



MIDDLESEX  
LEARNING  
PARTNERSHIP

# HEALTH & SAFETY POLICY

<b>APPROVED BY:</b>	Trust Board
<b>DATE:</b>	10 February 2022
<b>NEXT REVIEW DUE BY:</b>	9 February 2023

# Contents

## Statement

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## Statement

The Chief Executive Officer (CEO), supported by the Trust Board at Middlesex Learning Partnership acknowledges and accepts its health & safety responsibilities under the Health & Safety at Work etc. Act 1974 and associated legislation. In particular, we are committed to providing and maintaining a safe and healthy environment for our employees, students, visitors, contractors and all others that might be affected by our activities, so far as is reasonably practicable.

We will achieve this by:

- Ensuring that health & safety measures are adequately and appropriately resourced.
- Continual and effective improvement of our Health & Safety Standards.
- Providing suitable and sufficient information, instruction and training to employees and pupils.
- Effective communication, co-operation and consultation.
- A process of systematic risk assessment.
- Monitoring and reviewing the effectiveness of our safety management.
- Providing adequate supervision to those affected by our activities.
- Engaging competent professionals where expertise is not available in house.
- Reporting accidents internally and under Reporting of Illnesses, Diseases and Dangerous occurrences Regulations 1996.
- Co-operating fully with the Local Authority.

We can only achieve this by working in partnership with our employees. We expect all our employees to:

- Take reasonable care of themselves and others in their care, particularly pupils.
- Report any issues relating to health & safety to their line manager.
- Co-operate fully with the CEO/Head Teacher and Trust Board/Governing Body in matters relating to health & safety.
- Make full use and take reasonable care of any personal protective equipment provided to secure their health & safety.
- Co-operate with the process of risk assessment.
- Take all due regard to any information, instruction & training provided.

## 1. Aims

Our Trust aims to:

- Provide and maintain a safe and healthy environment throughout the schools in the Trust.
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the Trust sites.
- Have robust procedures in place in case of emergencies.
- Ensure that the premises and equipment are maintained safely, and are regularly inspected.
- To make arrangements for ensuring safety and avoiding risks to health in connection with the use, handling, storage and transporting of equipment, articles and substances.
- To ensure the provision of sufficient information, instruction, and supervision to enable everyone to avoid hazards and contribute positively to their own health and safety at work.
- To maintain safe access and egress and separate movement of vehicles and people on site as far as is practicable.
- To ensure, as far as reasonably practicable, that educational visits are undertaken as safely as possible.

- To formulate procedures for application in case of fire and other emergencies including plans for the safe and effective evacuation of the Trust premises.
- To lay down procedures to be followed in case of accident.
- To provide and maintain suitable and sufficient welfare facilities.
- To develop a training plan to ensure that employees are trained to the appropriate level to fulfill their health and safety responsibilities.
- To monitor and review the effectiveness of health and safety systems with a view to continuous improvement.
- To ensure that staff are aware of the importance attached to Health and Safety and that management may invoke the Trust Disciplinary Policy in the event of non-compliance with the requirements of this Policy.

## 2. Legislation

The Health and Safety system will be integrated with the daily management of the Trust and will be continuously developed, maintained and implemented via a comprehensive series of documents. 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 Trust follows [national guidance published by Public Health England](#) when responding to infection control issues..

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

## 3. Roles and responsibilities

### 3.1 The Trust Board

The Trust Board has ultimate responsibility for health and safety matters in the Trust, but will delegate day-to-day responsibility to the CEO.

The Trust 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 Trust premises.

The Middlesex Learning Partnership (the Trust), as the employer, also has a duty to:

- Assess the risks to staff and others affected by Trust 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.
- Ensuring that the Health and Safety Policy is implemented and monitored within the Trust.
- Ensuring that the Trust has considered its health and safety obligations and has made provision for meeting these obligations.
- Ensuring that the Trust has a clear written and signed policy statement. The policy will ensure that the Trust's staffing structure appropriately reflects the responsibilities for carrying out the arrangements of Health and Safety. From time to time Governors will satisfy themselves that the policy is appropriate and being implemented as agreed.
- Receiving health and safety information distributed by the Education and Children's Services (ECS) of LBH, HSE and DCFS and ensuring that proper arrangements are made within the Trust for complying with any requirements.
- Ensuring that regular reports of accidents and dangerous occurrences are prepared by the Headteacher/Head of School and sent to the ECS and in some cases HSE as well and that any resulting alterations to working practices and procedures are implemented.
- Ensuring that appropriate facilities and opportunities are provided for accredited safety representatives to perform their duties.
- Ensuring that health and safety issues concerning the Trust are identified, decisions are taken and that effective action is carried through.
- Ensuring that all reasonable inspection facilities and information are provided on request to officers of The 'Office for Standards in Education, Children's Services and Skills' (OFSTED), Health & Safety Officers of the LBH's Corporate, Health & Safety Services Team, Inspectors of the Health and Safety Executive (HSE) and Health & Safety Adviser of ECS.
- Ensuring that conformity to safety standards for goods purchased and equipment installed form part of the Trust's purchasing policy.
- Ensuring that procedures exist for checking that any items offered and parts of premises for use are safe.
- Ensuring that Trust journeys are arranged and properly supervised in accordance with LBH Guidance.
- Ensuring that suitable health and safety provision is made for students with special needs in discussion with the staff involved;

Planning and setting standards, which include:

- Ensuring hazards are identified, risk assessments are undertaken and standards are set to achieve health and safety objectives.
- Ensuring clear plans for coping with sudden emergencies are developed and maintained.
- Developing a positive health and safety culture.

Ensuring that a training plan is developed which:

- Enables appropriate training to be provided to employees so that they can fulfill their health and safety responsibilities.
- Provides induction training for new employees including temporary, part time and supply staff.

Each school within the Trust will be allocated a Governor who oversees health and safety.

### **3.2 Headteacher/Head of School**

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

- Work in conjunction with the Governing Body to revise and update on a continuing basis the Health and Safety Policy.
- Implementing the health and safety policy.
- Ensuring there is enough staff to safely supervise pupils.
- Ensuring that the school building and premises are safe and regularly inspected.
- Providing adequate training for school staff.
- Reporting to the governing board on health and safety matters.
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held.
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff.
- Ensuring all risk assessments are completed and reviewed annually.
- Monitoring FM contracts, and ensuring FM staff are appropriately trained and have access to personal protective equipment, where necessary
- Put in place procedures to monitor the health and safety performance of the school.
- Develop a health and safety training plan or matrix for all employees.
- Maintain and keep up to date the master copy of the health and safety policy together with all accompanying documentation.
- Report to the Governing Body annually on the Health and Safety performance of the school

In the headteacher's absence, the assistant headteacher on duty assumes the above day-to-day health and safety responsibilities.

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

Each school will have a nominated Health and Safety Lead (H&SL).

The responsibility for all school health, safety and welfare organisation rests with the nominated Health & Safety Lead and the Headteacher/Head of School. The H&SL will:

- Be the focal point for reference on health, safety and welfare matters and to give advice or indicate a source of advice.
- Liaise with and report directly to the Headteacher/Head of School on all matters relating to Health and Safety.
- Ensure the day-to-day implementation of this policy including the maintenance of appropriate Risk Assessments for School and off-site activities and seeking the approval of the Headteacher/Head of School for meeting the financial implications of identified control measures.
- Ensure that all certification and monitoring inspections are kept up to date.
- To investigate accidents, dangerous occurrences and near misses. Where necessary, assist the Headteacher/Head of School to complete and send a HS1 to the ECS and where applicable, advise the Headteacher/Head of School to notify the incident to the HSE under RIDDOR [How to make a RIDDOR report - RIDDOR - HSE](#)
- Issue updates as required to all holders of health and safety policy documents.
- Communicate with the Health and Safety Adviser of LBH on all relevant matters.

### **3.4 Staff**

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

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.

### **3.5 Classroom Teacher**

The health and safety of students in classrooms is the responsibility of class teachers. In addition to staff roles (3.4) class teachers are expected to:

- Check the classroom area is safe.
- Check equipment used is safe before use and after use.
- Ensure safe procedures are followed.
- Give clear instructions and warnings to students, based on a risk assessment(s) for the activities, as often as necessary.
- Report defects to the Health & Safety Lead.
- Avoid introducing personal items of equipment (electrical, mechanical) into school.
- Follow safe-working procedures and carry out the relevant risk assessments.
- Carry out any special tasks as assigned in Appendix 1 (this will identify any particular duties that teachers are responsible for if any).
- Ensure the room is left in a safe state at the end of lesson.
- Ensure any relevant risk assessments are carried out, students are briefed, and mitigations are applied.

### **3.6 Facilities Management**

Facilities Management are responsible for ensuring the safety of all building users via full adherence to all Statutory Legislation and in accordance with the Principle Agreement.

Facilities Management also have a general responsibility for the application of the Trust's health and safety policy to their own area of work.

They will achieve this by:

- Putting in place an emergency plan in consultation with the Headteacher/Head of School.
- Forward planning – actions from inspections, audits etc. tabulated and addressed. Also calling in maintainers, engineers to attend to maintenance and statutory inspections.
- Ensuring, as far as is reasonably practicable, the provision of sufficient information, instruction, training, supervision, to enable themselves and any other employees and students to avoid hazards and contribute positively to their own health and safety, as part of the Trust's health and safety training requirements.
- Ensuring relevant advice and guidance on health and safety matters is sought.
- Maintaining Statutory inspection and all relevant Health and Safety records.
- Managing contractors at all times and understands the basics of Construction Design and Management (CDM) regulations.

### **3.5 Pupils and parents**

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

### **3.6 Contractors**

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

## **4. Site security**

Facilities Management are responsible for the security of the school sites in and out of school hours. They are responsible for visual inspections of the site, and for the intruder, CCTV and fire alarm systems.

## **5. 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 practiced at least once a term.

The fire alarm is a loud two tone 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 the system alerts emergency services automatically. 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 clearly marked assembly points in form groups.
- Form tutors will take a register of pupils, which will then be checked against the attendance register of that day.
- The fire marshalls will take a register of all staff using Inventory evacuate app.
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter.

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

A fire safety checklist can be found in appendix 1.

## **6. COSHH**

Individual 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 Facilities Management 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.

Hazardous products are stored within locked cupboards and are prepared by technicians only for lessons, students are supervised whilst using and made aware of any control measures. Any hazardous products are disposed of in accordance with specific disposal procedures.

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

### **6.1 Gas safety**

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

### **6.2 Legionella**

Legionnaires disease is caused by ubiquitous bacteria which are present in water systems and when allowed to colonise and proliferate can cause serious outbreaks of disease. A procedure and a Log Book to assist with the management of water, which is based on the Approved Code of Practice (L8) has been issued by the HSE. (Found on HGFL.) Whilst it has frequently been associated with cooling towers it is also common in showers, whirlpool baths, spray taps and virtually any water system capable of generating airborne droplets, which can be inhaled.

- A water risk assessment has been completed by Facilities Management who is responsible for ensuring that the identified operational controls are conducted and recorded in the school's site water log book.
- This risk assessment will be reviewed every 2 years and when significant changes have occurred to the water system and/or building footprint.
- The risks from legionella are mitigated by the following: temperature checks, heating of water, disinfection of showers, sampling, flushing and any other actions identified in the written scheme of control of legionella.
- The advice in the written scheme of control will be followed on site. Specific actions will include removal of all shower heads and sterilising them prior to the commencement of each school term. Hot and cold water systems will be flushed through to remove any stagnant water from the system and storage tanks will be checked for any growth of algae. They will be flushed and chlorinated annually. This will be undertaken by Facilities Management in conjunction with a specialist contractor.

### **6.3 Asbestos**

- Whilst staff are briefed on the hazards of asbestos, there is no asbestos in the schools within the Trust.

## **7. Equipment & Specific Activities**

- 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 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.

### **7.1 Electrical equipment**

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely.
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them.
- Any potential hazards will be reported to the Health and Safety Lead 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 isolators switches are clearly marked to identify their machine.
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions.
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.

### **7.2 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 Facilities Management.
- Sports Activities will only be carried out after completing risk assessments. The Head of Physical Education will be involved in the preparation and review of such documentation and the results will be communicated to all PE staff and students.

### **7.2 Science Experiments and Activities**

- Pupils are taught how to carry out and set up Science equipment safely and efficiently. Staff check that equipment is set up safely.
- Science experiments and activities will only be carried out after completing risk assessments. The Head of Science and Senior Technician will be involved in the preparation and review of documentation and the results will be communicated to all Science staff and students. Risk assessments will be prepared following current CLEAPSS guidelines.

### **7.4 Resistant Materials**

- Resistant Materials activities will only be carried out after completing risk assessments. The Head of Faculty and the Technology Technician will be involved in the preparation and review of

documentation and the results will be communicated to all RM staff and students. Risk assessments will be prepared following current Health & Safety Executive guidelines.

### **7.5 Pottery and Ceramic Equipment**

- Pottery and Ceramic studio activities will only be carried out completing risk assessments. The Head of Faculty and Technician will be involved in the preparation and review of documentation and the results will be communicated to all staff involved in the activity. Risk assessments will be prepared following current Health & Safety Executive guidelines.

### **7.6 Display 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).

## **8. Lone working**

Lone working may include:

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

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

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

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

## **9. Working at height**

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The Facilities Management team retains ladders for working at height.
- Pupils are prohibited from using ladders.
- Staff will wear appropriate footwear and clothing when using ladders.
- Contractors are expected to provide their own ladders for working at height.
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety.
- Access to high levels, such as roofs, is only permitted by trained persons.

## **10. Manual handling**

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

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

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

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

## **11. Off-site visits**

When taking pupils off the Trust 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.

## **12. Lettings**

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

## **13. Violence at work**

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

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

## **14. Smoking**

Smoking is not permitted anywhere on the Trust premises.

## **15. Infection prevention Control**

The Trust will follow national guidance published by Public Health England when responding to infection control & COVID-19 issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

### **15.1 Handwashing**

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

### **15.2 Coughing and sneezing**

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

### **15.3 Personal protective equipment**

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

### **15.4 Cleaning of the environment**

- Clean the environment frequently and thoroughly.

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

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

### **15.6 Laundry**

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

### **15.7 Clinical waste**

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

### **15.9 Pupils vulnerable to infection**

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

### **15.10 Exclusion periods for infectious diseases**

The Trust will follow recommended exclusion periods outlined by Public Health England.

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

### **16. New and expectant mothers**

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

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

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles.
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation.
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly.

### **17. Occupational stress**

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

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

### **18. Accident reporting**

#### **18.1 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.
- 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 Trust for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

#### **18.2 Reporting to the Health and Safety Executive**

The Health and Safety Lead 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 Health and Safety Lead 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>

## **19. Training**

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

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

## **20. Monitoring**

This policy will be reviewed by the Health & Safety Lead every 2 years.

At every review, the policy will be approved by the CEO and Trust Board.

## **21. COVID-19 Control Measures**

Our Trust aims to control the spread of COVID-19.

We will achieve this by:

- Ensuring good hygiene for everyone frequent and thorough hand cleaning should now be regular practice. We will continue to ensure that pupils clean their hands regularly. This can be done with soap and water or hand sanitiser.
- Respiratory hygiene, the 'catch it, bin it, kill it' approach continues to be very important. The e-Bug COVID-19 website contains free resources, including materials to encourage good hand and respiratory hygiene.

- Use of personal protective equipment (PPE,) Face masks.
- Maintaining appropriate cleaning regimes, using standard products such as detergents and having robust cleaning schedules in place which includes the regular cleaning of areas and equipment, with a particular focus on frequently touched surfaces. UKHSA has published guidance on the cleaning of non-healthcare settings.
- Keeping occupied spaces well ventilated when the school is in operation, ensuring a comfortable teaching environment is maintained. The Trust will identify any poorly ventilated spaces and will take steps to improve fresh air flow in these areas, giving particular consideration when holding events where visitors such as parents are on site, for example, school plays.
- Adjusting the mechanical ventilation system to increase the ventilation rate wherever possible and ensuring that only fresh outside air is circulated. If possible, systems should be adjusted to full fresh air or, if this is not possible, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply.
- Ensuring all mechanical ventilation systems are maintained in accordance with the manufacturers' recommendations, in addition external windows will also be opened where to do so does not present a security risk.
- By following public health advice on testing, self-isolation and managing confirmed cases of COVID-19. When an individual develops COVID-19 symptoms or has a positive test pupils, staff and other adults should follow public health advice on when to self-isolate and what to do. They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine). If anyone in school develops COVID-19 symptoms, however mild, they will be sent home and they should follow public health advice.

## **22. 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](#)
- Security (GDPR)
- Visitors

**Appendix 1. Fire safety logbook**

**Appendix 2. Accident report**

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

### Appendix 3. 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 complaints, 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>Covid</b>	From 14 December 2021, adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a contact of someone with COVID-19 are strongly advised to take a LFD test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result
<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/ septicaemia</b>	If the child has been treated and has recovered, they can return to school.
<b>Meningitis</b>	Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed.
<b>Meningitis viral</b>	None.
<b>MRSA (meticillin resistant Staphylococcus aureus)</b>	None.
<b>Mumps</b>	5 days after onset of swelling (if well).
<b>Threadworm</b>	None.
<b>Rotavirus</b>	Until 48 hours after symptoms have subsided.