



Woodcote
Primary School

TOGETHER WE LEARN AND GROW



UPAT

University of Portsmouth
Academy Trust

Health and Safety Policy

Person Responsible	Chief Executive Officer
Review Date	August 2025
Statutory / Non Statutory	Statutory



Being

Everyone in our community has the capability and competence to develop and flourish. We create engaging opportunities for each individual to learn, make sense of the world, and realise their unique potential.

Belonging

Each school in the Trust is a place of belonging, where everyone feels valued, accepted, included and supported. Our schools are safe, respectful learning communities, where diversity is welcome and celebrated.

Becoming

We are ambitious for everyone in our community. We use responsive and innovative approaches to learning and development, to build confidence, and nurture the essential qualities of creativity, independence and resilience.

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1. Aims

Our school aims to:

- Provide and maintain a safe and healthy environment
- Provide safe ingress and egress from places of work
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site
- Ensuring safe moving, handling and storing of substances
- Providing effective information, instruction, supervision, and training
- Developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely, and are regularly inspected
- Ensuring access to competent advice, when appropriate

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

The school follows [national guidance published by the UK Health Security Agency](#) and government guidance when responding to infection control issues.

Sections of this policy are also based on the https://assets.publishing.service.gov.uk/media/670fa42a30536cb92748328f/EYFS_statutory_framework_for_group_and_school_-_based_providers.pdf

www.gov.uk/guidance/childcare-reporting-childrens-accidents-and-injuries

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

3. Roles and responsibilities

3.1 The governing board

In line with the University of Portsmouth Academy Trust's Statement of Intent, the governing board has the following responsibilities and must ensure that:

- a clear written policy statement is created which promotes the correct attitude towards safety for staff, pupils and visitors
- responsibilities for health, safety and welfare are allocated to specific individuals and those persons are informed of these responsibilities
- persons have sufficient experience, knowledge and training to perform the tasks required of them
- clear procedures are created which assess the risk from hazards and produce safe systems of work
- sufficient funds are set aside with which to operate safe systems of work
- health and safety performance is measured both actively and reactively
- Governor with responsibility for Health and Safety is Paige Cowlshaw

3.2 Headteacher

The Headteacher is responsible for health and safety day-to-day. This involves:

- Commits to the Governing Body's Statement of Intent for Health and Safety; the Headteacher retains overall strategic oversight of health and safety on the school site
- Implementing the health and safety policy and ensuring it is communicated to staff and others requiring the information, ensuring Health and Safety is an integral part of the management of the school
- Appropriate information on significant risk activities is given to contractors and visitors
- Agreeing working arrangements with contractors attending to the premises and monitor them closely to ensure that working practices do not endanger the health and/or safety of employees, students or other persons working on the premises;
- Ensuring there is enough staff to safely supervise pupils
- Ensuring that the school building, premises and equipment are safe and regularly inspected
- Reporting to the governing board on health and safety matters at least annually
- Ensuring appropriate emergency procedures are in place and regular fire drills are held
- Ensuring all risk assessments are completed and reviewed
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff

- Ensuring staff who have been nominated for Health and Safety are fully aware of their responsibility for such delegated tasks and have been provided with necessary training.
- Review from time to time (e.g. annually) the provision of First Aid arrangements, emergency regulations and make suggestions for improvements to procedures and training of all personnel
- Appropriate consultation arrangements are in place for staff and their representatives
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

The Site Manager will assist the Headteacher to ensure that health and safety implications are considered in connection with the security and cleaning and maintenance of the building and for monitoring contractors on site to ensure their working procedures do not endanger the health, safety and welfare of staff, students and visitors

3.3 Health and safety leads

The nominated health and safety leads is the Site Manager

3.4 Employees (including volunteers)

All school staff have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, employees must:

- Cooperate fully with management by adhering to and complying with statutory regulations and agreed procedures for safe working, observing safety rules or instructions relevant to particular work or locations and to use protective clothing and safety equipment that is provided.
- Act in accordance with any specific health and safety training received
- Exercise effective supervision of the pupils and to know the emergency procedures in respect of fire, bomb scare, first aid and to carry them out;
- Report immediately, or as soon as practicable, any defects with equipment machinery or the workplace in general, Health and Safety concerns as well as near misses to the Site Manager or Academy Office;
- Report all incidents and accidents in line with reporting procedures;
- Not misuse anything provided for Health & Safety purposes and if unsure of a work practice or safety procedure seek advice before proceeding
- Be responsible for completing risk assessments, which are specific to their classrooms, or activities that they may undertake. Examples are classroom risk assessments or specific sporting lessons
- Establish and maintain safe working procedures including arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- exercise good standards of housekeeping and cleanliness, ensuring that their work area is kept tidy and free from physical hazards, safety signs/posters are displayed

where required and that equipment and resources are stored in a safe and organised manner

- Ensure that suitable footwear is worn. The academy will not accept responsibility for staff who wear inappropriate footwear

3.5 Pupils and parents

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

Pupils, allowing for their age and aptitude, are expected to:

- Comply with the academy rules relating to behaviour
- Exercise personal responsibility for the health and safety of themselves and others
- Observe standards of dress and use protective clothing/equipment consistent with safety and/or hygiene
- Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety

3.6 Contractors (see Appendix 6)

Contractors will agree health and safety practices with the Headteacher before starting work. Before work begins, the contractor will provide evidence regarding their insurances, qualifications to undertake the work and provide adequate risk assessment of all their planned work.

4. Site security

The Site Manager responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

Site Manager and the Headteacher and Assistant Headteacher 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. Fire risk assessment of the premises will be reviewed regularly and equipment will be checked at the required intervals.

The Site Manager is the Fire Safety Officer and acts on behalf of the Headteacher. They are responsible for the local management and completion of day to day fire safety related duties and upkeep of the fire safety manual. The Fire Safety Officer will seek appropriate guidance and direction from the Headteacher and Health and Safety advisor as required.

Emergency evacuations are practised at least once a term.

The fire alarm is a loud continuous bell.

Fire alarm testing will take place once a term.

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 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 muster on the KS1 playground at their muster points.
- Class teachers will be given an emergency evacuation register to check their pupils.
- An office staff member will print off the pupil emergency evacuation register from the arbor system.
- Reception Ipad will be brought out to check staff members and visitors in school
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter

The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

6. Compliance

6.1 COSHH

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

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

Control of substances hazardous to health (COSHH) risk assessments are completed by the Site Manager and circulated to all employees who work with hazardous substances. COSHH risk assessments are also stored electronically on the school's computer system in the Health and Safety Folder. Staff will be provided with protective equipment, where necessary.

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.

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 they have adequate ventilation

6.2 Legionella

- The academy has appointed an appropriate contractor to support the undertaking of the Water Risk Assessment.
- The Site Manager is 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 every two years and when significant changes have occurred to the water system and/or building footprint
- The risks from legionella are mitigated by the following: temperature checks, regular running of taps, elimination of 'dead-legs' where possible, etc.

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 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.
- The Site Manager is responsible for the Asbestos Management Plan
- Appropriate licensed contractors will be used in case of the need to remove any asbestos from the school 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 it meets appropriate educational standards.

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

7.1 Electrical equipment

- All staff are responsible for ensuring they use and handle electrical equipment sensibly and safely
- Any 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

- 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
- The Site Manager will ensure a 5-year electrical check will be scheduled and performed by a competent contractor

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

7.3 Display screen equipment

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

7.4 Specialist equipment

Parents 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 a designated space, and staff are trained in the removal, storage and replacement of oxygen cylinders.

7.5 Playground equipment

- Pupils are taught how to use playground equipment safely. Staff check that equipment is safe prior to use.
- Any concerns about the condition of the playground equipment will be reported to the Site Manager.

8. Lone working

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.

The lone worker will ensure 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 the inspection record to ensure they are safe to use.
- 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

10. Manual handling

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

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

Staff and 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

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 using Evolve
- All off-site visits are appropriately staffed

- Staff will take a school mobile phone, an appropriate portable first aid kit, information about the specific medical needs of pupils, along with the parents' 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

12. Lettings

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

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/headteacher immediately. This applies to violence from pupils, visitors or other staff. All incidents (pupils, visitors, staff) will be recorded in CPOMS, the school's on-line Child Protection Management System and reported to the CEO.

14. Emergency procedures

There may be a situation where the school is required to keep its pupils safe and needs to decide what course of action to take. This may involve an intruder attempting to enter the school or a bomb threat, real or hoax. In such cases the school's emergency plan will be invoked. Staff will be alerted to the threat via Air Horns located in the school office.

15. Smoking

Smoking is not permitted anywhere on the school premises, this includes the use of e-cigarettes.

16. 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.

16.1 Handwashing

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

16.2 Coughing and sneezing

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

16.3 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

16.4 Cleaning of the environment

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

16.5 Cleaning of blood and body fluid spillages

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

16.6 Laundry

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

16.7 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

16.8 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

16.9 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 every day.

Keeping rooms well ventilated

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

16.10 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 any of these, the parent/carer will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

16.11 Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by the UK Health Security Agency and other government guidance, summarised in appendix 4.

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

17. 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
- Some pregnant women will be at greater risk of severe illness from COVID-19

18. Occupational stress and well-being

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

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

19. Accident reporting

19.1 Accident recording

- An accident form or Meditracker entry, from 4th November, will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it.
- Records held in the first aid and accident books, and from 4th November 2024, recordings of any incident on Meditracker (the online accident reporting system) will be retained by the school in accordance with the Records Management Policy.
- As much detail as possible will be supplied when reporting an accident
- Any accident resulting in the child needing hospital, walk in centre or dental treatment will be reported to the CEO by the Headteacher.

19.2 Reporting to the Health and Safety Executive

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

The Site Manager will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death – (also reported to the CEO)
- Specified injuries. These are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight

- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding)
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space, which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the [job title of relevant member of staff] will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure.
- Where an accident leads to someone being taken to hospital
- 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

Reportable injuries, diseases or dangerous occurrences for pupils and other people not at work (ie visitors) 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 – <http://www.hse.gov.uk/riddor/report.htm>

19.3 Notifying parents

The office staff will inform parents of any accident or injury sustained by a pupil and any first aid treatment given, on the same day, or as soon as reasonably practicable.

19.4 Reporting to child protection agencies

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

19.5 Reporting to Ofsted (only applicable if the school is on the Early Years Register)

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

20. Training

Our staff are provided with health and safety training as part of their induction process and will be recorded on the new staff Induction Checklist and/or The National College E-Learning Training Platform.

All staff will be provided with the following as a minimum training provision:

- Induction training regarding all the requirements of this health and safety policy
- Appropriate local training regarding risk assessments and safe working practices
- Updated training and information following any significant health and safety changes
- Specific training commensurate to their own role and activities
- Periodic refresher training that will not exceed three yearly intervals as relevant
- Appropriate annual e-learning courses

Training records are held by the Office Manager who is responsible for coordinating all health and safety training requirements, maintaining the health and safety training plan, and managing the planning of refresher training for all staff.

Staff who work in high risk environments, such as in science labs or with woodwork equipment, or work with pupils with special educational needs (SEN), are given additional health and safety training.

21. Monitoring

This policy will be reviewed annually by the Headteacher.

At every review, the policy will be approved by the local governing board.

22. Linked policies

Linked policies	First Aid, Educational Visits, Supporting pupils with medical needs, Risk Assessments, Accessibility Plan, Safeguarding, Lettings, Emergency/Business Continuity Plan
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Appendix 4. Recommended absence period for preventing the spread of infection

This list of recommended absence periods for preventing the spread of infection is taken from non-statutory guidance for schools and other childcare settings from the UK Health Security Agency.

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>

Infection or complaint	Recommended period to be kept away from school or nursery
Athlete's foot	None.
Campylobacter	Until 48 hours after symptoms have stopped.
Chicken pox (shingles)	<p>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.</p> <p>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.</p>
Cold sores	None.
Respiratory infections including coronavirus (COVID-19)	<p>Children and young people should not attend if they have a high temperature and are unwell.</p> <p>Anyone with a positive test result for COVID-19 should not attend the setting for 3 days after the day of the test.</p>
Rubella (German measles)	5 days from the appearance of the rash.
Hand, foot and mouth	Children are safe to return to school or nursery as soon as they are feeling better, there is no need to stay off until the blisters have all healed.
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
Measles	Cases are infectious from 4 days before onset of rash to 4 days after, so it is important to ensure cases are excluded from school during this period.
Ringworm	Exclusion not needed once treatment has started.
Scabies	The infected child or staff member should be excluded until after the first treatment has been carried out.

Scarlet fever	Children can return to school 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered, the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the school or nursery, the health protection team will assist with letters and a factsheet to send to parents or carers and staff.
Slapped cheek syndrome, Parvovirus B19, Fifth's disease	None (not infectious by the time the rash has developed).
Bacillary Dysentery (Shigella)	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.
Diarrhoea and/or vomiting (Gastroenteritis)	<p>Children and adults with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course is completed.</p> <p>For some gastrointestinal infections, longer periods of exclusion from school are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, school health adviser or environmental health officer will advise.</p> <p>If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.</p>
Cryptosporidiosis	Until 48 hours after symptoms have stopped.
E. coli (verocytotoxigenic or VTEC)	The standard exclusion period is until 48 hours after symptoms have resolved. However, some people pose a greater risk to others and may be excluded until they have a negative stool sample (for example, pre-school infants, food handlers, and care staff working with vulnerable people). The health protection team will advise in these instances.
Food poisoning	Until 48 hours from the last episode of vomiting and diarrhoea and they are well enough to return. Some infections may require longer periods (local health protection team will advise).
Salmonella	Until 48 hours after symptoms have stopped.
Typhoid and Paratyphoid fever	Seek advice from environmental health officers or the local health protection team.
Flu (influenza)	Until recovered.

Tuberculosis (TB)	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.
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	(methicillin resistant staphylococcus aureus) None.
Mumps	5 days after onset of swelling (if well).
Threadworm	None.
Rotavirus	Until 48 hours after symptoms have subsided.

Appendix 5. Staff with additional responsibilities for Health and Safety

Role/Name	Area of responsibility
Headteacher	Overall responsibility for Health and Safety Key holder
Site Manager	H&S Appointed person in HT absence Fire Safety Officer Site Security Daily Site Safety check Key holder Water management in conjunction with contractor ACM management Risk Assessments Contractors on Site PAT Testing COSHH DSE Assessment Riddor Reporting
H&S Advisor	Sheryl Cardwell sheryl.cardwell@shardbusinessservices.co.uk
Fire Marshalls	Phil Pennington Carly Wilson Emma Clarke Shannon McGowan
Union Representative	Callum Williamson Callum.williamson@hants.gov.uk
First Aiders	Kellie Hebbard (Qualified First Aider) Adam Watson (Emergency First Aider) Phil Pennington (School/Work Place First Aider) Karen Williams (School/Work Place First Aider)
Paediatric First Aiders	Carly Bacon Natalie Watson Claire Lloyd Mary Smith Laura Morris Dawn Cross Teresa Jeffries Deanne Lee Calli Middleton Carly Wilson Claire-Louise White Kerri Hiron

	Emma Clarke Leanne Joice Beth Morse Shannon McGowan Nicola Coles Sarah Steel Tina Byles FIRST AID at WORK Karen Williams Phil Pennington
First Aid Appointed Persons	Adam Watson Laura Morris Mary Smith Claire Lloyd
Educational Visits Co-ordinators	Victoria Popham
Well-being/Mental Health Lead	Vanessa McBryde
Accident Management	Michaela Beetlestone
Monitoring Violence & Aggression	Michaela Beetlestone

Appendix 6. Contractors on Site

Prior to engaging contractors for the Academy, the Business Manager/Site Manager will ascertain the competency and financial stability of the contractor as well as ensure appropriate insurance cover is in place and obtain references. Relevant documentation will be kept on file.

Main Contractors working on substantial projects within the Academy will produce detailed Health & Safety files during the period of the contract. Pre-site meetings with contractors, and Academy personnel will address specific issues relevant to the contract and will be agreed prior to commencement. (Elements of the instructions below may be revised for large contractors, details will be included within the minutes of the site meetings.

Contractors arranged to undertake minor day to day repairs will be fully advised of their responsibilities by the Site manager. The nature of works will vary but contractors should seek approval from the Site Manager before undertaking tasks that may have implications, such as electrical, plumbing and hot works, where a permit will be required.

All Contractors must report to Reception, sign in the contractor's log and obtain visitor's badges. The Site Manager should accompany contractors to their working area within the Academy.

The Site Manager must ensure that contractors are aware of action in the event of emergencies and are responsible for the control of any keys issued to contractors.

Contractors must sign out of the contractors' log when leaving.