Health and Safety Policy

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Approved by:	Catherine Anderson	Chair of Directors Date: 7th February 2022
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Contents

Aims

The Emmaus Catholic Academy Trust aims to ensure that so far as is reasonably practicable:

➤ Work towards the prevention of occupational injury or ill health to all involved in or affected by the Trust's activities.
➤ Ensure that those using the Trust's premises are not subjected to unacceptable risk as a result of activities of those working for the Trust.
➤ Actively manage Health and Safety, and to encourage constant awareness amongst all employees with regards to Health and Safety.
➤ Ensure that contractors and agents on the Trust's premises are aware of and work towards the standards set out in policies.
➤ Maintain an annual formal review of achievement of those objectives and to implement improvements where necessary to enable them to be met.
➤ Co-operate fully in the appointment of Safety Representatives and to provide such facilities and assistance as they may reasonably require to fulfil their functions.
➤ Develop and maintain a proactive Health and Safety culture and set standards for continuous improvement in matters of Health and Safety.

Statement of Intent

➤ Emmaus Catholic Academy Trust will fully meet its responsibilities under the Health and Safety at Work Act 1974, The Management of Health and Safety at Work Regulations 1999 and any other Health and Safety legislation. The Trust will so far as reasonably practicable, provide and maintain a safe and healthy working environment for all of its employees, pupils and visitors. The Trust will also accept the responsibility for the Health and Safety for those who enter or use trust premises.
➤ The Trust will assess the risks to the Health and Safety of its staff, pupils and visitors that will be affected by the Trust's overall actions.
➤ The Trust will take the necessary steps to ensure compliance is met with all Health and Safety legislation.
➤ There is an expectation that all staff, pupils and visitors will co-operate in complying with Health and Safety legislation and take care of both themselves and others within the workplace. All staff, pupils and visitors will also be expected to follow instructions to ensure high standards of Health and Safety are maintained across the Trust at all times.
➤ The Trust is fully committed in providing the relevant information, instruction, supervision and training to all of its staff, pupils and visitors when necessary to do so.
➤ Resources will be in place to fully implement this policy to all who it concerns, this including access arrangements for all Health and Safety competent persons.
➤ The Trust will communicate its management of Health and Safety arrangements to all of its employees and will provide updates where changes occur. Effective consultation will take place with all employees on all Health and Safety matters and the Trust will make individuals aware of their responsibilities before they are delegated to them.
➤ An annual review of this Health and Safety policy will take place to ensure all aims and objectives are being fully met. The policy will also be evaluated to ensure it fully captures industry wide Health and Safety updates, change in circumstances or incidents that have occurred across the Trust. ➤ Definition The term "Trust" refers to the Emmaus Catholic Academy Trust.

Legislation

This policy is based on advice from the Department for Education on health and safety in schools and the following legislation:

➢ The Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards employees and duties relating to lettings

➢ The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees

➢ The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training

➢ The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health

➢ The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept

➢ The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test

➢ The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register

➢ The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff

➢ The Work at Height Regulations 2005, which requires employers to protect their staff from falls from height

➢ The school follows national guidance published by UK Health Security Agency (formerly Public Health England) when responding to infection control issues, and Actions for schools during the coronavirus outbreak, which provides guidance on what schools need to do during the COVID-19 pandemic.

➢ Sections of this policy are also based on the statutory framework for the Early Years Foundation Stage.

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

Roles and Responsibilities

The Emmaus Catholic Academy Trust as the employer, 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

➢ Governors will nominate a link for Health and Safety related matters.

The Governing Board

➢ The governing board has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the Headteacher of each Academy.

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

Trust Managers will:

- Demonstrate commitment by taking a proactive approach in Health and Safety matters, ensuring that Health and Safety is a standing agenda item at trust meetings.

- Ensure responsible persons within schools carry out their Health and Safety duties and responsibilities.

- Ensure that all hazards within their area of responsibility are identified.

- Ensure that risk assessments are carried out and appropriate control measures implemented in their area of responsibility.

- Ensure that all risk assessments are recorded, monitored and reviewed according to the level of risk identified.

- Ensure that all works undertaken within their area of responsibility take into account the health and safety of any person likely to be affected by such works, including employees and non-employees.

- Allocate resources to enable the requirements of this policy to be fulfilled.

- Ensure the effective use of resources are available to achieve Health and Safety objectives. To bring to the attention of the Trust any inadequacy in the allocated resources.

- Ensure that procedures are in place for all employees to receive necessary Health and Safety training, and in particular to ensure that detailed Health and Safety information, instruction and training is given to all new employees.

- Ensure that Health and Safety training needs are identified for all employees within their area of responsibility.

- Ensure that employees attend safety training identified as being necessary, including induction training.

- Ensure that competent persons are nominated to implement and meet the requirements of any relevant Health and Safety legislation.

- Ensure that adequate monitoring of Health and Safety standards is undertaken.

- Ensure that incidents e.g. accidents, near misses, violence and aggression are recorded by the Trust's reporting procedures, investigated and take actions to avoid recurrence.

- Take appropriate action under established disciplinary procedures for any employee failing to comply with their duties, responsibilities or safe working practices as laid down in policies and procedures.

- Oversee the implementation of the Trust's Health and Safety Policies.

- Actively support the Schools with their allocated responsibilities.

- Support at all times, the objectives of the Trust's Health and Safety policies.

- Ensure that all employees in the Trust are aware of and undertake their duties and responsibilities with regard to Health and Safety.

- Monitor and review the effectiveness of this policy.

- Be aware of statutory Health and Safety requirements sufficient to discharge these duties.

- Discuss any actions required with regard to Health and Safety concerns raised by any person within the premises.

- Support at all times the intent of this policy to secure the Health and Safety of employees and others.

Trust Head Teachers will:

- Be familiar with the content of the Trust Health and Safety Policies, the Health and Safety at Work Act 1974 and other Health and Safety legislation and policies affecting their area of work.

- Ensure that all hazards within their area of responsibility are identified.

- Carry out risk assessments to the health and safety of employees and other persons who may be affected by the work activities. Ensure that risk assessments are correctly recorded and that control measures are implemented.

- Involve relevant employees in the risk assessment process. Ensure that the necessary control measures identified during the risk assessment process are implemented.

- Monitor and review all risk assessments according to the level of risk identified.

- Ensure that all works undertaken within their area of control take into account the health and safety of any person likely to be affected by such works, including employees and non-employees.

- Ensure that all employees working within their area of responsibility, whether permanent or temporary, are given adequate safety information, instruction and training to enable them to reach a minimum level of competence to carry out their work without undue risks to themselves or others.

- Provide local Health and Safety information, instruction and training to supplement any other Health and Safety induction received by new employees.

- Ensure that all employees receive briefings at staff meetings in respect of identified risks and control measures.

- Ensure that all employees follow the policies and procedures set out in this document.

- Operate reporting procedures for hazards, risks and incidents.

- Ensure that equipment is properly used and that a system of reporting defects is maintained.

- Stop any work where they consider there is imminent risk.

- Ensure that adequate monitoring of Health and Safety standards is undertaken.

- Ensure that all incidents (accidents, near misses, violence and aggression) are reported, investigated properly and actions taken to avoid recurrence.

- Inspect and monitor the operations and activities under their control, in accordance with this Policy, and take necessary remedial action.

- Take appropriate action under established disciplinary procedures for any employee failing to comply with their duties, responsibilities or safe working practices as laid down in policies and procedures.

- Seek appropriate advice on Health and Safety matters.

- Demonstrate commitment by taking a proactive approach in Health and Safety matters.

Trust Business Managers/ Health and Safety Lead will:

- Be familiar with the content of the Trust's Health and Safety policies, the Health and Safety at Work Act 1974 and other Health and Safety legislation and policies affecting their area of work.

- Ensure that risk assessments are completed for the work activities under their control.

- Monitor and review all risk assessments according to the level of risk identified.

- Involve employees in the risk assessment, monitoring and review process, ensuring that control measures are implemented.

- Ensure that safe working practices are followed, and if necessary written instruction is given to employees.

- Acquire and maintain their own level of competence to fulfil specific responsibilities in their area of control.

- Ensure that all employees follow the policies and procedures set out in this document.

- Operate reporting procedures for hazards, risks and incidents.

- Ensure that equipment is properly used and that a system of reporting defects is maintained.

- Stop any work where they consider there is imminent risk.

- Investigate and take action on complaints

- Demonstrate commitment by taking a lead in Health and Safety matters.

- Externally Appointed Health and Safety Officers will:

- Co-ordinate and monitor this Policy and inform the Trust of any failure in its implementation.

- Conduct internal audit exercises to monitor policy implementation.

- Advise on planning for Health and Safety including the setting of realistic short and long term measures.
- Inspect sites, premises, places of work, systems of work and report on the findings.
- Investigate as necessary or assist in the investigation of accidents, incidents or work related illness.

All Trust employees will:

- Be familiar with the Trust's Health and Safety Policies and any other policies affecting their area of work.
- Assist as required with the carrying out of risk assessments.
- Report immediately to the Trust any matter that they consider presents a risk to the health and safety of anyone who may be affected by the activities being undertaken.
- Attend training as directed and all briefings in respect of matters of Health and Safety, and act upon the information, instruction and training given.
- Report to the Trust if for any reason instructions on Health and Safety cannot be implemented.
- Cease work where there is imminent danger of harm, and to report immediately to their manager.
- Use all plant, equipment, personal protective equipment and clothing in a safe manner and in accordance with instructions provided.
- Report to the Trust defects in accordance with established systems. To report anything where maintenance or repair is necessary.
- Report to the Trust, loss or damage to personal protective clothing and equipment, in accordance with established systems. To report anything where maintenance, repair or replacement are necessary.
- Co-operate with health surveillance where a formal system has been identified as necessary.
- Ensure that all employees follow the policies and procedures set out in this document.
- Not to interfere with or misuse anything provided for health, safety or welfare.
- Seek and offer advice as appropriate to improve Health and Safety performance.
- Behave in a manner at all times so as not to put themselves or others at risk.
- Assist in the identification of Health and Safety training needs and the delivery of training.
- Provide an information service on health, safety and welfare matters across the Trust.
- Receive and report incidents to the Health and Safety Executive in accordance with Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).
- Report instances where enforcement notices are issued by the Health and Safety Executive or Fire Authority ➤ Report any serious incident, including 'near misses', which could have resulted in serious injury.
- Take appropriate action where, in his/her opinion, there is imminent risk of injury or ill health to any person. Such action may include the closure of premises or part thereof or the giving of instruction to cease activities.
- Advise on formulating and developing Health and Safety Policies, not just for existing activities but also with respect to new acquisitions or processes.
- Advise the premises on promoting a positive Health and Safety culture and securing the effective implementation of the Health and Safety Policy.
- Attend relevant Corporate Health and Safety and Risk Management Groups as required.
- Review performance and audit the whole Health and Safety management system.

Pupils and parents

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

Contractors

➤ Contractors will agree health and safety practices with the Business Manager or designated H&S lead before starting work. Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

Site security

Steven Clarke (Site Manager) and Stephen Cooke (Caretaker) 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.

Steven Clarke (Site Manager) and Gary Sugden (Business Manager) are key holders and will respond to an emergency.

Fire

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.

Emergency evacuations are practised at least once a term.

The fire alarm is a loud intermittent bell

Fire alarm testing will take place once a week.

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 staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk > Staff and pupils will congregate at the assembly points. These are:

- o   Year 7, 8 and 9   - Astro pitch o

  Year 10   - Tennis Courts o

  Year 11   - Netball Courts

- o   Support Staff   - Back of netball

  courts o   Teachers not assigned to forms   - Back of

  netball courts o   Agency staff / contractors

    - Back of netball courts o   Receptionist

    - Front of school

> Form tutors/class teachers will take a register of pupils, which will then be checked against the attendance register of that day

> The Executive Head / Senior Deputy Head will electronically receive a register of all staff via Signin App

> Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter

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

Any pupils or staff members that require additional assistance will have a Personal Emergency Evacuation Plan and their individual plan will contain all the details.

A fire safety checklist can be found in appendix 1

COSHH

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

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

Control of substances hazardous to health (COSHH) risk assessments are completed by the Site Manager in conjunction with Department Heads 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.

All hazardous products are stored in locked rooms to which pupils have no access. Any chemicals being used in Science are controlled and risk assessed by the technician and teachers.

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

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

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

Legionella

- A water risk assessment has been completed on 11 February 2021 by GMS Services Ltd. The Site Manager 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 two years and when significant changes have occurred to the water system and/or building footprint
- The risks from legionella are mitigated by following all legislation and acting on recommendations made in the risk assessment or regular checks.

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

- > An Asbestos Register record is kept detailing the location of asbestos that has been found on the school site and a Management Plan in place. (Appendices 3)

Equipment

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

- > When new equipment is purchased, it is checked to ensure it meets appropriate educational 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 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 Site Manager immediately

- > Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed

- > Only trained staff members can check plugs

- > Where necessary, a portable appliance test (PAT) will be carried out by a competent person

- > 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 person

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 Site Manager.

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

- > All Academies Health and Safety leads to complete the DSE Assessor Training and ensure that anyone who regularly uses a computer attends DSE training. > Training records to be stored digitally.

- > 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.

Lone working

Lone working may include:

> Late working

> Home or site visits

> Weekend working

> Site manager duties

> Site cleaning duties

> Working in a single occupancy office

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

We will:

> Train, supervise and monitor lone workers

> Ensure a clocking in and out system is in place

> Keep in touch with lone workers and respond to any incident

Risk Assessments for lone workers

Personal risk assessments for lone workers should include the details below:

> carry first aid equipment

> receive first aid training, including how to use first aid on themselves >

have access to adequate first aid facilities

> include guidance on how and when lone workers should contact their employer, including details of any emergency
  contact numbers.

> Managing risks and risk assessment at work – Overview - HSE

Working from home

You have the same health and safety responsibilities for homeworkers and the same liability for accident or injury as for any other workers.

This means you must provide supervision, education and training, as well as implementing enough control measures to protect the homeworker.

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

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

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

Working at height

As an Academy we will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledgee and experience to do the work.

Before working at height you must work through these simple steps:

> You should not work at heights unless you have been trained to do so. (usually identified as anything above an arms-length height of 2m)

> You should not use anything above a three step ladder unless you are trained to do so.

> Where work at height cannot be avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment.

> Minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated.

You should: > do as much work as possible from

the ground

> ensure workers can get safely to and from where they work at height >

ensure the risk assessment is complete and approved

> ensure equipment is suitable, stable and strong enough for the job, maintained and checked regularly

> make sure you don't overload or overreach when working at height > take precautions when

working on or near fragile surfaces > provide protection from falling objects > consider your emergency

evacuation and rescue procedures.

In addition:

> The Site Manager retains ladders for working at height >

Training is up to date and records are maintained.

> 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

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 **Off-site visits**

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

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

> All off-site visits are appropriately staffed

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

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

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.

Violence at work

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

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/headteacher immediately. This applies to violence from pupils, visitors or other staff.

Smoking

Smoking is not permitted anywhere on the school premises.

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.

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

Coughing and sneezing

> Cover mouth and nose with a tissue

> Wash hands after using or disposing of tissues >

Spitting is discouraged

Personal protective equipment

> Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)

> Wear goggles if there is a risk of splashing to the face

> Use the correct personal protective equipment when handling cleaning chemicals

> Use personal protective equipment (PPE) to control the spread of COVID-19 where required or recommended by government guidance and/or a risk assessment

Cleaning of the environment

> Clean the environment frequently and thoroughly

Cleaning of blood and body fluid spillages

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

> When spillages occur, clean using a product that combines both a detergent and a disinfectant, and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses, and suitable for use on the affected surface

> Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below

> Make spillage kits available for blood spills

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

> 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

COVID-19 management

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

> Restrict non-essential activities where a COVID-19 risk has been identified

> Where possible, replace risky activities with other suitable activities without introducing new hazards

> Design measures to control the risk of COVID-19 in school, including administrative procedures to improve safety

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 thoroughly

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.

Asymptomatic testing
We will encourage staff [and pupils] to follow government guidance on the use of lateral flow tests, and report results to NHS Test and Trace. When recommended by government guidance, we will ask parents and visitors to the school to test before they arrive.

Face coverings
We will ask pupils, staff and visitors to wear suitable face coverings in communal areas, in line with government guidance whenever required.

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.

Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by the UK Health Security Agency and other government guidance.

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

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
- COVID-19 may affect pregnancy, especially if the mother is not vaccinated. Pregnant women are considered part of the moderate risk group (clinically vulnerable) by the NHS

Occupational stress

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

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

Individual staff have been advised that issues arising from occupational stress should be reported to their line manager and a referral made to support their well-being to occupational health.

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. An accident form template can be found in appendix 2, however this would be back up in case of EduFocus / Evolve Accident Book system being offline
- 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 and Safety Executive

The Site Manager will keep a record of any accident that results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

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

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These are:
  - Fractures, other than to fingers, thumbs and toes
  - Amputations
  - Any injury likely to lead to permanent loss of sight or reduction in sight
  - Any crush injury to the head or torso causing damage to the brain or internal organs
  - Serious burns (including scalding)
  - Any scalping requiring hospital treatment
  - Any loss of consciousness caused by head injury or asphyxia
  - Any other injury arising from working in an enclosed space, which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours

> Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days

> Where an accident leads to someone being taken to hospital

> Where something happens that does not result in an injury, but could have done

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

- The collapse or failure of load-bearing parts of lifts and lifting equipment

- The accidental release of a biological agent likely to cause severe human illness

- The accidental release or escape of any substance that may cause a serious injury or damage to health ☐ An electrical short circuit or overload causing a fire or explosion Information on how to make a RIDDOR report is available here:

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

Notifying parents

The first aider treating the pupil will inform parents of any accident or injury sustained by a pupil by using the online Accident book system and any first aid treatment given, on the same day, or as soon as reasonably practicable.

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.

Monitoring

This policy will be reviewed by the School Business Manager every year.

At every review, the policy will be approved by the Local Governing Body.

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

> COVID-19 risk assessment

> Remote learning

Appendix 1. Fire safety checklist

The updated version of this form will be presented to the next Governing Body meeting for their information.

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

School are buying into Evolve Accident book which will supersede the use of this form.

Name of injured person		Role/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 3. Asbestos record

This will be updated and presented to Governors for their information at the next meeting.

Location	Product	How much	Surface coating	Condition	Ease of access	Asbestos type	Comment

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 COVID-19, we will follow the recommended self-isolation period based on government guidance.

Infection or complaint	Recommended period to be kept away from school or nursery
Athlete's foot	None.
Campylobacter	Until 48 hours after symptoms have stopped.
Chicken pox (shingles)	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.
Cold sores	None.
Rubella (German measles)	5 days from appearance of the rash.
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.
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.
Ringworm	Exclusion not needed once treatment has started.
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).
Bacillary Dysentery (Shigella)	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.
Diarrhoea and/or vomiting (Gastroenteritis)	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. 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. If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.
Cryptosporidiosis	Until 48 hours after symptoms have stopped.
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.
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).
Salmonella	Until 48 hours after symptoms have stopped.
Typhoid and Paratyphoid fever	Seek advice from environmental health officers or the local health protection team.

Flu (influenza)	Until recovered.
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.
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.
Conjunctivitis	None.
Giardia	Until 48 hours after symptoms have stopped.
Glandular fever	None (can return once they feel well).
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.
Meningococcal meningitis/ septicaemia	If the child has been treated and has recovered, they can return to school.
Meningitis	Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed.
Meningitis viral	None.

MRSA (meticillin resistant Staphylococcus aureus)	None.
Mumps	5 days after onset of swelling (if well).
Threadworm	None.
Rotavirus	Until 48 hours after symptoms have subsided.