

The Charter Schools Educational Trust

Health and Safety Policy

Author	Date	Reviewers	Date
S Varcoe	March 2023	Head of Compliance and Director of Estates	May 2026
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Statement of Intent

The Charter Schools Educational Trust (“the Trust”) has overall responsibility for the health, safety and welfare of staff, students and visitors in the schools it operates. The Trust recognises that decisions about workplace health and safety should be collaborative, reasonable and proportionate in order to maintain a safe environment where pupils can learn and achieve their full potential and where employees are supported to ensure work related stressors are avoided.

The health, safety and welfare of staff, pupils and visitors is of paramount importance. We will achieve a safe environment for all by embedding a positive health and safety culture throughout our organisation and assisting all members of the school community to play their part.

The safety culture of our schools is the product of individual and group values, attitudes, perceptions, competence and patterns of behaviour. This policy includes our vision to ensure that our schools have a strong and positive safety culture through communication, training, collaboration and leading by example.

Together, we are committed to achieving the following objectives:

- To provide, as far as reasonably practicable, a safe and healthy working environment for all.
- To ensure that all members of the school community are aware of their health and safety responsibilities, what is expected of them and what they need to do to discharge them.
- To ensure that all staff have access to appropriate training and resources to enable them to play an active part in achieving a safe and healthy working environment.
- To have an effective system for communicating and consulting on health and safety matters.
- To effectively plan, implement, monitor and review the arrangements in place to ensure we have a safe and healthy working environment.
- To encourage, promote and continuously improve the Trust’s health and safety performance.
- To ensure that we protect the environment.

1. Legislation

This policy is based on advice from the Department for Education (DfE) 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 visitors on your premises
- [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 states 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 \(formerly Public Health England\)](#) when responding to infection control issues.

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

2. Responsibilities for Health and Safety

2.1 Overall and final responsibility for health and safety

The Trust has ultimate responsibility for health and safety matters in each of its schools. The Trust Board will oversee health and safety, as led by the CEO, but will delegate day-to-day responsibility in each school to the respective Headteacher (read also Principal).

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:

- 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
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided

1 Day to day responsibility for ensuring this policy is put into practice

The effective management of health and safety depends on the commitment and active involvement of all staff and whilst ultimate responsibility sits with the Trust, Health and Safety is a shared responsibility. The Board of Trustees and the CEO have assigned health and safety responsibilities as follows:

2.1.1 Trust Director of Estates

- Provides strategic direction and professional leadership for Health & Safety across the Trust
- Carries out periodic health and safety walk rounds, inspections and audits to ensure requirements to monitor, review and record safe systems of working within schools are met.
Seeks support and professional advice from external advisors as necessary. The Trust's nominated competent person is provided by Citation Ltd; Account manager Steve Dyke 0345 844 4848
- Works closely with school leaders and premises teams to ensure policy and procedures are followed and that any incidents are investigated and reported as required.

2.1.2 Trust Head of Governance and Compliance

- The Trust Head of Governance and Compliance is responsible for reporting back to the Trust Board on all compliance related Health and Safety matters.
- Ensures that the Board of Trustees is aware of and up to date with any health and safety legislation or reasons for change in health and safety provision
- Works closely with the Director of Estates on policy and compliance related matters as required.

2.1.3 Headteacher

The Headteacher (read also Principal), has the following responsibilities:

- Implementing the Health & Safety Policy
- Act as the single, named accountable site lead responsible for health and safety
- Ensuring there is enough staff to safely supervise pupils
- ensuring that adequate and appropriate risk assessments are carried out and reviewed prior to any activity either on-site or off-site
- liaising with the Trust Director of Estates to inform that person of any health and safety issues or risks that arise
- ensuring that the information on health and safety good practice that is available to school staff, pupils and visitors is up to date, easily accessible and promoted throughout the school. This includes this policy and risk assessment templates
- ensuring that all new employees are given the appropriate health and safety induction training, relating to both whole-school health and safety and any specific provision relating to their role in the school
- ensuring that funding is allocated to individual departments for their health and safety requirements
- ensuring that all staff, pupils and volunteers are aware of their health and safety obligations to one another
- ensuring that regular practice fire, evacuation, lockdown and invacuation drills are undertaken
- ensuring that all staff and pupils are aware of their health and safety responsibilities, including what to do in case of a fire, emergency, or medical emergency, and that all those taking part in any given activity are given proper training and health and safety briefing
- ensuring that adequate information related to health and safety is obtained and passed on to relevant staff, contractors, members of the public, statutory authorities etc.

2.1.4 School Business Manager/School Director of Operations

- The school business manager/school director of operations in each school will ensure that an annual health and safety audit is carried out within the school and will report back findings to the Headteacher and the Trust Director of Estates, ensuring requirements to monitor, review and record safe systems of working within school are being met.
- Monitoring external supplier contracts, including cleaning and catering, ensuring external staff are appropriately trained and have access to personal protective equipment, where necessary
- They will seek the support and professional advice from the Trust Director of Estates, Head of Compliance or external H&S consultants, Citation, as necessary.

2.1.5 Site Premises Managers

- School Site Facilities Managers advise the Headteacher and school staff, ensuring that details related to health and safety management are passed on.
- Site Facilities Managers act as Health and Safety representatives for the site they are responsible for.
- Site Facilities Managers will undertake periodic health and safety audits to ensure the sites they are responsible for are fulfilling their requirement to follow safe systems of work in the running of their area of the business and the appropriate licences, test certificates, insurances etc are up to date and fit for purpose. This person will formalise the on-site communication of health and safety matters with contractors that are appointed.
- Site Facilities Managers will be the representative for the school when dealing with any health and safety meetings.

2.1.6 Department heads and Line Managers

Department Heads and Line Managers, whether Teaching or Support Staff, where appointed, are responsible for:

- the practical implementation of the Health and Safety Policy and other subsidiary policies and procedures, the requirements of the Health and Safety at Work Act 1974 and other relevant legislation within their areas of responsibility
- ensuring that operations under their control are, so far as is reasonably practicable, conducted without detriment to the health and safety of employees or others affected by their activities
- obtaining and ensuring adherence to a safe system of work by competent employees and contractors
- ensuring that their area of responsibility is subject to risk assessment, regular inspections and adequate supervision
- ensuring that any school activity, either on or off-site, is risk assessed and consideration has been given to health and safety in terms of the wider school policy
- ensuring that all accidents, incidents and dangerous occurrences, within their area of responsibility, are reported. Reviewing all such reports and ensuring that a full investigation is carried out and appropriate remedial action is taken where necessary
- making adequate consideration to health and safety when specifying, purchasing or hiring equipment or materials and ensuring that contractors under their control do likewise where applicable
- ensuring that all pupils, staff and volunteers understand their health and safety responsibilities and are familiar with the school health and safety policy and procedures
- ensuring that all relevant training and preparation is carried out for all on- and off-site activities
- keeping up to date with any changes to arrangements surrounding activities and the implications of these on health and safety
- ensuring that all the relevant checks are done on the equipment and competency of contractors that come in to the school
- managing their particular budgets to cover health and safety maintenance, checks and provision for activities under their department

2.1.7 Employees and Staff

Employees of the Trust and staff working for external contractors within our schools, whether they are fixed term, contract, or permanent, as part of the Health and Safety at Work Act 1974, take the responsibility of:

- Taking reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Co-operating with the Trust/school (and their employer if an external service provider) on health and safety matters.
- Co-operating in the implementation of the requirements of all Health and Safety legislation, related codes of practice and safety procedures /instructions

- Working in accordance with training and instructions
- Informing the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Modelling safe and hygienic practice for pupils
- Understanding emergency evacuation procedures and feel confident in implementing them
- Ensuring that they are familiar and up to date with the Trust's health and safety policy and standard procedures within their school
- Keeping their managers informed of any developments or changes that may impact on the health and safety of those undertaking any activity, or any incidents that have already occurred
- Ensuring that all the correct provisions are assessed and in place before the start of any activity
- Making sure that the pupils taking part in the activity are sure of their own health and safety responsibilities
- Ensuring that any equipment is only used in line with manufacturers' guidance
- Ensuring that any equipment used is properly cared for and in the proper working order. Any defects should be immediately reported to a senior manager, and that piece of equipment should not be used.
- Refraining from doing anything or omitting to do anything that causes danger to themselves or others
- Immediately bring to the attention of their Line Manager or Site Facilities Manager, any situation or practice of which they are aware, which may lead to injury or ill health
- Take responsibility for good housekeeping in the area within which they work
- Report all accidents, incidents and dangerous occurrences in accordance with H&S guidelines
- Follow the advice given in Health and Safety Training in order to control workplace risks

Volunteers have the same responsibilities for health and safety as any other staff and will be expected to be familiar with the Trust/school health and safety policy and procedures.

2.1.8 Teachers

Teachers are expected to:

- Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out
- Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant risk assessments
- Give specific clear oral and written instructions and warnings to pupils when necessary, in lessons or school based activities
- Follow safe working procedures
- Require the use of protective clothing and guards where necessary
- Make recommendations to their Headteacher or line manager regarding equipment and improvements to plant, tools, equipment or machinery to be used in lessons
- Integrate all relevant aspects of safety into the teaching process

2.1.9 Pupils

While Trust and school staff carry the main responsibility for health and safety provision, and the correct implementation of policy and procedure, it is vital that pupils understand their role and responsibilities when it comes to whole-school and personal health and safety in order for staff to be able to carry out their roles effectively. As members of the Trust community, and allowing for their age and aptitude, pupils are expected to:

- Take personal responsibility for the health and safety of themselves and others
- Observe standards of dress consistent with safety and/or hygiene

- Observe all the health and safety rules of the school and in particular the instructions of staff given in lessons or in an emergency
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety
- Behave sensibly around the school site and when using any equipment
- Act in line with the respective school code of conduct / behaviour policy
- Report any health & safety incidents to a member of staff

2.1.10 Contractors

All Contractors working on Trust premises, or elsewhere on their behalf, are required to comply with relevant rules and regulations governing their work activities. Contractors are legally responsible for ensuring their own safety on Trust premises or elsewhere on the Trust's behalf, the safety of their workforce and for ensuring that their work does not endanger the safety or health of others. Contractors will be required to demonstrate their competence and adequate resources to carry out specific hazardous work, prior to their engagement.

Contractors will agree site specific health and safety practices with the school business manager or premises 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.

2.1.11 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.

3 Ensuring health and safety standards are maintained and improved

3.1 Communication

This policy acknowledges the importance of involving all members of the Trust and its school communities in matters of health and safety including by means of consultation and discussion in order to achieve a collaborative approach to health and safety.

Strategic Board oversight of this is delegated to the Trust Audit and Risk Committee which meets regularly and reports to the Board of Trustees.

Each schools' local governing body (LGB) will appoint a link governor for Health & Safety. The Health and Safety Link Governor is responsible for working with the Chair of the LGB to ensure that the LGB provides appropriate scrutiny to the premises management and health and safety issues at the school.

Staff will be consulted on all matters of health and safety that may affect staff and on the provision of health and safety information and training.

All members of the Trust/school community are encouraged to report any health and safety issues or concerns to their teachers, line managers, Headteachers or to the Board itself. Before making any strategic decisions, which could have health and safety consequences for staff, senior leaders will inform staff about the proposed course of action and give them an opportunity to express their views.

3.2 Monitoring, Reporting and Supervision

3.2.1 Monitoring and reporting are vital parts of a health and safety culture. Management systems must be in place to provide the Board both specific (e.g. incident-led) and routine reports on the performance of the health and safety policy.

3.2.2 The Board of Trustees will ensure that:

- appropriate weight is given to reporting both preventive information (such as progress of training and maintenance programmes) and incident data (such as accident and sickness absence rates)
- periodic audits of the effectiveness of management structures and risk controls for health and safety are carried out
- the impact of changes such as the introduction of new procedures, work processes or products, or any major health and safety failure, is reported as soon as possible to the board
- there are procedures to implement new and changed legal requirements and to consider other external developments and events
- sickness absence and workplace health will be monitored effectively to identify any underlying problems that could damage performance or result in accidents and long-term illness
- workplace health and safety data is collected and reviewed to allow benchmarking against other organisations in the sector;
- senior manager appraisals include an assessment of their contribution to health and safety performance;
- contractor performance is reported and reviewed;
- supervisory and line management arrangements are assessed, clearly defined and appropriately allocated – relevant individuals have the necessary skills and training.

3.3 Code of Conduct

The Trust is concerned with ensuring the good health and safety of members of the school community both on an individual basis and as a whole school body. Appropriate and considerate school behaviour and conduct is an important part of health and safety and there are various school regulations in place to monitor behaviour, as well as provisions for behaviour support. These include the Trust staff code of conduct and the individual school's pupil behaviour policy.

4 Arrangements for Health and Safety

The following section outlines the basic arrangements that each of the Trust schools should have in place to establish, monitor, and review measures needed to meet satisfactory health and safety standards. This will include creating supporting documents that explain in more detail how the school carries out these responsibilities in each of its departments, for example, site management, IT support, science, PE, DT, pastoral, off-site trips and visits, etc. School leaders will organise the contents of these supporting documents under these headings:

- How safety is planned and managed within the department
- Where safety information is filed
- Special safety rules
- Responsibilities of certain individuals with regard to safety tasks or functions
- Special training requirements
- Liaison with regard to safety tests and inspections
- Maintenance of equipment, etc
- Provision of protective equipment

Schools will also consider how pupils, staff and parents can access the supporting documents where they are mentioned.

4.2 Risk Assessment

4.2.1 Effective risk assessment is the foundation of all school health and safety checks, and the Trust takes steps to ensure that all academy staff are confident and familiar with carrying out risk assessments and recording and reporting risks.

4.2.2 Risk assessments will be stored in a clearly identified and secure location within each school and will be reviewed:

- at regular intervals
- after accidents, incidents and near misses
- after any significant changes to workplace, working practices or staffing
- after any form of notice has been served.

4.2.3 Under the Management of Health and Safety at Work Regulations 1999 the minimum the Trust and its schools must do is:

- Identify what could cause injury or illness (the hazard)
- Decide how likely it is that someone could be harmed (the risk)
- Take action to eliminate the hazard, if this is not possible then control the risk.

The level of detail in a risk assessment will be proportionate to the risk and appropriate to the nature of the work. The HSE provides further information and templates: [Risk assessment: Template and examples - HSE](#).

Further examples are available from the Trust's compliance platform, [IAmCompliant](#)

4.2.4 The Trust and its schools carry out risk assessments in accordance with the Health and Safety at Work Act 1974. It is impossible to eliminate all risk, but the Trust does take reasonable steps in order to decrease risk as far as is reasonably practicable. Any activity that is considered too high risk to the health and safety of our pupils, staff, or the general public through risk assessment will not be carried out.

4.2.5 We recognise that we have a statutory obligation to consult with staff about the health and safety measures we are proposing, and we will take steps to ensure that training is provided in relation to the recommendations arising from the risk assessment process.

4.3 Training

4.3.1 Health and safety induction training will be provided for all new employees and for work experience placement students/trainees. Records will be kept confirming that induction training has been received, the date it was completed and understood and when the training will need to be updated where required.

4.3.2 Where annual refresher training is required for specific areas, the records will be kept and updated to ensure that knowledge and skills are up to date.

4.3.3 Curriculum / Subject Specific Health and Safety training is provided, and records will be kept and updated to ensure that knowledge and skills are up to date.

- 4.3.4 Strategic Health and Safety Management and Premises Management Training is provided and records will be kept and updated to ensure that knowledge and skills are up to date.
- 4.3.5 All employees will have a health and safety training record which will be stored securely by the School Business manager.
- 4.3.6 Role specific training needs will be identified, arranged and monitored by the department head or line manager as appropriate.

4.4 Consultation

The respective Trust lead will report to relevant Trust committee on a termly basis to include:

- statistics on accident records, ill health, sickness absence
- accident investigations and subsequent action
- inspections of the workplace by enforcing authorities, management or employee health and safety representatives
- Any claims relating to health & safety breaches
- emergency procedures; and
- changes in the workplace affecting the health, safety and welfare of employees.

If the Board is discussing accidents, the aim is to stop them happening again, not to give blame. Trustees will:

- look at the facts in an impartial way
- consider what precautions might be taken
- recommend appropriate actions
- monitor progress with implementing the health and safety interventions.

5. Workplace Safety

The Trust's schools will take reasonable steps to ensure that the school environment and workplace is reasonably safe for pupils, staff and visitors. This means keeping classrooms and corridors tidy, organised, and free of safety hazards such as loose wires. Appropriate clothing and good conduct will also be expected in school, and both contribute to good health and safety practice.

Any hazards around the school site that are noticed by any member of the school community should be reported to a senior leader.

Certain departments such as science labs, Sports Halls and design technology workshops will have more health and safety risks due to equipment and substances being used in these lessons. **Information on health and safety in each department will be stored by individual schools in an identified location, and readily available to staff, pupils and parents.** Only teachers and pupils trained to use specialised equipment will be allowed to do so, with appropriate risk assessments being carried out prior to commencement of activities.

5.1 Display Screen Equipment (DSE)

The Trust recognises the importance of taking into consideration the health and safety surrounding the use of DSE and operate in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992. Some of the potential health problems associated with incorrect use of DSE are:

- Upper Limb Disorders (ULD) (e.g., upper limb aches and pains caused by poor posture)
- backache

- fatigue and stress
- temporary eye strain.

The Trust adopts the following precautions to ensure a safe system of work for any staff, pupils, volunteers and visitors to the academy:

- Work areas are risk assessed and arranged to enable safe practices to be carried out.
- Staff and pupils are trained in the safe use of Display Screen Equipment and the risks of working for a prolonged period of time.
- Regular breaks are taken when working with DSE.
- The Trust encourages that staff, pupils, and volunteers or visitors report to their manager or superior any symptoms of discomfort or ill health that they believe may be related to the use of DSE.

5.2 Electrical equipment

- All staff are responsible for ensuring 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 directs them
- Any potential hazards will be reported to the school premises manager immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed. All isolator switches are clearly marked to identify their machine
- Only trained staff members can check plugs
- Where necessary, a portable appliance test (PAT) will be carried out by a competent person
- 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

5.3 PE Equipment

- Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely
- Any concerns about the condition of the gym floor or other apparatus will be reported to the school business manager/premises manager as appropriate

5.4 Manual handling

- 5.4.1** The Trust operates in accordance with the *Manual Handling Operations Regulations (1992)* as amended. 'Manual handling' describes activities which involve lifting, carrying, moving, holding, pushing, lowering, pulling or restraining an object or person. The Trust's schools will provide information, instruction, and training on safe manual handling for day-to-day tasks, and will, as is reasonably practicable, avoid the need for employees to undertake any manual handling operations at work which involve a risk of injury.
- 5.4.2** Risk assessments are carried out by the school business manager or premises manager and measures required to eliminate risk, or reduce it to the lowest level which is reasonably practicable, are

identified from the information in the risk assessment and used to implement a safe system of work. While the Trust takes steps to reduce risk in the workplace, it is also the responsibility of staff and pupils to act in accordance with health and safety legislation and school policy. The Trust expects employees:

- to safeguard their own health and safety whilst at work, and also that of any person who may be affected by their actions
- to follow safe systems of work as determined by the result of the risk assessments.
- to use mechanical aids which have been provided for their use and which they have been trained to use. Faults with any equipment should be reported to line management immediately.
- to ensure that they use equipment as per manufacturer's instructions.
- to attend training sessions as required and apply the knowledge/skills to daily tasks
- to report all accidents and incidents which have either caused or could have caused harm or injury.
- to report any difficulties, including 'near misses' they have experienced in order that the risk assessment can be reviewed to prevent injury occurring.
- to inform line management if they are unable to perform manual handling duties.
- to ensure that they do not try to perform a manual handling operation which they believe is beyond their physical capability.
- to comply with policy regarding suitable clothing, such as footwear and jewellery, so as not to injure pupils or themselves when undertaking a manual handling task.
- to avoid the need to lift, carry, push, pull, lower or support loads wherever possible.
- to mechanise tasks where they cannot be avoided by the use of trolleys, barrows, lifts or hoists.
- to ensure risk assessments have been carried out, which take into account the work task, the activity involved, individual capacity, working environment and any other relevant factors.

5.5 Lone Workers

5.5.1 There will be some situations where staff at the school will be working alone or one on one with a pupil. Examples of this would be a staff member locking up the school at the end of the day, attending to an alarm call out of hours or one to one invigilation of exams. There is an increased risk to the health and safety of lone workers, and each school has provisions in place to both identify and manage these risks.

5.5.2 Any staff, pupils, contractors or visitors who are identified as lone workers will be given all the necessary training, information and instruction to enable them to recognise the hazards and appreciate the risks involved with working alone. Risk assessments will also be carried out.

5.5.3 As a minimum anyone working alone will adhere to the following:

- Staff must not arrange meetings with parents or members of the public when lone working. All meetings must be arranged during school occupancy times or when there is more than one informed member of staff on site for the duration of the meeting.
- Late meetings must finish promptly and not leave one member of staff alone on-site.
- Staff must not approach, or let into the buildings, unauthorised persons when lone working.
- Be familiar with the building, location of entrances and exits, location of first aid kits, telephones, alarm points etc.
- Carry identification.
- On attending, the site keyholders must be mindful of and protect themselves against the worst-case scenario, that is, an intruder who may still be on-site.
- Initial arrival of any visitor should be to the front of the building's main entrance.

- If you disturb an intruder, attempt to withdraw to a safe point. Do not attempt to apprehend.

5.5.4 Staff are advised to:

- Avoid lone working wherever possible by arranging to work in pairs or as a group.
- Sign in and off the site.
- Carry either a mobile phone or school telephone at all times when lone working.
- Let someone know you are coming into work, how long you expect to be and when you are leaving.
- Comply with fire evacuation procedures and attend fire assembly points, ensuring that you are cleared to leave the site in the event of an incident.

Unacceptable lone worker activities

The following activities are not to be carried out by lone workers under any circumstances:

- Working at height
- Manual handling of heavy or bulky items
- Transport of injured persons.

5.5.5 Where it is necessary to work alone or have a one-to-one lesson with a pupil staff should do the following:

- Inform someone about the activity, the location, the likely duration and let them know when it has ended. Assess the need to have another adult present or close by.
- Avoid working in isolated parts of the building and leave the door open if possible so you and the pupil can be seen.
- Where this is not possible then alternative safeguards should be put in place. This might include a location in which the staff member and pupil are visible through a window or door panel.
- **It is especially important to ensure that the pupil feels at ease at all times and that they do not misconstrue actions or intentions.**
- Make sure the pupil is comfortable with the arrangement.
- Avoid unnecessary physical contact, e.g., sitting too close.

5.5.6 Any incident of concern which arises during a one-to-one activity should be reported to a member of the senior leadership team immediately, along with a detailed written report including names dates and times etc.

5.5.7 At our secondary schools, pupils must follow the following guidelines related to lone working in school:

- No pupil should work unsupervised in an outer building after the time set by the Headteacher and will be required to move into a designated area in the main building.
- All pupils unless supervised should vacate the site before the time set by the Headteacher.
- Pupils who arrive before the official start of the day as set by the Headteacher, are not supervised unless a school activity is taking place, i.e. rehearsals.
- On hearing the fire alarm pupils must evacuate the building and assemble at the fire point, until the all clear is given.

5.6 Violence in the workplace

- The Health and Safety Executive (HSE) defines work-related violence as, 'any incident in which a person is abused, threatened or assaulted in circumstances relating to their work'. This can include verbal abuse or threats, face to face, online and on the telephone as well as physical attacks.

- The Trust is committed to ensuring the safety and welfare of its employees. It will identify any violence related issues by effective reporting of any such incidents. A risk assessment will be conducted and reviewed and appropriate action will be taken if necessary.

5.7 Vehicle and pedestrian segregation

Where possible vehicle movement e.g. car parking / deliveries, will be away from footpaths, crossings, gates and doorways. Traffic entering school premises will be controlled and monitored to ensure that vehicle movement is, where possible, reduced and managed.

Where bus operators are required to collect / drop off children, schools will take reasonable steps to ensure that bus operators have the appropriate Operator's licence, are insured, MOT'd and drivers have been DBS checked.

Pupils, staff and visitors are reminded to be extra vigilant when crossing roads near to the schools at the start of and at the end of the school day due to the large numbers of vehicles and pedestrians around at that time. In particular, pupils will receive guidance through lessons or assemblies on general safety awareness.

5.8 Slips and Trips

Slips and trips occur across all education premises. Sites can be busy with large numbers of people moving around at the same time. Slip and trip accidents in education premises happen for a number of reasons. They typically involve:

- members of staff or pupils/students running or carrying heavy or awkward items
- wearing unsuitable footwear
- poor lighting - particularly where there are uneven surfaces and changes of level
- contamination – both from wet surfaces – caused by water, and fluid spillages; and slippery surfaces - caused by contaminants e.g. food, litter etc.
- Obstructions – particularly bags and trailing cables

To prevent slip and trip incidents we will:

- Ensure suitable cleaning regimes are in place,
- Ensure appropriate footwear is worn, including slip resistant footwear for kitchen staff,
- Ensure there is appropriate lighting,
- Ensure there is appropriate storage space

5.9 Working at Height

Site maintenance, activities such as fetes, fairs or school productions, and general classroom activities often mean using ladders. The Trust will take a sensible approach but does expect that some activities will require a risk assessment, selection of appropriate equipment and other precautions being in place in accordance with the Work at Height Regulations 2005. Factors to weigh up include the height of the task, the duration and frequency and the condition of the surface being worked on. Before working at height staff are expected to do the following:

- Assess the risks,
- Avoid work at height if possible,
- Select the right type of equipment, and ensure that it has been maintained and regularly checked,

- Ensure you have the appropriate training.

5.10 Emergency procedures

5.10.1 In the case of an emergency situation, the school will work closely with emergency services to do everything practicably possible to reduce the health and safety risk to those in the school. In some cases, such as extreme weather, major power failure, or flooding, emergency situations cannot be avoided. In these circumstances the school will carry out its emergency procedures as detailed in its business continuity plan which include:

- Raise the alarm,
- Evacuate,
- Identify a place of safety,
- Nominate competent, responsible people to take control,
- Have appropriate equipment / first aid supplies available,
- Communicate and regularly update key individuals.

5.10.2 There are a number of mechanisms in place to ensure that parents, staff, and pupils can be made aware of an emergency situation and remain informed. We ask that parents follow these emergency communication guidelines and do not call the school during a school emergency, but wait to be contacted, as it is important that school telephone lines are kept free for use by the school itself.

It is important that parents inform the school immediately of any changes in phone number or address as it is vital that these are accurate in the academy records in case of an emergency.

The Headteacher at each school will advise how the school will communicate with parents/families/carers during an emergency, and this will be shared with parents at the point the pupil joins the school and on the school website.

5.11 Lockdown and Evacuation

Schools are expected to have robust, well-understood and practiced procedures in place for evacuation, lockdown and invacuation.

5.11.1 Evacuation (e.g. Fire or other internal danger)

Schools are expected to:

1.1.1 Have a written fire evacuation plan with:

- Clear signals (fire alarm)
- Designated Fire Marshalls with appropriate and up to date training
- Designated escape routes and assembly points
- emergency exits located and signposted around the site
- emergency procedures posters detailing what to do in the event of a fire around each site
- Roll-call/accounting procedures

1.1.2 Practice fire drills regularly (at least once per term) to ensure that evacuation arrangements are effective and familiar to staff and pupils. Fire drills should be used as an opportunity to test, learn from and continuously improve the school's emergency evacuation arrangements and not simply a compliance exercise.

1.1.3 Schools are expected to:

- Record the outcome of each fire drill, including evacuation times, observations made during the drill, and the effectiveness of any Personal Emergency Evacuation Plans (PEEPs) in place.
- Identify and document lessons learned, including any issues, delays, or areas for improvement.
- Agree and record actions required as a result of the drill, with named responsibilities and target timescales.
- Review evacuation arrangements, fire procedures, and PEEPs where necessary in response to drill findings or changes in circumstances.
- Ensure all staff and pupils understand:
 - What the signal means
 - Where to go
 - How to exit safely and calmly
- Maintain Personal Emergency Evacuation Plans (PEEPs) for pupils or staff with disabilities or additional needs
- Escape routes and fire doors must be checked daily to ensure that they are free from obstruction.
- Fire risk assessments are carried out, recorded, and regularly reviewed for each building. Fire alarm safety checks are carried out regularly and recorded.
- The emergency procedures should be followed in the event of an evacuation of the school for any reason. In the event of a power cut, emergency exit lights will indicate where the emergency exits are. Emergency lights are tested along with the other fire maintenance checks.

5.11.2 Lockdown and Invacuation (security or external threats)

Schools are expected to:

- Have a written lockdown procedure. This should clearly explain:
 - When lockdown is used (e.g. intruder, violent incident, local threat)
 - Who can initiate it
 - How it is communicated (distinct from the fire alarm)
 - What staff and pupils must do immediately.
- Ensure staff training and awareness. All staff (including lunchtime and temporary staff) must know:
 - Signals and terminology
 - How to secure rooms
 - How to maintain communication safely
- Use clear, age-appropriate pupil awareness
 - Pupils should understand basics only, without fear-inducing language
 - Procedures should be explained calmly and reassuringly
- Practise and review procedures
 - Lockdown drills are strongly recommended, at least once a year.
 - Drills should be:
 - Planned and announced in advance
 - Non-sensory (no simulations, actors, or surprise elements)

5.12 Off-site visits

5.12.1 School trips, off-site visits, residential visits, and any school-led adventure activities are carried out as part of an enriched curriculum and to support the learning and development of our pupils. Before any activity is allowed to take place the Headteacher will ensure that:

- The school has an up-to-date **educational visits policy** which has been reviewed and approved by the Local Governing Body
- The visit has been planned effectively, and risks have been assessed and are minimised as far as is reasonably practicable before approval is given by the Headteacher.
- The group leader has shown how the plans for the visit comply with regulations and guidelines and with the school's health and safety policy.
- In the case of adventurous activities (e.g., water sports or climbing), the group leader and/or other supervisors are competent to lead or instruct pupils.
- A sufficient level of appropriate insurance is in place. This will include checking the schools cover with the RPA and any exemptions that may require additional insurance.
- Any accidents or other H&S concerns are reported immediately by the group leader.

5.12.2 Off-site visits are carefully planned and detailed information obtained in relation to:

- responsibilities for off-site visits
- parental consent
- transport
- supervision
- emergencies
- adventure activities
- work experience placements
- work experience health and safety
- off-site risk assessments
- safeguarding

5.13 Accident reporting

5.13.1 In the event of an accident or near miss taking place either at a school, or off-site on a school-organised activity, the member of staff will immediately report to whomever is in charge (Headteacher or Trip leader). A first aider should make an assessment of the injury as soon as possible, in line with the Trust First Aid Policy.

5.13.2 In the case of accidents or ill health involving pupils, parents (or emergency contacts where the parent is not available) will be contacted as soon as possible in the event of serious injury or ill health of a pupil. **Medical treatment or the contacting of emergency services will not be delayed if the school cannot contact a parent or guardian.** If a pupil needs to be taken to hospital, and a parent or guardian is not immediately available, a member of school staff will accompany the pupil to hospital and wait for the parent to arrive.

5.13.3 At secondary school, if a pupil has suffered injury or is unwell and can be moved safely, they will be kept in the identified first aid room until they can be collected. Pupils will only be sent home if there is a parent or guardian available to be with them there and/or if the parent or guardian has given the school express permission for the pupil to leave. At Primary school if a pupil has suffered injury or is unwell, they will be kept in the identified first aid room/area until they can be collected.

5.13.4 Pupils will have individual medical plans if it is the case that there is allergy medication or other prescriptive medication that needs to be on-site for pupils to use regularly or in a case of emergency.

Individual medical plans will be reviewed systematically to ensure that they suit the pupil's needs and remain effective. A record of any medication of this sort will be kept in the school office. Any medicine administered in school will be recorded.

5.13.5 In relation to staff, in the event of serious injury or ill health, the school will contact the staff member's next of kin straight away when:

- The accident or illness is life-threatening
- The member of staff is taken to hospital
- The staff member is unconscious, confused, or otherwise unable to communicate
- There is a fatality
- Emergency services advise that family contact is urgent

5.13.6 The Trust will ensure that all schools have appropriate accident forms which must be completed accurately and fully and stored for all accidents, major and minor for both staff and pupils and any visitors onsite.

- 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. An accident form template can be found in appendix 2
- As much detail as possible will be supplied when reporting an accident
- Information about 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, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of

5.14 Reporting to the Health and Safety Executive (HSE)

An investigation may be launched by external authorities in the case of accidents or incidents that fall under **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)**. Accident reports will be reviewed and witnesses may be interviewed. 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 Headteacher will ensure that these are reported 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.

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 Headteacher or School Business Manager will ensure 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, but are not limited to:
 - Carpal tunnel syndrome
 - Severe cramp of the hand or forearm
 - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
 - Hand-arm vibration syndrome
 - Occupational asthma, e.g from wood dust
 - Tendonitis or tenosynovitis of the hand or forearm
 - Any occupational cancer
 - Any disease attributed to an occupational exposure to a biological agent
- Near-miss events that do not result in an injury but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

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

These include:

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

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

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

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

Any accident that falls under RIDDOR will be reported to the Trust Head of Compliance and the school's H&S Link Governor or Chair of Governors without delay.

Senior leaders or the Board of Trustees may decide to conduct internal investigations into less serious incidents to ensure that policy and procedure are being used correctly and effectively, and that future incidents of a similar nature can be avoided.

5.15 Occupational Health / Welfare

The Board of Trustees takes the health and wellbeing of all its staff and pupils very seriously and acknowledges that in a busy and hard-working environment, managing work-related stress alone can be very difficult. We urge any staff member who is experiencing stress to talk to their manager or a member of the senior management team, and the school will do everything that it can to support them.

- 5.15.1** We will talk to members of staff to listen to their concerns and opinions about stress in the workplace as well as checking sickness absence records, staff turnover data, exit interviews, incident reports etc. to identify any problem.
- 5.15.2** The Trust is committed to identifying vulnerable students and staff, developing school-based mental health and wellbeing programmes and strengthening co-operation with mental health services, students and parents.
- 5.15.3** The Trust is committed to investing in mental health, providing better information and awareness, increasing social inclusion and cohesion, supporting teachers and involving parents and mental health services. This includes trained mental health leads in each school to provide support for staff and pupils; an employee wellbeing programme and targeted support when required.

6 Building and site safety and maintenance

The Trust Director of Estates is responsible for managing Trust-wide capital and maintenance budgets and ensuring transparent procurement and best value across all schools.

In each school, the Headteacher is the single, named accountable lead responsible for health and safety. They have overall operational responsibility for ensuring that the school premises are maintained to comply with health and safety laws; are easily accessible and reasonably safe for the whole school community. They may delegate responsibilities to a competent person (for example, the school business manager and/or premises manager) to co-ordinate any safety precautions that are necessary during daily operations, ongoing site maintenance or building work. This will entail filling out a risk assessment form and co-ordinating method statements, work permits etc. as required.

Where required the following records and management plans will be kept, updated and shared as necessary:

- Asbestos
- Reinforced Autoclaved Aerated Concrete (RAAC)
- Legionella
- Construction, Design and Management Health and Safety file
- LOLER records
- Machine / equipment testing and certificates
- Gas Safety certificates
 - Mechanical and Electrical Safety certificates
 - Fire Safety Equipment

6.1 Control of Substances Hazardous to Health (COSHH)

Schools are required to control hazardous substances, which can take many forms, including but not limited to:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

6.1.1 Control of substances hazardous to health (COSHH) risk assessments are completed by a named individual in each school 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.

6.1.2 There are areas in our schools where hazardous substances will be stored. The Trust has systems in place to ensure that hazardous substances are used correctly, and records are kept in order to prevent the misuse or accidental misuse of such substances. The precautions the Trust takes include:

- Safe storage in locked cabinets, with a clear system explaining how and where chemicals are stored and who has responsibility for any keys to locked cabinets. Hazard data sheets and information on procedures for assessing substances hazardous to health are kept by the relevant department (e.g. Science, DT, Facilities etc.) Hazard data sheets describe the hazards the chemical presents, and give information on handling, storage and emergency measures in case of accident
- Only staff that are trained to use these substances will have access to them. These staff will be trained in proper maintenance, storage, and use of these chemicals.
- Clear labelling of all chemical bottles. Any hazardous substances should be stored in the original containers wherever possible and not decanted into an unlabelled container. Where they are decanted, full COSHH details should be transferred to the new container.
- Clear record of chemicals ordered, who they are ordered to, and that they are ordered for
- Safe disposing of chemicals
- Appropriate PPE for use when handling hazardous substances
- Strict 'off-limits' policy for pupils. Pupils will only be allowed to handle hazardous substances under the supervision of a member of staff (in science lessons, for example).

6.1.3 Substances that are for use in the science classrooms/lessons are under the responsibility of the science department manager/curriculum leader. Specific safety instructions will be provided by these members of staff.

6.1.4 All COSHH signage must conform to the requirements of the Health and Safety (Safety Signs and Signals) Regulations 1996 (as amended) relating to labelling and packaging of chemicals. Staff and pupils will be taught to recognise signs and any posters in use will display signs.

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

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

6.1.7 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 they have adequate ventilation

6.1.8 Legionella

- A water risk assessment will be completed by a named individual in each school (usually the premises manager) who is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book
- This risk assessment will be reviewed every [frequency] and when significant changes have occurred to the water system and/or building footprint
- The risks from legionella are mitigated, for example by regular water temperature checks, heating of water, disinfection of showers, etc.

6.1.9 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 that 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

6.2 Machine maintenance

6.2.1 The Trust operates the schools in accordance with the *Provision and Use of Work Equipment Regulations 1998* (PUWER). These regulations require that the work equipment in schools is:

- suitable for use, and for the purpose and conditions in which it is used;
- maintained in a safe condition for use so that people's health and safety is not at risk; and
- inspected in certain circumstances to ensure that it is, and continues to be, safe for use. Inspections are carried out by a competent person (this could be an employee if they have the necessary competence to perform the task) and a record kept until the next inspection.

6.2.2 The Trust ensures that risks created by the use of the equipment are eliminated where possible or controlled by:

- taking appropriate '**hardware**' measures, e.g., providing suitable guards, protection devices, markings and warning devices, system control devices (such as emergency stop buttons) and personal protective equipment; and
- takes appropriate '**software**' measures such as following safe systems of work (e.g. ensuring maintenance is only performed when equipment is shut down etc), and providing adequate information, instruction and training.

6.3 Selecting and managing contractors

6.3.1 It is vital that any company or persons invited into our schools under a contractual agreement to work on maintenance or the building site operates under the highest level of health and safety possible and is aware of our policy and procedures.

6.3.2 The Trust Board delegate the selection and appointment of contractors to the CEO and school leaders in line with the Trust procurement policy.

6.3.3 When engaging a contractor, the following will be considered:

- all aspects of the work will be identified and set out in a job specification
- qualifications and experience
- references
- insurances and certifications
- memberships of professional trade bodies
- safety method statement

6.3.4 Schools will co-ordinate with any contractor and ensure that they have information about the site available to them including the asbestos management plan, evacuation procedures etc.

6.3.5 For information on safeguarding pupils in respect of visitors or contractors to the school, please read the **child protection and safeguarding policy** on the respective school website.

6.4 Site security and visitors

School security is a vital component of good health and safety, and we want pupils and staff to feel safe in school.

- All staff must sign in and out of the school they work at each day using the agreed local procedures
- Schools must record details of all visitors entering and leaving the site
- All schools have designated key holders who can respond in an emergency
- premises managers are responsible for the security of the school site in and out of school hours. They are responsible for visual inspection of the site, and for the intruder and fire alarm systems.

7 Food Safety and Hygiene including Allergens

The Trust engages in a range of activities involving food; therefore, it has responsibility for ensuring that food hygiene standards are met. This responsibility extends to any catering contractors that are used by the Trust or any of its schools. This includes:

- personal hygiene
- opening and closing checks
- clear and clean
- chilled storage
- separating foods
- training and supervision

The Trust operates its schools in accordance all legal food standards, food safety law and allergen regulations. This includes the School Food Regulations 2014, the Food Safety Act 1990, Food Hygiene (England) regulations 2013 and the Food Information Regulations 2014

7.1 A number of items of equipment used in school kitchen areas or food technology rooms pose potential risks to users. Schools and any relevant contractors must therefore ensure that appropriate information and training at the outset is provided.

7.2 In accordance with the Gas Safety (Installation and Use) Regulations 1998, gas appliances will be properly installed by someone registered with the Gas Safe Register. They will also be fully serviced by a Gas Safe registered engineer and will be sited where there is adequate ventilation. It is unlawful to use any gas appliance which is known, or suspected, to be unsafe.

7.3 Wherever food is prepared or served, safe and adequate cleaning routines need to be established to ensure compliance with health and safety requirements. Whether these duties are carried out by pupils, teachers, caretakers, catering staff, lunchtime supervisors or cleaning staff, it is vital that all involved are aware of these routines and that they are followed at all times. For example:

- hands should be washed before and after cleaning routines, and consideration given to the wearing of protective gloves in certain circumstances (note that certain types of rubber gloves can cause anaphylactic shock where the user has an allergy or sensitivity).
- cross-contamination issues should be addressed, e.g. different cloths for different surfaces.
- an appropriate slip hazard warning sign should be used when mopping floors.
- tasks involving the carrying of trays, equipment, buckets etc should not incur any manual handling risks.
- any corrosive or irritant cleaning substances, e.g. bleach, are subject to a Control of Substances Hazardous to Health (COSHH) assessment and appropriate measures taken to avoid harm.

7.4 The Trust takes all allergies seriously and it is important that parents inform their child's school immediately of any allergies and medications that might be required in an emergency so that a separate risk assessment can be undertaken. Schools must comply with the requirements for labelling allergens on prepacked for direct sale food (Natasha's Law).

7.5 All school staff and catering staff will be required to undertake allergies and anaphylaxis training, to include:

- How to identify the common allergens and protect pupils from them
- How to recognise the symptoms of allergic reactions, including anaphylaxis
- The importance of responding quickly to allergic reactions, including anaphylaxis.

8 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.

8.1 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

8.2 Coughing and sneezing

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

8.3 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 (e.g. 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
- Use personal protective equipment (PPE) to control the spread of infectious diseases where required or recommended by government guidance and/or a risk assessment

8.4 Cleaning of the environment

Clean the environment, including, where applicable, toys and equipment, frequently and thoroughly

8.5 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

8.6 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

8.7 Clinical waste

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

8.8 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 school pet

8.9 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

- 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

- We will regularly clean equipment and rooms, and ensure surfaces that are frequently touched are cleaned at the appropriate frequency

Keeping rooms well ventilated

- 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

8.10 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.

Pupils with medical conditions will be supported in line with the Trust Supporting Pupils with Medical Conditions Policy and individual health care plans.

8.11 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 in addition to general cleaning guidance.

8.12 Preventing and controlling infections in EYFS

In addition to general cleaning guidance, we will:

- Ensure all toys carry a BS, BSI or CE mark and where possible buy toys and equipment that can be easily cleaned
- Store toys in a clean container
- Not let children take toys into toilet areas
- Store reusable equipment that has been cleaned but is not in use separately from used equipment and away from where equipment cleaning takes place

In addition to general food hygiene guidance, when preparing and storing formula milk foods for babies, staff will:

- Follow the manufacturers' instructions for making formula milk

- Use freshly boiled water that they have allowed to cool
- If possible, where dried formula for reconstitution has been supplied, make up each feed before using it; alternatively, encourage parents or carers to provide ready-made formula bought in sealed cartons/bottles

In addition to general food hygiene guidance, when preparing and storing breast milk foods for babies:

- All breast milk should be labelled with the child's name and date of expression
- Use milk within 24 hours of it being expressed
- Store breast milk in the body of the fridge between 1°C and 4°C before use (not in the door where pasteurised drinking milk is often stored, as the temperature can vary considerably when opened)

When disposing of unused milk:

- Dispose of the remaining milk portion left after a feed
- Rinse and wash bottles, teats, plastic spoons and other utensils thoroughly and return to parent or carer at the end of the day where appropriate

Where nappies are used:

- Have a designated changing area away from the play facilities, and any area where food or drink is prepared or consumed
- Staff take the appropriate measures to wash and dry their hands after every nappy change
- Wrap soiled nappies in a plastic bag before disposing in the general waste
- Clean the children with a disposable wipe, and do not share nappy creams and lotions amongst the children
- Clean the changing mats with soapy water or a detergent wipe after each use and at the end of the day

Where potties are used:

- Have a designated sink for cleaning these (which is not a hand wash basin) and wash them in hot soapy water and dry
- Wear disposable gloves to flush contents down the toilet
- Store potties upside and not inside each other
- Wash hands using soap and warm water and dry after removing disposable gloves

9 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:

- 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
- 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

- Some pregnant women will be at greater risk of severe illness from COVID-19

10 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.

11 Monitoring

This policy will be reviewed by the Head of Compliance every three years, or

- after accidents, incidents and near misses
- after any significant changes to workplace, working practices or staffing
- after any form of notice has been served
- in any event, on or before the end of May 2029

At every review, the policy will be approved by the Trust Audit and Risk Committee

12 Links with other policies

This health and safety policy links to the following policies:

- First aid
- Risk assessment
- Supporting pupils with medical conditions
- Accessibility plan
- Remote learning
- Emergency or critical incident plan

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

This is an example of the minimum information to be included on all accident reports for staff and pupils and should be completed for all accidents immediately after the incident

Name of Injured Person		Staff Role/ Year Group/Class	
Date and Time of incident		Location of Incident	
Incident Details			
Describe in detail what happened, how it happened and what injuries the person incurred			
Action taken			
Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards			
Follow-up action required			
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			
Name of person attending the incident			
Signature		Date	

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 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
Athlete's foot	None.
Bacillary Dysentery (Shigella)	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.
Campylobacter	Until 48 hours after symptoms have stopped.
Chicken pox (shingles)	<p>Cases of chickenpox are generally infectious from 2 days before the rash appears to 5 days after the onset of rash. Although the usual exclusion period is 5 days, all lesions should be crusted over before children return to nursery or school.</p> <p>A person with shingles is infectious to those who have not had chickenpox and should be excluded from school if the rash is weeping and cannot be covered or until the rash is dry and crusted over.</p>
Cold sores	None.
Conjunctivitis	None.
Cryptosporidiosis	<p>Until 48 hours after symptoms have stopped.</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>
Diarrhoea and/or vomiting (Gastroenteritis/norovirus)	<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>
Diphtheria	<p>Exclusion is essential. Contact your local UKHSA health protection team about any cases in your setting.</p> <p>For toxigenic Diphtheria, only family contacts must be excluded until cleared to return by your local UKHSA health protection team.</p>
E. coli (verocytotoxigenic or VTEC)	The standard exclusion period is until 48 hours after symptoms have resolved. However, some people pose a greater risk to others and may be excluded until they have a negative stool sample (for example, pre-school infants, food handlers and care staff working with vulnerable people). The health protection team will advise in these instances.

Infection or complaint	Recommended period to be kept away from school or nursery
Flu (influenza)	Until recovered.
Food poisoning	Until 48 hours from the last episode of vomiting and diarrhoea and they are well enough to return. Some infections may require longer periods (local health protection team will advise).
Giardiasis (giardia)	Until 48 hours after symptoms have stopped.
Glandular fever	None (can return once they feel well).
Hand, foot and mouth	Children are safe to return to school or nursery as soon as they are feeling better, there is no need to stay off until the blisters have all healed.
Head lice	None.
Hepatitis A	Exclude cases from school while unwell or until 7 days after the onset of jaundice (or onset of symptoms if no jaundice), or if under 5, or where hygiene is poor. There is no need to exclude well, older children with good hygiene who will have been much more infectious prior to diagnosis.
Hepatitis B	Acute cases of hepatitis B will be too ill to attend school and their doctors will advise when they can return. Do not exclude chronic cases of hepatitis B or restrict their activities. Similarly, do not exclude staff with chronic hepatitis B infection. Contact your local health protection team for more advice if required.
Hepatitis C	None.
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
Measles	Cases are infectious from 4 days before onset of rash to 4 days after, so it is important to ensure cases are excluded from school during this period.
Meningitis	Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed.
Meningitis viral	Until recovered.
Meningococcal meningitis/ septicaemia	If the child has been treated and has recovered, they can return to school.
Mpox	Until recovered and deemed safe to return by their clinician or in line with current guidance.
MRSA (meticillin resistant Staphylococcus aureus)	None.
Mumps	5 days after onset of swelling (if well).

Infection or complaint	Recommended period to be kept away from school or nursery
Respiratory infections including coronavirus (COVID-19)	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.
Ringworm	Exclusion not needed once treatment has started.
Rotavirus	Until 48 hours after symptoms have stopped.
Rubella (German measles)	5 days from appearance of the rash.
Salmonella	Until 48 hours after symptoms have stopped.
Scabies	The infected child or staff member should be excluded until after the first treatment has been carried out.
Scarlet fever	Children can return to school 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered, the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the school or nursery, the health protection team will assist with letters and a factsheet to send to parents or carers and staff.
Slapped cheek syndrome, Parvovirus B19, Fifth's disease	None (not infectious by the time the rash has developed).
Threadworm	None.
Tuberculosis (TB)	Pupils and staff with infectious TB can return to school after 2 weeks of treatment if well enough to do so and as long as they have responded to anti-TB therapy. Pupils and staff with non-pulmonary TB do not require exclusion and can return to school as soon as they are well enough.
Typhoid and Paratyphoid fever	Inform your local health protection team as soon as possible. Seek advice from environmental health officers or the local health protection team on required exclusion periods.
Whooping cough (pertussis)	A child or staff member should not return to school until they have had 48 hours of appropriate treatment with antibiotics and they feel well enough to do so, or 21 days from onset of illness if no antibiotic treatment.