

# Health & Safety Policy (Including Risk Assessments)

(Independent School Standards: Parts 9, 16 & 34)

**Important note:** The term ‘Spark’ or ‘Spark Academy Group’ applies to both our tutoring and independent school settings, also referred to as ‘provision’, ‘school’ or ‘organisation’ interchangeably.

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## Guidance & Legislation

- [Health & Safety in Schools](#)
- [UK Health Security Agency](#)
- [Actions for Schools During Coronavirus Outbreak](#)
- [Health & Safety at Work etc Act 1974](#)
- [The Management of Health & Safety at Work Regulations 1992](#)
- [The Management of Health & Safety at Work Regulations 1999](#)
- [The Control of Substances Hazardous to Health Regulations 2002](#)
- [The Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013](#)
- [The Health & Safety \(Display Screen Equipment\) Regulations 1992](#)
- [The Gas Safety \(Installation and Use\) Regulations 1998](#)
- [The Regulatory Reform \(Fire Safety\) Order 2005](#)
- [The Work at Height Regulations 2005](#)

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## Links to Other Policies

- First Aid, Medicines & Administration Policy

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**We Build Communities  
Where Everyone Belongs,  
Grows & Thrives.**



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## Section 1: Aims

This document explains the responsibilities of the school's Proprietor with regard to the provisions of the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1992.

The Health and Safety Policy will be implemented through a strong management process in order that the Proprietor can be assured that the relevant legislation, Health and Safety Executive's Approved Codes of Practice (ACOP) and guidance are incorporated into the school's operational procedures and ethos.

Our school aims to:

- Provide and maintain a safe and healthy environment.
- Establish and maintain safe working procedures amongst staff, pupils, and all visitors to the school site.
- Have robust procedures in place in case of emergencies.
- Ensure that the premises and equipment are maintained safely and are regularly inspected.
- To promote and support the good health and wellbeing of the staff and pupils.

Spark is committed to protecting the health, safety and welfare of our students, employees, stakeholders, and contractors. We set high standards and aim to go beyond the minimum legal requirements set by health and safety legislation.

We believe that colleagues' health, safety and welfare are at the heart of what we do. We want all our colleagues to feel that their physical and mental health wellbeing is important and that they will be supported and valued at work.

Everyone who works for Spark is expected to take both collective and personal responsibility to help us fulfil this vision for health, safety, and welfare. We expect our staff, partners, contractors, and suppliers to help us meet this commitment.

The Proprietor and Headteacher is committed to leading Spark to achieve high standards in health, safety, and welfare. It is recognised that strong, visible leadership is an essential part of achieving the vision, culture, and outcomes we need.

This policy applies to all colleagues. It also applies to volunteers, agency staff and contractors. It will be reviewed annually or sooner if significant change or circumstances require it.

Spark is committed to:

- Meeting its legal obligations under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999.
- Following the best practice guidance outlined in the Health and Safety Executive's publications 'Managing for Health and Safety'.

To achieve this, all reasonable steps will be taken to make sure:

- Activities, premises, and equipment meet current legal requirements, standards, and best practice.
- Adequate resources are made available for Health, Safety and Welfare.
- The school's organisational culture is a healthy one that's open, empathetic, supportive, and consultative.
- Managing and promoting Health and safety is accepted as a core management activity.
- Specialist advice, such as on technical or medical matters, is available when needed.
- Adequate, clear information on Health Safety and Welfare is effectively communicated to all colleagues, including contractors, agency workers, volunteers and to those who use our services and facilities.
- All employees and contractors are competent to carry out their work safely and with minimal risk to themselves or others.
- Employees receive the instruction, training, and supervision they need to work safely and without risk to their physical and mental health and well-being.
- Employees and their Health & Safety representatives are encouraged to be actively involved in health, safety, and welfare in the workplace.

To promote Health, Safety and Welfare at the highest level Spark has two Health & Safety Champions, which meets every half-term:

- The Headteacher and the Proprietor

## Section 2: Roles and Responsibilities

### The Proprietor

The Proprietor has ultimate responsibility for Health and Safety matters in the school, but delegates responsibility for the strategic management of such matters to the Headteacher and staff members.

### The Headteacher

The Headteacher is responsible for the Health & Safety day-to-day management and is the Health & Safety lead. This involves:

- Implementing the Health & Safety policy
- Ensuring there are enough staff to safely supervise students
- Ensuring that the school building and premises are safe and regularly inspected.
- Providing adequate training for school staff
- Reporting to the Proprietor 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 School Business Manager assumes the above day-to-day Health and Safety responsibilities.

### Staff

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

School Staff will:

- Take reasonable care of their own Health and Safety and that of others who may be affected by what they do at work.
- Co-operate with the 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.
- Model safe and hygienic practice for pupils
- Understand emergency evacuation procedures and feel confident in implementing them.
- If any Health and Safety risk is identified, to make the Proprietor or Headteacher aware by listing this on the **"H&S SNAGS Board" in the Staff Area.**

## **Pupils & 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.

## **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 Method Statement (RAMS) of all their planned work. All contractors must provide the school with Photographic ID and have Enhanced with Barred list DBS check documentation in place before any works begins.



## Section 3: Site Security

There are at least three key holders who can be contacted and are responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems. The Proprietor is the first call then there is a call list for the key holders who will respond to an emergency.

First Contact	Proprietor	Mital Thanki
Second Contact	Headteacher	Katie James
Third Contact	Business Manager	Poonam Chamund

## Section 4: 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 termly.

Emergency evacuations are practiced at least twice per year. The fire alarm is a loud continuous buzzer.

Fire alarm testing will take place on different times and days of the week, and be activated from different call points.

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

In the event of a fire:

- 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 any person, if they can use them without putting themselves or others at risk.
- Staff and pupils will congregate at the assembly points. These are the Melton Hotel on Gypsy Road/ Melton Road corner, opposite to the Building.
- Class teachers will take a register of pupils, which will then be checked against the attendance register of that day.
- The Headteacher will take a register of all the staff
- Staff and pupils will remain outside the building until the emergency services or Headteacher says 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.

## Section 5: COSHH

### Control of Hazardous Substances

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 Proprietor 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 manufacturer's product label.

All hazardous products are kept in their original containers, with clear labelling and product information. COSHH cupboards are in situ in the cleaner's locked store cupboards, near the toilets.

Any hazardous products are disposed of in accordance with the manufacturer's 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.

### Gas Safety

Although currently the site doesn't have a gas supply, consideration would be given to the following in case it is ever required:

- 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 serviced, maintained annually and records maintained.
- All rooms with gas appliances are serviced and checked annually to ensure that they have adequate LEV in place.

## Legionella

- This risk assessment will be conducted every year by the Proprietor and when significant changes have occurred to the water system and/or building footprint.
- The risks from legionella are mitigated by the following: water sampling, temperature testing, running the systems.
- The operational controls conducted are recorded in the school's water log book weekly.

## Asbestos

- Staff and contractors 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. The log is kept in reception and contractors have to sign, to register they understand.
- 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.

# Section 6: 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.

## 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 potential hazards will be reported to the Headteacher or Proprietor.
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed.
- Only trained staff members can check plugs.
- Portable appliance test (PAT) will be carried out annually by a competent and qualified electrician.
- All isolator 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 electrician.
- Laptop charging trolleys are fitted with RCD devices and are charged in a fireproof room.
- Photocopiers are fitted with an RCD device.

## 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 before use.
- Any concerns about the condition of the gym and apparatus must be reported to the Headteacher.

## 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)

## 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.

## Section 7: Lone Working

Lone working may include:

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

## Section 8: 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.

The Site Co-ordinator is qualified to work at height.

In addition:

- 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.

## Section 9: Manual Handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

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

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

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

## Section 10: Off-Site Visits

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

- A Risk Assessment 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 other trips, there will always be at least one first aider on school trips and visits.
- Written Parental consent is given.

## Section 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 a redacted version of the School's Health and Safety Policy and will have responsibility for complying with it.

When the premises are hired to persons, it will be a condition for all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all Safety directives of the Proprietor and that they will not without the prior consent of the Proprietor:

- Introduce equipment for use on the school premises.
- Alter fixed installations.
- Remove fire and Safety notices or equipment.
- Take any action that may create hazards for persons using the premises or the staff or students at the school.

Additionally:

- Hirers who use the premises to hold classes for children must provide a **Child Protection Policy** which the school will hold on file.
- It is illegal to smoke (including e-cigarettes) on any part of the school site.
- Permission to use the premises will not be granted if, in the opinion of the school, it is likely that the let would create unreasonable disturbance or inconvenience to the residents in the neighbourhood or would interfere with any existing occupations or School activity.
- Hirers are requested to respect the school's neighbours' rights.
- The Hirer must secure the preservation of the law and order and take all reasonable steps to prevent injury, loss or damage to any person or property on all occasions during the hire.
- The Hirer must arrange for an adequate number of responsible stewards to be present throughout the period of hire to assist in the preservation of order. At no time during the hiring may the number of people present exceed the maximum stated in the application for Hire Form. Failure to comply with this condition may result in the let being terminated.
- The Hirer is responsible for arranging first aid provision for the period of hire.
- Where permission has been granted to enable the premises to be used for the purposes of a youth organisation, no member of that organisation may enter the School unless the Hirer (or representative) is present on the premises and members of the organisation may remain on the premises only as long as the hirer (or his representative) is present.
- The Security Alarm System will be set for all areas not hired. This will not in any way impede the use of the premises hired or emergency escape routes.
- Any electrical equipment brought on to the premises must have up to date PAT tested certificates.
- Furniture should not be moved into the corridors and should not block any Fire Exits. Any furniture which is rearranged must be returned to its original position at the end of the hire.

## Section 12: Violence at Work

Staff should not be in any danger at work, and we will not tolerate violent or threatening behaviour towards our staff. All staff will report any incidents of aggression or violence (or near misses) directed at themselves, to their line manager or Headteacher immediately. This applies to violence from pupils, visitors, or other staff.

## Section 13: Smoking and Vaping

Smoking and Vaping is not permitted anywhere on the school premises.

## Section 14: Infection Prevention & 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.

### Handwashing

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

### Coughing & Sneezing

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

### Personal Protective Equipment

- Will be provided by the school where needed.
- 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 (PPE) when handling cleaning chemicals.

### Cleaning of the Environment

- Clean the environment daily and thoroughly.
- Clean the environment, including toys and equipment, after use thoroughly.



## Cleaning of Blood & 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.

## 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.

## 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-PHS and/or DCC.
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection.

## Animals

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

## Pupils Vulnerable

- 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.

## Exclusion Periods for Infectious Diseases

Spark will follow recommended exclusion periods outlined by Public Health England, summarised in Appendix A. In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

## Section 15: New & 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 the 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.

## Section 16: Occupational Stress

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

Systems are in place within the school for responding to individual concerns and monitoring staff workloads. The school will strive to identify all workplace stressors and conduct risk assessments through an annual staff wellbeing survey to reduce stress or control the risks from stress.

We will support all managers and supervisory staff in accessing training in good management practices. We will signpost staff affected by stress caused by either work or external factors to confidential counselling. The school operates a well-being procedure for staff who need extra support from time to time. This involves having a meeting and creating a well-being support plan for the colleague.

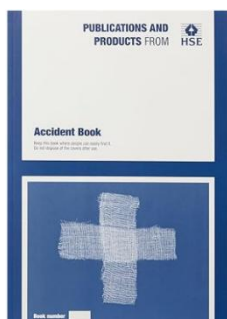
## Section 17: Accident Reporting

### Accident Record Book

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. **The Accident Record Book is found in the Staff Area of the building.** Furthermore, the accident will be logged on TES My Concern for the Independent School and CPOMS for Tutoring.

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.



### Reporting to the Health & Safety Executive (RIDDOR)

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

These will also go in the report to the Governors Resources committee and the Health and Safety Committee.

The Proprietor will be informed of any RIDDOR 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)
- 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 Site Co-ordinator will report these to the HSE as soon as reasonably practicable and in any event within 10 days of the accident.

Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:

- Carpal tunnel syndrome.
- Severe cramp of the hand or forearm.
- Occupational dermatitis.
- 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 incidents that do not result in an injury but could have done. Examples of near-miss events relevant to schools, but are not limited to:

- The collapse or failure of load bearing parts of lifts and lifting equipment.
- The accidental release of 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 overloading 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 a 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 the work activity was organized (e.g., inadequate supervision on a field trip), the way equipment or substances were used (e.g., lifts, machinery, experiments etc.): the condition of the premises (e.g., poorly maintained, slippery floors)

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>

- 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 duties for more than 7 consecutive days.

## Notifying Parents

The Headteacher will inform parents of any accident or injury sustained by a pupil in the and any first aid treatment given, on the same day, or as soon as reasonably practicable.

## Reporting to Child Protection Agencies

The designated safeguarding officer will notify the relevant Local Authority Safeguarding Body of any serious accident or injury to, or the death of a pupil.

## Reporting to Ofsted

The DSL or Headteacher will notify Ofsted of any serious accident, illness, or injury to, or death of, a pupil. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

## Section 18: Training

Our staff are provided with health and safety training as part of their induction process. Staff who work in high-risk environments, or work with pupils with special educational needs (SEN), are given additional health and safety training.

## Section 19: Risk Assessments

### Rationale

Risk assessment is a legal requirement under the 'Management of Health and Safety at Work Regulations 1992'. In the context of education, it requires a careful examination of what could happen to pupils, colleagues or others in the teaching and learning situation. It also requires the identification and implementation of precautions to minimise or prevent harm. In many instances, straightforward measures can be effective in controlling risks.

### Aim:

To ensure that staff understand the process of risk assessment and how it can be integrated into effective management procedures.

### Definitions

#### Risk Assessment

A careful examination of what, in the environment, could cause harm to people so that a decision can be made as to whether there are enough precautions in place or more should be done to prevent harm.

#### Hazard

Anything that has the potential to cause harm, such as chemicals, electricity, working from ladders, an open drawer etc. Risk is the chance, high, medium, or low that somebody could be harmed by the hazard, together with an indication of how serious the harm could be. Harm is the actual injury or ill-health suffered by those exposed to the hazard?

#### Dynamic Risk Assessments

A risk assessment that takes place during an activity in progress as a need arises ("on the spot"). In these circumstances a previously prepared risk assessment may not be in place as the situation was not previously foreseeable. Once the dynamic risk assessment has been taken place, a formal written risk assessment must be made of this as soon as is reasonably practicable after the event.

### Applying this Policy

The Health and Safety Officer (The Headteacher) will undertake site specific assessments at least every two years unless the conditions change.

Fresh assessments are required when the risks change as conditions alter or new situations are encountered for the first time.

Staff will ensure that suitable and sufficient risk assessments are carried out, recorded, and reviewed for all tasks, activities, locations, and activities that present a significant hazard while discharging their duties as a member of staff at Spark.

## Stages of Risk Assessment

### Step 1: Identify the Hazards

Staff will identify all the hazards associated with their area of responsibility that could reasonably be expected to cause harm. Hazards can be identified by:

- Observing the task or area.
- Referring to available guidance and information about best practice.
- Looking at accident and ill-health records.
- Checking manufacturers' instructions or data sheets.
- Ask staff for their views

### Step 2: Decide Who Might be Harmed & How

For each hazard, the groups of people who might be harmed and how must be identified. The groups of people to be considered include:

- Staff with requirements for Example new and young workers, people with disabilities, new or expectant mothers.
- Cleaners, visitors, contractors, maintenance workers who may not be in the local environment all the time.
- Members of the public, service users, pupils; and
- Shared workplaces – how the work affects others and the risks to staff from those who share the environment.

### Step 3: Evaluate & Assess the Risks and Decide on the Precautions to Control the Risks

- For each hazard identified the level of risk must be evaluated and recorded (High/Medium/Low). This evaluation may include the level of harm presented by the hazard, the number of people involved, and the likelihood of the harm occurring.
- Once the level of risk is established staff must consider what control measures are already in place and what actions are already being taken to reduce the risk, consider whether these are suitable and sufficient and whether further control measures are required. The control measures must also be recorded.

### Step 4: Controlling the Risk

When controlling risks, the following principles should be applied, where possible in the following order:

- Eliminate the hazard altogether.
- Substitution by something less hazardous or risky.
- Prevent access to the hazard for example by guarding
- Organise work to reduce exposure to the hazard for example. putting barriers between pedestrians and traffic.
- Create safe methods of work and safe systems of work designed to reduce the risk.
- Issue personal protective equipment for example clothing, footwear, goggles for example.
- Provide welfare facilities, for example first aid and washing facilities for removal of contamination.
- Provide suitable information, instruction, and training.



- Ensure appropriate supervision.

### Step 5: Dynamic Risk Assessments

On rare occasions there may be a need for staff to undertake a Dynamic Risk Assessment. In these circumstances staff must work within the context of their own competencies and in consultation with others where possible. The need for a dynamic risk assessment may arise when an unforeseen event occurs, and a previously unidentified risk becomes apparent. Once the dynamic risk assessment has been taken place, a formal written risk assessment record must be made of this as soon as is reasonably practicable after the event.

### Step 6: Review

Staff should review assessments.

- At regular intervals not exceeding two years
- Following a significant change and/or
- If there is reason to suspect it is no longer valid for example after an accident, ill-health incident, violent incidence or malfunction has occurred.

## Generic Risk Assessments

In some cases, generic risk assessments are available to assist staff in the risk assessment process. If used, these assessments must be:

- Amended to suit the specific needs of Spark.
- Monitored and reviewed at appropriate intervals not exceeding two years

## Communication

Staff shall ensure that anyone at risk is provided with relevant information on the identified risks and the preventive and protective control measures.

## Training

Staff involved in the creation of risk assessments (for example as part of a risk assessment team) will receive training in the risk assessment process.

## Monitoring

Staff shall monitor the effectiveness of control measures and ensure that physical control measures are used, installed correctly and suitably maintained. Staff shall report any defects in control measures, personal protective equipment, etc. immediately to their manager.



## Specialist Advice

It is important when completing risk assessments to be aware of individual limitations in terms of knowledge and competence. If further support is required staff should contact the Proprietor, who in turn will contact the specialist for advice.

## Section 20: Monitoring

This policy will be reviewed by the Headteacher and in consultation with the Proprietor annually.

# Appendix A: Recommended Absence Periods

Recommended absence period for preventing the spread of infection. This list of recommended absence periods for preventing the spread of infection is taken from non-statutory guidance for schools and other childcare settings from Public Health England. For each of these infections or conditions, there is further information in the guidance on the symptoms, how it spreads and some 'do's and don'ts' to follow that you can check.

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

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

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

## Appendix B: 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 C: Health & Safety Management Structure

Who	Frequency	What
Proprietor	Annually	Review the H&SE policy for effectiveness and compliance to legislation Review the current risk assessments and status of actions Reviews the status and outcomes of the emergency plan Review of drainage and channels- 6 monthly Fire extinguisher testing PE equipment Heating, water boiler and water filters Water dispenser Fire training Food Technology Cookers Fixed wiring test- 5 yearly Gas test Ladder check Paediatric first aid Evac Chair usage & refresher Kitchen Deep Clean Air conditioning servicing Boundary Fence surveys Sanitary bins emptied PAT testing Water thermometer calibrated
Proprietor & Headteacher	Termly	Reviews recent accidents or incidents Reviews absence data to ensure wellbeing Reviews current risk assessment and action status Reviews current H&SE data and actions Reviews Safety Committee reports Undertakes an H&SE walk around with a member of the senior leadership team School fire drill Smoke detectors- 6 monthly Shower Heads clean & descale- 6 monthly
Headteacher	Weekly	Water testing-flushing [Legionella] Fire alarms Emergency pull cords Fire door testing

## Appendix D: Maintenance Checklists

All Maintenance Checklists are available on the Secure Staff Drive, under the folder Health & Safety.