



Health and Safety Policy

2023/24

Contents

1. Statement of intent.....	3
2. Legislation	4
3. Roles and responsibilities.....	4
4. Site security	7
5. Fire	7
6. COSHH	9
7. Equipment	11
8. Lone working	12
9. Working at height	12
10. Manual handling	13
11. Off-site visits	13
12. Violence at work	13
13. Smoking and/or vaping	13
14. Infection prevention and control	13
15. New and expectant mothers	16
16. Occupational stress	16
17. Accident reporting	16
18. Training	18
19. Monitoring	18
Appendix 1. Fire safety checklist.....	19
Appendix 2. Accident report	20
Appendix 3. Asbestos record	21
Appendix 4. Recommended absence period for preventing the spread of infection	22

1. Statement of intent

Edison Young People's Proprietor and the Executive Headteacher (EHT) recognise their responsibility to provide a safe and healthy environment for teaching and non-teaching staff, students, visitors and contractors at the premises and those affected by the school's activities elsewhere.

In carrying out the policy effectively the Proprietor and EHT undertake so far as is reasonably practicable to: -

- Implement the requirements of the Health and Safety at Work Act 1974, and associated legislation
- Regularly review health and safety arrangements, seeking specialist advice as required and implementing improvements
- Maintain all places of work, including the means of access and exit from the site, in a safe condition and ensure that work equipment and systems of work are maintained to be safe and without risks to health
- Provide and maintain facilities and arrangements for the welfare of employees and students, including adequate provision for first aid treatment
- Ensure safety and the absence of risks to health and to the general environment in connection with the use, handling, storage, transport and disposal of articles and substances, and to provide appropriate protective equipment where necessary
- Bring to the attention of all regular and temporary employees, students, visitors, contractors, at the school premises their responsibilities with regards to their own safety and the safety of others who may be affected by their acts or omissions. This will involve the provision of information, training and supervision as is necessary
- Identify, eliminate or reduce hazards which exist at the place of work through controls and risk assessment and bring such hazards to the attention of employees and others who may be affected. This will include the formulation and where necessary, practise of effective procedures for use in the event of a serious risk or imminent danger

In addition to assist in the proper implementation of this policy the Proprietor, Head of School (HOS) and Business Manager (BM) will:

- Keep abreast of legislation by ensuring adequate and appropriate advice through persons competent in health and safety matters and provide the necessary resources to ensure effective safety management. This will include monitoring health and safety performance on a regular basis with regards to places of work, work activities and, where necessary, contractor activities as well as keeping records
- Promote both proactive and reactive monitoring of health and safety matters within the school, including monitoring accidents and attendance
- Bring this policy statement and relevant safety arrangements not only to the attention of all employees, but other persons affected by the school's activities. The policy statement, organisation and arrangements will be reviewed and amended as often as necessary

2. Legal framework

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.

3. Roles and responsibilities

Title	Responsibility
Proprietor	Overall responsibility
EHT	Overall responsibility
Head of School	Overall responsibility
Senior Leadership Team	Persons nominated for the documentation of accidents, diseases, dangerous occurrences and incidents of violence
Premises Manager	Site Health & Safety
Business Manager	EVC & Risk Assessments
EVC Officer	EVC & Risk Assessments

3.1 Group business and compliance manager/Edison Young People (EYP)

- Provide support and guidance where needed
- Ensure adequate resources for health and safety are available on request
- Review health and safety issues in line with Judicium
- Support sites to provide a working environment that is safe and healthy
- Maintain an interest in all health and safety matters
- When providing a central procurement service, EYP will ensure that organisations and contractors have all relevant health and safety processes in place and that company directors and or officers have not been in receipt of any enforcement or remedial orders within the last three years

3.2 EHT/HOS

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 Students
- Ensuring that the school building and premises are safe and regularly inspected
- Providing adequate training for school staff
- 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

3.3 Senior leadership

- Ensure risk assessments are accurate, suitable and reviewed annually
- Deal with any hazardous practices, equipment or building issues and report to the EHT if they remain unresolved
- Act as a good example, provide guidance and support to staff on health and safety issues
- Carry out a health and safety induction for all staff and keep records of that induction.
- Keep up to date with new developments in health and safety issues for schools
- Carry out investigations into accidents and produce reports / statements for any civil or criminal action which may arise
- Ensure any contractors on site are competent in health and safety matters.
- Ensure adequate accident and near miss reporting systems are in place and actively used
- Ensure any offsite delivery or learning complies with all relevant statements in this document

3.4 The premises manager

- Ensure that any works that have health and safety implications are prioritised
- Report any concerns regarding unresolved hazards in school to the EHT, SLT

- Ensure that all work under their control is undertaken in a safe and regulatory manner.
- Carry out a daily check of the grounds and building to spot any disrepair or other hazards
- Ensure that all cleaning staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling
- Carry out a weekly checks/tests of fire alarms/doors, emergency lighting, water
- Ensure all compliance checks are undertaken in a timely manner, with records and contractor reports
- Ensure all contractors are 'inducted' and shown the relevant fire, asbestos records and are made aware of any fragile roofs or other hazards in the areas where they will be working
- Fully co-operate with health and safety arrangements during larger building projects.
- Ensure any contractors on site are competent in health and safety matters
- Ensure any contractors onsite have provided work related risk assessment and method statements
- Ensure contractors onsite have followed all pre work policies and procedures, such as permit to work, hot works, asbestos and fire register reviews etc

3.5 Staff

- Read the Health and Safety Policy
- 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 students
- Understand emergency evacuation procedures and feel confident in implementing them
- Undertake any health and safety training provided

3.6 Students and parents/carers

- Follow safety and hygiene rules intended to protect the health and safety of themselves and others
- Not misuse, neglect or interfere with items supplied for their, and other students' health and safety
- Follow safety instructions of teaching and support staff, especially in an emergency

3.7 Contractors

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

4. Site security

- Premises manager and senior leaders are key holders
- Premises manager will respond to an emergency

5. Fire

A fire safety checklist can be found in appendix 1.

The Fire Risk Assessment is kept in the school office. This is reviewed on an annual basis unless there are significant changes before this. An assessment on the risks of fire is carried out by the Judicium annually. As a result of the assessment, if any precautions are identified the school treats them with high priority.

Notices of fire procedures are fixed to visible sites around the school and in classrooms. Emergency exit doors and routes are kept clear at all times and not obstructed at any time. All fire doors are kept permanently unlocked while the premises are in use. The premises officer checks all firefighting and detection equipment annually to ensure they are within the "use by" date as is the statutory requirement. In addition, there is an annual check of all fire extinguishers by an approved contractor.

The fire alarms are tested weekly by the premises manager and emergency lighting monthly as required by Regulatory Reform (Fire Safety) Order. Records are kept in the book found in the school office.

Fire drills take place every term. Details are recorded and notes made of any problems which need remedying. Before carrying out a fire drill, the aims and objectives are decided, for example, reducing the time it takes for people to evacuate.

This requires certain things to be done before setting off the fire alarm, such as:

- **Ensuring any equipment can be left safely** – When planning the fire drill, it is vital to
- consider any equipment that may have to be left or shut down during the exercise
- **Deciding who should take part** – Ideally, everyone should take part in the fire drill
- **Nominating observers** – A suitable number of observers should be in place around the building to monitor and assess the fire drill exercise. They have training and instruction on what to observe and record
- **Informing staff and those with specific roles** – Those who have a specific role to play are briefed on the details and told not to use firefighting equipment, such as extinguishers, during a fire drill
- **Checking for any health and safety risks** – Check for any internal or external health and safety risks that could put people at harm during the fire drill, e.g. severe weather forecasts, slip hazards and any obstructions along escape routes

Conducting a fire drill

- Ask nominated observers to go to their positions
- Direct the premises manager to activate the alarm
- Time how long it takes for people to evacuate

- Observe people's actions and any difficulties during the drill - The responsible person and nominated observers should observe the drill and note if they see any of the following:
 - Inappropriate behaviour, e.g. stopping to pick up personal belongings
 - People leaving windows and doors open when exiting
 - Slow reaction times
 - Any problems experienced by those with disabilities or mobility issues
 - Whether people are using their nearest escape route and fire exit rather than the route/exit they normally use.
 - Any difficulties with emergency routes, such as obstructions and opening fire exit doors
- Carry out a register
 - Carry out a register at the muster point to ensure everyone is out of the building. Note if anyone is missing from the register and find out why.
 - Nominated observers should listen closely and note any communication difficulties regarding the roll call and establishing everyone is there.
 - Where fire wardens use sweeps, they should report to the muster point. They should verify that their areas were clear and if they had any issues.
 - Allow people to return to the building once the register is complete.
- De-brief and feedback
 - After the fire drill, discuss with participants and ask how they thought it went and if they saw any problems
 - The observations made during the fire drill should be recorded, collated and reviewed
 - If any remedial actions are required, ensure they are promptly carried out

Areas to assess

Particular areas should be assessed, during and after a fire drill, such as:

- Whether the fire alarm can be heard in all parts of the building
- The time it takes for everyone in the building to evacuate
- Whether assistance or training is sufficient
- Whether Personal Emergency Evacuation Plans (PEEPs) are effective
 - Check that PEEPs work and are effective in evacuating those who require one
- If there have been any changes to the premises that affected the evacuation
- Whether the fire risk assessment needs reviewing

Notices around school have the following information

FIRE ALARM INSTRUCTIONS:

IF YOU DISCOVER A FIRE

Press the fire alarm nearest to where you are:

- 1. The alarm will sound.**
- 2. Students and staff will walk out of school by the nearest safe exit.**
- 3. Students line up at Fire Assembly Point.**
- 4. Office staff take attendance registers and visitors book out. Staff should check that all students in their classes are out of the building.**
- 5. DO NOT PANIC. Walk quickly and quietly in line, DO NOT return to the classroom to pick up personal belongings.**
- 6. Await further instruction before returning to the building.**

- In the case of a fire, the first requirement is for staff to ensure the safe evacuation of all persons from the building to the muster points indicated on the fire procedures notices
- The fire brigade will be summoned by a member of the Senior Leadership Team
- will ensure that the Fire Brigade is summoned once everyone has safely left the building and moved to a place of safety
- All staff will sweep their designated areas and report to the 'Person in Charge' in accordance with the evacuation plan
- All attendance registers will be properly marked for the morning and afternoon sessions.
- Members of the office staff will take the registers with them on evacuating the premises.
- A register will be taken when all have reached the place of safety
- Visitors/contractors report their presence on site to the school office and sign the appropriate 'visitors book' and ensure they are familiar with the fire precautions. Office staff must remind visitors to read the emergency arrangements
- All access routes will be maintained in a safe condition and be free from obstructions

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

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.

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.

Whenever the school intends to use, or create a substance that could be a risk to the health of the staff, students and others, the premises manager will:

- Identify and control these substances, minimising the risk of exposure to staff and others
- Ensure staff are aware that certain substances are hazardous to health. Wherever possible these will be taken out of use
- Staff must comply with the safe and secure storage of cleaning materials and other materials which could be hazardous to health
- Ensure all Users are informed, trained and instructed in the safe use of these substances and have access to the COSHH assessments
- Ensure staff are informed to read labels and instruction, practice sensible, safe working habits and follow and understand emergency procedures
- Ensure equipment is used as instructed
- Ensure personal protective equipment/clothing is available and used when required

All staff must be:

- Alert to the potential dangers of allowing students to bring their own pens into school. Spirit based items are not allowed
- Aware that they have a responsibility for reporting hazards, potential hazards and "near misses" to the senior leadership team

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

- Legionnaires disease is reportable under RIDDOR (HSE) and COSHH (2002); it can be fatal. The school commission a specialist company, Qube Environmental, to conduct the Legionnaires' risk assessment in accordance with the H.S.E. approved code of practice Level 8 (ACoP L8). Qube Environmental are also commissioned to carry out activities which minimise risk e.g. sentinel temperature checks and random outlet checks In addition, school staff also run hot water through regularly in less used areas of the school to reduce risk
- Records of all activities taken to reduce risk are kept in the school office and the

premises manager is responsible for facilitating the inspection and monitoring activities by Qube

6.3 Asbestos

- The legal responsibility for the safe management of asbestos lies with the premises manager who is responsible for maintenance and or repair of the school
- The asbestos survey and plan are reviewed by the premises manager as required.
- 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.

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 student 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 premises manager immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs
- Where necessary, a portable appliance test (PAT) will be carried out by a competent person
- All isolator switches are clearly marked to identify their machine
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently
- Installed or portable electrical equipment is only carried out by a competent person

7.2 PE equipment

Students are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely.

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

8. Lone working

Lone working may include:

- Late working
- Home or site visits
- 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

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

In addition:

- The premises manager retains ladders for working at height
- Students are prohibited from using ladders
- Staff will wear appropriate footwear and clothing if authorised to use 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.

Staff and Students 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 students 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 Students, along with the parents/carers' contact details
- There will always be at least one first aider on school trips and visits
- Evolve is completed

12. Violence at work

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

All staff will report any incidents of aggression or violence directed to themselves to their line manager immediately and log on CPOMS. This applies to violence from students, visitors or other staff.

13. Smoking and/or vaping

Smoking or vaping is not permitted anywhere on the school premises.

14. 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 students to follow this good hygiene practice, outlined below, where applicable.

14.1 Handwashing

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

14.2 Coughing and sneezing

- Cover mouth and nose with a tissue

- Wash hands after using or disposing of tissues
- Spitting is discouraged

14.3 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

14.4 Cleaning of the environment

Clean the environment frequently and thoroughly

14.5 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

14.6 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

14.7 Clinical waste

- Always segregate domestic and clinical waste, in accordance with local policy
- Used sanitary wear, 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

14.8 Animals

- Wash hands before and after handling any animals
- Supervise Students when working with animals

14.9 Infectious disease management

The school 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.

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

- **Following good hygiene practices**

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

- **Implementing an appropriate cleaning regime**

The school will regularly clean equipment and rooms and ensure surfaces that are frequently touched are cleaned.

- **Keeping rooms well ventilated**

- The school 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

14.10 Students Vulnerable to Infection

Some medical conditions make students 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.

14.11 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.

15. New and expectant mothers

Risk assessments will be carried out whenever any employee or Student 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

16. 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.

17. Accident reporting

17.1 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
- As much detail as possible will be supplied when reporting an accident
- Information about injuries will also be kept in the student'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

17.2 Reporting to the health and safety executive

The 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 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

- 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 [job title of relevant member of staff] 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

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

- 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. lift, 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>

18. 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 Design Technology equipment are given additional health and safety training.

19. Monitoring

This policy will be reviewed by the EHT every 2 years or when updates are required due to changes in legislation.

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 Students understand what to do in the event of a fire?	
Can you easily hear the fire alarm from all areas?	

Appendix 2: Accident report

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: Asbestos record

Asbestos Record							
Location	Product	How Much?	Surface Coating	Condition	Ease of Access	Asbestos Type	Comment

Appendix 4: Recommended absence period for preventing the spread of infection

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

In confirmed cases of 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
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)	Students 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. Students 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.