Health and Safety Policy

Frequency of Review	Annually
Author	(KfSL Model) Director of HR & Operations
Approved by	Board of Trustees
Reviewed	Oct 2025
Date of Next Review	Oct 2026 (unless there is a material change)

Contents

1. Aims 3
2. Legislation 3
3. Roles and responsibilities 4
4. Site security 5
5. Fire 5
6. COSHH 6
7. Equipment 7
8. Lone working 8
9. Working at height 9
10. Manual handling 9
11. Off-site visits 10
12. Lettings 10
13. Violence at work 10
14. Smoking (includes vaping) 10
15. Infection prevention and control 10
16. New and expectant mothers 12
17. Occupational stress 13
18. Accident, incident or Near Miss reporting 13
19. Training 15
20. Monitoring arrangements 16
21. Links with other policies 16
Appendix 1: Fire Safety Checklist 17
Appendix 2: Recommended absence period for preventing the spread of infection 18

Statement of Intent

Propeller Academy Trust ('the Trust' herein) is committed to ensuring compliance with Health and Safety legislation, approved codes of practice and guidance to keep its property, staff, students and visitors safe as far as reasonably practicable. To achieve this, the Trust employs suitably qualified and competent persons to determine policy, undertake regulatory compliance tasks, to complete monitoring and auditing to ensure that practices are meeting the moment and continually improved upon. The Trust holds itself to the highest standard and will have external audits completed as part of their 'plan, do, check, act' processes. The Trust will support school leaders in implementing and adhering to this policy.

1. Aims

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 our school sites
- Have robust procedures in place in case of emergencies
- Ensure that our premises and equipment are maintained safely and are regularly inspected by suitably competent people.

2. 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 Provision and Use of Work Equipment Regulations 1998, which requires employers to ensure work equipment is maintained in an efficient state, in efficient working order and in good repair
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register
- The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff

- The Work at Height Regulations 2005, which requires employers to protect their staff from falls from height

The Trust follows national guidance published by UK Health Security Agency (formerly Public Health England) and government guidance on living with COVID-19 when responding to infection control issues.

Sections of this policy are also based on the statutory framework for the Early Years Foundation Stage.

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

3. Roles and responsibilities

3.1 The Trust

The Board of Trustees has ultimate responsibility for health and safety matters in each of its schools. The Trust will oversee health and safety, as led by the Chief Executive Officer (CEO) and The Director of HR & Operations but will delegate day-to-day responsibility in each school to the Headteacher in accordance with the trust scheme of delegation.

The Trust has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The 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

Each school has a named local governor who oversees health and safety. This person reports to the Local Governing Body (LGB) and helps to monitor health and safety with the headteacher.

3.2 Headteacher

The Headteacher of each school is responsible for the day-to-day operational health and safety. 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 and ensure that they receive a suitable H&S induction
- Reporting to the local governing board and Trust Central Team 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 the Headteacher's absence, the Deputy Headteacher assumes the above day-to-day health and safety responsibilities.

3.3 Health and Safety Lead

The nominated health and safety lead is the Director of HR & Operations at Trust level. At school level the lead is the Headteacher.

3.4 Staff

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

Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Co-operate with the school on health and safety matters
- 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
- Complete the assigned training courses on Safesmart and have a school specific induction
- Work in accordance with training and instructions
- Comply with all relevant policies and procedures

3.5 Pupils, Parents and Carers

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

3.6 Contractors

Contractors will abide by the Trust's health and safety practices before commencing any work. All contractors will receive a safety induction from the Headteacher (or Site Manager if in post) before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment and method statement (RAMS) of all their planned work, as well as evidence of Public Liability Insurance. Up-to-date records must be maintained of these checks. Contractors are required to hold an Enhanced DBS and may be chaperoned by Site colleagues during their time on site.

4. Site security

The Headteacher is responsible for the security of the school site in and out of school hours. This may be delegated to the Site Manager, who will be responsible for visual inspections of the site, and for the maintaining the intruder and fire alarm systems.

Site Managers, Senior Leadership Teams and other Key Personnel are key holders and will respond to an emergency.

5. Fire

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. The Fire Risk Assessment of each premises will be reviewed at least annually, or sooner, depending on any substantial change.

Emergency evacuations are practised at least once a term; with the first one of the academic years completed as soon as practicable in September and then repeated in January and May.

The fire alarm is a loud siren/continuous bell/buzzer.

Fire alarm testing will take place once per week. The fire alarm will be maintained every six months by a competent person. Fire extinguishers must be checked monthly and annually by a competent person. Up-to-date records must be maintained of these checks.

New staff will be trained in fire safety, and all staff and pupils will be made aware of any new fire risks.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- Fire extinguishers may be used by trained staff only, and only if they are confident, they can use them without putting themselves or others at risk
- Staff and pupils will congregate at the designated assembly points.
- Class teachers will take a register of pupils, which will then be checked against the attendance register of that day
- The Headteacher (or a member of the SLT) will take a register of all staff and any visitors or contractors on-site.
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter.

Each school has 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 as outlined in child specific emergency plans or personal emergency evacuation plans (PEEPs).

A fire safety checklist can be found in appendix 1.

6. COSHH

Schools are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by Site Managers and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary. A folder containing a copy of the COSHH Risk Assessments and their Material Safety Data Sheets (MSDS) will be maintained by the Site Manager and kept in Reception for quick access.

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.

Any hazardous products are disposed of in accordance with specific disposal procedures. All schools have secure holding areas.

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

6.1 Gas safety

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer.
- Gas pipework, appliances and flues are regularly maintained
- All rooms with gas appliances are checked to ensure that they have adequate ventilation
- All rooms with gas appliances are checked to ensure that they are free of combustible material, or other such product causing an obstruction.
- Up-to-date records must be maintained of these checks.

6.2 Legionella

- A water risk assessment is completed every two years by a competent water hygiene specialist contractor. Site Managers are responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book
- This risk assessment will be reviewed internally by the Site Manager on an annual basis, and will seek a formal review by the contractor when any 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, weekly flushing and disinfecting of showers and unused sinks, monthly cleaning of showers, all deadlegs being removed and water taken direct from the mains. Up-to-date records must be maintained of these checks.

6.3 Asbestos

- Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it
- 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. Contractors will be provided with the Asbestos Register and will be required to sign to confirm sight of it before proceeding with their work.
- A record is kept of the location of asbestos that has been found on the school site
- An Asbestos Management Plan is maintained for those schools that have asbestos on site.

7. Equipment

All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place

When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards

All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents

7.1 Electrical equipment

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported to the Site 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. This is usually a contractor or internally trained member of staff. PAT testing will be repeated annually and up-to-date records if the testing must be maintained.
- 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
- Electrical Installation Condition Reports will be carried out every five years by a competent person, and up-to-date records must be maintained.

7.2 PE equipment

- Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely
- Any concerns about the condition of the gym floor or other apparatus will be reported to the Site Manager.
- All PE equipment is inspected weekly by the Site Manager, and a formal independent inspection takes place annually by a competent contractor. Up-to-date records must be maintained of these checks.

7.3 Display screen equipment

- All staff who use computers daily as a significant part of their normal work complete a display screen equipment (DSE) assessment annually through Smartlog. (‘Significant’ is taken to be continuous/near continuous spells of an hour or more at a time)
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use). A voucher will be provided for this.

7.4 Specialist equipment

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

Oxygen cylinders are stored in designated locked spaces. School staff are trained in the storage, removal, and replacement of oxygen cylinders by the School Nursing Service. Contact details for the Oxygen Service are recorded within a child or young person’s care plan.

8. Lone working

The Trust has a Lone Working Policy. Lone working may include:

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

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

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

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

9. Working at height

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

In addition:

- The Site Manager retains ladders for working at height and these are securely stored. Ladders must be checked every six months, and up-to-date records must be maintained of these checks.
- 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. A risk assessment must be completed if there is no parapet or fall protection.
- Staff will complete the assigned training course on Safesmart

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.

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

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

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear

- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching, and reaching where practicable.
- Staff will complete the assigned training course on Safesmart

11. Off-site visits

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

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

12. Lettings

This policy applies to lettings. Those who hire any aspect of the school site, or any facilities will be responsible for all matters relating to health and safety and shall be responsible for those in attendance during the specified time. Hirers will leave the facilities in a clean and orderly manner. Commercial hirers must demonstrate suitable insurances to indemnify the school against damage or loss. Other smaller hirers, such as birthday parties, or fetes will be underwritten through the Trust's membership of the DfE's Risk Protection Arrangement, subject to a robust risk assessment being in place. Hirers will be required to comply with Trust safeguarding procedures and may also be required to undergo safeguarding training and/or a DBS check.

13. Violence at work

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

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

14. Smoking (includes vaping)

Smoking or vaping is not permitted anywhere on school premises, or in any school vehicles,

15. Infection prevention and control

We follow national guidance published by the UK Health Security Agency when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

15.1 Handwashing

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

15.2 Coughing and sneezing

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

15.3 Personal protective equipment

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (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/or due to a child or young person's behaviour.

15.4 Cleaning of the environment

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

15.5 Cleaning of blood and body fluid spillages

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

15.6 Laundry

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

15.7 Clinical waste

- Always segregate domestic and clinical waste into bins provided, in accordance with local policy
- Used nappies/pads, gloves, aprons, and soiled dressings are stored in correct clinical waste bags in foot-operated bins
- Clinical waste is removed weekly by a registered waste contractor

- Where a bin is at risk of over overfilling, please use another bin and make the Site Manager aware, as further bins may need to be ordered

15.8 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 pupils
- Supervise pupils when playing with animals
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet
- Risk assessments must be completed for all activities involving animals.

15.9 Infectious disease management

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

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

Following good hygiene practices

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

Implementing an appropriate cleaning regime

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

15.10 Pupils vulnerable to infection

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

15.11 Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by the UK Health Security Agency, summarised in appendix 2.

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

16. New and expectant mothers

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

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

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to 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

17. Occupational stress

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

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

The Trust supports staff wellbeing through its Occupation health and wellbeing provider, Smartclinic, as detailed within the Stress at Work Policy.

18. Accident, incident or Near Miss reporting

18.1 Recording an accident, incident or near miss

- An accident report must be completed on Smartlog as soon as possible after the accident, incident or near miss occurs, and within 24 hours, by the member of staff or first aider who deals with it.
- As much detail as possible will be supplied when reporting an accident, incident or near miss
- Information about injuries will also be kept in the pupil's educational record
- Records held in the first aid and accident book, superseded by Smartlog, 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.

18.2 Reporting to the Health and Safety Executive (HSE)

The School Business Manager, Site Manager or Headteacher will make 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) on Smartlog.

The School Business Manager, Site Manager or Headteacher will report these to the HSE and notify the Director of HR & Operations, Chief Executive Officer and Chair of the Local Governing Body, as soon as is reasonably practicable and in any event within 10 days of the incident. – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

School staff: reportable injuries, diseases, or dangerous occurrences

These include:

- Death
- Specified injuries, which are:
    - Fractures, other than to fingers, thumbs, and toes

- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding) which:
  - Covers more than 10% of the whole body's total surface area; or
  - Causes significant damage to the eyes, respiratory system, or other vital organs
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours

- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the Headteacher, School Business Manager, Site Manager or Director of HR & Operations will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
  - Carpal tunnel syndrome
  - Severe cramp of the hand or forearm
  - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
  - Hand-arm vibration syndrome
  - Occupational asthma, e.g from wood dust
  - Tendonitis or tenosynovitis of the hand or forearm
  - Any occupational cancer
  - Any disease attributed to an occupational exposure to a biological agent
    - Near-miss events that do not result in an injury but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
  - The collapse or failure of load-bearing parts of lifts and lifting equipment
  - The accidental release of a biological agent likely to cause severe human illness
  - The accidental release or escape of any substance that may cause a serious injury or damage to health
  - An electrical short circuit or overload causing a fire or explosion

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

These include:

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

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

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

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

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

18.3 Notifying parents

The class teacher or a member of SLT 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. Parents will also be informed if emergency services are called.

19. Training

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

Staff who work in high-risk environments, such as in science labs or with woodwork equipment, or work with pupils with special educational needs and disabilities (SEND), are given additional health and safety training. CPD-certified courses are readily available on Safesmart for ongoing development.

20. Driving for work

To drive any of the school vehicles you must be over 21 years or age and have at least two years of driving experience. Minibus drivers are required to hold D1 on their licence. Any colleague who may be required to drive for their work, i.e. attending meetings during the school day, or transporting students in school vehicles must declare their suitability to drive. At the start of each academic year, colleagues must declare any points or convictions that may affect the Trust's insurance policy. If a driver receives any endorsements between the annual declarations, these must be brought to the immediate attention of the Headteacher and Director of HR and Operations. The Trust will not pay for any penalties incurred by the drivers in any circumstance.

Attendance at school meetings, where possible, must take place in school owned vehicles. If a school vehicle is unavailable, drivers may take their own vehicle on the proviso that the following documents are shown to the Headteacher prior to leaving:

- A valid MOT certificate
- Proof of valid Road Fund Licence (Tax)
- Proof of Business-use Insurance
- Assure the Headteacher that the vehicle is in a safe, roadworthy condition and that you have means to contact the school or emergency services if required.

Drivers will not smoke or vape in a school vehicle at any time.

It is against the law to use a handheld mobile phone while driving. The Law is clear that drivers will pull over to a safe place, engage the handbrake and remove the keys from the ignition, unless it is an emergency and you're calling either 999 or 112. Drivers may communicate over the phone if it is part of the in-built system, or via Bluetooth, or on a dashboard mount. Any mounted devices must not obscure the drivers view.

21. Waste Management

All schools within the Trust must comply with their local authority / service provider waste management controls and complete a Waste Transfer Note. Under the Simpler Recycling scheme (March 2025), schools **must** separate out clean glass; metals; paper, card and plastics; and food waste into separate containers. All other leftover or contaminated waste will go into general waste containers for collection.

22. Monitoring arrangements

This policy will be reviewed by the Director of HR & Operations annually.

At every review, the policy will be approved by the Board of Trustees.

23. Links with other policies

This health and safety policy is linked to:

- First aid
- Risk Assessment
- Supporting pupils with medical conditions
- Accessibility plan
- Remote learning
- Business continuity plan
- Driving at work

Appendix 1: Fire Safety Checklist

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

Appendix 2: 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 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 'do's 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/NURSERY
Athlete's foot	None.
Campylobacter	Until 48 hours after symptoms have stopped.
Chicken pox (shingles)	Cases of chickenpox are generally infectious from 2 days before the rash appears to 5 days after the onset of rash. Although the usual exclusion period is 5 days, all lesions should be crusted over before children return to nursery or school. A person with shingles is infectious to those who have not had chickenpox and should be excluded from school if the rash is weeping and cannot be covered or until the rash is dry and crusted over.
Cold sores	None.
Respiratory infections including coronavirus (COVID-19)	Children and young people should not attend the setting if they have a high temperature and are unwell. Anyone with a positive test result for COVID-19 should not attend 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.

INFECTION OR COMPLAINT	RECOMMENDED PERIOD TO BE KEPT AWAY FROM SCHOOL/NURSERY
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.
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).

INFECTION OR COMPLAINT	RECOMMENDED PERIOD TO BE KEPT AWAY FROM SCHOOL/NURSERY
Salmonella	Until 48 hours after symptoms have stopped.
Typhoid and Paratyphoid fever	Seek advice from environmental health officers or the local health protection team.
Flu (influenza)	Until recovered.
Tuberculosis (TB)	Pupils and staff with infectious TB can return to school after 2 weeks of treatment if well enough to do so and as long as they have responded to anti-TB therapy. Pupils and staff with non-pulmonary TB do not require exclusion and can return to school as soon as they are well enough.
Whooping cough (pertussis)	A child or staff member should not return to school until they have had 48 hours of appropriate treatment with antibiotics, and they feel well enough to do so or 21 days from onset of illness if no antibiotic treatment.
Conjunctivitis	None.
Giardia	Until 48 hours after symptoms have stopped.
Glandular fever	None (can return once they feel well).
Head lice	None.
Hepatitis A	Exclude cases from school while unwell or until 7 days after the onset of jaundice (or onset of symptoms if no jaundice, or if under 5, or where hygiene is poor. There is no need to exclude well, older children with good hygiene who will have been much more infectious prior to diagnosis.
Hepatitis B	Acute cases of hepatitis B will be too ill to attend school, and their doctors will advise when they can return. Do not exclude chronic cases of hepatitis B or restrict their activities. Similarly, do not exclude staff with chronic hepatitis B infection. Contact your local health protection team for more advice if required.
Hepatitis C	None.
Meningococcal meningitis/ septicaemia	If the child has been treated and has recovered, they can return to school.

INFECTION OR COMPLAINT	RECOMMENDED PERIOD TO BE KEPT AWAY FROM SCHOOL/NURSERY
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.