



**ALL SAINTS
MULTI ACADEMY TRUST**
BIRMINGHAM
GOD'S LOVE IN ACTION

Health and Safety Policy

All Saints Multi Academy Trust

Approved by:	Trust Board	Date: 03.07.23
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Mission Statement

Teach children in the way they should go and when they are older, they will not depart from it

Children are at the heart of everything we do. Through Christian values, relationships, living and learning together we celebrate the uniqueness and diversity of everyone in our family. We nurture a sense of self belief, mutual respect and belonging to build the foundations for happy and successful lives

1. Aims

Our schools aim to:

- Provide and maintain a safe and healthy environment.
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to All Saints Multi Academy Trust
- 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](#) and the following legislation:

[The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings.

[The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees.

[The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training.

[The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health.

[The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept.

[The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test.

[The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register.

[The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff.

[The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height.

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

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

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

3. Roles and responsibilities

3.1 The Board of Trustees

The Board of Trustees has ultimate responsibility for health and safety matters within All Saints Multi Academy Trust but will delegate day-to-day responsibility to the Executive Head Teacher. The governing board has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises. The governing board, as the employer, also has a duty to:

- Recognise and accept overall responsibility for all health and safety matters.
- Ensure that a practical system is in place for the management of health and safety issues and that it is functioning effectively.
- Provide adequate resources for effective implementation of this policy.
- Provide the final authority on matters concerning health and safety at work arising from business decisions and activities.
- Ensure employees are provided with adequate information, instruction, and training to fulfil their responsibilities.
- Ensure effective communication is provided and effectively disseminated on health and safety issues to all employees.
- Ensure all employees are aware of their contribution to health and safety issues and encourage active involvement.
- Ensure that all decisions on employee health and safety are recorded.
- Require routine monitoring and reporting of compliance with statutory and policy requirements.
- Ensure that The Trust has access to competent advisors for health and safety matters.
- Ensure that there are processes for the internal and external auditing of systems, policies and premises.
- Make adequate resources available for the continued competent management of health and safety issues.
- Ensure that all decisions are made with knowledge of relevant health and safety legislation, guidance, standards and codes of practice.
- Accept and act upon updates from the Executive Headteacher.
- Maintain effective communication of health and safety information with all those affected by this policy.

Annually the Board of Trustees will:

- Review and approve the overarching Health and Safety Policy for All Saints Multi Academy Trust
- Review trust-wide health and safety performance (against annual plans, training records and accident/incident data) and considering this and any prevailing environmental and legislative changes, review policies and procedures, and set the annual plan and objectives for the forthcoming year.
- Receive update reports from The Executive Headteacher on serious accidents/incidents and other matters affecting health and safety across the Trust.

3.2 Executive Headteacher

The Executive Head takes overall responsibility for All Saints Multi Academy Trusts health and safety performance and is required to ensure that:

- Decisions on health and safety issues by Trustees are implemented.
- Responsibilities and authority are effectively assigned and delegated to nominated individuals.
- Health & safety standards and policies are regularly audited and reviewed.
- Accident details, information and statistics are reported to the Trust Board.
- Decision-making is in line with the policy and procedures for health and safety and any statutory provisions set out in legislation.
- Suitable action plans for improving health and safety are developed and implemented.

3.3 Local Academy Board (LAB)

The Local Academy Board will comply with any directives issued concerning the health and safety of persons on school premises or taking part in school activities elsewhere. The LAB is responsible for health and safety matters at a school level. The LAB must ensure that the requirements of this policy are properly implemented within their school and that the policy appendices relating to their school remain effective and appropriate.

The Local Academy Board will:

- Review and approve school-based appendices to this policy.
- Ensure that all relevant health and safety issues are adequately addressed.
- Appoint a designated 'Health and Safety Governor'.
- Receive and act upon reports provided by Headteachers.
- Ensure that any recommendations on the continued health and safety of employees are followed.
- Consider accident, incident, and ill health records / statistics for the school.
- Consider reports of internal or external inspections.
- Consider the effectiveness and relevance of emergency procedures.
- Consider any proposed changes that are likely to affect the management of health & safety.

3.3 Headteacher/Head of School

The Headteacher/Head of School is responsible for health and safety day-to-day.

This involves:

- Implementing the Health and Safety Policy.
- Headteachers will personalise the Health and Safety Policy appendices to be specific to their school.
- Ensuring there is enough staff to safely supervise pupils.
- Ensuring that the school building and premises are safe and regularly inspected.
- Providing adequate training for school staff.
- Reporting to the governing board on health and safety matters.
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held.
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff.
- Ensuring all risk assessments are completed and reviewed.
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary.
- In the Headteacher's absence, the Asset and Facilities Manager assumes the above day-to-day health and safety responsibilities.

3.4 Health and Safety Lead

The nominated Health and Safety Lead is the Executive Headteacher. The Health and Safety Lead is responsible for ensuring health and safety arrangements pertaining to buildings and grounds are managed - including building works, contract management, maintenance, and compliance in such areas as fire protection, asbestos management, catering equipment, electrical installations, gas services and control of legionella.

The Health and Safety Lead will:

- Ensure there is an effective accident reporting and investigation procedure across the Trust.
- Ensure that each school has support from a competent health and safety expert.
- Ensure effective arrangements are in place for carrying out and recording compliance inspections, surveys, and risk assessments.
- Ensure that school asbestos registers and asbestos management plans are maintained and readily available.
- Provide a central storage location for example risk assessments and other health and safety resources and data to support staff within schools.
- To receive from, and report to, the Board of Trustees periodic information on significant health and safety performance and issues, including outcomes of investigations (e.g., accidents, near misses), completed actions to resolve previous issues.
- Ensuring that the circumstances of accidents are properly reported including under RIDDOR, examined and recorded and that all reasonable steps are taken to prevent or reduce the likelihood of a recurrence.

3.5 Site Supervisors

Each appointed Site Supervisor is responsible for:

- Health and safety matters as reasonably requested by the Health and Safety Lead and or the Head of School/Executive Headteacher.
- Ensuring plant and equipment requiring statutory inspection is inspected.
- Ensuring machinery and equipment is inspected and tested to ensure it remains in a safe condition.
- Monitoring the safe running and maintenance and testing of premises plant and equipment
- Ensuring the safe maintenance and testing of the Fire Alarm as required by law and of the Intruder Alarm, Access Control and CCTV, where fitted.
- Ensuring that an up-to-date register of hazardous substances is maintained and that appropriate COSHH assessments are carried out and documented.
- Ensuring COSHH and risk assessments are completed for the site team and premises.
- Being responsible for the appointment and monitoring of school-initiated contractors (including in respect of H&S competence).
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary.
- Procurement of health and safety testing and compliance activities in line with the programme specified by the Health and Safety Lead.
- Maintaining a key holder log.

3.6 Staff

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

Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work.
- Co-operate with the Trust Board, Governors, Managers, Employees, and others on health and safety matters.
- Comply with all Trust rules, procedures and reasonable requests.
- Not interfere with or misuse anything provided to safeguard their health and safety.
- Warn others immediately of any known hazards or danger.
- Refrain from any task for which they are not trained, authorised and competent.
- Use the correct tools, plant or equipment, keep them in good order and ensure they are safe before, during and after use.
- Not to introduce any personal work or electrical equipment unless it has been inspected and approved by the Site Manager as appropriate.
- Use as directed any personal protective equipment needed to protect against hazards to health and safety.
- Report promptly all health and safety concerns, accidents, injuries, incidents and near misses to their immediate manager.
- Model safe and hygienic practice for pupils.
- Understand emergency evacuation procedures and feel confident in implementing them.

3.7 Pupils and Parents

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

3.8 Contractors

Contractors will agree health and safety practices with the Site Managers before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

4. Site security

The Site Supervisors are responsible for the security of the school sites in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems. The Executive Headteacher, Head of School and the Site Supervisors are key holders and will respond to an emergency.

5. Fire

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. The Fire Risk Assessment of all premises will be reviewed regularly.

Emergency evacuations are practiced at least once a term.

The fire alarm is a loud continuous bell.

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.

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. These are on the playground along the side of the playground cage at all sites.
- Class teachers will take a register of pupils, which will then be checked against the attendance register of that day.
- The Headteacher/member of SLT will take a register of all staff.
- Fire wardens will sweep their designated areas and communicate to the Head teacher of any issues.
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter.
- Each school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

- A fire safety checklist can be found in appendix 1.

6. COSHH

All Saints Multi Academy Trust are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals.
- Fumes
- Dusts
- Vapors
- 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.

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 that they have adequate ventilation.

6.2 Legionella

A water risk assessment has been completed by BlueFish contractors. The Site Managers is responsible for ensuring that the identified operational controls are conducted and recorded in the school's waterlog book.

This risk assessment will be reviewed every year and when significant changes have occurred to the water system and/or building footprint.

The risks from legionella are mitigated by the following: temperature checks, heating of water and the flushing of pipes in low use areas.

6.3 Asbestos

Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it.

Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work.

Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe.

An asbestos survey of all known locations is kept on each school site.

7. Equipment

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

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

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

7.1 Electrical equipment

All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely.

Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them.

Any potential hazards will be reported to the Site Supervisor immediately.

Permanently installed electrical equipment is connected through a dedicated RCD switch and adequately earthed.

Where necessary a portable appliance test (PAT) will be carried out by a trained person.

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.

7.2 PE equipment

Staff are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely before student use.

Any concerns about the condition of the gym floor or other apparatus will be reported to the Site Supervisor/PE Lead.

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.

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

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

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

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

9. Working at height

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

In addition:

- The Site Manager retains ladders for working at height.
- 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.

All Saints Multi Academy Trust will ensure that proper mechanical aids and lifting equipment are available in school, if needed and that staff are trained in how to use them safely.

All staff will receive manual handling training.

Staff 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.
- All off-site visits are appropriately staffed.
- Staff will take a 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 pediatric 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.

14. Smoking

Smoking is not permitted anywhere on Academy premises.

15. Infection prevention and control

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

15.1 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.

15.2 Coughing and sneezing

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

15.3 Personal protective equipment

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

15.4 Cleaning of the environment

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

15.5 Cleaning of blood and body fluid spillages

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

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

15.6 Laundry

- Wear personal protective clothing when handling soiled linen.
- Bag children's soiled clothing to be sent home, never rinse by hand.

15.7 Clinical waste

- Always segregate domestic and clinical waste, 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.

15.8 Animals

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

15.9 Pupils vulnerable to infection

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

15.10 Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by Public Health England, summarised in Appendix 4. In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

16. New and expectant mothers

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

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

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

17. Occupational stress

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

Systems are in place within All Saints Multi Academy Trust for responding to individual concerns and monitoring staff workloads.

18. Accident reporting

18.1 Accident record book

An accident will be reported through Smartlog with a form for parents to be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it.

As much detail as possible will be supplied when reporting an accident

Information about injuries will also be kept in the pupil's educational record or staff records.

Records held in the first aid and accident reporting system will be retained by All Saints Multi Academy Trust for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of

18.2 Reporting to the Health and Safety Executive

The Health and Safety Lead 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 Health and Safety lead 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

Specified injuries. These are:

- Fractures, other than to fingers, thumbs and toes.
- Amputations.
- Any injury likely to lead to permanent loss of sight or reduction in sight.
- Any crush injury to the head or torso causing damage to the brain or internal organs.
- Serious burns (including scalding).
- Any scalping requiring hospital treatment.
- Any loss of consciousness caused by head injury or asphyxia.
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days.

Where an accident leads to someone being taken to hospital

Where something happens that does not result in an injury but could have done.

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

- The collapse or failure of load-bearing parts of lifts and lifting equipment.
- The accidental release of a biological agent likely to cause severe human illness.
- The accidental release or escape of any substance that may cause a serious injury or damage to health.
- An electrical short circuit or overload causing a fire or explosion.

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

How to make a RIDDOR report –

<http://www.hse.gov.uk/riddor/report.htm>

18.3 Notifying parents.

The headteacher 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.

18.4 Reporting child protection agencies

The Designated Safeguarding Lead will notify The Birmingham Safeguarding Children Partnership of any serious accident or injury to, or the death of, a pupil while in the school's care.

18.5 Reporting to Ofsted

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

19. Training

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

Staff will also receive year refresher training.

Training received will be:

- manual handling
- fire safety training
- work at height training.
- Legionella Awareness training
- Asbestos Awareness training
- DSE Awareness training

Staff who work in high-risk environments, such as work with pupils with special educational needs or disabilities (SEND) and Site Mangers are given additional health and safety training.

20. Monitoring

The Governor at each school responsible for Health and Safety will conduct a termly walk round with the Health and Safety Lead or the Site Manager. This will be reported back to Local Academy Boards and the Board of Trustees.

Health and safety updates will be on each LAB agenda termly and the Board of Trustees agenda half termly.

This policy will be reviewed by the Health and Safety Lead every 2 years.

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

21. Links to other policies

- Safeguarding and Child Protection
- Accessibility Policy
- First Aid
- Supporting Children with Medical Needs

- Intimate Care Policy
- E-safety
- Acceptable Use of IT
- Well-Being Policy
- Staff Code of Conduct
- Parent Code of Conduct
- Visitors in School Policy
- Educational Visits Policy

Appendix 1. Fire safety checklist

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

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	

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 Public Health England. For each of these infections or complaints, there [is further information in the guidance on the symptoms, how it spreads and some 'do's and don'ts' to follow that you can check.](#)

Infection or complaint	Recommended period to be kept away from school or nursery
Athlete's foot	None.
Campylobacter	Until 48 hours after symptoms have stopped.
Chicken pox (shingles)	<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.
Rubella (German measles)	5 days from appearance of the rash.
Hand, foot and mouth	Children are safe to return to school or nursery as soon as they are feeling better, there is no need to stay off until the blisters have all healed.
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
Measles	Cases are infectious from 4 days before onset of rash to 4 days after so it is important to ensure cases are excluded from school during this period.
Ringworm	Exclusion not needed once treatment has started.

Scabies	The infected child or staff member should be excluded until after the first treatment has been carried out.
Scarlet fever	Children can return to school 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the school or nursery, the health protection team will assist with letters and factsheet to send to parents or carers and staff.
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 advisor 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 (meticillin resistant Staphylococcus aureus)	None.
Mumps	5 days after onset of swelling (if well).
Threadworm	None.
Rotavirus	Until 48 hours after symptoms have subsided.