# Health & Safety Policy

<table>
<thead>
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<th>Policy Type</th>
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<tbody>
<tr>
<td>Adopted by the Trustees</td>
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<tr>
<td>Date</td>
<td>23.05.2019</td>
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<td>To be reviewed</td>
<td>23.05.2020</td>
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**The nominated Health and Safety Lead is:** Abi Clay  
**The nominated Health and Safety Link Governor is:** James Durran
Scope:
This policy relates to Elevate Multi Academy Trust (Elevate) and its Academies and settings.

References below to ‘the Head teacher’ includes the Executive Head teacher, Head teacher or acting Head teacher as appropriate.

Aims:
Elevate, collectively and through its Academies, recognises and accepts their responsibilities both under law. As responsible employers and/or persons in control of premises, the requirement to provide a safe and healthy working environment for all employees, children and others affected by the activities is acknowledged.

This policy document outlines the philosophy and approach taken to ensuring good health and safety practice is in place for Elevate and its Academies.

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

- **The Health and Safety at Work etc. Act 1974**, which sets out the general duties employers have towards employees and duties relating to lettings
- **The Management of Health and Safety at Work Regulations 1992**, which require employers to make an assessment of the risks to the health and safety of their employees
- **The Management of Health and Safety at Work Regulations 1999**, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- **The Control of Substances Hazardous to Health Regulations 2002**, which require employers to control substances that are hazardous to health
- **The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013**, which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- **The Health and Safety (Display Screen Equipment) Regulations 1992**, which require employers to carry out digital screen equipment assessments and states users’ entitlement to an eyesight test
- **The Gas Safety (Installation and Use) Regulations 1998**, which require work on gas fittings to be carried out by someone on the Gas Safe Register
- **The Regulatory Reform (Fire Safety) Order 2005**, which requires employers to take general fire precautions to ensure the safety of their staff
- **The Work at Height Regulations 2005**, which requires employers to protect their staff from falls from height

The school follows national guidance published by Public Health England when responding to infection control issues.

This policy complies with the Funding Agreement and Articles of Association.
Links with Other Policies and Practices:
Elevate Child Protection and Safeguarding policy
Elevate Lone Working policy
Elevate Lettings policy
Elevate First Aid policy
Elevate EVC and Children Off Site policy
Elevate Intimate Care and Nappy Changing policy
Elevate Medical Needs policy
SEND
Elevate Accessibility plan
HSE – Incident Reporting in schools
HSE – brief guide to the reporting of injuries diseases and dangerous occurrences regulations 2013
NYCC H&S guidance’s

Purpose:
The Trustees, Local Governing Body (LGB), through their delegated powers, and Head teacher are responsible for:

- Providing a safe and healthy working and learning environment and ensuring that the premises are maintained in a safe condition;
- Maintaining safe access to and from the premises;
- Preventing accidents and work related illness;
- Assessing and controlling risks from curriculum and non-curriculum work activities including offsite visits;
- Complying with statutory requirements as a minimum;
- Ensuring safe working methods and providing safe equipment;
- Providing effective information, instruction and training;
- Monitoring and reviewing systems to make sure they are effective;
- Developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters;
- Setting targets and objective to develop a culture of continuous improvement;
- Ensuring a healthy working environment is maintained including adequate welfare facilities;
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable;
- Ensuring safe use, handling and storage of substances at work.

In addition to the above commitment, the LGB and Head teacher also recognise their obligations to non-employees and provide visitors, members of the public, children, contractors etc. or anyone who is or may be affected by the Academy’s activities with the necessary information, instruction, training and supervision available to ensure the safety of those affected.

For the policy document to be effectively implemented, the Academy requires the full co-operation
of employees and others who use the premises.

**Responsibilities:**

**Elevate Board of Trustees:**
The Trust Board is the legally responsible body for compliance with health and safety legislation in all settings and its Academies. The Trust Board will, through effective oversight of the work of the LGBs, ensure that each setting has robust health and safety planning in place followed through into appropriate action.

**The LGB:**
- has responsibility for ensuring the local health and safety procedure for its Academy complies with this Health and Safety Policy. In consultation with the Head teacher the governors will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the Academy;
- must prepare a H&S report to the Trustees on a regular basis, but at least once a term and through their minutes demonstrate that they are compiling with this Health & Safety policy.

**Head Teacher:**
- The Head teacher has day-to-day responsibility for ensuring compliance with this Health and Safety Policy within the Academy and associated premises. This includes:
  - Ensuring there is enough staff to safely supervise children;
  - Ensuring that the Academy building and premises are safe and regularly inspected;
  - Providing adequate training for Academy staff;
  - Reporting to the LGB 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 contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary.

- In consultation with the governors the Head teacher will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the Academy;
- The Head teacher will maintain the profile of health and safety within the Academy by the development of safe working practices and conditions and will ensure that health and safety are maintained at all times.

In the head teacher’s absence, Helen Windsor assumes the above day-to-day health and safety responsibilities.

**Employees and Volunteers:**
- All Elevate employees:
  - have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions;
  - must comply with the Academy’s Health and Safety procedures at all times;
  - co-operate with Elevate management in complying with relevant health and safety law;
  - use all work equipment and substances in accordance with instruction, training and information received;
  - report to the Administrative staff of any hazardous situations and defects in equipment found in their work places;
  - report all incidents in line with current incident reporting procedure;
  - act in accordance with any specific health and safety training received;
inform the Administrative staff of what they consider to shortcomings in the Academy’s health and safety arrangements;
exercise good standards of housekeeping and cleanliness.

Administrative Staff:
The Administrative staff has a day to day responsibility for ensuring compliance with the Academy’s Health and Safety procedure and taking effective action and/or immediately referring to the Head teacher any health and safety issues brought to their attention, this includes the stopping of any practices or the use of any tools, equipment etc. which are considered unsafe.

Children and Parents:
Children and parents are responsible for following the Academy’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 teacher before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

Site Security:
Eddie Richardson and Kevin Rowberry are responsible for the security of the Academy site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems. Eddie Richardson and Kevin Rowberry are key holders and will respond to an emergency.

Fire:
- Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.
- Emergency evacuations are practised at least once a term.
- The fire alarm is a loud bell.
- Fire alarm testing will take place fortnightly.
- New staff will be trained in fire safety and all staff and children will be made aware of any new fire risks.
- **In the event of a fire, the emergency evacuation procedure is:**
  - 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 children will congregate at the assembly points. These are on the school field.
    - Class teachers will take a register of children, which will then be checked against the attendance register of that day;
    - The Head teacher will take a register of all staff;
    - Staff and children will remain outside the building until the emergency services say it is safe to re-enter;
    - The Academy 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.
Arrangements:
Elevate and its Academies recognise the importance of communication to staff, visitors, children, parents, volunteers, contractors etc., and will ensure that all staff are briefed and trained regularly in effective health and safety practice.

Risk Assessment:
The Academy uses a risk assessment process and template as a standard for risk assessment. Risk assessment is the responsibility of the Academy Senior Leadership Team, teaching staff and other unqualified staff at a variety of levels. Those responsible for premises or curriculum areas ensure that risk assessments are undertaken and recorded for significant activities. Risk assessments are reviewed periodically or where there is a change in circumstances.

Working at Height:
The risks associated with working at height are identified through risk assessment. Frequent documented checks take place to ensure the safe working condition of access equipment. Procedures are in place to ensure any damaged access equipment is clearly labelled and removed as soon as practicable.

The Academy will ensure 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;
- Children 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.

Pre Existing Medical Conditions of Staff:
The Academy discusses and agrees arrangements with staff. Where members of staff have pre-existing medical conditions or other factors which may affect their ability to use access equipment, a separate risk assessment is in place. Staff also have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.

Additional Needs of Children:
Where a child has additional needs, a behaviour support plan will be in place and will be reviewed and updated regularly.

Children with Medical Needs:
- The Academy accommodates children with medical needs wherever practicable in line with legal frameworks for the health and safety of children and staff;
- Responsibility for children’s’ safety is clearly defined within individual care plans where necessary and each person involved with children with medical needs is aware of what is expected them;
- Close co-operation between the Academy, parents, health professionals and other agencies help provide a suitable supportive environment for those children with special needs. See Elevate Medical Needs policy.
Working at Risk:
The Academy ensures that lone working is risk assessed and that appropriate control measures are put in place to mitigate those risks. Staff assist in the operation of any systems designed to provide for their safety. See Elevate Lone Working policy.

COSHH:
For Control of Substances Hazardous to Health (COSHH) used by the caretaker, risk assessments are carried out and the Academy adopts a hierarchy of control measures seeking to eliminate or substitute the risk first and foremost.

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 Head teacher and circulated to all employees who work with hazardous substances.

Staff will also be provided with protective equipment, where necessary.

Academy 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 and will be locked away when not in 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.

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

Manual Handling:
- Risks of manual handling are communicated within general risk assessments. Any activities that involve significant manual handling tasks are risk assessed and where appropriate training provided for staff. The Head teacher is responsible for assessing the appropriate approach to handling tasks.
- 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 Academy will ensure that proper mechanical aids and lifting equipment are available, and that staff are trained in how to use them safely;
- Staff and children 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.

Display Screen Equipment:
- The majority of the staff within the Academy are not considered to be Display Screen Equipment (DSE) users;
- Administrative staff ensure that DSE workplace assessments are conducted for all users. DSE assessments are reviewed annually and where equipment changes or office layouts change or when there are staff changes;
- 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).

Asbestos:
- To minimise risk from asbestos containing materials on the Academy site, the Academy will maintain a safe and healthy environment by:
  - Complying with the Control of Asbestos Regulations 2012.
  - Removing if required in accordance with current Regulations;
  - Where necessary communicating to all staff and visitors where asbestos containing materials are located within the Academy site;
  - Staff are briefed on the hazards of asbestos, the location of any asbestos in the Academy and the action to take if they suspect they have disturbed it;
  - Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work;
  - Contractors will be advised that if they discover material which 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

Legionella:
- A water risk assessment has been completed on by Hertel.
- The caretaker is responsible for ensuring that the identified operational controls are conducted and recorded in the Academy’s water log book;
- This risk assessment will be reviewed every year and when significant changes have occurred to the water system and/or building footprint;
- The risks from legionella are mitigated by the following:
  - temperature checks,
  - heating of water

Service and Building Contractors:
- Have regular access to the Academy site as specified by a contract;
- The contract will specify what work is expected of them and what they can expect from the Academy;
- Contractors follow their own safe systems of work and their working methods take into account how they will impact upon staff, children and other visitors on site;
- The Academy will provide details of safe systems of work to the contractors where relevant and all contractors where relevant and all contractors are consulted over emergency arrangements.
Lettings:
The Academy will ensure that, in any instances of letting premises, the hire/tenant has public liability insurance in place in order to indemnify the Academy from all such hirer's/tenant's claims arising from negligence. If any part of the Academy is let, the Head teacher and Administrative staff are satisfied via the agreement that the hiring organisation will use the premises in a safe manner. A signed, written letting agreement is completed and copies are kept and a risk assessment has been undertaken. See Elevate Lettings policy.

Cleaning:
- A cleaning schedule is in place which is monitored by the Administrative staff;
- All waste is disposed of according to appropriate health and safety guidelines;
- Deep cleaning is undertaken on a regular basis where necessary;
- The Academy will ensure general cleanliness, appropriate waste disposal, safe stacking and storage and the checking of general equipment such as ladders etc.
- All members of staff and children adopt good housekeeping practices to assist in the maintenance of a safe and healthy workplace.

Caretaking/Grounds Maintenance:
Elevate and its Academies identify risks associated with caretaking and grounds maintenance and mitigate the risks through the risk assessment process.

Snow and Ice:
Adequate arrangements are in place to minimise the risks from snow and ice on the Academy site e.g. access/egress routes. Risk assessments are carried out and emergency plans developed to determine what type of action needs to be undertaken during adverse weather conditions.

Infectious Diseases:
The Academy follows National Guidance produced by the Health Protection Agency and Public Health England in regards to infectious diseases. Namely:

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

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

Personal Protective Equipment
- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)
- Wear goggles if there is a risk of splashing to the face;
- Use the correct personal protective equipment when handling cleaning chemicals.

Cleaning of the Environment
Clean the environment, including toys and equipment, frequently and thoroughly.

Cleaning of Blood and Body Fluid Spillages
Academy logo

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

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

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

**Animals**
- Wash hands before and after handling any animals;
- Keep animals' living quarters clean and away from food areas;
- Dispose of animal waste regularly, and keep litter boxes away from children;
- Supervise children when playing with animals;
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet;

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

**Exclusion Periods for Infectious Diseases**
- The Academy will follow recommended exclusion periods outlined by Public Health England, summarised in appendix 1;
- In the event of an epidemic/pandemic, the Academy will follow advice from Public Health England about the appropriate course of action.

**First Aid:**
The Academy follow the statutory requirements for first aid and provide suitably trained staff.

**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 that it meets appropriate educational standards;
All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

**Electrical Equipment:**
- The Academy take appropriate measures to make sure that all electrical equipment is safe and suitable for the purpose intended;
- All relevant persons are made aware of the associated hazards and of the requirements to adopt working procedures designed to keep the risks to their health and to the health of another person, as low as reasonably achievable;
- Persons carrying out the testing and/or repair of electrical equipment, or carrying out experimental work on electrical equipment or its associated connections have the appropriate technical knowledge, training and information to enable them to work safely. Results of electrical safety tests (PAT testing and fixed wiring inspections) are recorded and held in the premises file.
- Any child 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 Head teacher immediately;
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed;
- Only trained staff members can check plugs;
- All isolators switches are clearly marked to identify their machine;
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions.

**PE Equipment:**
- Children 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 Head teacher.

**Specialist Equipment:**
- Parents are responsible for the maintenance and safety of their children’s wheelchairs. In the Academy, staff promote the responsible use of wheelchairs;

**Off-Site Visits:**
When taking children off the Academy premises, the Academy 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 mobile phone, a portable first aid kit, information about the specific medical needs of children along with the parents’ contact details.
- There will always be at least one first aider on school trips and visits
- 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.

See EVC and Children Off Site policy.
Violence at work:
Elevate and its Academies believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards the staff. All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/head teacher immediately. This applies to violence from children, visitors or other staff.
See Elevate Expected Behaviour from Parents and Visitors policy.

Smoking:
Smoking is not permitted anywhere on the Academy premises.

New and Expectant Mothers:
Risk assessments will be carried out whenever any employee notifies the Academy that they are pregnant. Appropriate measures will be put in place to control risks identified.

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

Occupational Stress:
Elevate and its Academies 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 Academy for responding to individual concerns and monitoring staff workloads.

Accident Reporting:

Accidents:
- The Academy recognise the main cause of accidents is slips, trips and falls;
- It is the responsibility of teachers to ensure that their classroom has clear traffic routes and that exit routes are kept clear;
- The responsible person ensures regular inspection of communal areas;
- All hazards, obstructions, spillages, defects or maintenance requirements are reported to the Head teacher or via recognised reporting process;
- All staff are expected to be vigilant and aware of possible hazards.

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 child’s educational record;
- Records held in the first aid and accident book will be retained by the Academy for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments).
Elevate Retention of Data policy.

**Reporting of Accident:**
The Academy 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).

As the person in control of the premises, the Head teacher will immediately report any work-related deaths, certain injuries to members of the public and self-employed people on your premises, and dangerous occurrences (some near miss incidents) that occur on the premises to the HSE. See HSE - Reporting Accidents and Incidents at Work

All incidents can be reported online but a telephone service remains for reporting fatal and major injuries only - call the Incident HSE Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

The Head teacher will then report the incident to Elevate Premises Manager and the Local Authority.

**Reportable Injuries, Diseases or Dangerous Occurrences Include:**
- Death
- Specified injuries. These are:
  - Fractures, other than to fingers, thumbs and toes;
  - Amputations;
  - Any injury likely to lead to permanent loss of sight or reduction in sight;
  - Any crush injury to the head or torso causing damage to the brain or internal organs;
  - Serious burns (including scalding);
  - Any scalping requiring hospital treatment;
  - Any loss of consciousness caused by head injury or asphyxia;
  - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours;
  - Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days;
  - Where an accident leads to someone being taken to hospital;
  - Where something happens that does not result in an injury, but could have done.

- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
  - The collapse or failure of load-bearing parts of lifts and lifting equipment;
  - The accidental release of a biological agent likely to cause severe human illness;
  - The accidental release or escape of any substance that may cause a serious injury or damage to health;
  - An electrical short circuit or overload causing a fire or explosion.

Information on how to make a RIDDOR report is available here: How to make a RIDDOR report, HSE http://www.hse.gov.uk/riddor/report.htm

**Notifying Parents**
The Head teacher will inform parents of any accident or injury sustained by a child, and any first aid treatment given, on the same day, or as soon as reasonably practicable.
Reporting to Ofsted and Child Protection Agencies

The Head teacher will notify Ofsted of any serious accident, illness or injury to, or death of, a child while in the Academy’s care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident. The Head teacher will also notify the Local Authority/child protection agencies of any serious accident or injury to, or the death of, a child while in the Academy’s care.

Training:
The staff are provided with health and safety training as part of their induction process. Staff who work in high risk environments, such as in science labs or with woodwork equipment, or work with pupils with special educational needs (SEN), are given additional health and safety training.

Monitoring:
Arrangements are monitored and reviewed annually and revised as new topics arise that may affect the process of managing health and safety for staff, children, contractors and other visitors.

Regular safety inspections are carried out by nominated person/s in the Academy. All hazards and risks associated with the premises/departments/grounds are monitored and controlled.

The Academy is committed to ensuring that staff are competent to undertake the roles expected of them. Line managers conducting the Performance Management process consider health and safety performance and address areas of concerns with employees.
Appendix 1: 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.

<table>
<thead>
<tr>
<th>Infection or complaint</th>
<th>Recommended period to be kept away from school or nursery</th>
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<tbody>
<tr>
<td>Athlete’s foot</td>
<td>None.</td>
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<tr>
<td>Campylobacter</td>
<td>Until 48 hours after symptoms have stopped.</td>
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<tr>
<td>Chicken pox (shingles)</td>
<td>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.</td>
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<tr>
<td>Cold sores</td>
<td>None.</td>
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<tr>
<td>Rubella (German measles)</td>
<td>5 days from appearance of the rash.</td>
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<tr>
<td>Hand, foot and mouth</td>
<td>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.</td>
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<tr>
<td>Impetigo</td>
<td>Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.</td>
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<tr>
<td>Measles</td>
<td>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.</td>
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<tr>
<td>Ringworm</td>
<td>Exclusion not needed once treatment has started.</td>
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<tr>
<td>Condition</td>
<td>Guidance</td>
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<tr>
<td>Scabies</td>
<td>The infected child or staff member should be excluded until after the first treatment has been carried out.</td>
</tr>
<tr>
<td>Scarlet fever</td>
<td>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.</td>
</tr>
<tr>
<td>Slapped cheek syndrome, Parvovirus B19, Fifth’s disease</td>
<td>None (not infectious by the time the rash has developed).</td>
</tr>
<tr>
<td>Bacillary Dysentery (Shigella)</td>
<td>Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.</td>
</tr>
<tr>
<td>Diarrhoea and/or vomiting (Gastroenteritis)</td>
<td>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.</td>
</tr>
<tr>
<td>Cryptosporidiosis</td>
<td>Until 48 hours after symptoms have stopped.</td>
</tr>
<tr>
<td>E. coli (verocytotoxigenic or VTEC)</td>
<td>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.</td>
</tr>
<tr>
<td>Food poisoning</td>
<td>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).</td>
</tr>
<tr>
<td>Salmonella</td>
<td>Until 48 hours after symptoms have stopped.</td>
</tr>
<tr>
<td>Condition</td>
<td>Recommendations</td>
</tr>
<tr>
<td>-----------------------------------------</td>
<td>---------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Typhoid and Paratyphoid fever</td>
<td>Seek advice from environmental health officers or the local health protection team.</td>
</tr>
<tr>
<td>Flu (influenza)</td>
<td>Until recovered.</td>
</tr>
<tr>
<td>Tuberculosis (TB)</td>
<td>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.</td>
</tr>
<tr>
<td>Whooping cough (pertussis)</td>
<td>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.</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>None.</td>
</tr>
<tr>
<td>Giardia</td>
<td>Until 48 hours after symptoms have stopped.</td>
</tr>
<tr>
<td>Glandular fever</td>
<td>None (can return once they feel well).</td>
</tr>
<tr>
<td>Head lice</td>
<td>None.</td>
</tr>
<tr>
<td>Hepatitis A</td>
<td>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.</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>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.</td>
</tr>
<tr>
<td>Hepatitis C</td>
<td>None.</td>
</tr>
<tr>
<td>Meningococcal meningitis/septicaemia</td>
<td>If the child has been treated and has recovered, they can return to school.</td>
</tr>
<tr>
<td>Condition</td>
<td>Duration/Condition</td>
</tr>
<tr>
<td>-----------------------------------------------</td>
<td>-----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Meningitis</td>
<td>Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed.</td>
</tr>
<tr>
<td>Meningitis viral</td>
<td>None.</td>
</tr>
<tr>
<td>MRSA (meticillin resistant Staphylococcus aureus)</td>
<td>None.</td>
</tr>
<tr>
<td>Mumps</td>
<td>5 days after onset of swelling (if well).</td>
</tr>
<tr>
<td>Threadworm</td>
<td>None.</td>
</tr>
<tr>
<td>Rotavirus</td>
<td>Until 48 hours after symptoms have subsided.</td>
</tr>
</tbody>
</table>