

# Health and Safety Policy



**Our Lady  
Help of Christians**



**Our Blessed Saints  
Federation**

**SS Peter and Paul Catholic Primary School**



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# HEALTH & SAFETY POLICY

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This policy sets out our approach to health and safety across Our Lady help of Christians CMAT. Each school has their own H&S policy and specific arrangements, procedures for staff for each school.

## 1. Aims

Our trust aims to:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to our school sites
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely, and are regularly inspected

## 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 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 require 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.

For schools with Early Years Foundation Stage (EYFS) provision:

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. Roles and responsibilities

### 3.1 The trust

The academy trust has ultimate responsibility for health and safety matters in each of its schools and this policy is adopted by the Trust Board of Directors.

The trust will oversee health and safety, as led by the HR Director, but will delegate day-to-day responsibility in each school to the Principal/Headteacher/Head of School in accordance with the trust scheme of delegation.

The trust 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 school premises.

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

- 3.1.1 Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- 3.1.2 Inform employees about risks and the measures in place to manage them
- 3.1.3 Ensure that adequate health and safety training is provided
- 3.1.4 To provide an annual external health and safety audit to each school

Each school has a local governor and competent person who oversees health and safety. This person reports to the Trust via the Principal/Headteacher or Head of School

### 3.2 The Principal/Headteacher or Head of School

The Principal/Headteacher or Head of School of each school is responsible for day-to-day health and safety. This involves:

- 3.2.1 Implementing the health and safety policy
- 3.2.2 Ensuring there is enough staff to safely supervise pupils
- 3.2.3 Ensuring that the school building and premises are safe and regularly inspected
- 3.2.4 Providing adequate training for school staff
- 3.2.5 Reporting to the local governing board on health and safety matters
- 3.2.6 Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- 3.2.7 Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- 3.2.7 Ensuring all risk assessments are completed and reviewed
- 3.2.8 Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

In the Principal/Headteacher or Head of Schools' absence, the School Business Manager assumes the above day-to-day health and safety responsibilities.

### **3.3 Health and safety lead**

The appointed health and safety lead is the HR Director, with the Trust board of directors having overall responsibility. Each school will nominate a health and safety lead, usually the School Business Manager or Site Manager.

### **3.4 Staff**

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

Staff will:

- 3.4.1 Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- 3.4.2 Co-operate with the school on health and safety matters
- 3.4.3 Work in accordance with training and instructions
- 3.4.4 Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- 3.4.5 Model safe and hygienic practice for pupils
- 3.4.6 Understand emergency evacuation procedures and feel confident in implementing them
- 3.4.7 Will identify approved contractors and relevant contractor checks will be completed

### **3.5 Pupils and parents/carers**

Pupils and parents/carers are responsible for following the trust's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

### **3.6 Contractors**

Contractors will agree health and safety practices with the School Business Manager before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

## **4. Site security**

The Principal/Headteacher or Head of School, sometimes delegated to the School Business Manager and the site team, are responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

The Principal/Headteacher or Head of School, sometimes delegated to the School Business Manager are key holders and will respond to an emergency. Each school may have designated key holders who will respond in an emergency.

## **5. Fire**

Schools should adopt the following fire safety procedure:

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.

The fire alarm is a loud continuous bell.

Fire alarm testing will take place on a weekly basis as determined by BS5839 with periodic 6 monthly or annual servicing by a competent fire alarm engineer. It is recommended these tests are recorded in a logbook.

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

In the event of a fire:

- 5.1 The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- 5.2 Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
- 5.3 Staff and pupils will congregate at the assembly points. These points should be communicated to employees.
- 5.4 Form tutors/class teachers will take a register of pupils, which will then be checked against the attendance register of that day
- 5.5 The Principal/Headteacher or Head of School, sometimes delegated to the School Business Manager, will take a register of all staff
- 5.6 Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter

The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

A fire safety checklist can be found in appendix 1.

## 6. COSHH

Schools are required to control hazardous substances, which can take many forms, including:

- 6.1 Chemicals
- 6.2 Products containing chemicals
- 6.3 Fumes
- 6.4 Dusts
- 6.5 Vapours
- 6.6 Mists
- 6.7 Gases and asphyxiating gases
- 6.8 Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by the Principal/Headteacher or Head of School, sometimes delegated to the School Business Manager, and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

Schools should have local risk assessments in place on how hazardous products in the school will be stored.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

### **6.1 Gas safety**

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

6.1.2 Gas pipework, appliances and flues are regularly maintained.

6.1.3 All rooms with gas appliances are checked to ensure they have adequate ventilation.

### **6.2 Legionella**

6.2.1 A water risk assessment will be completed at school and an associated risk assessment should be completed in line with HSE Approved Code of Practice. The Principal/Headteacher/Head of School, sometimes the School Business Manager or Site team is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book

6.2.2 This risk assessment will be reviewed regularly and when significant changes have occurred to the water system and/or building footprint

6.2.3 The risks from legionella are mitigated by the following: ensuring correct water temperatures, avoiding water stagnation, avoiding the use of materials that harbour bacteria, controlling water release, maintaining water systems, using treatment techniques, taking action to ensure correct and staff operation and maintenance of the water system.

### **6.3 Asbestos**

6.3.1 Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it

6.3.2 Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work

6.3.3 Contractors will be advised that if they discover material that they suspect could be asbestos, they will stop work immediately until the area is declared safe

6.3.4 A risk record is kept of the location of asbestos that has been found on the school site

6.3.5 Each school is responsible for ensuring an asbestos management plan is in place and reviewed on a regular basis

## **7. Equipment**

All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place.

When new equipment is purchased, it is checked to ensure it meets appropriate educational and operational standards.

All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

### **7.1 Electrical equipment**

7.1.1 All staff are responsible for ensuring they use and handle electrical equipment sensibly and safely

- 7.1.2 Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- 7.1.3 Any potential hazards will be reported to the School Business Manager immediately
- 7.1.4 Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- 7.1.5 Only trained staff members can check plugs
- 7.1.6 Where necessary, a portable appliance test (PAT) will be carried out by a competent person
- 7.1.7 All isolator switches are clearly marked to identify their machine
- 7.1.8 Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
  - 7.1.9 Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

## **7.2 PE equipment**

- 7.2.1 Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely
- 7.2.2 Any concerns about the condition of the gym floor or other apparatus will be reported to the School Business Manager

## **7.3 Display screen equipment**

- 7.3.1 All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time
- 7.3.2 Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)
- 7.3.3 Eye test vouchers are available to employees who use computers daily as a significant part of their normal work.
- 7.3.4 All relevant employees should complete the DSE e-learning on Smart Log.

## **7.4 Specialist equipment**

Parents/carers are responsible for the maintenance and safety of their children's wheelchairs. In school, staff promote the responsible use of wheelchairs.

Oxygen cylinders are stored in a designated space, and staff are trained in the removal, storage and replacement of oxygen cylinders.

# **8. Lone working**

Lone working may include:

- 8.1 Late working
- 8.2 Home or site visits
- 8.3 Weekend working

8.4 Site manager duties

8.5 Site cleaning duties

8.6 Working in a single occupancy office

8.7 Remote working, self-isolation and/or remote learning

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 they are medically fit to work alone.

## 9. 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:

9.1 The site manager/caretaker retains ladders for working at height

9.2 Pupils are prohibited from using ladders

9.3 Staff will wear appropriate footwear and clothing when using ladders

9.4 Contractors are expected to provide their own ladders for working at height

9.5 Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety

9.6 Access to high levels, such as roofs, is only permitted by trained persons

## 10. 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.

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

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

10.1 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

10.2 Take the more direct route that is clear from obstruction and is as flat as possible

10.3 Ensure the area where you plan to offload the load is clear

10.4 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

## 11. Off-site visits

When taking pupils off the school premises, schools will follow their own risk assessment process and will ensure that:

11.1 Risk assessments will be completed where off-site visits and activities require them

11.2 All off-site visits are appropriately staffed

11.3 Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents/carers' contact details

For schools without Early Years Foundation Stage provision:

11.4 There will always be at least one first aider on school trips and visits

For schools with Early Years Foundation Stage provision:

11.5 For trips and visits with pupils in the Early Years Foundation Stage, there will always be at least one first aider with a current pediatric first aid certificate

11.6 For other trips, there will always be at least one first aider on school trips and visits

## 12. Lettings

This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy, and will have responsibility for complying with it.

## 13. Violence at work

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

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their Principal/Headteacher, Head of School or School Business Manager/Line Manager immediately. This applies to violence from pupils, visitors or other staff.

## 14. Smoking

Smoking is not permitted anywhere on the school premises. This includes the use of vapes

## 15. Infection prevention and control

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

### 15.1 Handwashing

- 15.1.1 Wash hands with liquid soap and warm water, and dry with paper towels
- 15.1.2 Always wash hands after using the toilet, before eating or handling food, and after handling animals
- 15.1.3 Cover all cuts and abrasions with waterproof dressings

## **15.2 Coughing and sneezing**

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

## **15.3 Personal protective equipment**

- 15.3.1 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 (e.g. nappy or pad changing)
- 15.3.2 Wear goggles if there is a risk of splashing to the face
- 15.3.3 Use the correct personal protective equipment when handling cleaning chemicals
- 15.3.4 Use personal protective equipment (PPE) to control the spread of infectious diseases where required or recommended by government guidance and/or a risk assessment

## **15.4 Cleaning of the environment**

- 15.4.1 Clean the environment frequently and thoroughly
- 15.4.2 For primary schools clean the environment, including toys and equipment, frequently and thoroughly

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

- 15.5.1 Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
- 15.5.2 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
- 15.5.3 Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below
- 15.5.4 Make spillage kits available for blood spills

## **15.6 Laundry**

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

## **15.7 Clinical waste**

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

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

## **15.8 Animals**

15.8.1 Wash hands before and after handling any animals

15.8.2 Keep animals' living quarters clean and away from food areas

15.8.3 Dispose of animal waste regularly, and keep litter boxes away from pupils

15.8.4 Supervise pupils when playing with animals

15.8.5 Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a school pet

## **15.9 Infectious disease management**

We will ensure adequate risk reduction measures are in place to manage the spread of acute respiratory diseases, including COVID-19, and carry out appropriate risk assessments, reviewing them regularly and monitoring whether any measures in place are working effectively.

We will follow local and national guidance on the use of control measures including:

### **Following good hygiene practices**

15.9.1 We will encourage all staff and pupils to regularly wash their hands with soap and water or hand sanitiser, and follow recommended practices for respiratory hygiene. Where required, we will provide appropriate personal protective equipment (PPE)

### **Implementing an appropriate cleaning regime**

15.9.2 We will regularly clean equipment and rooms, and ensure surfaces that are frequently touched are cleaned

### **Keeping rooms well ventilated**

15.9.3 We will use risk assessments to identify rooms or areas with poor ventilation and put measures in place to improve airflow, including opening external windows, opening internal doors and mechanical ventilation

## **15 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 any 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.

## **15. Exclusion periods for infectious diseases**

The school will follow recommended exclusion periods outlined by the UK Health Security Agency and other government guidance, summarised in appendix 4.

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

## 16. New and expectant mothers

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

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

- 16.1 Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to an 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
- 16.2 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
- 16.3 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
- 16.4 Some pregnant women will be at greater risk of severe illness from COVID-19

## 17. Occupational stress

We are committed to promoting high levels of health and wellbeing, and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the school and trust for responding to individual concerns and monitoring staff workloads.

The Trust also has an anti-stress policy that should be referred to at the earliest opportunity. A stress risk assessment should be completed as soon as possible with consideration given to a referral to occupational health

Employees should be encouraged to access wellbeing support through Vivup.

## 18. Accident reporting

### 18.1 Accident record book

- 18.1.1 An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. Staff accidents and near misses should be recorded centrally on **Smart Log**.
- 18.1.2 As much detail as possible will be supplied when reporting an accident including photographs or videos where possible.
- 18.1.3 Information about injuries will also be kept in the pupil's educational record
- 18.1.4 Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of

### 18.2 Reporting to the Health and Safety Executive

The School Business 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 Principal/Headteacher or Head of School, sometimes the School Business Manager or medical assistant, will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days. RIDDOR reportable accidents should always be reported to the Trust in addition to HSE.

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

These include:

#### 18.2.1 Death

#### 18.2.2 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

18.2.3 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 Principal/Headteacher or Head of School, sometimes the School Business Manager will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident

18.2.3 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

18.2.4 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:

18.2.5 Death of a person that arose from, or was in connection with, a work activity\*

18.2.6 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:

18.2.7 A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)

18.2.8 The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or

18.2.9 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](#)

Schools with Early Years Foundation Stage provision are required to follow sections 18.3, 18.4 and 18.5 below:

**18.3 Notifying parents/carers**

The Principal, Headteacher or Head of school will inform parents/carers 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.

**18.4 Reporting to child protection agencies**

The Principal, Headteacher or Head of school will notify the relevant child protection agencies, if required, 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.

Schools with Early Years Foundation Stage provision and registered with Ofsted :

**18.5 Reporting to Ofsted**

The Principal, Headteacher or Head of school 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.

## 19. Training

Our staff are provided with health and safety training as part of their induction process.

Staff who work in high-risk environments, such as in science labs or with woodwork equipment, or work with pupils with special educational needs (SEN), are given additional health and safety training.

## 20. Monitoring

This policy will be reviewed by the HR Director every 2 years.

At every review, the policy will be approved by the board of trustees.

## 21. Links with other policies

This health and safety policy links to the following policies:

- 21.1 First aid
- 21.2 Risk assessment
- 21.3 Supporting pupils with medical conditions (If applicable)
- 21.4 Accessibility plan (If applicable)
- 21.5 Remote learning (If applicable)
- 21.6 Emergency or critical incident plan – individual school plan
- 21.7 Academy Vehicle
- 21.8 Anti Stress
- 21.9 Lone Worker
- 21.10 No Smoking
- 21.11 Substance misuse

## Appendix 1. Fire safety checklist

ISSUE TO CHECK	YES/NO
Are fire regulations prominently displayed?	
Is fire-fighting equipment, including fire blankets, in place?	
Does fire-fighting equipment give details for the type of fire it should be used for?	
Are fire exits clearly labelled?	
Are fire doors fitted with self-closing mechanisms?	
Are flammable materials stored away from open flames?	
Do all staff and pupils understand what to do in the event of a fire?	
Can you easily hear the fire alarm from all areas?	

Appendix 2. Accident report All accidents should be reported on Smartlog.

<b>Name of injured person</b>		<b>Role/class</b>	
<b>Date and time of incident</b>		<b>Location of incident</b>	
<b>Incident details</b>			
Describe in detail what happened, how it happened and what injuries the person incurred			
<b>Action taken</b>			
Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards			
<b>Follow-up action required</b>			
Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again			
<b>Name of person attending the incident</b>			
<b>Signature</b>		<b>Date</b>	

Appendix 3. Asbestos record

The table will need to be adapted to your school's specific circumstances along with HSE guidelines

Location	Product	How much	Surface coating	Condition	Ease of access	Asbestos type	Comment
Roof	Asbestos cement	Whole roof	None	Fairly good	Difficult	White	
Store room	Pipes	6 x 3m	Metal case	Good	Medium	Unknown	

#### 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.

<b>Infection or complaint</b>	<b>Recommended period to be kept away from school or nursery</b>
<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 (e.g. 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.