



Health & Safety Policy

| | |
|--------------------------|-------------------|
| Category: | Policies |
| Authorised By: | Board of Trustees |
| Signed By: | Barry Nolan, CEO |
| Author: | Keith Holroyd |
| Version: | 3.1 |
| Status: | Ratified |
| Issue Date: | December 2019 |
| Next Review Date: | December 2020 |

Version Control

| <u>Version</u> | <u>Date</u> | <u>Comment</u> |
|----------------|---------------|--|
| 2 | March 2018 | Update to H&S officer at Moorcroft |
| 3 | November 2019 | Full review and update including: <ul style="list-style-type: none">• New appendix to bring together all the information regarding key contacts and role holders in one place• Updates to the appendices to incorporate the current School H&S Compliance Checklist in use across all Eden schools• Updated linked policies• Update review period to bring into line with current DfE guidance.• New appendix to cover lone working arrangements |
| 3.1 | December 2019 | Additional updates to the Trust-wide first aid policy. Approved under Chair's action in December 2019 and ratified by the Board in January 2020 |

Contents

| Section | Page |
|--------------------------------------|-------------|
| 1 Aims and scope | 5 |
| 2 Legislation | 5 |
| 3 Roles and responsibilities | 7 |
| Board of Trustees | 7 |
| The Head | 7 |
| Health and safety lead | 8 |
| Staff | 8 |
| Pupils and parents | 8 |
| Contractors | 8 |
| 4 Site security | 9 |
| 5 Fire | 9 |
| 6 COSHH | 10 |
| Gas safety | 10 |
| Legionella | 11 |
| Asbestos | 11 |
| 7 Equipment | 11 |
| Electrical equipment | 11 |
| PE equipment | 12 |
| Display screen equipment | 12 |
| Specialist equipment | 12 |
| 8 First Aid | 12 |
| Appointed person(s) and first aiders | 13 |
| The Head | 13 |
| Staff | 14 |
| First aid procedures | 14 |
| Record keeping | 14 |
| Training | 14 |
| 9 Lone working and home visits | 14 |
| 10 Working at height | 15 |
| 11 Manual handling | 15 |
| 12 Offsite visits | 15 |
| 13 Lettings | 16 |
| 14 Violence at work | 16 |
| 15 Smoking | 16 |
| 16 Infection prevention and control | 16 |
| Hand washing | 16 |
| Coughing and sneezing | 17 |

| Section | | Page |
|----------------|---|-------------|
| | Personal protective equipment | 17 |
| | Cleaning of blood and body fluid spillages | 17 |
| | Cleaning of the environment | 17 |
| | Laundry | 17 |
| | Clinical waste | 17 |
| | Animals | 18 |
| | Pupils vulnerable to infection | 18 |
| | Exclusion periods for infectious diseases | 18 |
| 17 | New and expectant mothers | 18 |
| 18 | Occupational stress | 19 |
| 19 | Reporting | 19 |
| | Accident record book | 19 |
| | Reporting to the Health & Safety Executive | 19 |
| | Notifying parents | 20 |
| | Reporting to Ofsted and child protection agencies | 20 |
| 20 | Training | 21 |
| 21 | Monitoring | 21 |
| 22 | Links with other policies | 21 |
| Appendix 1 | Key contacts and role holders | 22 |
| Appendix 2 | Lone working arrangements | 24 |
| Appendix 3 | Recommended absence period for preventing the spread of infection | 26 |

1. Aims and Scope

1.1. The Eden Academy Trust (the Trust) aims to:

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

1.2. This policy covers all schools in the Eden Academy Trust and incorporates the following additional policy areas:

- First Aid;
- Lone Working.

2. Legislation

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

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties' employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test

- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

2.2 In relation to first aid, this policy also reflects the following additional guidance and legislation:

- For those schools with Early Years Foundation Stage provision:
 - [Statutory Framework for the Early Years Foundation Stage](#), advice from the Department for Education on [first aid in schools](#) and [health and safety in schools](#).
- For those schools without Early Years Foundation Stage provision:
 - Advice from the Department for Education on [first aid in schools](#) and [health and safety in schools](#), and the following legislation:
- For all schools
 - [The Health and Safety \(First Aid\) Regulations 1981](#), which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
 - [Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records
 - [The Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

2.3 The Trust follows [national guidance published by Public Health England](#) when responding to infection control issues.

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

3. Roles and responsibilities

3.1 The Board of Trustees

- 3.1.1 The Board of Trustees (The Board) has ultimate responsibility for health and safety matters in the Trust but will delegate day-to-day responsibility to the Head¹ at each school in the Academy Trust.
- 3.1.2 The 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.
- 3.1.3 The Trust, 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.
- 3.1.4 The Trustee with oversight of health & safety is outlined in Appendix 1.

3.2 The Head

- 3.2.1 The Head 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 Director Finance and Operations on any concerns on health and safety matters, who in turn can escalate this to the Trustee with responsibility for health and safety and ultimately to the Board of Trustees;
 - Ensuring appropriate evacuation and lockdown procedures are in place and regular 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;

¹ For the purposes of this policy, Head refers to either the Headteacher or Head of School as appropriate.

- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary. Any issues should be escalated to the Director of Finance and Operations.

3.2.2 In the headteacher's absence, the Deputy Headteacher/Assistant Head of School assumes the above day-to-day health and safety responsibilities. These are documented in Appendix 1.

3.3 Health and safety lead

3.3.1 The nominated health and safety lead for the Trust is the Director for Finance & Operations as documented in Appendix 1.

3.4 Staff

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

3.4.2 Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work;
- Co-operate with the school on health and safety matters;
- Work in accordance with training and instructions;
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken;
- Model safe and hygienic practice for pupils;
- Understand emergency evacuation procedures and feel confident in implementing them.

3.5 Pupils and parents

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

3.6 Contractors

3.6.1 Contractors will agree health and safety practices with the Headteacher/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

- 4.1 Site managers 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.
- 4.2 Site Managers are key holders and will respond to an emergency.

5. Fire

- 5.1 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.
- 5.2 Emergency evacuations are practised at least once a term.
- 5.3 Details of the fire alarm tones etc. set out in the individual school's records.
- 5.4 Fire alarm testing will take place once a week.
- 5.5 New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.
- 5.6 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 they are trained in how to operate them and are confident that they can use them without putting themselves or others at risk;
 - Staff and pupils will congregate at the assembly points. These are set out in the individual school records;
 - A register of pupils will be taken which will then be checked against the attendance register of that day;
 - A register of staff and visitors will be taken;
 - Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter.
- 5.7 Each 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.
- 5.8 Each school has specific and agreed arrangements to evacuate pupils appropriate to the pupils need.

5.9 The above actions summarise the procedures set out in the individual school records and plans.

6. COSHH

6.1 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.

6.2 Control of substances hazardous to health (COSHH) risk assessments are completed by Site Managers and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

6.3 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.

6.4 Additional information on how hazardous products will be stored and details on pupil access to substances at each site are set out in the individual school records.

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

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

6.7 Gas safety

6.7.1 Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer.

6.7.2 Gas pipework, appliances and flues are regularly maintained.

6.7.3 All rooms with gas appliances are checked to ensure that they have adequate ventilation.

6.8 Legionella

- 6.8.1 A water risk assessment will be completed, and the details recorded in the individual school records. Site Managers are responsible for ensuring that the identified operational controls are conducted and recorded in the school's checklist.
- 6.8.2 This risk assessment will be reviewed every frequency and when significant changes have occurred to the water system and/or building footprint.
- 6.8.3 The risks from legionella are mitigated by the use of appropriate controls identified in the individual school records.

6.9 Asbestos

- 6.9.1 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.
- 6.9.2 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.
- 6.9.3 Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe.
- 6.9.4 A record is kept of the location of asbestos that has been found in the individual school records.

7. Equipment

- 7.1 All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place.
- 7.2 When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards.
- 7.3 All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

7.4 Electrical equipment

- 7.4.1 All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely.
- 7.4.2 Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them.
- 7.4.3 Any potential hazards will be reported to the Site Manager immediately.

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

7.5 PE equipment

- 7.5.1 Pupils may be taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely.
- 7.5.2 Any concerns about the condition of the gym floor or other apparatus will be reported to the Site Manager.

7.6 Display screen equipment

- 7.6.1 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.
- 7.6.2 Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)

7.7 Specialist equipment

- 7.7.1 Parents are responsible for the maintenance and safety of their children's wheelchairs. In school, staff promote the responsible use of wheelchairs.
- 7.7.2 Oxygen cylinders are stored in a designated space, and staff are trained in the removal storage and replacement of oxygen cylinders.
- 7.7.3 Staff will only use specialist equipment after appropriate training and any issues will be reported to the Site Manager.

8. First aid

- 8.1 This policy covers our mandatory requirements in respect of a first aid policy and is supplemented by local documentation in each school where appropriate and identified.

8.2 Appointed person(s) and first aiders

8.2.1 The names of the schools' appointed person(s) and first aiders are displayed prominently around the school.

8.2.2 They are responsible for:

- Taking charge when someone is injured or becomes ill;
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits;
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.

8.2.3 First aiders are trained and qualified to carry out the role (see section 8.7) and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment;
- Sending pupils home to recover, where necessary;
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident;
- Keeping their contact details up to date.

8.3 The Head

8.3.1 The Head is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of appointed persons and/or trained first aid personnel are present in the school at all times;
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role;
- Ensuring all staff are aware of first aid procedures;
- Ensuring that adequate space is available for catering to the medical needs of pupils;
- Reporting specified incidents to the HSE when necessary (see section 18).

8.4 Staff

8.4.1 School staff are responsible for:

- Ensuring they follow first aid procedures;
- Ensuring they know who the first aiders in school are;
- Completing accident reports for all incidents they attend to where a first aider/appointed person is not called;
- Informing the Head or their manager of any specific health conditions or first aid needs.

8.5 First aid procedures

8.5.1 The schools will maintain local records outlining in-school and off-site procedures relating to first aid.

8.6 Record keeping and reporting

8.6.1 Section 19 of this policy applies.

8.7 Training

8.7.1 All school staff are able to undertake first aid training if they would like to.

8.7.2 All first aiders must have completed a training course and must hold a valid certificate of competence to show this. The schools will keep a register of all trained first aiders, what training they have received and when this is valid until.

8.7.3 Staff are encouraged to renew their first aid training when it is no longer valid.

8.7.4 For schools with Early Years Foundation Stage provision, at all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

9. Lone working and home visits

9.1 This Policy covers lone working arrangements. Lone working may include:

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

9.2 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.

9.3 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.

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

9.5 The lone working arrangements are set out in detail at Appendix 2.

9.6 The Trust also has a Home Visits Policies, to which staff should refer.

10. Working at height

10.1 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.

10.2 In addition:

- The Site Manager 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.

11. Manual handling

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

11.2 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.

11.3 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.

12. Off-site visits

12.1 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 or designated contact mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details;
- For schools without Early Years Foundation Stage provision there will always be at least one first aider on school trips and visits
- For schools with Early Years Foundation Stage provision there will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

13. Lettings

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

14. Violence at work

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

14.2 All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/Headteacher/Head of School immediately via the school accident/incident reporting system. This applies to violence from pupils, visitors or other staff.

15. Smoking

15.1 Smoking is not permitted anywhere on the school premises.

16. Infection prevention and control

16.1 Schools with Early Years Foundation Stage provision follow national guidance published by Public Health England when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

16.2 Handwashing

16.2.1 Wash hands with liquid soap and warm water, and dry with paper towels.

16.2.2 Always wash hands after using the toilet, before eating or handling food, and after handling animals.

16.2.3 Cover all cuts and abrasions with waterproof dressings.

16.3 Coughing and sneezing

16.3.1 Cover mouth and nose with a tissue.

16.3.2 Wash hands after using or disposing of tissues.

16.3.3 Spitting is discouraged.

16.4 Personal protective equipment

16.4.1 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)

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

16.4.3 Use the correct personal protective equipment when handling cleaning chemicals

16.5 Cleaning of the environment

16.5.1 Clean the environment frequently and thoroughly.

16.5.2 Clean the environment, including toys and equipment, frequently and thoroughly.

16.6 Cleaning of blood and body fluid spillages

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

16.6.2 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.

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

16.6.4 Make spillage kits available for blood spills.

16.7 Laundry

16.7.1 Wash laundry in a separate dedicated facility.

16.7.2 Wash soiled linen separately and at the hottest wash the fabric will tolerate.

16.7.3 Wear personal protective clothing when handling soiled linen.

16.7.4 Bag children's soiled clothing to be sent home, never rinse by hand.

16.8 Clinical waste

16.8.1 Always segregate domestic and clinical waste, in accordance with local policy.

16.8.2 Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins.

16.8.3 Remove clinical waste with a registered waste contractor.

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

16.9 Animals

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

16.10 Pupils vulnerable to infection

- 16.10.1 Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The schools 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

- 16.11.1 The schools will follow recommended exclusion periods outlined by Public Health England, summarised in Appendix 3.
- 16.11.2 In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

17. New and expectant mothers

- 17.1 Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant.
- 17.2 Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:
 - 17.2.1 Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles.
 - 17.2.2 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.

- 17.2.3 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.

18. Occupational stress

- 18.1 We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.
- 18.2 Systems are in place within the schools for responding to individual concerns and monitoring staff workloads.
- 18.3 Each Headteacher/Head of School has in place a system whereby they are notified of any wellbeing concerns. This takes the form of staff meetings or individual time for staff. The schools provide a confidential counselling and wellbeing service through an external company that is available to all staff.

19. Reporting

19.1 Accident record book

- 19.1.1 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 using the school's accident/incident reporting system.
- 19.1.2 As much detail as possible will be supplied when reporting an accident.
- 19.2.3 Information about injuries will also be kept in the pupil's educational record.
- 19.2.4 Records held in the first aid and accident book will be retained by the schools 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

- 19.2.1 The Headteacher/Head of School 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).
- 19.2.2 The Headteacher/Head of School will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.
- 19.2.3 Reportable injuries, diseases or dangerous occurrences include:
- Death
 - Specified injuries. These are:
 - Fractures, other than to fingers, thumbs and toes

- Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
 - Where an accident leads to someone being taken to hospital
 - Where something happens that does not result in an injury, but could have done
 - Near-miss events that do not result in an injury but could have done.
Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

19.2.4 Information on how to make a RIDDOR report is available [here](#).

19.3 Notifying parents

19.3.1 The Headteacher/Head of School will inform parents 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 Ofsted and child protection agencies

19.4.1 The Headteacher/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.

19.4.2 The Headteacher/Head of School will also notify the Local Safeguarding Board of any serious accident or injury to, or the death of, a pupil while in the school's care.

20. Training

20.1 Our staff are provided with health and safety training as part of their induction process. The nature and breath of this training reflects that they will be working with pupils with SEND.

20.2 Staff who additionally work in other high-risk environments, such as science labs or with woodwork equipment, are given additional health and safety training .

21. Monitoring

21.1 This policy will be reviewed by the Director of Finance and Operations annually as required by the latest DfE guidance.

21.2 At every review, the Board of Trustees will approve the policy.

22. Links with other policies

22.1 This health and safety policy links to the following Trust-wide or schools'-based policies and procedures:

- Risk assessment
- Supporting pupils with medical conditions
- Accessibility plan
- Business Continuity/Disaster Recovery plans
- Home visits policy

Appendix 1. – Key contacts and role holders

Health & Safety Lead

Director of Finance and Operations

Sudhi Pathak

sudhi.pathak@theedenacademy.co.uk

Trustee with oversight of Health & Safety

Angela St. John

School key contacts

| Headteacher/Head of School | Deputy/Assistant | Site Manager | Assistant Site Manager |
|-----------------------------|--|------------------|------------------------|
| Alexandra School | | | |
| Perdy Buchanan-Barrow | Catherine Holdsworth Simone Wright | Kevin Bowers | |
| Grangewood School | | | |
| Liz Edwards | Justyn Mac Aodha Priya Bhagrath | David Scott | Cheuk Tang |
| Hexham Priory School | | | |
| Liz Davidson | Sarah Nixon Catherine Leifert | Billy Charlton | |
| James Rennie School | | | |
| Kris Williams | Kerry Dunbobbin Janet Beer Oliver Wilson | Steven Routledge | |

| Headteacher/Head of School | Deputy/Assistant | Site Manager | Assistant Site Manager |
|------------------------------|---|-----------------|------------------------|
| Moorcroft School | | | |
| Andrew Sanders | Olga Toulkeridou | Martin Thompson | Phil Russel |
| Pentland Field School | | | |
| Ivan Talbott | Jerushia Connolly Sarah Pierpoint Jo Beckwith | John Herlihy | Richard Hook |

Appointed persons and first aiders for each school are documented locally and the details displayed prominently around the respective schools.

Appendix 2. Lone working arrangements

1. Ideally, staff should not work alone at school as there are risks involved, such as assault, accident or sudden illness. Indeed, staff should carefully consider if they really need to be on site at all outside of reasonable hours as it is important to preserve a 'work – life balance'.
2. Any member of staff wishing to work on site out of normal working hours must have the permission of their line manager & or the Head.
3. They must also sign in/out on the electronic system.
4. Any teacher, teaching assistant or member of admin staff wishing to work outside of normal school hours should try to ensure that at least one other colleague is also on site, ideally within 'hailing distance'. If this is not possible, they should phone/contact the Premises/Site Manager to ensure they are aware that a staff member is on-site.
5. If a member of staff arrives at school outside of normal school hours and finds another colleague is already in the building, they should let them know that they are on site. If a member of staff is about to leave the building, and just one or two other colleagues are remaining on site, they should let them & the Premises/Site Manager, know they are going.
6. However, if a member of staff chooses to work alone on site, they should take these precautions:
 - Do not work at heights on a ladder or steps.
 - Do not go into lofts or any other space in which you might become trapped.
 - Do not do any tasks involving hazardous tools or materials.
 - Avoid working outside of the main building.
 - Lock the doors and close the windows to prevent intruders.
 - Know the location of the nearest fire exit and how to open it in an emergency.
 - Know the location of the nearest first aid kit.
 - Carry a mobile phone.
 - Cars should be parked close to the entrance.
 - When leaving, limit the amount you are carrying to have one hand free.
 - Ensure someone knows where you are and when you intend to leave the school. Arrange to telephone them when you are leaving.

- If you arrive at school and find any sign of intruders, do not enter the building. Instead, call the police '999'.
- If you become aware of intruders or vandals, do not challenge them but call the police instead.
- Do not work alone if you know you have a medical condition that might cause you to become incapacitated or unconscious.
- When working alone, do not attempt any tasks which have been identified as medium or high risk, or which common sense tells you are potentially hazardous given your own level of expertise and the nature of the task.

7. These arrangements apply in conjunction with the Home Visits Policy.

Appendix 3. Recommended absence period for preventing the spread of infection

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

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

| Infection or complaint | Recommended period to be kept away from school or nursery |
|--|--|
| Slapped cheek syndrome, Parvovirus B19, Fifth's disease | None (not infectious by the time the rash has developed). |
| Bacillary Dysentery (Shigella) | Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school. |
| Diarrhoea and/or vomiting (Gastroenteritis) | Children and adults with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course is completed. For some gastrointestinal infections, longer periods of exclusion from school are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, school health advisor or environmental health officer will advise. If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea. |
| Cryptosporidiosis | Until 48 hours after symptoms have stopped. |
| E. coli (verocytotoxigenic or VTEC) | The standard exclusion period is until 48 hours after symptoms have resolved. However, some people pose a greater risk to others and may be excluded until they have a negative stool sample (for example, pre-school infants, food handlers, and care staff working with vulnerable people). The health protection team will advise in these instances. |
| Food poisoning | Until 48 hours from the last episode of vomiting and diarrhoea and they are well enough to return. Some infections may require longer periods (local health protection team will advise). |
| Salmonella | Until 48 hours after symptoms have stopped. |
| Typhoid and Paratyphoid fever | Seek advice from environmental health officers or the local health protection team. |
| Flu (influenza) | Until recovered. |
| Tuberculosis (TB) | Pupils and staff with infectious TB can return to school after 2 weeks of treatment if well enough to do so and as long as they have responded to anti-TB therapy. Pupils and staff with non-pulmonary TB do not require exclusion and can return to school as soon as they are well enough. |
| Whooping cough (pertussis) | A child or staff member should not return to school until they have had 48 hours of appropriate treatment with antibiotics and they feel well enough to do so or 21 days from onset of illness if no antibiotic treatment. |

| Infection or complaint | Recommended period to be kept away from school or nursery |
|--|--|
| 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. |