headteacher**

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

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

In the headteacher's absence, the assistant headteachers assume the above day-to-day health and safety responsibilities.

### **2.3 Responsibilities of the business manager**

The business manager will:

- ensure the day to day implementation of health and safety management in accordance with this policy
- ensure that risk assessments are undertaken, appropriate control measures are identified and accurate records are maintained

## **2.4 Responsibilities of all members of staff**

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

Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Co-operate with the academy on health and safety matters
- Work in accordance with training and instructions
- Model safe and hygienic practice for pupils
- Understand emergency evacuation procedures and feel confident in implementing them
- ensure equipment is in good working order and safe to use and not allow improper use of the equipment
- use safety devices, safety equipment, protective clothing and other personal protective equipment provided
- ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate
- not interfere with or misuse anything provided in the interests of safety, health or welfare
- report to the business manager:
  - any accident resulting in personal injury
  - any 'near miss' incident that could have implications for safety
  - any hazard or fault that comes to their attention
  - any defects in the premises or equipment that they become aware of
  - any recommendations they may have for improving existing working practices

## **2.5 Specific responsibilities of class teachers**

The safety of pupils during lessons is the prime responsibility of the class teacher. If for any reason, e.g. due to the condition or location of equipment, the condition or layout of the room or the separation of pupils for practical work, a teacher considers that he / she cannot accept this responsibility, then the matter must be raised with the headteacher before the lesson is allowed to commence.

Class teachers are required:

- to exercise effective supervision of the pupils
- to know and adhere to procedures in respect of summoning first aid assistance

- to know any specific safety measures that are to be adopted in their own teaching areas and to ensure that they are applied at all times.
- to give clear instructions and warning to pupils as often as is necessary.
- to ensure safe procedures are followed and correct protective equipment is used when needed.

## **2.6 Supervision at playtimes**

Children should not be allowed to practice activities in any part of the building or grounds without supervision by a member of staff.

Classes of children kept in during wet weather must have supervision.

## **2.7 The pupils**

Pupils cannot be expected to take formal responsibility for themselves or their actions, however, they should be reminded at regular intervals of the safety rules of the academy and should be encouraged to remember them and comply with them.

Parents will be required to ensure that pupils do not bring items to the academy which are hazardous or dangerous. If such items are found by any member of staff they should be confiscated and the parents asked to visit the academy to collect them.

## **3. Risk assessment**

Risk assessment is the basis for establishing, monitoring and reviewing the measures needed to meet satisfactory health and safety standards. Risk assessments are carried out by persons who have sufficient training, experience and knowledge of the areas of work to be assessed.

The risk assessments assess activities of the academy and inform of remedial measures that are required to eliminate or control risks in those activities. Records of assessment must be kept for a minimum of five years.

Remedial action required as a result of the risk assessments should be implemented as soon as is practicable. The headteacher will ensure that any subsequent changes in working practice are introduced only after appropriate consultation with employees.

Risk assessments are required before new activities are carried out and before new equipment or substances are brought into use in the academy.

Existing assessments will be reviewed at intervals to be determined by the assessment process and will be revised as necessary and when working activities or circumstances change and in the light of new information, legislation or guidance.

Risk assessments will be distributed to all relevant personnel and copies of all risk assessments are located in the academy office.

The academy's Risk Assessment Policy contains further information.

## **4. Health and Safety Arrangements**

This section offers instruction and guidance on health and safety arrangements identified as being of relevance in the academy (in alphabetical order).

### **4.1 Accidents and dangerous occurrences**

In the event of an accident, the following procedures must be followed:

#### **Accidents Involving personal injury**

If the incident involves a child during a lesson it is the immediate duty of the supervising teacher to render the situation safe thereby avoiding the potential for further injury. Classes should not be left unsupervised whilst an injured party is being dealt with. The member of staff in charge of the class should follow the academy procedure for summoning assistance, including a first aider and alerting the headteacher if required.

In obviously serious cases or where there is uncertainty as to the extent of injuries, an ambulance should be called (999) and in the case of an injury to a pupil, attempt to contact the parent / emergency contact. A pupil must be accompanied to hospital by a parent or by a member of staff; if the latter, parents must be informed as soon as possible. If it is necessary for the pupil to be sent home, they must be collected by a parent/relative or accompanied home by a member of staff.

If a serious injury happens to a member of staff their emergency contact should be informed of the injury and the likely outcome, i.e. removal to hospital, return home etc. A member of staff should accompany the injured person to hospital or home – an injured person should never be sent home alone.

If the injury is to a visitor, contact should be made with a relative to ensure as far as possible that the injured person receives appropriate care after the accident.

If the injury is to a contractor working at the academy, their employer should be contacted as soon as possible to make the necessary after care arrangements

An accident report must be completed in line with the procedures in this Section.

**Do not hesitate to call an ambulance if you are uncertain about the seriousness of the injury to visitors, pupils, adults or staff.**

**N.B.** No medicines or analgesics are to be administered to the injured party unless prior arrangements have been made – see the section on Medicines below.

#### **Accidents not involving personal injury**

Where an accident or potentially dangerous situation occurs, it is essential that follow up action is taken to prevent possible recurrence. In the first instance this is to inform the business manager who will then follow the problem through to achieve effective action.

On occasions, a dangerous situation may be highlighted during a routine risk assessment process. At other times, it may well be that an incident where personal injury was narrowly avoided (a near miss) will be the catalyst for some preventative action being introduced.

## **4.2 Accident reporting and near miss reporting**

The member of staff who is in charge of the situation at the time must obtain and fully complete the appropriate accident forms. Staff should ensure that the information given is as accurate and as informative as possible.

Forms to be completed –

Pupil injuries:

Report of minor injury: Complete an entry in the Accident Book located in the medical room.

Report of Major Injury: Complete an entry in the Accident Book located in the medical room. Inform the business manager who will report to the Health and Safety Executive (HSE).

Staff/Visitor/Other Adult:

Complete a Staff Accident Report, available from the academy office.

Report to the business manager who will finalise the accident report and notify the HSE if necessary.

Dangerous Occurrences, which may not involve an injury to anyone but COULD HAVE, must also be reported to the business manager who will notify the HSE

Incidents reportable to the HSE and procedures for Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) to the HSE can be found at Appendix 1.

Notifying parents:

The person dealing with the pupils injury will inform parents of the accident or injury and any first aid treatment given, on the same day, or as soon as reasonably practicable. For head injuries, the parent should be telephoned or a text message sent if not able to contact by telephone.

Reporting to child protection agencies:

The headteacher or learning mentor will notify the relevant local child protection agencies 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.

Reporting to Ofsted:

The headteacher 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.

All accidents or dangerous occurrences must be investigated appropriately and the outcomes recorded. After investigation a risk assessment will be carried out or the existing risk assessment amended to avoid re-occurrence of the incident.

## **4.3 Asbestos**

The academy has an Asbestos Register identifying locations and possible locations of asbestos and the arrangements for its management. The register is located in the main reception area.

Due to the extensive refurbishment and extension of the academy, there are very few areas identified as either having asbestos present or having the possibility of asbestos (ie. areas unable to be checked due to



being inaccessible) however, should a member of staff suspect asbestos they should notify the headteacher immediately.

#### **4.4 Bomb threat procedure**

A member of staff will phone 999 immediately.

The person taking the call about the bomb threat should try to gain more information as per the checklist at Appendix 2 (also displayed on the office notice board).

The police will advise/attend and advise whether:

- a) the bomb threat is a hoax
- b) to conduct a search
- c) to evacuate.

The fire alarm is not to be activated at this point.

If the police instruct that the academy has to be evacuated then the head, (in her absence, the next senior member of SLT) will direct teachers and their classes away from the vicinity of the bomb.

AFTER THIS the fire alarm is activated and people will be prevented from entering the premises.

#### **4.5 Buildings maintenance**

The Headteacher has overall responsibility for buildings management with the business manager being responsible for the maintenance and repair of the buildings and grounds. Staff should notify any concerns about defects or repair items to the business manager or admin staff.

#### **4.6 Community use and lettings**

The headteacher and governors recognise the value of community use of the academy premises and will ensure that it is in accordance with the Community Use Policy. Risk assessments will be produced following consultation between the academy and the users. Users of the premises will be made aware of the relevance of this safety policy and will be provided with appropriate risk assessments. Users will be required to submit risk assessments for the use of the premises before the hire arrangements are confirmed.

The headteacher will ensure that hirers and others who use the academy premises conduct themselves and carry out their operations in such a manner that statutory safety requirements are met at all times and that the activities during the hire period do not give rise to nuisance to neighbours through noise or other disturbance.

Appropriate documentation will be used to formalise the use or the hire of the academy premises and the conditions under which such use or hire is approved and will contain appropriate information about any factors that may affect the safety of the activities proposed during any use or hire.

Refer to the Community Use Policy for further information.

#### **4.7 Consultation with employees and trade unions**

The academy recognises the value of consultation with trades unions and the legal responsibilities that it has.

The academy undertakes to consult with trade unions over issues related to health, safety and welfare, and to provide the information that trade unions require in order to carry out their functions.

#### **4.8 Contractors**

It is the duty of the headteacher to ensure that contractors employed to carry out work on its behalf work in a safe manner and in compliance with legal requirements.

The business manager will ensure compliance with this policy and will ensure, before contractors are appointed to work on the academy premises their policies, procedures, method statements and working practices are of an acceptable standard. The headteacher and business manager are responsible for ensuring the monitoring of the work in progress, the protection of the academy premises, the protection of the health and safety of employees, pupils, visitors and other contractors together with the practical management of the work.

Appropriate documentation will be used to formalise any work carried out on the academy premises and the conditions under which such work is to be carried out and will contain appropriate information about any factors that may affect the safety of any of the work activities.

Contractors are not permitted to use academy equipment, all tools for the work in hand must be provided by the contractor.

#### **4.9 COSHH (Control of Substances Hazardous to Health Regulations 2002)**

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

COSHH risk assessments and data sheets are kept in each location where COSHH substances are stored. Relevant members of staff are notified of the COSHH records. Assessments should be updated annually and whenever there is a change in circumstances concerning use.

No new substances may be brought into use in the academy without a COSHH assessment. This is a legal requirement. Full written COSHH assessments are required for hazardous substances (ie. substances bearing a Hazard Mark).

All materials will be purchased through recognised suppliers who provide COSHH data sheets and/or appropriate labels with each substance purchased. It is the academy's responsibility as purchaser to obtain any hazard data sheet and these must be requested as part of any order.

Stocks of COSHH substances must be checked on a regular basis (at least annually) and any items for disposal must be listed and disposed of in the correct manner. Flammables (e.g., aerosols) should be stored in locked flammables cupboards which are suitably marked.

All containers of hazardous substances must be correctly labelled and be stored in accordance with the assessment(s).

Hazardous materials are not to be stored in classrooms or left in classrooms after use.

#### **4.10 Defects**

Buildings defects:

Anyone discovering a significant defect in the academy buildings should report the matter to the assistant business manager (premises) who will take immediate steps to render the area safe or out of bounds and make arrangements for the defect(s) to be dealt with. The assistant business manager will ensure that an entry is made in the Premises Maintenance Book.

Equipment Defects:

Any equipment with a significant defect must be taken out of use immediately and the assistant business manager (premises) informed. The assistant business manager will ensure that arrangements are made for the repair or replacement of the item.

The assistant business manager (premises) will ensure that repaired equipment is certified as safe before being brought back into use.

#### **4.11 Display screen equipment (DSE)**

Display Screen Equipment Risk Assessments must be undertaken by each member of staff defined as a user of such equipment. Members of staff defined as users of display screen equipment are entitled to an eyesight test, the cost of which will be borne by the academy, and a contribution to the costs of lenses/spectacles required for the use of display screen equipment, where appropriate.

A 'user' is defined as an employee who normally uses DSE for continuous spells of an hour or more at a time, on a daily basis, and have to transfer information quickly to or from the DSE.

Display screen equipment installed for the use of pupils will comply with the provisions of the Regulations as far as is reasonably practicable.

#### **4.12 Educational visits**

All educational visits organised by the academy will be in strict accordance with the academy's Educational Visits Policy. The Headteacher is responsible for ensuring that the provisions of the policy are complied with and that appropriate approvals are obtained.

Risk assessments will be completed for all off-site visits.

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

Academy employees are required to take all reasonable precautions when visiting other locations and must observe the safety procedures of the host organisation.

#### **4.13 Electrical Safety**

The business manager is responsible for ensuring that electrical equipment in the academy is tested in accordance with the recommendations of the Health and Safety Executive and that any repairs required are carried out.

All staff should be aware that all portable electrical equipment must carry a distinctive label indicating that it has been tested within the prescribed period and has been passed as being electrically safe. Any equipment not having such a label should be taken out of use and the matter should be reported to the business manager, who will arrange for the appropriate test to be carried out.

Only electrical equipment owned by the academy should be used on the premises.

All electrical equipment should be checked for faults before use and removed if faulty for repair or disposal.

The mains electrical supply system to the academy premises is tested every five years or after any additions or alterations to the system. Maintenance checks are carried out on electrical systems as a routine part of the maintenance programme.

Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.

#### **4.14 Emergency plan**

An Emergency Plan is in operation which covers all reasonably foreseeable major incidents that could put the occupants or users of the academy at risk. This plan indicates the actions to be taken in the event of a major incident.

As part of the induction programme, all staff will be instructed in the emergency evacuation procedure and will regularly rehearse it with pupils.

The Emergency Plan should be taken outside in the event of an evacuation.

#### **4.15 Fire safety**

The academy has a Fire Safety Risk Assessment that details the measures taken for fire prevention, fire safety and evacuation procedures.

The evacuation procedures are displayed in all teaching rooms, offices and circulation areas. All staff and pupils must be fully conversant with the procedures for evacuation of the premises. Evacuation procedures should be tested during the first two weeks of the academic year and thereafter each term. The evacuation of visitors will be the responsibility of the person who they are visiting or working with. All windows and doors should be closed before evacuating the building, if safe to do so. Fire Wardens will check toilets, corridors etc. before exiting

If skylights are open, they should remain open when evacuating.

All fire fighting equipment is checked annually by an approved contractor and records are maintained.

The fire alarm is tested weekly, from different points, outside of normal academy hours.

Fire extinguishers should only be used if necessary to exit the building or, if safe to do so, by staff trained in how to operate them and are confident they can use them without putting themselves or others at risk.

All final exit doors must be unlocked when the premises are in use. All escape routes must be kept clear of obstruction.

All staff undergo Fire Awareness training.

#### **4.16 First aid**

First aid provision is in accordance with current HSE Approved Code of Practice on the First Aid at Work Regulations 1981 and the DfE guidance on First Aid in Schools/Academies.

Certified First Aid training is by recognised instructors and is refreshed every 3 years.

First aid supplies are found in the Medical Room and in the Foundation Stage first aid cupboard. First aid bags for educational visits and offsite activities are kept in the Medical Room. These are maintained ready for use and nothing other than the listed contents should be placed in the bags.

The names of the nominated workplace first aiders are displayed around the academy and there are also several additional trained first aiders within the teaching and teaching support staff. Only qualified persons should carry out first aid treatment.

All head injuries should be notified to parents/carers. Serious cases of injury should receive appropriate qualified medical attention.

A record book is kept in the Medical Room/Foundation Stage first aid cupboard and any treatment given to pupils must be recorded in it. Each entry must be signed by the first aider attending the incident.

First Aiders and Appointed Persons are indemnified for any actions that they may take under the academy's Public Liability Insurance.

First Aid provision for offsite activities is in accordance with the Educational Visits Policy.

#### **4.17 Gas safety**

Installation, maintenance and repair of gas appliances and fittings are carried out by a competent Gas Safe registered engineer

Annual gas safety certification and gas appliance testing are undertaken.

#### **4.18 Infection prevention and control**

We follow national guidance published by Public Health England (PHE) when responding to infection control issues. We will encourage staff and pupils to follow good hygiene practice. Hand sanitising stations are sited around the academy.

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)
- Use the correct personal protective equipment when handling cleaning chemicals

#### 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
- Use colour-coded mops and buckets or paper towels for cleaning up blood and body fluid spillages

#### Laundry

- Wear personal protective clothing when handling soiled linen
- Bag children's soiled clothing to be sent home, never rinse by hand

#### Clinical waste

- Clinical waste, used nappies, gloves, aprons and soiled dressings are disposed of in correct clinical waste bags in foot-operated bins

#### 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 academy will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease and, if exposed to any of these, the parent/carer will be informed promptly and further medical advice sought.
- Advise these children to have additional immunisations, for example for pneumococcal and influenza.

#### Exclusion periods for infectious diseases

- The academy follows recommended exclusion periods outlined by Public Health England, on display in the medical room: see Appendix 4
- In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

#### **4.19 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, must not be undertaken when working alone. If there are any doubts about the task to be performed then the task must be postponed until other staff members are available.

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

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

When working alone suitable and sufficient security precautions should be taken:

- Have access to a telephone
- do not approach a potential situation
- Lock all doors if threat of entry (front doors auto lock at 4.30pm)
- Remain inside building & telephone the police if under threat.

First Aid supplies are located in the medical room if needed.

Please see the Lone Working Risk Assessment for more details.

#### **4.20 Maintenance of plant and equipment**

The academy follows a program of maintenance on plant and equipment as identified in the Site Safety Log located in the reception area. Should any defect be identified between inspections it must be reported immediately to the assistant business manager (premises).

All members of staff must carry out a regular inspection of equipment for which they are responsible and reject any that are in an unsafe condition.

#### **4.21 Manual handling**

Staff and pupils must not attempt to lift or move heavy or awkward items without using the barrows/trolleys provided or waiting for assistance. Expectant mothers must refrain from lifting anything but light items.

See the Manual Handling Risk Assessment for further details.

#### **4.22 Medications**

Administration to pupils of prescription medication **ONLY** must be undertaken by staff who have received the appropriate instruction or training in accordance with the provisions of the Supporting Pupils with Medical Needs Policy.

A Request to Administer Medication form must be completed by the parent/carer and authorised by the headteacher.

First Aiders are not permitted to administer medication unless prior approval has been given (eg. epipens, diabetes medication).

Analgesics must not be administered or supplied to pupils unless these are accompanied by the appropriate parental request/authorisation.

All medicines must be kept in the academy office, the staff room fridge or the Foundation Stage fridge, with the exception of inhalers which are located in the medical room or Foundation Stage first aid cupboard and epipens which are located in the medical room or Foundation Stage first aid cupboard and in classroom cupboards.

#### **4.23 New and expectant mothers**

Risk assessments will be carried out whenever any employee notifies the academy that they are pregnant.

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

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to 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 can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly
- Some pregnant women will be at greater risk of severe illness from COVID-19

#### **4.24 Occupational health services**

The academy has access to recognised Occupational Health providers who will carry out workplace referrals, conduct statutory medical examinations and generally advise on medical issues that may affect employees.

Referrals to the Medical Advisor will normally be through the headteacher. Referral may be made if there is concern over the health of an employee. This may be prompted by a long-term period of sickness absence or a poor sickness absence record. Long term sickness absence of concern is defined as 28 days or more of unpredictable duration.

- The academy has adopted the NELC Wellbeing & Absence Management Policy which gives guidance when dealing with this issue.

#### **4.25 Personal protective equipment**

The academy provides suitable protective clothing and equipment for staff and pupils for when work involves hazardous substances or excessive levels of noise. The person to whom PPE has been provided



must use it when necessary and take reasonable care of it. If any item becomes defective through wear or damage, it must be reported to the academy office and replaced before continuing with any work that requires it.

Should a member of the academy identify that PPE is needed for any activity, the concern should be raised through the business manager.

#### **4.26 Security**

The academy operates a secure site with the aim of reducing the opportunity for unauthorised persons to enter the building through undesignated entrances.

Gates into the playground are to be kept locked throughout the academy day. The front door will be the only entry point for parents and visitors.

Children will enter through their class or corridor exterior door. These doors are to remain unlocked whilst the children are in the classroom as an exit point in case of fire. External class doors should be locked during playtimes and lunchtimes. The main doors into the playground will remain unlocked allowing access for children to go to the toilet and requiring first aid during breaks.

All visitors to the academy must report to the office, sign in at the reception desk and wear a visitor pass. Any visitor without a DBS check must be accompanied by a member of staff while on the premises.

Staff must be alert to security issues at all times and should report any concerns that they may have.

#### **4.27 Slips, trips and falls**

To avoid slips, trips and falls all areas should be kept tidy, there should be no trailing cables or obstructions in walkways. Any spills should be cleared immediately and the area left dry or cordoned off.

Suitable footwear with good grip should be worn.

See the Slips, Trips and Falls risk assessment for further details.

#### **4.28 Smoking**

The academy is a non-smoking site. This applies to all members of staff, governors, parents, pupils, visitors and contractors, at all times.

Vapour cigarettes are identified as smoking for the purposes of this policy.

#### **4.29 Stress**

The academy is committed to promoting health and wellbeing and recognises the importance of identifying and reducing workplace stressors through risk assessment.

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

In respect of persons mental health, the academy will have regard to:

- possible work related stressors
- environmental and organisational factors
- training needs
- support provision
- rehabilitation of employees on return to work after absence

The Local Authority Stress Policy has been adopted in order to address the specific issue of stress at work.

Local Authority policies and guidance, drawn up in consultation with the trades unions, have been adopted to address the issues of bullying, harassment and dignity at work.

#### **4.30 Training**

Our staff are provided with health and safety training, fire awareness training, safeguarding children training and online safety training as part of their induction process.

Safeguarding children training and online safety training are reviewed annually, health and safety training and fire awareness training are reviewed every two years.

Further specific training is provided relevant to an individual's work and responsibilities.

The appropriate teachers will inform new pupils about health and safety procedures at the beginning of each academic year.

A copy of this policy will be given to new members of staff and a copy is available in the staff room.

#### **4.31 Violence to Staff**

"Violence" is defined by the HSE as any incident in which a person is verbally abused, threatened or assaulted in circumstances relating to their work.

Should staff be subjected to violence, they should inform the headteacher or a member of the leadership team immediately, who will initially render the situation safe and offer support to the individual. An incident report must be completed, the circumstances will be treated confidentially and support measures will be provided, if required, to assist in recovering from an incident.

A 'lock down' of the site will be implemented if any threat is considered serious and the police will be called.

#### **4.32 Visitors**

All visitors should sign in at the Reception Desk, report to the office and sign out prior to leaving the premises; attention should be drawn to the appropriate signs which will be displayed to ensure that this rule is implemented.

Visitors and other users of the premises will be required to observe the safety rules of the academy and will be made aware of the health and safety arrangements applicable to them.

Staff should follow the emergency procedure relating to trespassers on academy premises in dealing with anyone refusing to leave the premises or causing a nuisance or damage.

#### **4.33 Water hygiene / Legionella**

Water Hygiene and temperature tests are carried out by qualified technicians quarterly and testing for Legionella is carried out every six months.

A Water Risk Assessment is carried out every 2 years and when significant changes have occurred to the water system and/or building footprint, in line with government regulations.

#### **4.34 Working at height**

Work will be properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The caretaker maintains a register of ladders for working at height
- Pupils are prohibited from using ladders/stepladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Access to high levels, such as roofs, is only permitted by trained persons
- Staff should use only use stepladders and kick steps provided by the academy, which should be checked for defects before use. Do not use tables, chairs etc. to access high levels.
- Ensure stepladders are on a stable footing and do not leave stepladders unattended where pupils have access.

If the stepladders provided are not high enough for the task in hand, please refer the task to the caretaker or the business manager, who will refer to the Working at Height risk assessment.

See the Working at Height risk assessment for further details.

#### **4.35 Workplace safety**

The academy is committed to taking all reasonable precautions that are necessary to secure the health and safety of staff, pupils and visitors who may be involved in, or affected by, any of the academy's activities.

Risk assessments are carried out prior to commencement of any new activity or the introduction of any new technology or product. Specific safe working procedures are devised for activities which pose a significant risk to health and safety.

All staff are required to participate in health and safety training as provided. The Health and Safety policy is available in the staff room and copies of all risk assessments are available in the academy office.

Health and safety notices are posted on the staff room notice boards when the need arises.

### **5. Legal framework**

5.1 This policy is based on advice from the DfE 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 academy 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.

5.2 This policy has due regard to national guidance including, but not limited to, the following:

- DfE 'Health and safety: advice on legal duties and powers'
- DfE 'Health and safety: advice for schools'
- DfE 'Keeping children safe in education'
- HSE 'Sensible health and safety management in schools'
- The statutory framework for the Early Years Foundation Stage

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

5.3 This policy should be used in conjunction with the following academy policies and procedures:

- Accident Reporting Procedure
- Adverse Weather Policy
- Allergies Policy
- Asbestos Management Policy

- COSHH Policy
- Critical Incident Plan
- Evacuation Procedures
- First Aid Policy
- Lone Working Policy
- Manual Handling Policy
- Personal Emergency Evacuation Plan
- Premises Management Policy
- Risk Assessment Policy
- Supporting Pupils with Medical Conditions Policy
- Vehicle and Pedestrian Policy
- Walking Home Alone Policy
- Water Hygiene Management Plan and Risk Assessment
- Working at Heights Risk Assessment

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This policy has been offered for consultation with all staff and their trade unions.

This policy will be reviewed by the business manager annually.

## Appendix 1 RIDDOR reporting

### UPDATED

#### REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES

The following incidents must be reported to the Health and safety Executive as soon as is reasonably practicable and in any event within 15 days of the accident in cases of work-related injuries that lead to an employee unable to perform their duties for more than 7 days:

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

These include:

- Death
- Specified injuries, which are:
  - Fractures, other than to fingers, thumbs and toes
  - Amputations
  - Any injury likely to lead to permanent loss of sight or reduction in sight
  - Any crush injury to the head or torso causing damage to the brain or internal organs
  - Serious burns (including scalding) which:
    - Covers more than 10% of the whole body's total surface area; or
    - Causes significant damage to the eyes, respiratory system or other vital organs
  - Any 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 assistant business manager (premises) 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)

A full list of reportable accidents can be found on the RIDDOR website [www.hse.gov.uk/riddor/report.htm](http://www.hse.gov.uk/riddor/report.htm)

Information on how to make a RIDDOR report is available here: [How to make a RIDDOR report, HSE](#)

## Appendix 2: Bomb threat checklist

Form 1000-10-0000

### Bomb threat checklist

This checklist is designed to help staff to deal with a telephoned bomb threat effectively and to record the necessary information.

#### Actions to be taken on receipt of a bomb threat:

- Switch on recorder/voicemail (if connected)
- Tell the caller which town/district you are answering from
- Record the exact wording of the threat:

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#### Ask the following questions:

- Where is the bomb right now? 

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- When is it going to explode? 

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- What does it look like? 

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- What kind of bomb is it? 

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- What will cause it to explode? 

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- Did you place the bomb? 

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- Why? 

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- What is your name? 

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- What is your address? 

---
- What is your telephone number? 

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#### Record time call completed:

- Where automatic number reveal equipment is available, record number shown: 

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- Inform the Security Co-ordinator of name and telephone number of the person informed: 

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- Contact the police on 999. Time informed: 

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The following part should be completed once the caller has hung up and the Security Co-ordinator and the police have been informed.

- Time and date of call: 

---
- Length of call: 

---
- Number at which the call was received (i.e. your extension number): 

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#### About the caller

- Sex of caller: 

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 Age: 

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- Nationality: 

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35



✓ Tick where appropriate

**Language**

- Well spoken
- Irrational
- Taped message
- Offensive
- Incoherent
- Message read by threat-maker

**Caller's voice**

- Calm
- Crying
- Clearing throat
- Angry
- Nasal
- Slurred
- Excited
- Stutter
- Disguised
- Slow
- Lisp
- Accent

Type of accent

\_\_\_\_\_

- Racio
- Deep
- Hoarse
- Laughter
- Familiar

If so, whose voice did it sound like?

\_\_\_\_\_

\_\_\_\_\_

**Background sounds**

- Street noises
- House noises
- Animal noises
- Crockery
- Motor
- Clear
- Voice
- Static
- PA system
- Booth
- Music
- Factory machinery
- Office machinery
- Other (specify)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Other remarks**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print name: \_\_\_\_\_

### Appendix 3. Useful Links

- HSE website: [www.hse.gov.uk](http://www.hse.gov.uk)
- RIDDOR website: [www.hse.gov.uk/riddor/report.htm](http://www.hse.gov.uk/riddor/report.htm)
- HSE Five Steps to Risk Assessment: [www.hse.gov.uk/pubns/indg163.pdf](http://www.hse.gov.uk/pubns/indg163.pdf)
- HSE Incident Reporting in schools (accidents, diseases and dangerous occurrences): [www.hse.gov.uk/pubns/edis1.pdf](http://www.hse.gov.uk/pubns/edis1.pdf)
- HSE Managing health and Safety: [www.hse.gov.uk/pubns/books/hsg65.htm](http://www.hse.gov.uk/pubns/books/hsg65.htm)
- DFE Guidance on First Aid for schools – A Good Practice Guide: [www.gov.uk/government/publications/first-aid-in-schools](http://www.gov.uk/government/publications/first-aid-in-schools)
- Employment Medical Advisory Service: [www.hseni.gov.uk/topic/employment-medical-advisory-service-emas](http://www.hseni.gov.uk/topic/employment-medical-advisory-service-emas)

## Appendix 4. Recommended absence period for preventing the spread of infection

This list of recommended absence periods for preventing the spread of infection is taken from non-statutory guidance for schools and other childcare settings from the UK Health Security Agency. For each of these infections or complaints, there [is further information in the guidance on the symptoms, how it spreads and some 'dos and don'ts' to follow that you can check](#).

In confirmed cases of infectious disease, including COVID-19, we will follow the recommended self-isolation period based on government guidance.

Infection or complaint	Recommended period to be kept away from school or nursery
<b>Athlete's foot</b>	None.
<b>Campylobacter</b>	Until 48 hours after symptoms have stopped.
<b>Chicken pox (shingles)</b>	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>Respiratory infections including coronavirus (COVID-19)</b>	Children and young people should not attend if they have a high temperature and are unwell. Anyone with a positive test result for COVID-19 should not attend the setting for 3 days after the day of the test.
<b>Rubella (German measles)</b>	5 days from appearance of the rash.
<b>Hand, foot and mouth</b>	Children are safe to return to school or nursery as soon as they are feeling better, there is no need to stay off until the blisters have all healed.
<b>Impetigo</b>	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
<b>Measles</b>	Cases are infectious from 4 days before onset of rash to 4 days after, so it is important to ensure cases are excluded from school during this period.
<b>Ringworm</b>	Exclusion not needed once treatment has started.
<b>Scabies</b>	The infected child or staff member should be excluded until after the first treatment has been carried out.

<b>Scarlet fever</b>	Children can return to school 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered, the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the school or nursery, the health protection team will assist with letters and a factsheet to send to parents or carers and staff.
<b>Slapped cheek syndrome, Parvovirus B19, Fifth's disease</b>	None (not infectious by the time the rash has developed).
<b>Bacillary Dysentery (Shigella)</b>	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.
<b>Diarrhoea and/or vomiting (Gastroenteritis)</b>	<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 adviser 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 as long as they have responded to anti-TB therapy. Pupils and staff with non-pulmonary TB do not require exclusion and can return to school as soon as they are well enough.

<b>Whooping cough (pertussis)</b>	A child or staff member should not return to school until they have had 48 hours of appropriate treatment with antibiotics and they feel well enough to do so, or 21 days from onset of illness if no antibiotic treatment.
<b>Conjunctivitis</b>	None.
<b>Giardia</b>	Until 48 hours after symptoms have stopped.
<b>Glandular fever</b>	None (can return once they feel well).
<b>Head lice</b>	None.
<b>Hepatitis A</b>	Exclude cases from school while unwell or until 7 days after the onset of jaundice (or onset of symptoms if no jaundice, or if under 5, or where hygiene is poor. There is no need to exclude well, older children with good hygiene who will have been much more infectious prior to diagnosis.
<b>Hepatitis B</b>	Acute cases of hepatitis B will be too ill to attend school and their doctors will advise when they can return. Do not exclude chronic cases of hepatitis B or restrict their activities. Similarly, do not exclude staff with chronic hepatitis B infection. Contact your local health protection team for more advice if required.
<b>Hepatitis C</b>	None.
<b>Meningococcal meningitis/ septicaemia</b>	If the child has been treated and has recovered, they can return to school.
<b>Meningitis</b>	Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed.
<b>Meningitis viral</b>	None.
<b>MRSA (meticillin resistant Staphylococcus aureus)</b>	None.
<b>Mumps</b>	5 days after onset of swelling (if well).
<b>Threadworm</b>	None.
<b>Rotavirus</b>	Until 48 hours after symptoms have subsided.