



Brighter Futures
Educational Trust

HEALTH AND SAFETY POLICY

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VERSION CONTROL

V1.1	June 2024	• Version control added • Names/roles changed • Sentence reworded under curriculum activities. • Sentence reworded under fire alarm; Appendix 5. • Location of first aid kits added. • Emergency numbers added.
V1.2	June 2025	New Policy relating to Trusts
V1.3	June 2026	• New layout due to rebranding • Removed references to COVID-19 throughout • Changed job titles throughout • Added in H&S lead, site managers and contractors in section 3 (roles and responsibilities) • Amended section 4 - Health and safety information, training, monitoring and inspection • Added in section 5 - risk assessments • Added in fire procedures for section 6 • Section 11 Lone working - intro added & responding to alarm call outs • Added in section about storage above heights in section 12 • Section 13 - new section added on paediatric moving and handling



		• Section 15 - Lettings has been reworded • Reworded section 20, vehicles • Added in health and wellbeing in section 22 • Added in work related learning in section 25 • Linked policies added in to section 27: Staff Well-Being, Asbestos and Offsite Visits

CONTENTS

1. Aims
2. Legislation
3. Roles and responsibilities
4. Health and safety information, training, monitoring and inspection
5. Risk assessments
6. Site security
7. Fire
8. Flammable and hazardous substances (COSHH)
9. Equipment
10. Lone working
11. Working at height
12. Manual handling
13. Off-site visits
14. Lettings / shared use of premises
15. Violence at work
16. Smoking
17. Infection prevention and control
18. Administration of medicines
19. Vehicles
20. New and expectant mothers
21. Stress / well-being
22. Accident reporting
23. Health care plans
24. Work related learning
25. Monitoring
26. Links with other policies
 - Appendix 1. Fire safety checklist
 - Appendix 2. Accident report
 - Appendix 3. Recommended absence period for preventing the spread of infection

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 the premises and equipment are maintained safely, and are regularly inspected

2. LEGISLATION

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

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 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 require employers to protect their staff from falls from height
- [Fire Safety \(England\) Regulations 2022](#)

The Trust follows [national guidance published by UK Health Security Agency \(formerly Public Health England\)](#)

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

3. ROLES AND RESPONSIBILITIES

The Trust

The Trust has ultimate responsibility for health and safety matters in each of its schools and in the Trust offices. The Trust will oversee health and safety, as led by the Estates Compliance and Operations Officer but will delegate day-to-day responsibility on each site to the Headteachers and Premises team 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
- Estates assurance
- Health and safety assurance
- Regular reporting

The Board of Trustees will receive regular assurance regarding statutory health and safety compliance, significant incidents, audit outcomes, estates compliance and strategic risks.

Headteacher

The Headteacher of each school has overall responsibility for health and safety day-to-day. This involves:

- Ensuring there are enough staff to safely supervise pupils
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training.
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the

workplace to require a health and safety committee to be set up.

- Ensuring that the school buildings and premises are safe and regularly inspected
- Providing adequate training for school staff
- Reporting to the Estates Compliance and Operations Officer (health and safety lead) 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

Whilst overall responsibility for health and safety cannot be delegated the Headteacher may choose to delegate certain tasks to other members of staff.

In the Headteacher's absence, the Deputy Headteacher assumes the above day-to-day health and safety responsibilities.

Responsibilities of other staff holding posts of special responsibility:

Health and Safety Lead

The appointed Health and Safety Lead for the Trust is the Estates Compliance and Operations Officer.

The nominated competent person(s) for our sites are the Site Managers.

The Health and Safety Lead has overall responsibility for health and safety day-to-day. This involves:

- Implementing the health and safety policy
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors.
- Reporting to the governing body on health and safety performance and any safety concerns/ issues which may need to be addressed by the allocation of funds.
- Monitoring purchasing and contracting procedures to ensure health and safety is included in specifications and contract conditions.
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

Site Managers

- Ensure health and safety risk assessments are undertaken for the activities for which they are responsible and that identified control measures are implemented
- Ensure that appropriate safe working procedures are brought to the attention of all staff
- Take appropriate action on health, safety and welfare issues referred to them, informing the head and Estates Compliance and Operations Officer of any problems they are unable to resolve within the resources available to them
- Carry out regular inspections of their areas of responsibility and report / record these inspections
- Ensure the provision of sufficient information, instruction, training and supervision to enable staff and pupils to avoid hazards and contribute positively to their own health and safety
- Ensure that all accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated

Staff

Trust staff have a duty to take care of pupils in the same way that a prudent parent/carer 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
- Comply with the Trust's Health and Safety Policy and procedures at all times
- Report all accidents and incidents in line with the reporting procedure
- Work in accordance with training and instructions
- Not intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager
- Ensure that they only use equipment or machinery that they are competent / have been trained to use
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons

- Model safe and hygienic practice for pupils
- Understand emergency evacuation procedures and feel confident in implementing them
- Ensure health and safety risk assessments are undertaken for the activities for which they are responsible and that identified control measures are implemented

Pupils and Parents/Carers

Pupils and parents/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.

Contractors

All contractors used by the Trust/schools shall ensure compliance with relevant health and safety legislation, guidance and good practice.

All contractors must report to the Trust/schools reception where they will be asked to sign in and wear an identification badge. Contractors will be issued with guidance on emergency procedures, relevant risks, and local management arrangements.

The site managers are responsible for monitoring areas where the contractor's work may directly affect staff and pupils and checking whether expected controls are in place and working effectively.

Risk assessments and method statements shall be specific to the site and all aspects of the works to be undertaken. The Trust/schools, contractors and any subcontractors involved will exchange relevant information regarding the work activities and agree the risk assessments.

4. HEALTH AND SAFETY INFORMATION, TRAINING, MONITORING, AND INSPECTION

Consultation and Information

Employees will be consulted on all matters that affect their health, safety and welfare.

The governing body meets regularly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management.

Staff meetings are held termly and health and safety is a standing agenda item.

Training

All employees will be provided with:

- A copy of, and induction training in, the requirements of this policy.
- Updated training in response to any significant change.
- Training in specific skills needed for certain activities (e.g., use of hazardous substances, work at height etc.) matched to their work and responsibilities
- Refresher training where required.

Any new instructions or restrictions will be communicated to all staff in writing or via staff meetings and recorded in minutes and highlighted as part of the standard cycle of policy review.

Training records will be kept in staff files and on The National College.

The Trust central team is responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

The Headteachers are responsible for assessing the effectiveness of training received and ensuring staff are competent to undertake their duties.

Each member of staff is also responsible for drawing the Headteacher / line manager's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

Inspection and Monitoring

A formal inspection of the sites will be conducted every six months and be undertaken by the Site Managers.

In both cases the person(s) undertaking inspection will complete a report in writing and submit this to the Headteachers.

Responsibility for following up items detailed in the safety inspection report will rest with Estates Compliance and Operations Officer.

The Estates Compliance and Operations Officer will complete a report in writing and submit this to the Headteacher, Site Managers and Audit and Risk Committee. Responsibility for following up items detailed in the safety inspection report will rest with [insert name / role].

The Trust's health and safety management systems will be monitored through the Audit and Risk Committee on at least an annual basis and report back to both the relevant sub-committee and full governing body meetings.

5. RISK ASSESSMENTS

General Risk Assessments

The Trust / schools conduct and document risk assessments for all activities presenting a significant risk.

Risk assessments are available for all staff to view and are held centrally on the shared drive. These assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff will be made aware of any changes to risk assessments relating to their work.

As part of the review process previous versions of risk assessments are clearly dated and securely kept. Risk assessment records will be kept for a minimum of five years (any relevant risk assessments linked to pupil incidents and subsequent investigations will be retained for a minimum of three years after their 18th birthday).

Individual Risk Assessments

Specific assessments relating to staff member(s) or pupil(s) are held on that individual's file and will be undertaken by the relevant staff member and will be reviewed regularly.

Such risk assessments will be reviewed on a regular basis.

It is the responsibility of all staff to inform their line manager of any medical conditions (including pregnancy) which may impact upon their work.

Curriculum Activities

Risk assessments for curriculum activities will be carried out by the relevant member of staff using the relevant codes of practice and model risk assessments detailed below.

Whenever a new course is adopted or developed all activities are checked against these and significant findings incorporated into texts in daily use.

Please see the Risk Assessment Policy for more information.

6. SITE SECURITY

The Site Managers at all schools/sites are responsible for the security of the sites in and out of working hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

7. FIRE

The Headteachers are responsible for ensuring the site's fire risk assessment is undertaken by a competent person and implemented following guidance contained in ['Fire safety risk assessment; Educational premises'](#) and [The Grid](#).

Emergency Procedures

Fire and emergency evacuation procedures are detailed in the staff handbook and a summary posted in each classroom. These procedures will be reviewed at least annually and are made available to all staff as part of their induction process. This training is supported by regular termly drills.

Evacuation procedures are also made available to all other users of the building (contractors / visitors/ hirers etc.).

Emergency exits, fire alarm call points, assembly points etc. are clearly identified by safety signs and notices.

Emergency contact and key holder details are maintained as part of the schools' emergency response plan.

The schools/sites 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.

Fire alarm testing will take place once a week.

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

Fire Drills

- Fire drills will be undertaken termly, and results recorded in the fire logbook.
- Emergency evacuations are practised at least once a term.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident, they can use them without putting themselves or others at risk
- Staff and pupils will congregate at the assembly points.
- Form tutors/class teachers will take a register of pupils, which will then be checked against the attendance register of that day

- The office staff will take a register of all staff
- Staff and pupils will remain outside the buildings until the emergency services say it is safe to re-enter

A fire safety checklist can be found in Appendix 1.

Details of chemicals and flammable substances on site.

An inventory of these will be kept by the site managers as appropriate, for consultation. (See COSHH, section 7, for more information.)

8. FLAMMABLE AND HAZARDOUS SUBSTANCES (COSHH)

Schools within the Trust 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 Site Managers and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

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

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

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

Gas Safety

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

Legionella

Legionella risk assessments of the sites have been completed as follows:

Larwood Stevenage – February 2026 by Helmore Industrial Water.

Larwood Dunstable – April 2026 by Helmore Industrial Water

Brandles – February 2026 by Helmore Industrial Water

The Site Managers are responsible for ensuring that the identified operational controls are being conducted and recorded in the school's water logbook.

This risk assessment will be reviewed on a regular cycle and specifically whenever there is reason to suspect it is no longer valid, e.g., significant changes have occurred to the water system and/ or building footprint.

The risks from legionella are mitigated by basic operational controls and thus the following checks are undertaken and recorded.

- Water is heated and stored to 60 deg C at calorifiers (any vessel that generates heat within a mass of stored water).
- Weekly flushing of seldom used outlets and all showers (with all outlets flushed after school holiday periods).
- Monthly temperature checks on sentinel outlets (those nearest and furthest away from calorifiers).
- Quarterly disinfection / descaling of showers.
- Stored cold water tanks are inspected for compliance and safety on an annual basis by Helmore Industrial Water and tank water temperature recorded.

All records relating to the management of legionella must be kept for five years.

Asbestos

- Staff are briefed on the hazards of asbestos, the location of any asbestos in the schools 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 that they suspect could be asbestos, they will stop work immediately until the area is declared safe
- A record is kept of the location of asbestos that has been found on the school site

Please see the Trust's Asbestos Policy, GEMS and Condition Surveys for more information.

9. EQUIPMENT

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

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

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

Electrical Equipment

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

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.

Display screen equipment

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

10. LONE WORKING

The Trust believes that staff should not be expected to put themselves in danger and will not tolerate violent / threatening behaviour to its staff.

Staff will report any such incidents to their line manager / Headteacher. These incidents will also be reported to the governing board.

Staff are encouraged not to work alone on the school site. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary.

Where lone working cannot be avoided staff should ensure they have means to summon help in an emergency e.g., access to a telephone or mobile phone etc.

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office
- Remote working, self-isolation and/or remote learning

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

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

School Staff Responding to Alarm Call Outs

Nominated key holders attending empty premises where there has been an alarm activation should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.

11. WORKING AT HEIGHT

Working at height can present a significant risk. Where such activities cannot be avoided a task specific risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height.

Storage above head height is minimised as far as possible. Where this cannot be avoided only lightweight and rarely used items are stored there.

When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs etc.

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.

Only those persons who have been trained to use ladders safely may use them.

Basic instruction is provided to all staff who use ladders / stepladders.

The sites' nominated person(s) responsible for work at height are the Site Managers

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

12. MANUAL HANDLING

The procedures related to manual handling apply to activities where there is foreseeable risk of injury.

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 Trust will ensure that proper mechanical aids and lifting equipment are available on the school sites, 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

Paediatric Moving and Handling

All staff who move and handle pupils have received appropriate training (both in general moving and handling people techniques.)

All moving and handling of pupils has been risk assessed and recorded by a competent member of staff.

13. OFF-SITE VISITS

When taking pupils off the school premises, the Trust 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 pupils along with the parents/carers' contact details
- There will always be at least one first aider on school trips and visits
- 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

Please see our Off-Site Visits Policy for more information.

14. LETTINGS / SHARED USE OF PREMISES

Lettings are managed by the Estates Compliance and Operations Officer.

They will ensure a signed letting agreement is completed specifying the school's terms and conditions for hire.

Relevant public liability cover must be in place and checked by the school.

The schools' will provide hirers with a site induction to ensure they are clear on emergency procedures and any specific risks or restrictions relating to the use of the site.

A risk assessment (proportionate to the activity) will be completed before the event. The schools reserves the right to impose restrictions in order to ensure health and safety.

Those who hire any aspect of the school sites or any facilities will be made aware of the content of the Trust's Health and Safety Policy and will have responsibility for complying with it.

15. VIOLENCE AT WORK

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 immediately. This applies to violence from pupils, visitors or other staff.

16. SMOKING

Smoking and vaping are not permitted anywhere on the Trust/school premises.

17. INFECTION PREVENTION AND CONTROL

The Trust follows national guidance published by the UK Health Security Agency when responding to infection control issues. Staff and pupils are encouraged to follow this good hygiene practice, outlined below, where applicable.

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 (e.g. 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

Cleaning of the Environment

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

Cleaning of Blood and Body Fluid Spillages

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

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 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 school pet

Infectious Disease Management

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

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

Following good hygiene practices

- 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

- Regularly clean equipment and rooms and ensure surfaces that are frequently touched are cleaned daily

Keeping rooms well ventilated

- Use risk assessments to identify rooms or areas with poor ventilation and put measures in place to improve airflow, including opening external windows, opening internal doors and mechanical ventilation

Pupils Vulnerable to Infection

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

Exclusion Periods for Infectious Diseases

The Trust will follow recommended exclusion periods outlined by the UK Health Security Agency and other government guidance, summarised in Appendix 3.

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

18. ADMINISTRATION OF MEDICINES

All medication will be administered to pupils in accordance with the DfE document Supporting Pupils at School with Medical Conditions. Detailed arrangements are provided in a separate policy.

No member of staff will administer any medication unless a request form has been completed by the parent / carer.

All non-emergency medication kept in schools is securely stored in a lockable cabinet in the medical room with access strictly controlled. All pupils know how to access their medication.

Where children need to have immediate access to emergency medication i.e., asthma inhalers, epi-pen etc., it will be kept in their classroom and clearly labelled.

19. VEHICLES

A list of nominated drivers is kept in the Trust office. Licence checks need to be completed by all staff who are involved in transporting pupil/staff or transporting goods.

On an annual basis individual staff will be required to obtain a check code from the [DVLA](#) and provide this to Estates Compliance and Operations Officer. This will disclose any penalty

points on their licences, or disqualification, and will determine which category of vehicles can be driven.

The vehicle driver is responsible for undertaking a safety check of the vehicle before use.

The Estates Compliance and Operations Officer has oversight and is responsible for ensuring that the vehicles are being properly maintained and that records of annual MOT, regular servicing and safety inspections are retained..

Access to the sites must be kept clear for emergency vehicles.

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

21. STRESS / WELLBEING

Occupational Stress

The Trust is committed to promoting high levels of health and wellbeing, and recognises the importance of identifying and reducing workplace stressors through risk assessment.

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

Health and Wellbeing

The school and governing body are committed to promoting high levels of health and well-being and recognise the importance of identifying and reducing workplace stressors in line with the HSE management standards

The Trust will

- demonstrate good practice through a step-by-step risk assessment approach, ensuring the systems in place to support school staff are reflected in a risk assessment.
- allow assessment of the current situation using pre-existing data, staff surveys etc.
- promote active discussion with staff and their UNION representatives, to help decide on practical improvements that can be made

Please see our Staff Well-Being Policy for more information.

22. ACCIDENT REPORTING

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. An accident form template can be found in appendix 2
- As much detail as possible will be supplied when reporting an accident
- Information about injuries will also be kept in the pupil's educational record
- Records held in the first aid and accident book will be retained by the school for a minimum of three years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

Reporting to the Health and Safety Executive (HSE)

The Site Manager will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Headteacher will report these to the Health and Safety Executive (HSE) as soon as is reasonably practicable and in any event within ten 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 ten 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 seven consecutive days (not including the day of the incident). In this case, the Headteacher will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
 - Carpal tunnel syndrome
 - Severe cramp of the hand or forearm
 - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
 - Hand-arm vibration syndrome
 - Occupational asthma, e.g. from wood dust
 - Tendonitis or tenosynovitis of the hand or forearm
 - Any occupational cancer
 - Any disease attributed to an occupational exposure to a biological agent

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

- The collapse or failure of load-bearing parts of lifts and lifting equipment

- The accidental release of a biological agent likely to cause severe human illness
- The accidental release or escape of any substance that may cause a serious injury or damage to health
- An electrical short circuit or overload causing a fire or explosion

Pupils and Other People who are not at Work (e.g. Visitors): Reportable Injuries, Diseases or Dangerous Occurrences

These include:

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

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

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

Information on how to make a RIDDOR report is available here: [How to make a RIDDOR report, HSE](#)

Notifying Parents/Carers

The school office staff or other relevant member of staff, will inform parents/carers of any accident or injury sustained by a pupil which resulted in the administration of first aid, on the same day, or as soon as reasonably practicable.

Reporting to Child Protection Agencies

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

Reporting to Ofsted

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care and any incident of food poisoning affecting two or more pupils while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

23. HEALTH CARE PLANS

Parents / carers are responsible for providing the schools with up-to-date information regarding their child's health care needs and providing appropriate medication.

Individual health care plans are in place for those pupils with significant medical needs e.g. chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc. These plans will be completed at the beginning of the school year/when child enrolls / on diagnosis being communicated to the school and will be reviewed annually.

All relevant school staff are made aware of any relevant health care needs and any medication that a child is taking.

All relevant school staff will receive appropriate training related to health conditions of pupils and the administration of medicines by a health professional as appropriate.

24. WORK RELATED LEARNING

Secondary Level Only

Where pupils are involved in 'non-qualification' activities as part of their study programme e.g., work shadowing, work experience or other work-related learning, enterprise activities, study visits etc, then the school retains a duty of care for all pupils undertaking such activities.

Assistant Headteacher is responsible for managing and co-ordinating such activities.

Work shadowing and work experience placements should be suitable and thus proportionate checks on health and safety and suitable insurance cover will be conducted.

Work experience

- All pupils are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities.
- No work experience placement will go ahead if deemed unsuitable. Depending on the nature of the placement and risk this may necessitate a pre-placement visit undertaken by a competent person(s)
- Where work placements form part of the vocational qualification offered by a FE college then the college is responsible for ensuring equivalent placement checks are conducted.
- Every pupil will receive a placement job description highlighting tasks to be undertaken and any necessary health and safety information which is passed onto the parent / carer.

- Arrangements will be in place to visit/monitor pupils during the placement.
- Emergency contact arrangements are in place (including out of school hours provision) in order that a member of school staff can be contacted should an incident occur.
- Any incidents involving pupils on work placement activities will be reported to the placement organiser / school employer at the earliest possible opportunity.

25. MONITORING

This policy will be reviewed by the Trust annually.

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

27. LINKS WITH OTHER POLICIES

This Health and Safety Policy links to the following policies:

- First Aid
- Risk Assessment
- Supporting Pupils with Medical Conditions
- Medication Protocols
- Accessibility
- Staff Well-Being
- Remote Education
- Emergency Response Plan
- Asbestos
- Offsite Visit

Appendix 1. Fire Safety Checklist

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

Appendix 2. Accident Report

Name of injured person		Role/class	
Date and time of incident		Location of incident	
Incident details			
Describe in detail what happened, how it happened and what injuries the person incurred			
Action taken			
Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards			
Follow-up action required			
Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again			
Name of person attending the incident			

Signature		Date	
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Appendix 3. Recommended Absence Period for Preventing the Spread of Infection

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

Infection or complaint	Recommended period to be kept away from school or nursery
Athlete's foot	None.
Bacillary Dysentery (Shigella)	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.
Campylobacter	Until 48 hours after symptoms have stopped.
Chicken pox (shingles)	Cases of chickenpox are generally infectious from two days before the rash appears to five days after the onset of rash. Although the usual exclusion period is five 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.
Conjunctivitis	None.
Cryptosporidiosis	Until 48 hours after symptoms have stopped. If a child has been diagnosed with cryptosporidium, they should NOT go swimming for two weeks following the last episode of diarrhoea.

Infection or complaint	Recommended period to be kept away from school or nursery
Diarrhoea and/or vomiting (Gastroenteritis/norovirus)	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 adviser or environmental health officer will advise.
Diphtheria	Exclusion is essential. Contact your local UKHSA health protection team about any cases in your setting. For toxigenic Diphtheria, only family contacts must be excluded until cleared to return by your local UKHSA health protection team.
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.
Flu (influenza)	Until recovered.
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).
Giardiasis (giardia)	Until 48 hours after symptoms have stopped.
Glandular fever	None (can return once they feel well).
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.
Head lice	None.

Infection or complaint	Recommended period to be kept away from school or nursery
Hepatitis A	Exclude cases from school while unwell or until seven 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.
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
Measles	Cases are infectious from four days before onset of rash to 4 days after, so it is important to ensure cases are excluded from school during this period.
Meningitis	Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed.
Meningitis viral	Until recovered.
Meningococcal meningitis/ septicaemia	If the child has been treated and has recovered, they can return to school.
Mpox	Until recovered and deemed safe to return by their clinician or in line with current guidance.
MRSA (meticillin resistant Staphylococcus aureus)	None.
Mumps	Five days after onset of swelling (if well).
Respiratory infections	Children and young people should not attend if they have a high temperature and are unwell.
Ringworm	Exclusion not needed once treatment has started.

Infection or complaint	Recommended period to be kept away from school or nursery
Rotavirus	Until 48 hours after symptoms have stopped.
Rubella (German measles)	Five days from appearance of the rash.
Salmonella	Until 48 hours after symptoms have stopped.
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 two to three weeks. If there is an outbreak of scarlet fever at the school or nursery, the health protection team will assist with letters and a factsheet to send to parents or carers and staff.
Slapped cheek syndrome, Parvovirus B19, Fifth's disease	None (not infectious by the time the rash has developed).
Threadworm	None.
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.
Typhoid and Paratyphoid fever	Inform your local health protection team as soon as possible. Seek advice from environmental health officers or the local health protection team on required exclusion periods.
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.