



HEALTH & SAFETY POLICY

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REGULATIONS

PART 3: Welfare, Health and safety.

TO BE READ IN CONJUNCTION WITH: Fire Safety & Evacuation Procedure, Staff Code of Conduct, Premises Management, First Aid, Staff Well Being, Site Security and Lockdown Procedure

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1. Introduction

Ensuring the health and safety of staff and other people affected by the school's activities is essential. This document states our policy on health and safety and describes the organisational responsibilities and arrangements for carrying out the policy.

2. Statement of Intent

We recognise our legal and moral duty to protect the safety, health and welfare of all staff and any other person who could be affected by the actions of the company in its day to day running of the business.

This policy is based on advice from the Department for Education on [health and safety in schools](#), guidance from the Health and Safety Executive (HSE) on [incident reporting in schools](#), and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to 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 \(formerly Public Health England\)](#) and government guidance on [living with COVID-19](#) when responding to infection control issues.

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

We will ensure that duties required under the above legislation are met by:

- Providing, so far as is reasonably practicable, a safe working environment without risk, including lighting, heating, ventilation and workspace, together with adequate facilities for staff such as washroom facilities;
- Providing safe access and egress from all places of work;

- Providing suitable equipment and systems of work which are safe and without risk to a person's health;
- Providing information, instruction, training and supervision to enable staff to identify and avoid hazards and to contribute positively to their own health and safety at work;
- Providing a Smoke Free Environment, there is a complete ban on smoking in any form or use of e-cigarettes vaporisers or anything similar in all areas of the school property.
- Providing safe arrangements for the use, storage and transport of articles and substances;
- Ensuring every member of staff takes reasonable care for their own safety and health and for that of any other person their actions may affect.
- Ensuring that bullying and harassment are not tolerated in the workplace

We will endeavour to develop and maintain a culture supportive of Health and Safety. By doing so it aims to achieve adequate control over risks and to minimise injury to employees and other situations, which can arise from avoidable unplanned events. Only competent people will be appointed to assist in meeting statutory duties and where appropriate specialists from outside the organisation.

3. Roles and responsibilities

Proprietorial Board

The objectives of this policy are fundamental to our business and the proprietorial board are responsible for ensuring that the requirements of this policy are achieved. These persons are responsible for ensuring safety is taken seriously across the whole organisation.

The proprietorial board has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the Head of School and School Business Manager

The proprietorial 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.

The proprietorial board, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided

Head of School

The head of school is responsible for health and safety day-to-day. This involves:

- 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 proprietorial board on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff

- Ensuring all risk assessments are completed and reviewed
- Monitoring cleaning, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

In the head's absence, the School Business Manager assumes the above day-to-day health and safety responsibilities.

Health and Safety Lead

The nominated health and safety lead is the School Business Manager. They have responsibility for implementing the specific arrangements made under this policy throughout the school.

Staff

School staff have a duty to take care of pupils in the same way that a prudent parent/carer would do so. All staff are expected to read the relevant sections of the policy, familiarise themselves with its provisions and carry out their defined responsibilities.

Staff are expected and encouraged to be proactive on health and safety issues as part of the continued development of the health and safety culture of the organisation and the manual describes the arrangements for staff consultation and feedback.

All staff have a statutory duty to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions. They must also co-operate so far as is necessary to enable us to comply with its duties or requirements imposed by law. All members of staff are reminded that a breach of this duty could constitute a disciplinary offence. Specifically, members of staff are expected to:

- 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
- Observe our health and safety policy and procedures;
- Work in accordance with training and instructions
- Make correct use of protective clothing and safety equipment provided by Protecting Rights In a Caring Environment for the safe completion of work related tasks;
- Report to a member of the Senior Leadership Team any shortcomings, defects or hazards in working practices, equipment or processes that may be a risk to the health and safety of themselves or others in the course of their job;
- Report any incident or accident, including near misses however slight to their Senior Leader immediately to enable any necessary action to be taken;
- Assist at all times, in maintaining good housekeeping standards within the workplace;
- Co-operate and assist in the effective completion of risk assessments with their line manager, and carry out any actions that may be required under the risk assessment process;
- Model safe and hygienic practice for pupils
- Understand emergency evacuation procedures and feel confident in implementing them

Pupils and parents/carers

Pupils and parents/carers 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 head of school 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

The maintenance team 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. Any faults with the alarm systems should be reported into the maintenance team so that any remedial action can be taken.

The maintenance team are key holders and will respond to an emergency at Hopedale, Bluebell & Cherry Tree School. Alpha Omega Security are key holders at Heather Field, Lavender Field & Poppy Field Schools.

Onsite monitored CCTV is in operation out of school hours. This is monitored by PSM Surveillance Management / Alpha Omega Security and any issues should be reported into the maintenance team.

Any staff working on site out of school hours must inform the school business manager so that the appropriate notifications can be made to the security company.

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 six times per year.

The fire alarm is a loud continuous bell

Fire alarm testing will take place once a week when pupils are not on site

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 clearly marked on the safety signage and evacuation procedure
- Class teachers will take a register of pupils, which will then be checked against the attendance register of that day
- The admin team will take a register of all staff, visitors and contractors
- 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.

A fire safety checklist can be found in appendix 1.

6. 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 school business manager and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

All hazardous products are stored in locked COSHH cupboards with no access for pupils. The cupboards must be kept locked at all times. The keys to the COSHH cupboards are kept in the main office and must be returned after use.

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 they have adequate ventilation

6.2 Legionella

- A water risk assessment is completed every two years by Legionella Control International Limited. The maintenance team 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 the following: Monthly temperature checks, weekly flushing of outlets, termly cleaning, descaling and disinfection of taps and showers

6.3 Asbestos

- Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it
- A copy of the asbestos report is kept in the main office and can be accessed at any time
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work

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

7. 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.

7.1 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 maintenance team 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
- Use of portable heaters is permitted but staff must adhere to the guidance at all times (appendix 6)

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 maintenance team

7.3 Display screen equipment

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time
- Staff identified as DSE users are entitled to an eyesight test every two years for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use). Employees will have to meet the full cost of glasses or contact lenses, should they be required. Although an eye test is recommended every 2 years, anyone experiencing headaches or eyestrain should visit their Optometrist immediately.

- It is important that display screen equipment (DSE) is set up and used correctly to minimise health and safety risks, in particular Work-Related Upper Limb Disorder (WRULD). Workstation seating and posture play an important role, and the following should be noted:

The Screen

Adjust the screen distance and angle to permit this posture:

- Sit in, not on your chair
- Sit up straight; support your back well
- Ensure your neck and shoulder muscles are relaxed
- Avoid working with your neck bent forward or angled to the side

Your Seat

Adjust your seat height to accommodate this posture:

- Keep your arms close to your body
- Keep your elbows bent at approximately right angles
- Allow your fingers to rest on the keyboard without bending / cocking your wrist

In addition:

- Support your feet firmly on the floor or on a footrest to prevent pressure on your thighs
- Make sure there is space to move your legs freely under your desk: move any obstacles such as boxes or equipment
- Adjust the brightness and contrast controls on your screen to suit
- For every hour you spend looking at the screen, ensure you have a break of 5 minutes away from the screen. Get up from your seat and move around, or adjust your posture
- Arrange your workstation components to ensure good posture, prevent over reaching and avoid glare and reflections on the screen. Use a document holder if this helps
- Clean your screen regularly

- The above applies to users of laptops as well as desktop computers. Wherever possible, laptops should be placed on a firm surface at the right height for keying.
- Any employee experiencing problems in their hands, arms, neck, shoulders or back should report this to the School Business Manager who will advise of the appropriate action.

7.4 Specialist equipment

Parents/carers are responsible for the maintenance and safety of their children's wheelchairs. In school, staff promote the responsible use of wheelchairs.

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

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.

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 caretaker 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 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 where applicable.

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

See Appendix 4 for Manual Handling Guidelines

11. Off-site visits

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

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

12. Driving and mobile phones

Some employees are required to drive on the Company's business as part of their job duties. Operating a mobile phone whilst driving reduces concentration and increases the likelihood of an accident. It is also now a criminal offence. This section therefore also sets out the Company's requirements in relation to your using a mobile phone whilst driving on Company business. It applies irrespective of whether you use a Company-provided mobile phone or your own personal mobile phone and irrespective of whether you are driving a Company car or your own car.

You are completely prohibited from using a hand-held mobile phone or similar hand-held electronic device whilst driving as part of your job duties, whether this is to make or receive telephone calls, send or read text or image/picture messages, send or receive facsimiles or to access the Internet or e-mail. If you are discovered contravening this rule, you will face serious action under the Company's Disciplinary Procedure. In view of the potential health and safety implications, it may also constitute gross misconduct and could render you liable to summary dismissal. If you do wish to use a hand-held mobile phone when driving, you must stop the car and completely turn off the car's engine before using the mobile phone. A person is regarded as "driving" for the purposes of the law if the engine is running, even if their vehicle is stationary. This means you must not use a hand-held phone at traffic lights, during traffic jams or at other times when the engine is still running.

A hands-free phone is one that does not require you to hold it at any point during the course of its operation. A mobile phone that is attached to fixed speakers and does not require you to hold it whilst in use (for example, because it is stored in a cradle) would be covered, as would a hands-free mobile phone with voice activation. If the phone needs to be held in your hand at some point during its operation, for example to dial the number or to end the call, it is not hands-free.

If you are required to drive as part of your job duties and you wish to use your mobile phone, you must ensure you have the appropriate hands-free equipment for the phone. However, even with hands-free equipment, driving and conducting a telephone conversation are both demanding tasks and you should take all reasonable steps to ensure you do not carry out these tasks at the same time. You should therefore make use of any voicemail or call divert facility available, rather than make or receive "live" calls. You should then stop regularly in safe places to check for voicemail messages and to make and return calls. If you do need to make or receive a call whilst driving on Company business and you have the appropriate hands-free equipment, these calls should nevertheless be limited to essential calls and only when it is safe to do so.

13. Outside Environment

Factor 50 sun protection is available for all staff to use, this is located in staff toilets and should be applied prior to outside activities on hot days, to prevent sun burn. Appropriate hats should also be worn to prevent the risk of sun stroke

When moving from Autumn into winter we see the outside environment change significantly. For a number of our Schools that will mean an increase in the number and type of hazards that we, and our pupils, are exposed to as we move around the outside play, parking, and transit areas.

We are all aware of the controls that we have in place for wet play and the way that we ensure pupil safety at times of inclement weather with the cessation of outdoor play being triggered when appropriate. It is also the case that we may, dependent on the weather conditions seen, on a daily or even hourly basis, reduce the availability and use of play equipment.

It is entirely possible that we will radio to state that climbing frames or trampolines or other such equipment is not to be used. We may also tape the equipment with red and white hazard tape. It is all of our responsibility to ensure that we do not cross or allow any equipment that has been taped, or there has been a radio message, to be used.

Where it is part of your role, when planning outside activities, either at the school or offsite, make sure you take weather conditions into consideration and do not expose yourselves, the pupils or others to unnecessary risk.

As teachers, TA's, or other employees of the business, it is entirely possible and reasonable for us to be in the outdoor environment as we move from one area of the building to another. It may be the case that a route from one area of the building to another that was hazard free during the spring and summer changes as the seasons change. To that end there are requirements that we all have to follow during these times.

- No running in any outdoor area during times of inclement weather.
- Make sure you use the approved route and walkways around the external areas. For example, at our Hopedale school, as detailed on the induction, the use of the doors next to the Kitchen is not to be used by any person as an entry into school.
- If it's raining or cold wear a coat.
- At all times you must wear appropriate footwear in line with your induction.
- Do not walk through or jump over puddles that might have formed, turn around and follow a safer route.
- Take caution when walking across the grass or on decking when it's raining or when it is wet.
- When coming from the outside to the inside make sure you use the doormats that are in place and wipe your feet thoroughly...You may trail water through the corridors if you don't
- Report any slip or trip area (inside or outside) at the school that you see immediately to the SLT so that the area can be taped off and action taken.

We will take actions where we see any of these controls being breached or not being followed. This could include, if appropriate further action in line with our disciplinary procedures.

Every single one of us has a really important role to play in ensuring the safety of our pupils but just as importantly we have a responsibility to ensure our own safety whilst at work.

If you have any concerns or need more information, contact your SLT straight away.

14. 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 senior leadership team immediately. This applies to violence from pupils, visitors or other staff.

15. Smoking

The company recognises the right of employees, pupils and visitors to the school, to a smoke-free environment. The site is a Smoke Free Environment, smoking, in any form or the use of e-cigarettes vaporisers or anything similar is not permitted anywhere on the school premises.

16. 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.

16.1 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

16.2 Coughing and sneezing

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

16.3 Personal protective equipment

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

16.4 Cleaning of the environment

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

16.5 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

16.6 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

16.7 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

16.8 Animals

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

16.9 Infectious disease management

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

We will follow local and national guidance on the use of control measures including:

Following good hygiene practices

- We will encourage all staff and pupils to regularly wash their hands with soap and water or hand sanitiser, and follow recommended practices for respiratory hygiene. Where required, we will provide appropriate personal protective equipment (PPE)

Implementing an appropriate cleaning regime

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

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

16.10 Pupils vulnerable to infection

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

16.11 Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by the UK Health Security Agency and other government guidance, summarised in appendix 4.

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

17. New and expectant mothers

If you become pregnant you should notify the School Leadership Team. It is imperative that you adhere to the guidelines in this Health and Safety Policy.

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

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

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to an antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly
- Some pregnant women will be at greater risk of severe illness from COVID-19

18. 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.

Anyone experiencing stress or have concerns about a work colleague should discuss this with a member of the Senior Leadership Team.

Please refer to the staff well-being and stress management policies

19. Accident reporting

19.1 Accident record book

- All accidents, which occur to children or members of staff or visitors, must be reported to the School Business Manager. In all cases, the accident book must be completed no matter how minor including any investigation documentation.

- 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. Accident books for pupils, staff and visitors are kept in the main office. An accident form template can be found in appendix b
- 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

19.2 Reporting to the Health and Safety Executive

The school business manager will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7). The school business manager will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

School staff: reportable injuries, diseases or dangerous occurrences

These include:

- Death
- Specified injuries, which are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding) which:
 - Covers more than 10% of the whole body's total surface area; or
 - Causes significant damage to the eyes, respiratory system or other vital organs
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the school business manager will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
 - Carpal tunnel syndrome
 - Severe cramp of the hand or forearm

- Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
- Hand-arm vibration syndrome
- Occupational asthma, e.g. from wood dust
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to an occupational exposure to a biological agent

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

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

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

These include:

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

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

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

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

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)

<http://www.hse.gov.uk/riddor/report.htm>

19.3 Notifying parents/carers

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

19.4 Reporting to child protection agencies

The head of school will notify the relevant local child protection agencies of any serious accident or injury to, or the death of, a pupil while in the school’s care.

19.5 Reporting to Ofsted

The head of school will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school’s care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

20. Training

Our staff are provided with health and safety, fire safety and infection control 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.

Suitable numbers of first aid staff will be trained/on duty to deal with minor accidents and emergencies at the workplace. These personnel will have sufficient training and qualifications in accordance with statutory requirements. See **First Aid, Accidents and Medication Procedure**

21. Monitoring

This policy will be reviewed by the Group Operations Manager annually. Performance shall be measured on accident statistics and relevant health and safety work related absences, risk assessment review and completion, and enforcement action taken against the company.

At every review, the policy will be approved by the head of school, executive leadership team and proprietorial board. Competent people have been appointed to assist in meeting Health and Safety objectives. These persons have sufficient knowledge and expertise to ensure that statutory requirements are met and that the Health and Safety policy is being adhered to.

Post	
Health and Safety Officer	Rebecca James
First-Aider	Wide range of staff – as listed in Main Office
Fire Safety	Rebecca James – SBM & Fire Wardens – as listed in Main Office
Employee Safety Representative	School Business Manager
Competent Person	Alan Moulton (A & S Safety)

The company recognises that there may be occasions when specialist advice is necessary. In these circumstances, the services of competent external advisors will be obtained.

22. Links with other policies

This health and safety policy links to the following policies:

- First aid, Accidents and Medical
- Fire Safety
- Staff Well-being
- Stress Management
- Health & Safety Procedures Handbook
- Health & Safety, Fire, First Aid Risk assessments
- Manual handling guidelines and risk assessment
- Driving at work policy, safe traffic and car park management risk assessment
- Home worker policy and risk assessment
- Accessibility plan
- Remote learning
- Emergency or critical incident plan (Lockdown policy)

Appendix 1. Fire safety checklist

ISSUE TO CHECK	YES/NO
Are fire regulations prominently displayed?	
Is fire-fighting equipment, including fire blankets, in place?	
Does fire-fighting equipment give details for the type of fire it should be used for?	
Are fire exits clearly labelled?	
Are fire doors fitted with self-closing mechanisms?	
Are flammable materials stored away from open flames?	
Do all staff and pupils understand what to do in the event of a fire?	
Can you easily hear the fire alarm from all areas?	

Appendix 2. Accident report

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. Recommended absence period for preventing the spread of infection

This list of recommended absence periods for preventing the spread of infection is taken from non-statutory guidance for schools and other childcare settings from the UK Health Security Agency. For each of these infections or complaints, there [is further information in the guidance on the symptoms, how it spreads and some 'dos and don'ts' to follow that you can check](#).

In confirmed cases of infectious disease, including 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.
Respiratory infections including coronavirus (COVID-19)	Children and young people should not attend if they have a high temperature and are unwell. Anyone with a positive test result for COVID-19 should not attend the setting for 3 days after the day of the test.
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)	<p>Children and adults with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course is completed.</p> <p>For some gastrointestinal infections, longer periods of exclusion from school are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, school health adviser or environmental health officer will advise.</p> <p>If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.</p>
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.

Appendix 4. Manual Handling Guidelines

Manual Handling Guidelines

The majority of manual handling injuries are not attributed to a single handling incident but build up over a period of time. There is NO such thing as a completely “safe” manual handling operation, but a basic awareness of potential hazards and a good handling technique can help avoid any potential health problems.

Important points to consider before transporting or supporting any loads:

Wherever practicable you should make use of mechanical aids as they can improve your safety. The following factors should be taken into consideration when manually lifting a load:

The task: Does it involve a long carrying distance, a twisting, stooping or reaching upwards movement? Does it involve excessive lifting or lowering distances/carrying distances? Does it involve excessive pushing or pulling of the load? Do you need to remove obstructions from your path? Does the task involve positioning precisely or involve a sudden movement of the load? Does it involve frequent or prolonged physical effort? Is there sufficient rest periods allowed? (Depending on the type of job involved)

The load: How heavy, bulky, unwieldy, unstable or intrinsically harmful (i.e. sharp or hot) is the load? Is it difficult to grasp? Are the contents of the load likely to shift?

The Individual: Consider your physical condition: If you are pregnant or have a health problem would moving the load endanger your health? Do you need help with moving the load or do you need to get someone else to transport the load on your behalf. Do you need to use a mechanical aid? Does the task require unusual strength, height etc? Have you had appropriate training and experience to transport the load?

The working environment: Is it a confined area creating restrictions on movement, are there variations in floor levels, and is the ground wet or slippery? Are there extremes of temperature or humidity or ventilation problems such as gusts of wind? Are there poor lighting conditions?

Important good Handling Techniques to remember:

1. Plan the lift and always use appropriate handling aids if possible i.e. lifts, trolleys etc. Establish where the load is to be placed, removing any obstructions from your path. If necessary lean forward a little over the load to establish a good grip. The best position and type of grip depends on the circumstances of the operation and individual preference, but make sure it is secure; generally a hook grip is less tiring than keeping your fingers straight.

For a long lift such as floor to shoulder height, consider resting the load mid-way on a stable surface so that you can change your grip.

2. Position your feet either side of the load, placing your leading leg as far forward as is comfortable and if possible pointing in the direction you intend to go.

3. When lifting from a low level, bend your knees but be careful not to over flex. Lift smoothly, keeping your back straight and your shoulders level and facing in the same direction as your hips. Keep the load close to your body for as long as possible with the heaviest side next to you. If a 'close' approach to the load is not possible, slide it towards you before you try to lift.
4. Move your feet when you are turning to the side do not turn your upper body without moving your feet. If you need to position the load in a precise position, put it down first and then slide it into the desired position. A basic manual handling assessment chart has been attached for your reference which has been taken from the HSE [Manual handling assessment charts \(the MAC tool\) \(hse.gov.uk\)](#)

In addition to the above considerations, please see below Appendix A for HSE good handling technique

Please also refer to the HSE Manual Handling a work (A brief guide) a copy of which is attached [indg143 \(hse.gov.uk\)](#) & Making the best use of lifting and handling aids [Are you making best use of lifting and handling aids? \(hse.gov.uk\)](#)

Publication:

Health & Safety Executive, Getting to grips with manual handling a short guide for employers.

Health & Safety Executive, Manual Handling Regulations 1992, Guidance on Regulations. [Manual handling. Manual Handling Operations Regulations 1992 - Guidance on Regulations - L23 \(hse.gov.uk\)](#)

Good handling technique

As an employer, you must protect your workers from the risk of manual handling injuries at work. Good handling technique is not a substitute for other steps you should take to reduce risk, like providing lifting aids, or making improvements to the task, load or working environment, but it is helpful as an addition to those measures.

How to handle and lift loads

The following guidance illustrates how to perform a basic lift safely, using both hands, lifting a load in front of and close to your body, without twisting. These principles can be adapted to suit the actual task.

Think before handling/lifting. Plan the lift/handling activity. Where is the load going to be placed? Use suitable handling aids where possible. Will you need help with the load? Remove obstructions, like discarded wrapping materials. For long lifts, for example from floor to shoulder height, think about resting the load mid-way on a table or bench to change grip.



Keep the load close to your waist for as long as possible while lifting. Keep the heaviest side of the load next to your body. If you can't get close to the load, try to slide it towards your body before you try to lift it.



Adopt a stable position. Your feet should be apart with one leg in front of the other (alongside the load if it is on the ground) to increase stability. You should be prepared to move your feet during the lift to keep a stable posture. Wearing overtight clothing or unsuitable footwear may make this difficult.



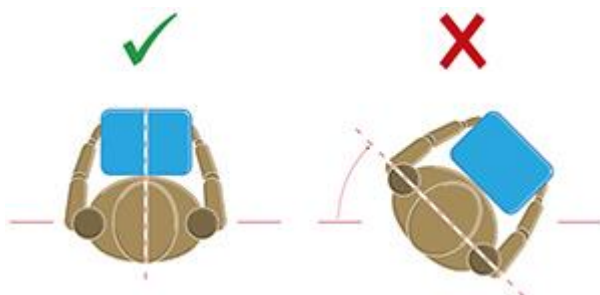
Ensure a good hold on the load. Where possible, hug the load as close as possible to your body. This may be better than gripping it tightly with just your hands.

Slight bending of your back, hips and knees at the start of the lift is preferable to either fully flexing your back (stooping) or fully flexing your hips and knees (full/deep squatting).

Don't flex your back any further while lifting. This can happen if your legs begin to straighten before you start to raise the load.



Avoid twisting your back or leaning sideways especially while your back is bent. Keep your shoulders level and facing in the same direction as your hips. Turning by moving your feet is better than twisting and lifting at the same time.



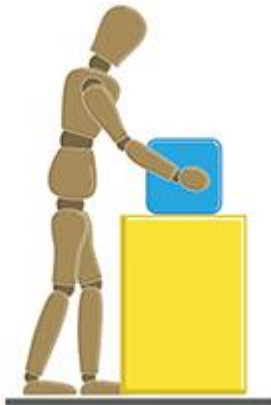
Keep your head up when handling. Look ahead not down at the load once it is held securely.



Move smoothly. Do not jerk or snatch the load as this can make it harder to keep control and can increase the risk of injury.

Don't lift or handle more than you can easily manage. There is a difference between what people are able to lift and what they can safely lift. If in doubt, seek advice or get help.

Put down, then adjust. If you need to precisely position the load, put it down first, then slide it into the desired position.



Appendix 5. Health & Safety Policy Statement



If you employ more than five members of staff, it is a legal requirement to have a Health and Safety Policy Statement. A health and safety policy statement sets out how you manage health and safety within your workplace. It demonstrates your businesses attitude towards health and safety and the steps, arrangements and systems you have in place to ensure you comply with Health and Safety legislation. If you employ less than five staff, it is still good practice to complete a Health and Safety Policy Statement.

Health and Safety Policy Statement


Health and Safety at Work etc Act 1974

This is the Health and Safety Policy Statement of:

THE HOPEDALE GROUP

Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from our work activities.
- To consult with our employees on matters affecting their health and safety;
- To provide and maintain safe equipment;
- To ensure safe handling and use of substances;
- To provide information instruction and supervision for employees;
- To ensure all employees are competent to do their tasks, and to give them adequate training;
- To prevent accidents and cases of work-related ill health
- To maintain safe and healthy working conditions; and
- To review and revise this policy as necessary at regular intervals.

Signed: 

(employer)

Date: 11/04/2025

Review Date: 30/04/2026

Appendix 6. General Guidance for the use of portable heaters in school



HOPEDALE SCHOOL – PORTABLE HEATER GUIDANCE

Using portable heaters in classrooms in schools requires careful consideration to ensure the safety of pupils, staff, and the premises. Below is a summary of key **guidance and best practices** for the safe use of portable heaters in educational settings, aligned with UK health and safety regulations:

✓ General Guidance for Portable Heater Use in Schools

1. Risk Assessment

- Conduct a **risk assessment** before use, as required under the **Management of Health and Safety at Work Regulations 1999**.
- Assess risks such as fire hazards, tripping, burns, and ventilation.

2. Type of Heaters

- **Electric convector or oil-filled radiators** are preferred – safer than gas or fan heaters.
- Avoid using:
 - **Gas heaters** (carbon monoxide risk)
 - **Open flame or halogen heaters** (fire and burn hazards)
- Ensure all heaters used are **CE-marked** or **UKCA-marked** and have **overheat protection**.

3. Location and Placement

- Place heaters:
 - On a flat, stable surface.
 - Away from walkways to avoid tripping.
 - At least **1 metre** away from combustible materials (e.g. paper, curtains, furniture).
- Never place heaters under desks, on furniture, or cover them with clothes or fabric.

4. Supervision and Use

- Portable heaters must **only be used under supervision** of school staff.
- They should be **switched off and unplugged** when not in use, especially overnight.
- Children should be **kept away** from heaters to prevent burns or tampering.

5. Electrical Safety

- Use heaters with **built-in thermostats** and **tip-over cut-offs**.
- Avoid using extension leads if possible; if used, ensure they are suitable for the heater's load.

- Heaters must undergo regular **PAT testing** (Portable Appliance Testing), as required under the **Electricity at Work Regulations 1989**.

6. Fire Safety

- Ensure heaters are part of the school's **fire risk assessment**.
- Keep fire extinguishers appropriate for electrical fires nearby.
- Ensure fire exits and evacuation routes are not obstructed.

7. Ventilation

- While portable heaters provide warmth, ensure rooms remain **properly ventilated**, especially important with COVID-19 considerations.

Do Not

- Leave heaters unattended while in operation.
- Use damaged or untested equipment.
- Allow pupils to operate or adjust heaters.
- Position heaters near flammable teaching materials or displays.



Additional Considerations

- Ensure all staff are briefed on the safe use of heaters.
- Include portable heater use in your **school's health and safety policy**.
- Consider **alternatives**, such as improving building insulation or upgrading fixed heating systems, for long-term solutions.

Sources and Standards:

- Health and Safety Executive (HSE): www.hse.gov.uk
- The Education (School Premises) Regulations 1999
- BS EN 60335 safety standards for electrical appliances