



Health & Safety Policy

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Contents

Part 1 – Statement of Intent

Statement of Intent

Part 2 - Organisation

Roles & responsibilities

Part 3 - Arrangements

1. H&S Audit & Action Plan
2. Site Security
3. Fire
4. COSHH
5. Equipment
6. Lone Working
7. Working at height
8. Manual handling
9. Off-site visits
10. Lettings
11. Violence at work
12. Smoking
13. Infection prevention & control
14. New and expectant mothers
15. Occupational stress
16. Accident reporting
17. Training

Appendices

Appendix 1 – Legislation

Appendix 2 – Arrangements summary

Associated documents & guidance

Derbyshire Schools: (Sawley Junior School, Sawley Infant & Nursery School, Shardlow Primary School, Dovedale Primary School)

Guidance on a number of health and safety issues can be accessed by logging onto the Derbyshire County Council (DCC) S4S portal. A login is required.

Advice on any health and safety issue is available from the DCC H&S adviser (details on the DCC S4S portal).

Relevant forms and templates that may be utilised can be accessed by logging onto the Derbyshire County Council S4S portal. A login is required.

Arnbrook Primary School, Derwent Primary School and Southwark Primary School

Guidance on a number of health and safety issues can be accessed by logging onto the Nottingham City Council (NCC) Schools H&S portal. A login is required.

Advice on any health and safety issue is available from the NCC H&S adviser (details on the NCC Schools H&S portal).

Relevant forms and templates that may be utilised can be accessed by logging onto the Nottingham City Council (NCC) Schools H&S portal. A login is required.

Abbey Primary School

Guidance on a number of health and safety issues can be accessed by logging onto the Nottinghamshire County Council (NottsCC) Schools H&S portal. A login is required.

Advice on any health and safety issue is available from the NottsCC H&S adviser (details on the NottsCC Schools H&S portal).

Relevant forms and templates that may be utilised can be accessed by logging onto the Nottinghamshire County Council (NottsCC) Schools H&S portal. A login is required.

ONE Academy Trust Health & Safety Policy

Part 1 - Statement of Intent

ONE Academy Trust recognises that it has a legal duty of care towards protecting the health and safety of its employees, pupils and others who may be affected by a school's activities being carried out on or within the school boundaries or otherwise.

The Board of Trustees of ONE Academy Trust will meet its responsibilities under the Health and Safety at Work etc. Act (1974), the Management of Health and Safety at Work Regulations (1999) and associated health and safety legislation, to provide a safe and healthy working environment for all employees and others such as pupils, visitors and contractors. Where it is reasonably foreseeable that pupils, members of the public, contractors etc are or may be affected by the school activities being carried out on or within the school boundaries or otherwise, the Board of Trustees will make available the necessary information, instruction, training and supervision to ensure the safety of those affected.

Overall accountability for health and safety lies with the Board of Trustees of the ONE Academy Trust. Day-to-day responsibility for health and safety in our schools is delegated to the headteacher of each school, who in turn will delegate particular functions to other staff as appropriate. Where established, the local governing body (LGB) of each school will work in partnership with the Board of Trustees and the headteacher of each school to support good health and safety management.

The Board of Trustees will ensure that adequate resources are allocated to enable the aims of the policy statement to be properly implemented.

In compliance with the Health and Safety at Work etc. Act (1974), the Board of Trustees will ensure, so far as is reasonably practicable that:

- All premises are maintained in a safe condition.
- Safe access to and egress from the premises is maintained.
- All plant and equipment are safe to use.
- Appropriate safe systems of work exist and are maintained.
- Sufficient information, instruction, training and supervision is available and provided.
- Arrangements exist for safe use, handling and storage of articles and substances at work.
- A healthy working environment is maintained including adequate welfare facilities.
- Risk assessments are undertaken, control measures implemented and systems of work are constantly monitored and reviewed.

The Board of Trustees will ensure that effective consultation takes place with all employees on health and safety matters. Specialist advice will be sought where necessary to determine the risks to health and safety in each school and the precautions required to deal with them.

The Board of Trustees is committed to this health & safety policy and all employees are required to comply as a condition of employment. For the policy to be effectively implemented each school in the ONE Academy Trust must have the full co-operation of employees and others who use the premises.

Employees are reminded of their duties:

- To take care of their safety and that of others;
- To co-operate with the Board of Trustees and the Senior Leadership Team in each school so that they may carry out their responsibilities;
- To comply with all relevant, codes of practice and standards as necessary, and point out any shortcomings in these to management.

Employees are also encouraged to assist in the Board of Trustees' commitment to the continuous improvement of health and safety performance within each school.

This policy reflects legislation at the time when it was last reviewed. Any changes in legislation will take precedence over anything printed in the policy.

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

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

This policy has been approved by the Board of Trustees. It will be reviewed annually and revised as and when necessary to keep up to date with relevant legislation, guidance and personnel changes.

A copy of this policy is made available to every member of staff.

Signature: Dr P Dean

Date:

Chair of the Board of Trustees
ONE Academy Trust

Part 2 - Organisation

Roles & Responsibilities

1.1 The Board of Trustees

The ONE Academy Trust Board of Trustees has ultimate responsibility for health and safety matters in the Trust but has delegated day-to-day responsibility to the headteacher of each school via the Chief Executive Officer.

The Board of Trustees 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 Board of Trustees, as the employer, also has a duty to:

- assess the risks to staff and others affected by school activities 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

The Board of Trustees will ensure that:

- they provide a lead in developing a positive Health and Safety culture throughout ONE Academy Trust
- any decisions reflect its Health and Safety intentions
- adequate resources are available for the implementation of Health and Safety
- an effective management structure for the implementation of Health and Safety is established
- they will promote the active participation of employees in improving Health and Safety performance
- they review the health and safety performance of ONE Academy Trust annually and plan safety improvements for the following year
- health and safety objectives are set across ONE Academy Trust and for each school within the Trust
- standards of health and safety are set across all areas
- a health and safety programme of continuous improvement is created and monitored for progress against agreed targets
- a risk management programme is developed and implemented across ONE Academy Trust
- senior management is competent to fulfil their health and safety responsibilities and effective training programmes have been put in place
- a system of communication and consultation with employees is established which may be via a health and safety committee where required
- matters raised by communication and consultation with employees are considered for action
- monitoring systems are in place to monitor the effectiveness of ONE Academy Trust's control of health and safety risks
- the health and safety policy and procedures are reviewed in light of the results of internal and external audits

- actions required by enforcing authorities are programmed and included within health and safety plans to ensure legal compliance.

1.2 Local Governing Body (LGB)

Where established, the Local Governing Body of each school within ONE Academy Trust is responsible for ensuring that health and safety is maintained within their school. To do this, they must ensure that certain key elements are in place within the school. The responsibilities of governing bodies outlined below fall principally into the areas of monitoring of performance, ensuring health and safety matters are adequately resourced and ensuring those staff who have specific health and safety responsibilities are aware of and undertake those responsibilities.

In particular, the governing bodies of each school will ensure that:

- the ONE Academy Trust health and safety policy is implemented within the school and the effectiveness of the policy is monitored
- health and safety is effectively managed within the school through appropriate management systems including risk assessments, inspections, communication systems, guidance, review and monitoring
- the school considers health and safety as being an ongoing priority and ensures that health and safety obligations are included in school development plans
- health and safety responsibilities are allocated to appropriate staff within the school's organisational structure
- the health and safety implications of decisions on staffing levels are fully considered
- adequate resources for health and safety are identified
- they seek health and safety advice from appropriate sources as necessary and that this advice is acted upon so far as is reasonably practicable.

A link governor may be appointed to oversee health and safety provision in the school.

1.3 The Chief Executive Officer

The CEO will ensure that:

- responsibility for ensuring compliance with health and safety legislation in each school's day-to-day running is delegated to the headteacher in each school.
- the ONE Academy Trust health and safety policy is implemented, monitored, developed, communicated effectively, reviewed and amended as required
- a health and safety plan of continuous improvement is in place for each school
- suitable and sufficient funds are allocated from school budgets to ensure that people, materials and equipment are provided to meet all health and safety requirements.
- professional advice is made available to the trust and headteachers via an appointed H&S consultancy services provider
- senior management designated with health and safety responsibilities are provided with support to enable health and safety objectives to be met
- a positive health and safety culture is promoted and senior management develops a proactive safety culture which will permeate into all activities undertaken and reach all personnel
- a system of communication and consultation with employees is established

- effective training programmes are available for schools to access via the trust's online training provider (National College) and from the H&S services providers. This is completed on induction and refreshed in accordance with the staff training plan.
- an annual report on the safety performance of ONE Academy Trust is presented to the Board of Trustees.

1.4 Headteacher

The headteacher is responsible for the day-to-day health and safety in their school. This involves:

- Implementing the health and safety policy
- Ensuring there are enough staff to supervise pupils safely
- Ensuring that the school building and premises are safe and regularly inspected
- Providing adequate training for school 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
- Ensuring all risk assessments are completed and reviewed
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

In the headteacher's absence, the deputy/assistant headteacher or another senior leadership team member assumes the above day-to-day health and safety responsibilities.

1.5 Facilities managers/Site supervisors

Facilities managers/site supervisors will ensure that:

- school buildings and plant are maintained in accordance with the Health and Safety Policy
- records of servicing and maintenance are retained and kept up to date
- safe systems of work are developed and implemented
- risk assessments are completed, recorded and regularly reviewed
- they communicate with staff on health and safety issues relating to building maintenance and the work of contractors
- they encourage staff to report hazards and raise health and safety concerns
- statutory examinations are planned, completed and recorded
- any safety issues that cannot be dealt with are referred to the headteacher or business manager for action
- welfare facilities provided are maintained in a satisfactory state
- agreed safety standards are maintained particularly those relating to housekeeping.

1.6 Health and safety lead

The nominated health and safety lead is the headteacher in each school.

1.7 Staff (including students on placement and volunteers)

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

All staff (including students on placement and volunteers) 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 school on health and safety matters
- Work in accordance with training and instructions
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- report all accidents to the business/officer manager whether an injury is sustained or not
- attend as requested any health and safety training course
- dress sensibly and safely for their particular working environment or occupation
- Model safe and hygienic practice for pupils
- Understand emergency evacuation procedures and feel confident in implementing them

1.8 Pupils and parents

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

1.9 Contractors

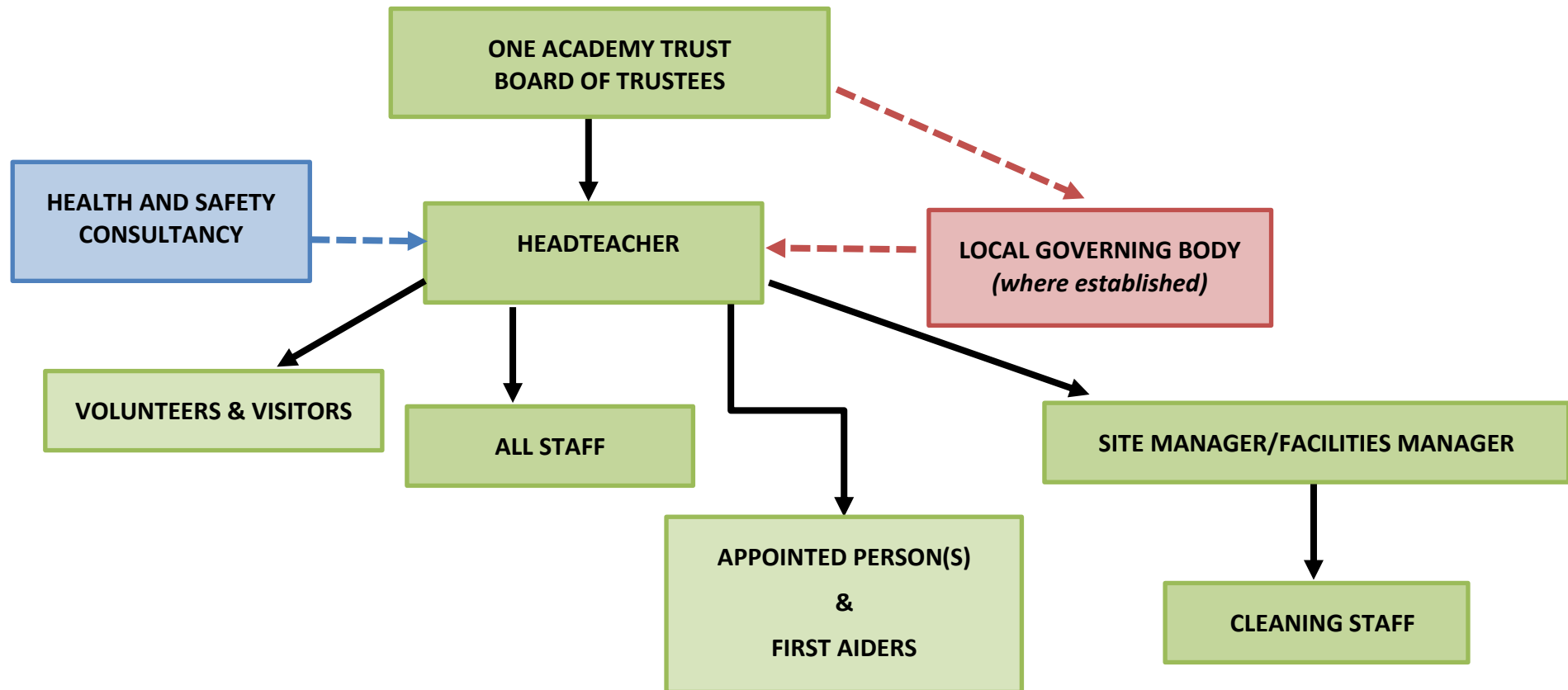
Contractors will agree health and safety practices with the headteacher before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

1.10 H&S Consultants

Each of the schools in our trust has an appointed a health & safety consultancy and advisory service. Each of these is contracted to provide the schools in ONE AcademyTrust with the following services:

- Fulfills the role of 'Competent Person', providing advice and assistance on health and safety issues
- Advice on health & safety issues
- Model templates & documents
- Access to training for staff
- Support with the school's self-audit and risk assessment processes and provision of advice on actions required and legal compliance
- Crisis help if we have a serious accident or incident involving the Enforcement Authorities

Organisational Responsibility for Health and Safety



Part 3 - Arrangements

The arrangements set out below cover the main activities. Detailed guidance can be accessed from the appropriate consultancy service provider through the headteacher.

Appendix 2 summarises the responsibilities for health and safety arrangements.

1. Health & Safety Audit & Action Plan

The headteacher should arrange for an annual audit to be completed with the site/facilities manager. The audit will inform the creation of a Health & Safety Action Plan. The self-audit will be reviewed with the H&S consultant who will provide advice on formulating the action plan.

The headteacher should arrange the review directly with the H&S consultant.

2. Site Security

The school site manager is responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and the intruder and fire alarm systems.

The school site manager, headteacher and deputy/assistant headteacher are key holders and will respond to an emergency.

3. COSHH

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

Control of substances hazardous to health (COSHH) risk assessments are completed by the site 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.

Each school has its own arrangements for ensuring that all hazardous products are stored securely in accordance with the risk assessment and pupils cannot access substances.

Staff are reminded that all purchases should be non-toxic to children, wherever practicable.

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.

3.1 Gas safety

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer
- Gas pipework, appliances and flues are regularly maintained
- All rooms with gas appliances are checked to ensure that they have adequate ventilation

3.2 Legionella

Day to day responsibility for monitoring and ensuring that the systems are being correctly operated lies with the facilities manager/site supervisor.

At-risk systems include the hot and cold water storage and distribution system. To achieve control of legionella bacteria each school will implement the following:

- A water risk assessment is completed by the site manager. The site manager is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water logbook
- This risk assessment will be reviewed annually and when significant changes have occurred to the water system and/or building footprint.
- Records of checks will be kept for a minimum of 5 years

3.3 Asbestos

- 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
- 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
- Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe
- A record is kept of the location of asbestos that has been found on the school site

4. Equipment

- All equipment and machinery are 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 that it meets appropriate educational standards
- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents

4.1 Electrical equipment

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

- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any electrical appliance should be checked visually before use. This should include checking of cables for signs of wear, damage and fraying. If a fault is apparent a warning label should be attached and the appliance removed for service until inspected by a competent person and repairs carried out as necessary.
- Adaptors: the use of adaptors to enable 2 or more plugs to be supplied from one socket is not safe practice and is prohibited.
- Any potential hazards will be reported to the site manager immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs
- Portable electrical equipment is tested annually by a competent person using approved testing instruments. The test must be indicated on the appliance and entered on a record sheet. A register of items tested is kept in the Office.
- All isolators switches are clearly marked to identify their machine
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person with relevant qualifications and technical knowledge.

4.2 PE equipment

- Staff check that equipment is set up safely
- Any concerns about the condition of the hall floor or PE apparatus will be reported to the site manager.

4.3 Display screen equipment

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near-continuous spells of an hour or more at a time
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)

4.4 Specialist equipment

- Parents 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.

5. Environmental Conditions

Temperature: In the school setting, 18C is the acceptable standard with a minimum of 16C. For PE in the hall, 15C may be appropriate, having regard for warm-up sessions. Thermometers are provided to enable staff to determine the temperature of their working conditions.

Lighting: This is suitable and sufficient.

Cleanliness: Standard expectations of cleanliness are now confirmed by a specific duty to keep a workplace, including furnishings and fittings, clean and free from dust.

Condition of floor and traffic routes: Floors and floor surfaces should not expose any person to risk and as far as possible should be kept free from obstructions or substances likely to cause slips, trips or falls. Holes bumps or uneven floors should be made good and until this happens hazards should be sufficiently guarded or marked conspicuously. Spillages should be immediately mopped up, covered or fenced off until steps can be taken to eliminate the hazard.

Windows: Staff should not be required to stand on chairs or tables in order to open windows for ventilation purposes.

Doors: Doors should not be obstructed.

Welfare facilities: Sufficient toilets and washing facilities should be provided, which are to be cleaned on a daily basis. An adequate supply of drinking water should be available, along with facilities to make a hot drink. Suitable provision should be made for taking breaks, eating lunch and for rest areas. Appropriate facilities should be available for staff's own clothing and provision for hanging/drying wet garments.

6. Lone working

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single-occupancy office

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

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

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

7. Fire

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 practised at least once a term and the details recorded in the Fire Drill Log which is stored in the school office. It is the responsibility of the headteacher or deputy headteacher to ensure drills/practices are carried out.

The fire alarm is a loud continuous bell or buzzer (the sound may be different in each school).

Fire alarm testing will take place according to the regular testing schedule in place at each school. For example:

- Weekly by the caretaker/facilities manager. The call points should be numbered and tested in rotation to ensure all call points are in working order and available as required. A log of weekly testing details will be kept by the caretaker and stored in the school office.
- On a regular basis by an external inspector. This testing must be carried out by an appropriately qualified person, who will report the findings of the testing to the headteacher for appropriate action.

Fire doors throughout the school are clearly labelled and should be kept closed but unlocked.

All exit doors, including those specifically marked as fire doors, should not be obstructed, must be easily opened from the inside and must be kept unlocked when the building is in use.

Rubbish and combustible materials must not be allowed to accumulate and should be disposed of as soon as possible.

Regulations concerning control/storage of flammable liquids must be followed.

Every member of staff must be familiar with evacuation procedures which are detailed on the 'Fire Evacuation Map' and the standard fire notices both of which are displayed prominently in every area of the building. At induction, staff are expected to make themselves aware of specifies fire alarm sounder points, escape routes, assembly areas and the location and nature of fire-fighting equipment. All staff must be familiar with this information.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
- Classes must assemble as class groups in the designated Assembly Point as far from the building as possible. Non-teaching staff should assemble in the designated Assembly Point. Visitors should assemble at the nearest assembly point.
- A member of clerical staff will also bring the list of visitors and staff from the Office.
- A roll call will be carried out immediately persons reach the Assembly Point. Class teachers will take a register of pupils, which will then be checked against the attendance register of that day. The headteacher or a member of the senior leadership team will take a register of all staff and visitors.
- Every door should be closed when the last person passes through.
- 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.

The person in charge:

- Will normally be the headteacher or deputy headteacher. In the absence of both of these persons, responsibility will be assumed by the next senior member of staff
- Will ensure the fire service is contacted.
- Will insist that everyone leaves the building in an orderly manner.
- Will institute a search of the building in the event of roll calls indicating someone may still be in the building. Such a search will be carried out without endangering others. The person in charge will inform fire officers of the place where a missing person was last seen.
- Will not allow anyone to return to the building. Possessions and buildings can be replaced.

8. Inspection and testing

The underlying aim of a positive health and safety culture in the school is to prevent situations arising that pose a hazard of whatever degree. An established and cyclical pattern of inspection and testing will contribute significantly to the achievement of this aim. In the course of a year this pattern should include the following:

Weekly:

- Fire alarm test, (to be operated from each call point in sequence).
- Inspection of First Aid Provision.
- Playground inspection.

Termly:

- Evacuation practice.
- Inspection of electrical appliances.
- Inspection of entire premises by Health and Safety Committee.
- Nursery mechanical play equipment check, (bicycles, scooters, etc)

Annually:

- Testing of portable electrical appliances, (PPE Testing)
- Testing of PE equipment.
- Testing of fire appliances.
- Risk assessment review.
- Health and Safety Policy review and audit.

Records of the above processes will be kept. With the exception of particular records kept at locations noted elsewhere in this guidance, the majority of records will be kept in the school office.

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:

- The site manager retains ladders for working at height
- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to 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 lifting an item could result in injury or exacerbate an existing condition, they will ask for assistance.

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

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

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

11. Off-site visits

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

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

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 line manager/headteacher immediately. This applies to violence from pupils, visitors or other staff.

14. Smoking or vaping

Smoking or vaping is not permitted anywhere on the school premises.

15. Infection prevention and control

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

15.1 Handwashing

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

15.2 Coughing and sneezing

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

15.3 Personal protective equipment

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals

15.4 Cleaning of the environment

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

15.5 Cleaning of blood and body fluid spillages

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment

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

15.6 Laundry

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

15.7 Clinical waste

- Always segregate domestic and clinical waste, in accordance with local policy
- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins
- Remove clinical waste with a registered waste contractor
- Remove all clinical waste bags when they are two-thirds full and store them in a dedicated, secure area while awaiting collection

15.8 Animals

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

15.9 Pupils vulnerable to infection

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carer will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

15.10 Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by Public Health England. In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

16. New and expectant mothers

Risk assessments will be carried out whenever any employee notifies the school 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 (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

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 for responding to individual concerns and monitoring staff workloads.

18. Accident and incident reporting

18.1 Accident record book

- An accident form will be completed as soon as possible after the incident occurs by the member of staff or first aider who deals with it. An accident form template can be found in the First Aid Policy
- As much detail as possible will be supplied when reporting an incident
- In the event of an injury or bump to the head involving a pupil the above procedure must be followed. In addition a 'Head Injury Form' must be completed and sent home with the child. A copy of the completed form should be retained in school files chronologically in the Accident Report Form Folder which is kept in the office.
- Information about significant injuries will also be kept in the pupil's educational record
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years. Each school will retain and dispose of records in accordance with the Derbyshire County Council Records Retention Schedule.

18.2 Reporting to the Health and Safety Executive

The school office staff 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 school office staff will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where an accident leads to someone being taken to hospital
- Where something happens that does not result in an injury, but could have done

Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:

- The collapse or failure of load-bearing parts of lifts and lifting equipment
- The accidental release of a biological agent likely to cause severe human illness
- The accidental release or escape of any substance that may cause a serious injury or damage to health
- An electrical short circuit or overload causing a fire or explosion

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

How to make a RIDDOR report – <http://www.hse.gov.uk/riddor/report.htm>

18.3 Notifying parents

The teacher or a member of the school office staff will inform parents of any accident or injury sustained by a pupil in the Early Years Foundation Stage, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

18.4 Reporting child protection agencies

The headteacher will notify the 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.

18.5 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.

19. Training

Our staff are provided with general health and safety and role-specific training as part of the induction process. Refresher training and role-specific training is provided thereafter.

Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation. It reflects legislation at the time when it was last reviewed. Any changes in legislation will take precedence over anything printed in the policy.

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

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

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

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

Arrangements Summary

Risk Assessments

Risk assessments will be undertaken by:

Classroom:	Headteacher, deputy/assistant headteacher, teacher, teaching assistant
Maintenance:	Facilities manager/site supervisor
Cleaning:	Facilities manager/site supervisor
Educational Visit:	Education visit co-ordinator/teacher
Fire:	Facilities manager/site supervisor

Building, Plant and Equipment Maintenance

The person responsible for the maintenance of equipment is:

Facilities manager/site supervisor

Asbestos

The responsible person in control of asbestos in each school is:

Facilities manager/site supervisor

The asbestos register is located:

Main office in each school

Safe Handling and Use of Substances

The person responsible for identifying hazardous substances and obtaining Data Sheets is:

Maintenance:	Facilities Manager/Site supervisor
Cleaning:	Facilities Manager/Site supervisor
Classroom:	Teacher/Teaching Assistant

Competency for Tasks

Induction training is the responsibility of: Headteacher, deputy/assistant headteacher or another member of staff as appropriate

First Aid and Accidents

The First Aiders are:

As stated on First Aid Notices in each school (held in the school office)

First Aid Boxes can be found at:

Main office/designated First Aid Point(s) in each school

The Accident Book is located: Main office/designated First Aid Point(s) in each school

The persons responsible for RIDDOR notifications are: Headteacher, deputy/assistant headteacher or business/office manager where responsibility is delegated

Monitoring

Health and safety checks will be organised by: Facilities manager/site supervisor and headteacher or deputy/assistant headteacher

Fire

Escape routes and exits are checked by: Facilities manager/site supervisor

Alarms are tested weekly by: Facilities manager/site supervisor

Fire drills are organised termly by: Headteacher or deputy/assistant headteacher, facilities manager/site supervisor or appointed fire marshal as appropriate

Educational Visits

The person responsible for coordinating educational visits is: Educational visit co-ordinator/teacher

Contractors and Safety

The persons responsible for approving contractors who work within each school are:

Headteacher or deputy/assistant headteacher