



HEALTH AND SAFETY POLICY

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1. STATEMENT OF INTENT

Eldon Grove Academy recognises and accepts the financial and legal responsibilities and duties that it has for the health, safety and welfare of its employees and others affected by Eldon Grove Academy's activities. Eldon Grove Academy has the duty to provide a safe and healthy environment for all pupils, employees, visitors and contractors. In order to achieve this, it is necessary that the full support and co-operation of all users of our premises be willingly given. Health and Safety is the responsibility of all individuals and their recognition of this responsibility is essential.

Eldon Grove Academy's commitments are:

- To prevent accidents, work-related injuries and ill health associated with school activities
- To provide a healthy and safe working environment and safe working practices
- To promote a positive health and safety culture throughout the organisation
- To ensure that all plant and equipment is maintained and in a safe condition
- To provide information, instruction or training to ensure staff are competent to do their tasks and fulfil health and safety obligations
- To have robust procedures in place to deal with emergency situations
- To satisfy applicable legal and other requirements
- To control health and safety risks through applying a hierarchy of control
- To continually improve the school's health and safety management system and performance
- To engage employees in developing and implementing a joint approach to the management of health, safety and welfare
- To set health and safety objectives and monitor their achievement
- To review and revise the policy as necessary at regular intervals

Our Governors are committed to integrating health and safety into decision making and risk management processes within Eldon Grove Academy. Extol Academy Trust will support us in this role and together with the Leadership Team, will ensure the effective leadership of health and safety for Eldon Grove Academy and others affected by the school's activities.

To comply with its statutory and common law duties, the Trust has arranged insurance against liability for death, injury and/or disease suffered by any of its employees arising out of and in the course of employment, if caused by negligence and/or breach of statutory duty on the part of the Trust.

Employees with management responsibilities will ensure that all significant risks are properly assessed, controlled and any measures implemented to mitigate risk are appropriately monitored. Eldon Grove Academy will regularly review these assessments to ensure we comply with legal requirements and strives to achieve best practice.

Eldon Grove Academy will maintain arrangements to consult employees, HR representatives, trade union representatives and others who may be affected by the school's activities, to encourage a joint approach to the management of health, safety and welfare.

All employees agree, as part of their contract of employment, to comply with their individual duties under both the Health and Safety at Work, etc Act 1974 and the Management of Health and Safety at Work Regulations 1999 and will co-operate with the Trust to enable it to fulfil its health and safety duties under the Act. It is the duty of everyone to abstain from any act of which endangers others as it is everyone's duty to report any risk or danger to the Headteacher or Senior Leaders.

Those undertaking work on behalf of, or in partnership with the school, to take reasonable care of their own health and safety, for the health and safety of others and to co-operate with Eldon Grove Academy in the performance of its moral and statutory duties.

Eldon Grove Academy will monitor health and safety performance and review its policies and procedures to ensure the achievement of best practice in all aspects of health and safety management.

2. ROLES AND RESPONSIBILITIES

The Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, and associated protective legislation, makes it the legal duty of both the employer and the employees to take reasonable care for the health, safety and welfare of themselves, other employees and all other persons who may be affected by their acts or omissions.

2.1 Extol Academy Trust

All Trustees ensure that all the decisions they make are in line with Trust policies and procedures. This ensures that they give due regard to health and safety and any relevant statutory provisions. This principle is upheld by all Trust committees and during all contact with employees and members of the public.

Reference should be made to the Trust's Health and Safety Policy for specific Trust, Trustees and CEO responsibilities.

2.2 Local Governing Body

Extol Academy Trust, as the employer, has statutory duties under:

- the Health and Safety at Work etc Act 1974
- The Electricity at Work Regulations 1989
- The Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health and Safety (Display Screen Equipment) Regulations 1992
- The Gas Safety (Installation and Use) Regulations 1998
- Provision and Use of Work Equipment Regulations 1998 (PUWER)
- The Control of Asbestos at Work (Amendment) Regulations 1998
- Management of Health and Safety at Work and Fire Precautions Workplace (Amendment) Regulations 2003
- The Regulatory Reform (Fire Safety) Order 2005
- The Work at Height (Amendment) Regulations 2007
- The Control of Substances Hazardous to Health Regulations 2002

Members of the Local Governing Body have ultimate responsibility for the operational management of health and safety matters in school but delegates operational matters and day to day tasks to the Headteacher and staff members. The Local Governing Body has a duty to take reasonable steps to ensure that staff, pupils and visitors are not exposed to risk their health and safety. This applies to activities on or off the school premises.

The Local Governing Body has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify hazards and introduce the health and safety control measure(s) necessary to manage those risks;
- Inform employees about any risk within the workplace and what control measures are in place to manage them;
- Ensure that adequate health and safety training and support is provided;

- Adopt and ensure the implementation of the Health and Safety Policy which will encourage high standards of performance by individuals at all levels and the developments of a culture of safety throughout the school's operations;
- Allocate at the strategic level, sufficient human and financial resources to permit the school's Health and Safety Policy to be fully implemented;
- Co-operate fully with school's Health and Safety providers in carrying out inspections, audits, providing advice and guidance to staff and in other activities connected with safety;
- Receive reports, recommendations and other communications from the Estates Manager or Health and Safety advisor and ensure that appropriate action is taken on these;
- Receive a termly report from the Headteacher and School Business Manager on health and safety issues;
- Nominate a member of the Local Governing Body to monitor health and safety or to incorporate health and safety within the remit of an existing standing committee;
- Review the school's safety performance, consider reports concerning safety and ensure that appropriate action is taken to achieve and maintain high standards of safety at the school.

2.3 Headteacher

The Headteacher is the nominated responsible person on the school site and is responsible to the Local Governing Body for the management of all day to day aspects of health and safety in school. In carrying out these responsibilities, the Headteacher has the assistance and support of the school's nominated Health and Safety advisor and the Trust's Estate Manager.

Reference should be made to the Trust's Health and Safety Policy for specific Headteacher responsibilities.

2.4 Health and Safety Competent Advice

Extol Trust commissions an appropriate Health and Safety Team to support individual schools as their competent person in accordance with the Management of Health and Safety at Work Regulations 1999. Their Health and Safety Risk Manager provides strategic health and safety advice and support to the school, managers and employees. However, neither under the terms of this Policy, or under health and safety statutory requirements, can the Health and Safety Risk Manager relieve either managers or supervisors of their operational health and safety responsibilities.

Reference should be made to the Trust's Health and Safety Policy for specific Health and Safety Competent Advice responsibilities.

2.5 Estates Manager

The Estates Manager will be responsible for the development and coordination of the health and safety programme in all schools within the Trust.

Reference should be made to the Trust's Health and Safety Policy for specific Estate Manager responsibilities.

2.6 School Business Manager

The School Business Manager has some premises responsibilities with regard to overseeing building related health and safety issues in school. They carry out, or support in, the following duties in consultation where appropriate with the Headteacher, the Estates Manager, the Health and Safety Risk Manager, and other appropriate personnel;

- Work in liaison with the Trust's Estates Manager for ensuring all school Health & Safety documentation is kept up to date and accessible for any relevant inspections.
- Assist in the arrangements for the safe reception of visitors and to liaise with contractors, agencies and service providers (caretaking, catering, cleaning etc.) as required.

- Take responsibility for specific areas of premises activity as requested by the school. This may include supporting the organisation of whole-school function events and activities e.g. Parents Evenings, PD Days, Social Events etc.
- Monitoring of relevant service contracts.
- Contribute to developing school procedure and practice to improve service delivery, which ensure compliance with legislation and/or national standards.
- Ensuring appropriate risk management arrangements for the school site/staff are in place.

2.7 Site Supervisor

Under the guidance and direction of Headteacher, School Business Manager and/or senior colleagues:

- Ensure that the buildings and site are secure, including during out of school hours and take remedial action if required;
- Act as the designated key holder for the school premises (except during agreed holiday periods where alternative arrangements will be made);
- Operate and regularly check systems such as heating, lighting and security (including alarms);
- Undertake minor repairs (i.e. not requiring qualified craftspeople) and maintenance of the buildings and site in a safe manner and in accordance with relevant guidance;
- Arrange emergency repairs using authorised and reputable contractors;
- Ensure suitable arrangements are in place for the management of contractors and construction projects on site;
- Arrange and carry out regular maintenance and safety checks following agreed school schedules;
- Responsible for the operation of a planned preventative maintenance programme;
- Oversee and monitor the electrical testing of portable electrical appliances and update site records;
- Oversee onsite maintenance contractors, checking that work is carried out in a safe manner, in accordance with relevant guidance, is completed to required standards and within required timescales;
- Maintain site records relating to the maintenance of the school site;
- Maintain suitable arrangements in the premises to manage any asbestos present in the building;
- Maintain suitable arrangements in the premises to manage any legionella risk in the building;
- Monitor fire safety equipment and support in carrying out fire drills;
- Perform duties in line with health and safety and COSHH regulations and take action where hazards are identified, report serious hazards to line manager immediately;
- Assist with safety audits of the premises and contribute to risk assessment activity;
- Undertake regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment, in line with other schedules;
- Ensure that pathways and all other external hard surfaces are kept clean and free from obstruction, and that they are appropriately treated during wintry/icy conditions;
- Support with and monitor the work of cleaning and any other site staff;
- Operation and maintenance of specialised equipment, following training, eg sports equipment;
- Promote and ensure the health and safety of staff, pupils and visitors at all times.

2.8 All Employees, Trainees, Temporary Workers and Volunteers

All employees, trainees, temporary workers and volunteers have an important part to play in protecting themselves and others. Health and safety responsibilities are based on legal obligations and are subject to the Trust's disciplinary procedures.

Reference should be made to the Trust's Health and Safety Policy for specific responsibilities for all the above personnel.

2.9 Visitors (Pupils, Parents/Carers and Others)

All visitors and other users of the premises are required to observe the Trust and school's Health and Safety Policy, including the appropriate fire, emergency and first aid procedures, along with any specific instructions from duly authorised representatives of the Trust or school. All visitors are required to sign in on arrival and sign out again on departure and to wear the appropriate visitor lanyard. Visitors who observe or become aware of any hazardous conditions or circumstances are requested to advise their host as soon as possible in the interests of health and safety of all. In the event of an incident or emergency, all visitors should comply with instructions from their host and/or duly authorised representatives of the school.

2.10 Contractors

Contractors are responsible for complying with the relevant statutory duties placed upon them by the Health and Safety at Work, etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, the Construction Design and Management Regulations 2015 and to other applicable Regulations. This responsibility includes contractors ensuring that all employees and sub-contractors are competent to carry out their work safely, and in accordance with the relevant standards and statutory requirements. They are also responsible for providing all other necessary evidence as required by the school (CHAS accreditation, DBS certificates, public liability insurance etc).

Contractors are also responsible for complying with the Trust/School's Authorisation to Work procedures and any instructions regarding health and safety from duly authorised representatives of the Trust or school.

Contractors are responsible for assessing the risks associated with their work on behalf of the school, and the methods to be used to eliminate those risks or reduce them so far as reasonably practicable. Contractors should provide adequate information to the school regarding these risks and the methods used to control them.

All contractors should review and complete the school's Asbestos Management Register before commencing any work. Contractors are responsible for the health and safety of their own employees and for ensuring they comply with the safe working practices.

2.11 Hirers

Where the school premises are used for purposes not under the direction of the Headteacher then the delegated person in charge of the activities for which the premises are in use will have responsibility for safe practices. The hiring/letting of any school premises should be in accordance with the Trust/school's Letting Policy, with the letting being approved by the Local Governing Body.

The Headteacher, supported by the responsibility manager for lettings, will seek to ensure that hirers and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

When the premises are hired to persons outside the employment of the Trust, it will be a condition for all hirers and other using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Trust and that they **will not** without the school's prior consent:

- Introduce equipment for use on the school premises;
- Alter fixed installations;
- Obscure or otherwise hinder fire and safety notices or equipment;
- Take any action that may create hazards for persons using the premises or the employees or pupils of the school.

2.12 Educational Visits Co-Ordinator

The Educational Visits Co-Ordinator(s), in conjunction with the Headteacher, are responsible for ensuring that guidance included in the Trust Educational Visits Policy is adhered to. The Educational Visitors Co-ordinator(s) are responsible for:

- Ensuring the systems and procedures are in place to adhere to the current Educational Visits Policy;
- Overseeing the training of any staff involved in Educational Visits including the Designated Trip Leader is current and up to date;
- Overseeing the planning of educational trips, by ensuring that all essential documentation, including risk assessment(s), are up to date and appropriate and where required signed on the Evolve Health and Safety Portal.

3. ARRANGEMENTS AND PROCEDURES

The Headteacher and Local Governing Body will take all reasonable rights and practicable steps to meet their health and safety responsibilities in the school. In this regard, particular attention will be paid to the provision and maintenance of the following: -

3.1 Site Security

The Headteacher and the Site Supervisor are 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.

The following people are key holders and will respond in an out of hours emergency:

Site Supervisor
Headteacher
Complete Security Keyholder Service

With regards site security, particular attention will be paid to the following: -

- The school will follow the DfE and their nominated Health and Safety Team's guidance on security.
- All external doors should only be able to be opened from the inside (with the exception of the main reception automatic doors which is necessary for initial entry to the building).
- In the main, visitors should only enter the building using the main reception, they should always sign in and out using the electronic visitor system and wear their visitor badge during their visit. The exception to this is in the case of parent events (family week etc) where visitors may enter the building at individual classroom doors/cloakrooms. However, during such occasions, staff will ensure full supervision of visitors at all times and ensure all visitors have signed in using a paper based system. With the exception of school events detailed above, staff should challenge or report anyone not wearing a visitor badge on the premises to the Headteacher or School Business Manager.
- Staff access to the building is via the main reception which is controlled by a key pad entry system and only staff must be provided with the code. The code will be changed regularly and as a minimum, when a member of staff leaves the school's employment. Under no circumstances should the code be provided to anyone other than employees of the school.
- No contractor will execute any work on the site without express permission and unless accompanied by the Site Supervisor (unless otherwise agreed by the Headteacher). All other contractor requirements for safe working must be in place and are referred to elsewhere in this policy.
- Procedures will be followed for safe recruitment of staff as set out in the 'Recruitment and Selection Policy and Procedure'.
- A very small amount of cash is held in the school safe and collected monthly during term time by the school's cash collection service. From September 2021, the school became cashless – all school related payments from parents/carers are via Parentpay. The only exception to this is cash received for donations

for charitable events and the school tuck shop. On the rare occasion that money is required to be taken to the bank directly, this should ideally only be small amounts (less than £500) and if possible two members of staff should carry out this task. Any trips to the bank should be notified to the Headteacher or School Business Manager in order to monitor and agree timescales for the safe return of staff from the bank.

All staff are expected to take reasonable measures to ensure the security of the school. Any concerns regarding security should be directed to the Headteacher or the Site Supervisor immediately.

3.2 Health and Safety in the Curriculum

The school will follow any appropriate health and safety guidance by the DfE, British Standards Institute and relevant national curriculum bodies in the following subjects/activities:

- Science
- Design Technology
- Food and Textiles
- Art and Design
- PE
- ICT
- PSCH
- Educational Visits and Outdoor Education

3.3 Risk Assessments (including COSHH)

It is accepted that some school activities may, unless properly controlled, create risks to staff, pupils or visitors. The Headteacher will ensure that the Senior Leadership Team, School Business Manager and Site Supervisor carry out suitable and sufficient risk assessments for all areas and tasks within their area of responsibility. The Headteacher will also ensure that personal risk assessments are completed for employees and pupils as required. Examples include new and expectant mothers and those who may be at an increased risk in the workplace due to an underlying condition. Such risk assessments will provide clear guidance to staff and pupils on rules for travelling, welfare and hygiene measures, first aid, personal protective equipment (PPE) and emergency arrangements. Risk assessments will also take account of the latest advice and guidance published by the UK Government related to Health and Safety, Travel or Terrorism.

Where appropriate, the Health and Safety Advisor will aid, guide and support in the carrying out of risk assessments. All risk assessments will be reviewed periodically, or where there are significant changes of circumstances.

Risk assessments will be communicated to all necessary employees, contractors and visitors within their area of responsibility.

3.4 Flammable and Hazardous Substances

The school will identify all substances used, handled, transported and stored by employees or pupils and ensure that manufacturer's safety data sheets (MSDS) are obtained for them.

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the "Control of Substances Hazardous to Health Regulations 2002" (the COSHH Regulations). 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 legionnaire's disease.

Where hazardous substances are necessary, the school will arrange for COSHH assessments to be carried out for all substances hazardous to health.

Adequate precautions will be implemented to eliminate or reduce the risks from hazardous substances, including the provision of PPE to employees free of charge.

Employees and pupils will be notified of any assessment findings where applicable. Employees and pupils must comply with the assessment findings and if necessary, wear the appropriate PPE.

All hazardous products will be used and stored as per the product label instructions. All hazardous products will be stored in a secure and lockable facility to which pupils do not have access. All hazardous products will be in their original containers, with clear labelling and product information. All hazardous products are disposed of as per the specific disposal procedures.

Where hazardous material must be used, only the smallest practicable amount will be brought onto site, and will be stored under the personal responsibility of the Site Supervisor. If substances are brought onto site for a specific "one-off" purpose, any remaining quantities will be removed from site as quickly as possible and disposed of safely.

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

All staff are responsible for checking their own area of responsibility for any substances carrying a hazard warning and informing the Headteacher. Usual hazards are flammable, poisonous or irritant.

Staff must not bring in their own products (air fresheners, washing up liquid, deodorant sprays etc) as all substances within school must have a data sheet and risk assessment completed for each product. If products are needed within school, staff must raise this with the Site Supervisor to ensure that the appropriate procedures are carried out and relevant checks can be made prior to using the product.

Areas where flammable or hazardous materials are stored within school are highlighted on the site map contained in the Emergency Plan in case of an emergency.

3.5 Gas Safety

Installation, maintenance, service and repair of gas appliances and fittings will be carried out by appropriately qualified and competent Gas Safe registered engineer and records maintained. Gas pipework, appliances and flues are regularly maintained and records kept. All rooms with gas appliances are regularly checked to ensure that they have adequate ventilation.

Reference should be made to the Trust's Gas Installation Management Policy.

3.6 Fire Safety

A fire risk assessment will be carried out in accordance with the Regulatory Reform (Fire Safety) Order 1995 and a fire evacuation plan prepared. All other necessary procedures, equipment and installations will be implemented to reduce fire risks as low as reasonably practicable. The Headteacher shall ensure that actions are taken as identified by the assessment and plan.

Fire information and procedures for the school will be shared with new staff on induction and be reviewed annually.

Employees and pupils should comply with all fire precautions applicable to their area of work and report any hazardous circumstances to their Manager, the Headteacher or SBM as soon as practicable.

Emergency exits and assembly points will be regularly reviewed, updated and clearly identified by safety signs and notices. All staff should ensure they are aware of the emergency exits by reviewing the signage in their allocated classroom/office/space.

In the event of a fire, the Headteacher will co-operate and liaise fully with the fire brigade to ensure the safety of the premises.

Staff will participate in fire awareness in education training on a minimum 3 yearly cycle. Fire Wardens shall be appointed and trained as required also. Staff should only use fire extinguishers if trained in their use. If trained, they should only use the extinguisher if confident to do so and not put themselves at undue risk. Staff should ensure the alarm is raised **BEFORE** attempting to tackle a fire.

Personal Emergency Evacuation Plans (PEEPs) will be completed by the Social Inclusion team for pupils who may require assistance in the event of a fire evacuation. PEEP's for staff will be completed by the School Business Manager.

In the event of fire:

- The fire alarm will be raised immediately by whoever discovers a fire and the emergency services contacted. The fire alarm bell is a loud continuous bell.
- Evacuation procedures will begin immediately.
- Fire extinguishers may be used by staff only, and only by those staff trained in how to operate them and are confident they can use them without putting themselves or others at risk.
- Staff, pupils and visitors will gather at the nominated assembly points. All exit routes and assembly points are identified on notices in all classrooms/offices as well as signage throughout the building.
- Teachers are provided with a class list for register checks of pupils which they take with them to their evacuation point to ensure roll call can begin immediately upon exit.
- The office staff will take a register check of all staff and visitors on site. All staff, pupils and visitors will remain at assembly points until the emergency services confirm it is safe to enter (or the Headteacher in the case of a fire drill).

Servicing / Testing / Records

The Fire Alarm and associated equipment will be regularly serviced and records kept.

Fire drills will be undertaken at least once every term and records kept of drills including any issues arising. Records will also be kept of any false alarms.

Weekly checks are carried out on the fire alarm call points by the Site Supervisor and records kept. The call points are checked on a rota basis so that over a specific period, every alarm call point is tested.

Fire extinguishers will be serviced and maintained on an annual basis by the school's preferred supplier and records kept of inspections.

Emergency lighting checks take place monthly by the school's preferred supplier and records kept. Any defects arising from these checks are authorised and actioned immediately by the Site Supervisor.

3.7 Emergencies

Detailed information on how to deal with emergencies and the school's Lockdown Procedure can be found in the school's Emergency Plan document. This can be obtained from the Headteacher or School Business Manager.

Also refer to Section 3.12 for First Aid / medical emergencies.

3.8 Training

The responsibility for health and safety training (including refreshers) rests with the employer which is delegated to the Headteacher and Local Governing Body. The Headteacher is responsible for ensuring that he/she is sufficiently trained and that appropriate staff, pupils, supply staff, volunteers and other relevant persons are provided with adequate information, instruction and training to enable them to carry out their work and activities safely and that records are kept. This will include induction and update training.

All new employees will receive induction training and will be given access to the Health and Safety Policy. They will have the opportunity to discuss any concerns with the Headteacher.

Supply teachers/trainees/placements/volunteers will be made aware of any safety arrangements via the supply/visitor handbook.

All employees will also receive:

- update training in response to any significant change;
- training in specific skills needed for certain activities (eg use of hazardous substances, working at height, food hygiene etc);
- refresher training where required;
- procedures for reporting accidents, dangerous occurrences and near misses;
- instruction on their responsibility to report any condition, which in their opinion, is hazardous to their immediate manager;
- information regarding Health and Safety in general will be raised as necessary and/or communicated to all staff directly.

All staff are responsible for bringing to the Headteacher's attention their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence. All staff have some level of health and safety responsibility and will be expected to have knowledge on what to do if an accident or incident occurs, know the fire and first aid procedures and understand the basics of infection control and manual handling.

3.9 Consultation with All Staff

The commitment of all staff is central to the maintenance of high standards in health and safety. Consultation will be on an informal basis in addition to safety matters on the agenda of staff meetings.

3.10 Accident/Incidents/Near Miss Reporting and Investigation

Accidents/Incidents to any Pupil, Staff or Visitor

All staff are responsible for reporting accidents, incidents, dangerous occurrences, violent incidents, verbal abuse and near misses. Accidents/incidents to pupils, staff or visitors etc will be reported in the school's accident book located in the main office as soon as possible after the accident/incident occurs by the member of staff or First Aider who dealt with the accident/incident. All sections of the accident form must be completed and as much detail as possible should be provided when reporting an accident/incident.

Parents/carers of any pupil receiving any injury to the head/face will be contacted by a member of staff by telephone to inform them of the situation. In instances where parents/carers are unobtainable, a Class Dojo

message will be sent and discussion will take place with the adult collecting the pupil at the end of the school day.

Where the accident/incident is more serious (staff, pupil or visitor attended an urgent care facility or hospital), the Headteacher/Deputy Headteacher will be notified and parents contacted (pupil). An Accident Report Form (ARP1) will be completed by the member of staff that witnessed or dealt with the accident/incident. The form must be completed in full within 24 hours of the accident/ incident and provide as much information as possible. If necessary, further information can be added after the event when the outcome of any urgent care or hospital visit is known. The ARP1 form will be signed by the Headteacher and uploaded to the school's Health and Safety Team's online facility within the necessary timescale. The Headteacher will implement any recommendations provided by the Health and Safety Team where appropriate.

All pupils are aware that they should inform the nearest responsible adult in the event of an accident/injury.

School accident reports will be monitored for trends and a report made to the Governors by the School Business Manager on an annual basis.

Any faulty equipment or damage to premises, buildings etc must be reported to the Headteacher and/or Site Supervisor immediately.

Dangerous occurrences/near misses will also be recorded and reported to the Headteacher to consider if any safety arrangements need to be reconsidered.

3.11 Reporting to Health & Safety Executive / Reportable Injury, Disease or Dangerous Occurrence Regulations (RIDDOR)

Any accident/incident which results in a reportable injury, disease or dangerous occurrence as defined in the RIDDOR 2013 legislation will be reported to the Health and Safety Executive (HSE) by the Headteacher as soon as is reasonably practicable and in any event within 10 days of the accident/incident. In relation to RIDDOR, an accident is a separate, identifiable, unintended incident, which causes physical injury. This specifically includes acts of non-consensual violence to people at work.

RIDDOR only requires you to report accidents if they happen 'out of or in connection with work'. The fact that there is an accident at work premises does not, in itself, mean that the accident is work-related – the work activity itself must contribute to the accident. An accident is 'work-related' if any of the following played a significant role:

- the way the work was carried out
- any machinery, plant, substances or equipment used for the work or
- the condition of the site or premises where the accident happened.

See **Appendix 1** for further information on the injuries that are reportable under RIDDOR when they result from a work related accident.

3.12 First Aid

Adequate first aid cover for all activities will be provided and a risk assessment will be in place which is shared with all staff.

A significant number of full time permanent classroom based support staff will be Emergency Paediatric First Aid trained. Other relevant staff hold the higher level Paediatric First Aid Training. There is also one member of staff who is First Aid at Work trained. A list of first aid trained staff is displayed in the staff room and around school which is updated regularly All training will be through a suitably accredited first aid training organisation.

The Site Supervisor will regularly check the first aid boxes within school and replenish stock as necessary. Records of checks will be kept. Mobile first aid kits are available for use off site. PPE (gloves, aprons etc) are provided for staff protection and the protection of others.

Location of First Aid Boxes

- Under Extol Office Stairway (portable kits and general supply stock)
- KS2 Wet Area
- Nursery
- KS1 Cloakroom
- School Kitchen

Transport to Hospital

If the Headteacher considers it necessary for a seriously ill or injured person to go to hospital, an ambulance will be called. If the Headteacher considers it necessary for an injured pupil to visit an urgent care facility, parents/carers will be contacted to transport the pupil. If parents/carers cannot attend the emergency quickly, a member of staff with business insurance will be nominated to take the injured person to the urgent care facility and arrangements made to meet the parents/carers there. If the Headteacher considers it necessary for an injured adult to visit an urgent care facility, a member of staff with business insurance will be nominated to take the person there. Contact will also be made to a family member or next of kin if deemed appropriate. No casualty should be allowed to travel to hospital or an urgent care facility alone; a member of staff will be designated to accompany them.

Record Keeping

See section 3.10.

Automatic External Defibrillator (AED)

School holds an AED on site which is located on the main corridor outside the Social Inclusion Manager's office. This can be used in an emergency situation. However, calling 999 for the emergency services should be a priority. Several staff are trained in the use of the AED, however, as the AED speaks all instructions on how to use the device, any adult may use the AED in an emergency situation. The AED device is checked on a weekly basis by the Site Supervisor for any battery issues, general damage and that the pads are in date. Records are kept of the checks carried out.

Managing Cuts, Bites and Nose Bleeds

Staff should refer such incidents to one of the nominated first aiders for the school.

3.13 Educational Visits

Reference should be made to the Trust/school's Educational Visits Policy for detailed guidance.

All visits will be considered and approved by the school's Educational Visits Co-ordinators and Headteacher in line with the school's current online educational visits system (EVOLVE).

Reference should also be made to the school's Emergency Plan for dealing with emergencies during off-site trips/visits etc.

Reference should also be made to Section 3.14 Animal Handling/Visits, Section 3.15 Visits to Petting Farms/Zoos and also Section 3.16 Water Based Activities.

3.14 Animal Handling / Visits

Animals in school can enhance the learning environment. However, contact with animals can pose a risk of infection including gastro-intestinal infection, fungal infections and parasites. Some people, such as pregnant

women and those with a weakened immune system, are at greater risk of developing a severe infection. However, sensible measures can be taken to reduce the risk of infection to pupils and staff.

All animal related activities (including the chick hatching programme, therapy ponies etc) or external visits to petting farms/zoos (section 3.15) must have a risk assessment carried out in advance. A copy of the provider's own risk assessment and public liability insurance where applicable should also be requested and retained.

See Appendix 2 for good practice procedure to be followed.

3.15 Visits to Petting Farms and Zoos

There are a number of diseases that can be passed on from infected animals such as campylobacter, salmonella and cryptosporidium. It is not possible to know which animals are carriers so a standard approach to reducing the risk of transmission of infection to children and adults should be taken and good hand hygiene practices maintained

See Appendix 2 for good practice procedure to be followed.

3.16 Water Based Activities

There is a risk of infection associated with any water-based activity on rivers, canals, freshwater docks, by the seaside and also with the collection of specimens from ditches, streams, ponds and the ocean. Water-based activities should only be undertaken at education authority residential centres.

See Appendix 2 for good practice procedure to be followed.

3.17 Jewellery

Pupils should not wear jewellery in school except for a watch or wrist fitness device. Watches and wrist fitness devices should be removed for PE activities. All hair accessories should be removed except bobbles to tie long hair back. If a pupil has recently had their ears pierced, they can only participate in PE if the earwear are covered by a plaster. Parents/carers must provide plasters until the ears are healed sufficiently when earwear can be safely removed by the pupil. Pupils are responsible for the safe-keeping of earwear and watches/fitness devices within school.

3.18 Physical Education (PE)

Pupils must be suitably dressed to participate in physical education activities and abide by the following dress code for indoor PE activities:

- Black shorts, white t-shirt and black plimsolls (barefoot only when using the indoor gym apparatus).

Pupils must abide by the following dress code for outdoor PE activities:

- Black shorts or black jogging bottoms, white t-shirt and/or black sports hoody
- Trainers should be worn for outdoor PE activities. However, if a pupil does not have trainers, the teacher must decide if the footwear they have is suitable for the activity taking place.
- T-shirts should not be removed in hot weather. Activities in hot weather will be limited but teachers should also ensure all pupils have sun caps and water.

Staff must also wear appropriate gym wear and trainers during PE and sports activities.

Reference can be made to the school's PE Policy also.

3.19 Administration of Medicines and Tablets

Reference should be made to the school's Medical Conditions, First Aid and Allergens Policy which should be adhered to.

3.20 Manual Handling

Where reasonably practicable, hazardous manual handling activities will be avoided through task design and/or the use of mechanical aids. Injuries can be caused by incorrect moving and handling of objects or people. No staff should undertake any moving or handling of objects or pupils until training has been undertaken. Training will be provided to all appropriate staff who are, at times, required to manually handle either children or loads.

A risk assessment is available for generic manual handling operations. Any work activities which involve the manual handling of loads which present a significant risk to the health and safety of any persons must be reported to the Headteacher who will arrange for a specific manual handling risk assessment to be carried out. This also includes activities where the load is quite small/light in weight but the activity is of a repetitive nature. The risk assessment will be provided to the staff who must follow the instructions given when carrying out the task. Staff should not lift heavy items or equipment unless they have received training and/or have access to appropriate aids/lifting equipment in order to do so safely.

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

- Plan the lift and assess the load. If it is an awkward shaped item or is 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 floor surface is clear and dry;
- Ensure the surface is stable;
- Sensible clothing and flat shoes are ideally worn;
- Finger nails should be kept short to avoid scratching or breaking;
- Minimum jewellery to avoid scratching;
- Assess their own capabilities and ability to complete the move;
- To lift: bend the knees, back straight, feet apart and angled out. Ensure the load is held close to the body with a firm grip. Lift smoothly, slowly, avoid twisting, stretching and reaching where possible;
- Take your time.

Staff must not ask pupils to carry out manual handling operations.

3.21 Slips, Trips and Falls

School will ensure that floors and walkways are suitable for their purpose, in a good condition and free from obstructions. The school will arrange regular visual inspections of premises and take appropriate remedial action to minimise risks.

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Staff and pupils should not cause slip or trip hazards, should clear any spillage that they make and should wear suitable footwear while at work. Where a health and safety trip or slip hazard is identified, this should be immediately reported to the Site Supervisor or appropriate line manager or removed if possible to eliminate the risk. Spillages should be cleaned up immediately by a member of staff. Staff should use the wet floor warning signage until the spillage is removed. Pupils should be kept away from the area during cleaning.

The general cleaning of floors will be undertaken when the majority of pupils are not in the building and wet floor warning signage should be used at all times. All pupils attending after school clubs in the building during general cleaning times should be reminded to follow the usual school rules.

The school has a separate Risk Assessment in place for general slips, trips and falls.

3.22 Asbestos

The school will follow the guidance contained within the Trust's Asbestos Management Policy.

There is 1 known item of asbestos within the school building. The area is clearly indicated in the school's Asbestos Register and Management Survey which is located in the main school office.

The school's SACO is the Headteacher and is responsible for managing asbestos within the school. Other relevant staff (School Business Manager and Site Supervisor) are trained in asbestos awareness and refresher training will be completed every year.

The Headteacher will ensure that appropriate measures are taken to protect employees, visitors, clients, contractors, and other persons who may be affected by the school's activities from unsafe exposure to asbestos containing materials on school premises.

The school's authorised personnel shall ensure that:

- The asbestos register and management survey is maintained as required. .
- All work on the fabric of the building or fixed equipment involving asbestos has a permit to work and relevant paperwork is filed within the Asbestos Register and Management Survey file. All contractors must sign the Asbestos Register prior to commencing work. Paperwork relating to any works carried out involving asbestos must be kept for 40 years.
- A visual inspection of asbestos items on site should be conducted twice per year by the Site Supervisor and recorded in the Asbestos Register. Any anomalies must be reported immediately to the Headteacher.

Contractors working on school premises will be required to take all necessary precautions to prevent the disturbance of known and previously unknown Asbestos containing materials. Any damage to materials known or suspected to contain asbestos should be reported to the Site Supervisor or Headteacher immediately who will notify the appropriate body.

Under no circumstances must staff or other personnel carry out work, however minor, to the fabric of the building unless it has been authorised by one of the SACOs and/or Estates Manager.

For all construction and refurbishment projects, a Refurbishment and Development (R&D) survey should be undertaken. The Asbestos Register should not be relied upon alone to determine the presence of Asbestos Containing Materials as it is non-evasive.

3.23 Legionella

The Trust engages the services of a specialist provider to support the school in their duties of legionella management. The school will adopt as far as reasonably practicable the principles of control and management identified in the current edition of the HSE Approved Code of Practice and Guidance Document L8 "The Control of Legionella Bacteria in Water Systems" (ACOP L8).

The school's nominated person for day to day water management is the Headteacher.

There are a number of water outlets in school such as sinks and showers and legionella could pose a risk if procedures to manage are not in place. On behalf of the school, the specialist provider conducts necessary monthly water temperature checks and disinfect/descale shower/spray heads quarterly. Records are kept of all visits and non-conformances. Any non-conformances are reported in a timely fashion in order that remedial works can be actioned. Servicing is carried out by the school's authorised provider.

A Risk Assessment and Water Hygiene Report is also in place. The risk assessment will be reviewed when there is a change to the water system or its use; a change to the use of the building where the system is installed;

new information is available about the risks or control measures are no longer effective; changes to key personnel; a case of Legionnaires' disease/legionellosis is associated with the system.

The Site Supervisor undertakes regular checks such as identifying and flushing rarely used outlets on a weekly basis and after school holiday periods and records kept of checks.

3.24 Waste Management

All staff must ensure that their area of work (classroom, office etc) is kept tidy and ensure bins do not become overfull. All bins are emptied each evening by the cleaning staff and all waste is collected every Tuesday by the Local Authority Waste Team. If a bin is not emptied for any reason, staff should contact the Site Supervisor for emptying. A large recycling bin (for paper, cardboard and plastics) is also available at the main bin store (near the kitchen entrance). Any items for disposal can be taken directly to the bins where possible or left outside of classrooms/offices for the Site Supervisor to dispose of.

Any items of equipment or furniture requiring disposal must be notified to the Site Supervisor who will gain authority to dispose from the Headteacher. All items of equipment or furniture recorded on the school's Asset Inventory Register must be accounted for and recorded as disposed of. The Site Supervisor will inform the School Business Manager of any items being disposed of in order to update the Asset Inventory Register.

Reference should be made to the Trust's Financial Regulations Policy for the procedure on disposals of value.

3.25 Grounds Maintenance

Grounds maintenance is provided by an external provider. Grass cutting takes place monthly during the warmer months as well as other pruning services. The Site Supervisor should be informed of any issues with regards grounds maintenance. The Grounds Maintenance staff are aware that works should only be carried out on the school field/playgrounds when not in use by pupils.

Grounds maintenance staff will sign in to school before commencing any works. Grounds maintenance staff are responsible for the safe use of their own equipment and machinery whilst on school grounds. They should also ensure all equipment and machinery is removed upon completion of the task.

3.26 General Housekeeping / Cleaning

Refer to Section 3.24 also.

The Site Supervisor carries out daily checks of the school grounds including the field for any litter or dangerous debris etc and will arrange safe removal of any items found. The Site Supervisor should be informed of any litter, dog fouling, dangerous debris etc found on the school premises to arrange cleaning/safe disposal.

Cleaners are in school daily to clean throughout the school. All staff should leave areas as tidy as possible for the cleaners coming into school. Any areas deemed to be an issue with regards general housekeeping or cleaning should be reported to the Site Supervisor for investigation.

3.27 Heating

The school heating system is managed in school remotely. The heating is programmed to be on at specific times of the day throughout the year as well as during very cold spells (temperature controlled). In addition, there are some areas that have access to portable electrical heaters. Staff using these heaters must ensure they are turned off after use and are only used in ventilated areas. Only heaters purchased by school and that are PAT tested should be used.

3.28 Female Hygiene Arrangements

Good hygiene practices depend on adequate facilities. A hand wash basin with warm running water along with a mild liquid soap are available in staff and pupil toilets. Disposable towels and/or hand dryers are also available for hand drying. Bins are provided for disposing of used paper towels. Toilet paper is always available in each cubicle and supplies checked each evening for replacement.

Sanitary disposal units are provided for female staff and pupils in KS2. There are units in the ladies staff toilet, the nursery staff toilet and also the KS2 girls toilets. Sanitary disposal units are collected on a monthly basis by a contracted agency.

School holds a small supply of sanitary products for pupils if required. These are kept in the Social Inclusion Manager's office.

3.29 Managing Nappies / Incontinence Aids

Nappies

Children are only allowed to attend school in nappies, including nursery, if they have been diagnosed by a medical doctor of a medical condition requiring them to do so. Children requiring nappy usage have a designated changing area in the nursery, away from play facilities and from any area where food or drink is prepared or consumed. To minimise the risk of abuse allegations, two members of staff should be involved/in attendance during nappy changing.

Hand washing facilities are available in the nursery disabled toilet so that staff can wash and dry their hands after every nappy change, before handling another child or leaving the nappy changing room. Soiled nappies should be wrapped in a plastic bag before disposal in the nappy bins provided. Nappy bins are emptied by a contracted agency every week. Changing mats should be cleaned with warm soapy water or with a baby wipe after each use. Mats should be cleaned thoroughly with hot soapy water if visibly soiled and at the end of each day. Staff should check on a weekly basis for tears in the changing mat and discard if the cover is damaged.

Reference should also be made to the school's Intimate Care Policy.

Incontinence Aids

Pupils who use continence aids (like continence pads, catheters) should be encouraged to be as independent as possible. The principles of basic hygiene should be applied by both pupils and staff involved in the management of these aids.

Continence pads should be changed in a designated area. Disposable powder-free non-sterile latex gloves and a disposable plastic apron should also be worn and disposed of after use. Hand washing facilities should be readily available.

3.30 Cleaning Pupils (Bodily Fluids, Dog Faeces, Vomit, Self-Soiling)

If soiling is minor, wash the area with warm soapy water (or wipes) and dry with paper towels. Spare clothing should be sourced if necessary (school supplies or contact parents/carers to bring items).

If soiling is extensive, the following guidelines should be followed:

- Parental permission should be sought before cleaning a pupil wherever possible. A shower is located in the nursery disabled toilet if required.
- Staff must follow a good hand washing routine to risk contamination.
- Two members of staff should be involved/present in case of any abuse allegations made.
- Where possible, pupils should be encouraged to clean themselves. However, if staff need to assist children in cleaning, they should use personal protective equipment before commencing (disposable gloves and plastic aprons if there is a risk of splashing or contamination with blood or body fluids).

- If any pupil has a specific medical condition which exacerbates the possibility of soiling themselves, parents/carers should ensure school is provided with a good supply of spare clothing.
- Any soiled clothing should never be rinsed by hand but should be put in a nappy sack bag/carrier bag and returned home for washing.
- After use, the shower should be cleaned by a member of staff using a cleaning cloth and anti-bacterial spray. The cloth should then be disposed of after cleaning.

Refer to Section 3.31 also for cleaning guidelines.

Refer to section 3.35 also for exclusion periods if any soiling/vomiting is related to illness.

3.31 Removal / Cleaning of Biological Substances

Biological substances include saliva, blood, urine, nasal and eye discharges, vomit and faeces.

Spillages /cleaning of biological substances should be carried out immediately and the following procedure adhered to:

- Treat everyone as a potential risk.
- Cover any cuts on your hands with a plaster.
- Hand cream can provide a good barrier.
- Use appropriate personal protective equipment (disposable gloves, aprons etc).
- Absorb any substances with paper towels or compound powder as appropriate.
- Clean the area using cleaning cloths or paper towels and an appropriate antibacterial solution following the manufacturer's instructions.
- Any cleaning cloths, paper towels and PPE or other waste should be disposed of using polythene bags and tying the neck ties before placing in a bin bag in the main waste bins (located near the kitchen entrance).
- Where mops are necessary for cleaning up blood and body fluid spillages, the mop heads should also be disposed of after use.
- Ensure hands are washed well to reduce any risk of contamination from substances.
- Any needles found on school premises should be reported to the Local Authority for safe collection and disposal. The area should be cordoned off if possible or supervised until the items can be collected.
- Any needle injuries should be reported to the Local Authority as well as the school's nominated Health and Safety Team.

3.32 Vulnerable Groups at Particular Risk from Infection

Some children have impaired immune defence mechanisms in their bodies (known as immuno-compromised) and hence will be more likely to acquire infections. Also, the consequence of infection in the immuno-compromised is likely to be significantly more serious than in those with a properly functioning immune system (known as immuno-competent).

Impaired immunity can be caused by certain treatments such as those for leukaemia or other cancers, like cytotoxic therapy and radiotherapy. Other treatments such as high doses of steroids, enteral feeding and others, may also have a similar effect. Children and carers will have been fully informed by their doctor.

There are also some rare diseases, which can reduce the ability of a person to fight off infection. Usually nurseries and schools are aware of such vulnerable children through information given by their parents or carers.

If a vulnerable child is thought to have been exposed to a communicable disease, chickenpox or measles in the school setting, parents or carers of that child should be informed promptly so that they can seek further medical advice from their GP or specialist, as appropriate.

It is important that these children are also made known to the school by parents/carers on entry to the school.

3.33 Coughing and Sneezing

In any educational institution, it is important for all parties to share the responsibility of preventing the spread of germs. Coughs and sneezes spread diseases and therefore, pupils and adults should be encouraged to cover their mouth and nose with a disposable tissue and wash hands after using or disposing of tissues.

To avoid the spread of any cough/cold/flu like viruses and germs, any pupil with such symptoms should ideally refrain from being in school and if the pupil is particularly unwell, parents/carers should be contacted to take their child home. Parents/carers will be advised to keep their child(ren) at home until the symptoms have subsided sufficiently and the child feels well enough to return to school.

The school participates in the flu immunisation programme for pupils in Reception through to Year 6 in association with the Childhood Immunisation Team for Durham, Darlington and Teesside. Parents/carers give their consent directly to the above team for immunisation (nasal spray) and the school supports and facilitates this programme.

During periods when coughs/colds are more prevalent, the school will also instigate deep cleaning routines within school in order to minimise the spread of germs and viruses and any possible cross contamination.

3.34 Exclusion Periods for Infectious Conditions / Diseases

Prompt exclusion is essential to prevent the spread of infection in school. Staff will follow our procedure for contacting parents/carers when children become ill at school. Parents/carers should be reminded that if children are suffering from infectious diseases, they should remain at home for the minimum period recommended by Public Health England (**see Appendix 3**). Formal exclusion of a pupil from school on medical grounds is enforceable by the Headteacher only, acting on behalf of the Local Authority or Governors of the school. In exceptional cases, when parents insist on the return of their child to school when the child still pose a risk to others, the school and/or Local Authority may, by serving notice on the parents/carers of the child, require that they keep the child away from school until they no longer pose a risk to others.

School will regularly remind parents/carers of the 48 hour exclusion policy regarding sickness and / or diarrhoea conditions.

In the event of any epidemic/pandemic, school will follow advice from Public Health England about the appropriate course of action and inform all stakeholders accordingly. Further information is also contained within the school's Emergency Plan in this regard.

3.35 Handwashing

Hand washing is one of the most important ways of controlling the spread of infections, especially those that cause diarrhoea and vomiting and respiratory disease. Liquid soap, warm water and paper towels / hand dryers are provided for staff and pupil use.

All staff and pupils are encouraged to wash their hands after using the toilet, before eating or handling food and after touching animals.

3.36 Smoking

Eldon Grove Academy is a no smoking site. This applies to all buildings, areas and grounds. The same rules apply to electronic or e-cigarettes/vaping devices. They are not allowed to be used anywhere on school premises and must not under any circumstances be plugged in within school.

3.37 Alcohol and Drugs

The abuse of alcohol or drugs is a health and safety hazard. If there is any suspicion that a member of staff or visitor is under the influence of drugs or alcohol during working hours, this must be reported to the Headteacher immediately.

3.38 Plants and Horticulture Activities

The staff member responsible for the school garden (allotment) will supervise and/or monitor all garden related activities as well as the provision of any plant / soil based items within school. The responsible adult will also ensure that the risk assessment for garden related risks is reviewed regularly and any changes required are reported to the School Business Manager for update. The responsible adult will ensure that all garden related items are stored securely but specifically any items that may cause harm. The teacher organising a visit to the school garden will ensure the risk assessment is reviewed prior to the visit and that pupils are briefed on all safety aspects contained within the risk assessment.

3.39 Vehicles/Traffic

There is a car park on Eldon Grove for staff use. Any staff or visitor parking on the road of Eldon Grove should do so responsibly and give consideration to our neighbours. Any deliveries for school should park outside the main entrance giving consideration to parking restrictions or where necessary, may use the turning circle for access to the kitchen.

Parents/carers have access to the Tennis Club car park for dropping off and picking up children to ease congestion on Eldon Grove. We regularly communicate parking issues and volume of traffic to our parents/carers especially on days that are expected to be extremely busy (Summer Fayre, Christmas performances etc). Where it is deemed necessary, the school will manage parking by the use of traffic cones on Eldon Grove.

There is a crossing patrol officer on Elwick Road and also Park Road to support children and parents/carers getting to school safely. On occasions when either of the crossing patrol officers are absent, the Local Authority informs school so that we can notify parents/carers for their information.

3.40 Severe Weather Arrangements

Snow and Ice Clearing /Gritting

The Site Supervisor will follow the Snow and Ice Clearing Procedures and ensure snow and ice clearance is undertaken at the earliest possible time. This may involve requesting the Site Supervisor to attend work earlier than contracted. Should the Site supervisor be absent from work during snow and icy periods, the Headteacher will arrange for these tasks to be carried out by another suitably trained member(s) of staff. The Headteacher is responsible for ensuring the site is provided with appropriate snow clearing and protective equipment, and access to adequate stocks of rock salt/sand/grit etc.

A risk assessment and site zone plan is in place for the clearing of snow and ice including prioritisation of routes, manual handling issues, PPE and how the site will communicate to staff and visitors the appropriate access routes to use during bad weather. The Site Supervisor will adhere to the risk assessment and also follow and maintain the gritting record schedule during the cold/icy weather.

All staff should report any instances of snow/ice clearance not being carried out to the Site Supervisor or School Business Manager. Staff should wear appropriate clothing and footwear during severe weather.

School Closure due to Severe Weather

The Headteacher, in liaison with the Chair of Governors/CEO, will make any decision on school closure on the grounds of health and safety.

School closures due to severe weather conditions can be viewed in more detail in the school's Emergency Plan and the Trust's Adverse Weather Policy.

3.41 Food and Food Hygiene

The school is a "nut free school" as we may have pupils who have severe allergic reactions (anaphalaxis). Where required, epipens are kept in the classroom where such a pupil is based and staff trained to administer them. Parents/carers are responsible for informing school of any allergies in order that the appropriate measures can be taken within school. Parents/carers are regularly informed that nuts and products containing nuts must not be sent into school for snacks or lunch.

Staff must ensure they wash their hands before and after handling any food for food tasting or food related activities. Staff will ensure that pupils preparing food will follow basic food hygiene guidelines. Staff will also ensure they check the loco parentis forms for any food allergies before commencing food tasting activities. Staff should err on the side of caution and contact parents/carers in case of any query.

Pupils will be reminded to wash and/or sanitise their hands before lunch.

Staff leading any form of cookery/baking lessons or who are involved in the preparation of food (breakfast club, wraparound club, cooking club etc) will complete food hygiene training as required. Food allergy training is also carried out by relevant staff.

School Meals

The school engages the services of a catering provider for school meal provision. Parents/carers of children with any food allergies or specific dietary requirements are required to complete the necessary forms so the catering provider's nutritionist can tailor an individual menu for use by the school cook and team. The catering team will keep records of individual pupil special diets and the school will provide and ensure those children wear a lanyard at lunch times for ease of identification to the catering team.

The catering staff, under the guidance of their own employer, will ensure its food hygiene procedures are adhered to at all times in order to achieve a satisfactory food hygiene rating from the school's Local Authority's annual visits. Their employer will ensure that all kitchen staff are fully trained as necessary.

3.42 Contractors

Refer to Section 2.10 for contractor responsibilities.

The school will seek to identify suitable contractors through competence checks and selection procedures and wherever possible, these contractors will have CHAS accreditation, as per Extol Trust procurement guidance for capital works.

Prior to any contractor being allowed to work on site all contractors must:

- Complete an 'Authority to Start Work' form and hand it in to the Site Supervisor or School Business Manager for approval.
- View and sign the asbestos management plan/register to confirm they have viewed the information.
- Complete the Contractor Site Rules and Induction Record.
- Undertake any work under a "safe system of work" (RAMS) appropriate to the proposed working activities.
- Provide any relevant public liability insurance documentation and any applicable registration body accreditations, ie. CHAS, Gas Safe Register etc.
- Confirm that they will put in place appropriate checks on PPE for their employees and/or sub-contractors.
- Abide by any local rules imposed by the school.
- Abide by any restriction imposed by the school in relation to traffic movement and deliveries within the school boundary.
- Ensure access for emergency vehicles is maintained at all times.

- Not carry out hot works.
- Ensure good housekeeping practices, including ensuring that escape routes are kept clear from obstructions and tripping hazards.
- Ensure appropriate control measures are implemented to prevent children, members of staff and others from coming into contact with any potentially hazardous conditions created by their work activities.
- Participate in any emergency evacuation of the school.
- Stop work immediately and report to the school any suspected asbestos containing material discovered or disturbed whilst carrying out their work activities.
- Not wander into areas of the school outside the agreed working area without express permission from the school.
- Hold appropriate CRB / DBS clearances where appropriate.

3.43 Equipment

Eldon Grove Academy will comply with the Provision and Use of Work Equipment Regulations 1998 (PUWER) with regards the equipment we use within school. Work equipment is almost any equipment used by persons at the school including, but not limited to:

- Maintenance tool machinery;
- Tools and machinery used during lessons;
- Hand and power tools;
- Office equipment;
- Access equipment (ladders and step ladders);
- Lifting equipment (trolleys, hoists etc)

These regulations ensure that equipment provided for use at work is:

- suitable for the intended purpose;
- is safe for use, maintained in a safe condition and inspected to ensure it is correctly installed and does not subsequently deteriorate;
- used only by people who have received adequate information, instruction and/or training;
- accompanied by suitable health and safety measures, such as protective devices and controls;
- used in accordance with specific requirements.

Where specific risks exist, the school will ensure that the use of such equipment is restricted to authorized persons.

At present, Eldon Grove Academy does not use or own any lifting equipment but we will comply with the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) and the Provision and Use of Work Equipment Regulations 1998 should this apply in the future.

Electrical Equipment

All fixed and portable electrical installations and equipment will be tested, inspected and maintained by competent persons in accordance with the Electricity at Work Regulations 1989 and other relevant legislation and regulations.

However, it is important that all electrical equipment is visually inspected before use by the person using the equipment. Checks should also be made that the PAT test date and expiry sticker is visibly displayed and still current. The person carrying out the inspection should look for damage to the following:

- cabling: loose wires/leads, damage or fraying
- sockets : cracks or damage

- casing: any physical damage or deterioration of the equipment, which exposes any raw cabling or internal systems
- signs of overheating.

If the check reveals any signs of damage to the equipment, sockets, plugs or leads the item should be withdrawn immediately from use. Where any doubt exists, remove the equipment from use and all faults to be reported to the Site Supervisor or School Business Manager.

Staff should only use personal electrical equipment in school with the Headteacher's permission and if the item has been PAT tested. Staff should not bring in their own electrical equipment without the prior permission of the Headteacher.

The school will carry out annual portable appliance testing by their preferred supplier.

DSE (Display Screen Equipment)

Ill-health and injury can result from incorrect use of DSE. All identified "frequent" users of DSE shall complete a DSE assessment every 2 years. DSE assessments should be reviewed by the appropriate manager and any necessary actions taken to make the workstation safe for the user. DSE assessment records will be maintained. Any issues arising from the completion of the assessment should be raised with the Headteacher and any actions required be implemented where possible. Frequent users can obtain an eye care voucher from the Trust's Central Team for support with the costs of an eye sight test.

Reference should be made to the Trust's DSE Policy for further guidance.

PE Equipment

Pupils are taught how to carry out and set up small and lightweight items of PE equipment safely and efficiently. Any larger or heavier items will be carried and moved by staff. Staff will check that equipment is safe to use and has been set up correctly before allowing pupils to begin any activity.

Any concerns about the condition of the indoor gym, other PE apparatus or flooring etc should be reported immediately to the Site Supervisor and/or Headteacher

A risk assessment is also in place for PE activities that staff can access at any time. Reference should also be made to the PE Policy.

Outdoor Play Equipment

External play equipment should only be used by pupils under staff supervision. Pupils are not allowed to use outdoor play equipment outside of school hours (ie. before or after school whilst waiting on the yard). Parents/carers are notified of this on a regular basis by Class Dojo. There are also notices in the playground advising of this stipulation.

Staff should report any obvious defects or damage to the Site Supervisor immediately. Weekly checks are carried out by the Site Supervisor for any apparent defects, debris or contamination by animals. Any minor defects will be resolved as soon as is practicably possible. In the case of any major defects that would cause injury, the equipment will be taken out of use and signs put on the equipment advising of non-use. All teaching staff will be informed of any equipment taken out of use and inform their pupils. Duty staff will also be informed to ensure pupils do not use the defective equipment during break times.

All external play equipment will be inspected by a suitably registered inspection organisation at least annually and records kept. Any defects identified as part of an inspection will be actioned accordingly.

Indoor Play Equipment

Wall Gym (hall)

The wall gym in the main hall should only be set up and used under supervision of a member of staff who has been trained to use the equipment. All pupils should be continually supervised whilst using the equipment

and abide by the safety rules provided by staff. Pupils must be barefoot to use the hall gym apparatus. The risk assessment will be reviewed on a regular basis by staff using the equipment.

Staff should report any obvious defects or damage to the Site Supervisor immediately. Regular checks are carried out on this equipment by the Site Supervisor for any apparent defects or debris. Any minor defects will be reported to the installer as soon as is practicably possible for guidance on whether the equipment can continue to be used. For any major defects that would be highly likely to cause injury, the equipment will be taken out of use and signs put up on the equipment advising of non-use. All teaching staff will be informed of equipment taken out of use to inform their pupils.

The internal gym equipment will be inspected at least annually by a suitably registered inspection organisation and records kept. Any defects found as part of an inspection will be actioned accordingly.

Other Indoor Play Equipment

Other play equipment within classrooms should be monitored by the classroom teacher and any items that are damaged or broken should be reported to the Site Supervisor for repair or disposal.

General Equipment Maintenance

All staff have a level of responsibility to ensure the cleanliness and hygiene of equipment and should ensure that:

- Any physiotherapy equipment used in school is wiped after use;
- Any equipment that has come into contact with pupil saliva should be washed/wiped after use;
- Any equipment that is dirty from outdoor play etc is cleaned appropriately before re-use;
- Fridges and kitchen areas (staff room/nursery etc) are cleared of out of date foodstuff and cleaned every half term.

3.44 General Safety Rules for Staff/Adults

- Pupils should never be left unsupervised;
- If faced with a difficult parent/visitor, staff should refer them to the Headteacher. If they refuse, the staff member should send someone to fetch the Headteacher (or other senior leader);
- Pupils are not allowed to use the staple guns, guillotines/paper cutters or glue guns;
- Craft tools must not be left unattended and must only be used by pupils under close supervision;
- Pupils should not be asked to move any heavy or bulky items;
- The playground gates to external areas shall be kept secure at all required times;
- No access to school shall be allowed other than by the main reception and a visitor pass issued (unless specific events organised and authorised by the Headteacher (ie. Parent workshops etc));
- Staff must be vigilant when carrying hot drinks around school. Hot drinks must only be carried around school during teaching times when pupils are in classrooms etc. Hot drinks must not be taken to classrooms when pupils are present.
- All pupil behaviour must be supported in line with the school's Behaviour Policy.

3.45 Violence at Work

By Children to Another Pupil or Member of Staff (including Supply, Placements, Volunteers etc)

The school will not tolerate anti-social behaviour and will deal firmly with such incidents in line with the Rights Respecting and Behaviour Policy.

Incidents may occur in school whereby a child's inappropriate behaviour may put staff, or other children, at risk. A number of staff within school are Team Teach trained. These staff may be called upon to deal with a situation whereby a pupil is displaying potentially harmful behaviour, either to themselves or others. Any

worker who is the victim of, or witness to, violence at work must report this incident to the Headteacher who in turn will arrange to meet with the worker concerned to obtain the facts of the incident, offer appropriate support and assess the action required.

Staff should report such incidents and record on CPoms as well as complete an accident form.

Individual pupils who present a challenge should have individualised strategies for responding to incidents of violence and aggression and where appropriate should include directions for using physical interventions – Individual Behaviour Plan and if necessary a Risk Assessment. Staff and parents/carers should agree this management plan and a copy placed in the pupil's file and sent to parents/carers. It is the class teacher's responsibility to ensure all adults working with the pupil are familiar with the management programme.

Behaviour Plan/Risk Assessments

Where the behaviour of a pupil is causing concern a Behaviour Management Plan (BMP) should be actioned and all those working with the pupil be made aware of the BMP. Where necessary, all relevant staff may be involved in compiling the BMP. A copy of the BMP should be kept in the pupil's file. The BMP should be reviewed on a regular basis (at least for annual review) and amended where necessary.

If it is considered that a pupil is a danger to himself, other pupils or staff or to property, then a risk assessment should be carried out and recorded appropriately. It is the class teacher's responsibility to bring risk assessments to the attention of all who may work with a pupil.

By Any Other Adult to Any Employee of the School

Reference should be made to the Trust's Code of Conduct, the Trust's Health and Safety Policy and the Trust's Disciplinary Policy and Procedure.

Work related violence can be defined as any incident in which a person is abused, threatened or assaulted in circumstances relating to their work. The school will not tolerate anti-social behaviour, and will deal firmly with such incidents in line with the Trust's policies. The school will treat all complaints of violence and abusive behaviour directed toward staff, contractors and visitors seriously, investigate each case carefully and take appropriate action to protect staff and contractors. The school will assess the risks of violence and aggression in the workplace and take appropriate measures to reduce those risks, including:

- Identifying potentially violent persons in advance;
- Avoid situations that make staff more vulnerable (lone home visits);
- Arranging for staff to be accompanied by a colleague if they are required to meet with a person they suspect may act aggressively or violently;
- Acting quickly to defuse the situation (talk in a low, calm voice; positive body language etc);
- Providing training to staff so that they can spot the early trigger signs of aggression, and either avoid or cope with it;

Where persons have experienced violence or aggression, the school will provide counselling and support to minimise any long-term distress. Any identified stress will be highlighted to the Trust's HR provider.

Reporting, Monitoring and Record Keeping

Employees must report, without avoidable delay, every incident of violence or aggression to the Headteacher or an appropriate member of the school leadership team. Any such incident will be reported to the school's Health and Safety Team via the use of its Accident Reporting Form (ARF1).

The school will:

- treat all incidents of injuries to staff, as a result of violence at work, as a work-related injury;
- investigate all reported incidents of violence and take appropriate remedial action;
- provide a clear reporting procedure for violent incidents, and report all violent incidents;

- report violent attacks to the HSE/Health and Safety Executive, where required to do so under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR);
- share relevant data with trade union representatives and/or the Local Governing Body;
- ensure individual records and information about violence at work are managed appropriately in accordance with data-privacy requirements under the General Data Protection Regulations (GDPR); and
- ensure violence at work is consistently and accurately recorded and annually reviewed and monitored in order to be effectively managed, and statistical data is shared on an annual basis with recognised trade unions.

3.46 Sun Safety

To protect children from the effects of the sun, the school will:

- Educate pupils about the damaging effects of over exposure to the sun;
- Encourage children to wear clothes that provide good sun protection;
- Ensure children have access to and drink water regularly;
- Encourage pupils to use shady areas during breaks;
- Encourage staff to act as good role models by practising good sun safety;
- Actively discourage sunbathing and not allow the removal of t-shirts;
- Remind parents/carers to ensure that children have adequate suncream protection applied before attending school. Upon parent/carer's request, individual pupils may bring in and apply their own suncream under supervision. School may also where it is deemed necessary, apply their own suncream to pupils (where Loco Parentis permission is in place);
- Regularly remind staff, pupils and parents about sun safety during the summer months;
- Invite relevant professionals to advise and update school on sun safety;
- Ensure the efficacy of these points via regular monitoring.

3.47 Supervision of Pupils

The Headteacher will follow the appropriate guidelines to ensure pupils will be supervised by an acceptable number of staff during all break and lunch times. Staff supervising the playground must remain vigilant at all times and ensure pupils follow the agreed playground safety rules. Staff must immediately cease any pupil activity that does not comply with the agreed safety rules. Staff must also comply with the zone areas allocated to allow for maximum supervision.

No pupil must be sent to or left on the playground unsupervised.

A rota of staff will monitor children's activities on designated days prior to the start of a school day and a log (CPoms) kept of any concerns.

Pupils will be dismissed from the premises by appropriate staff at the end of the school day and at the end of any after school clubs.

See separate risk assessment on Playground Activities

3.48 Lone Working

Lone workers are defined as those who work alone without close or direct supervision. Examples of lone working can include the following activities:

- Persons who work outside normal hours, eg evenings, weekends, holiday periods
- Persons conducting home or site visits;
- Persons travelling to or from other sites in the Trust
- Site Supervisor duties;

- Site cleaning duties;
- Persons working in a single occupancy office;
- Whole time staff working throughout school holiday periods.

Where reasonably practicable, measures will be taken to avoid Lone Working through the organisation of work routines and practices. However, where it is not possible to avoid lone working, risk assessments will be carried out for circumstances where employees are required to work alone, and arrangements will be put in place to minimise the risks.

Lone working risk reduction measures include:

- Training and instructions for staff who are likely to work alone;
- Periodic visits and/or contact by telephone / radio with persons working alone;
- Checks that lone workers have returned to their base or home at the end of a task.

It is not permitted for anyone to work with dangerous machinery or at height without recourse to assistance in school during periods of lone working. All applicable staff complete lone working training on a 3 yearly basis.

Reference should be made to the school's Lone Working Policy and risk assessment. These documents are shared with staff via Every and updated as necessary.

3.49 Working at Height

Working at a height can present a significant risk. A place is 'At height' if a person could be injured falling from it, even if it is at or below ground level. "Work" includes moving around at a place of work but not travel to or from a place of work.

School will take measures to avoid work at height where possible. Where it is not possible to avoid, school will provide the necessary equipment or other measures to prevent or minimise falls.

Any work at height must be properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the job. They must also use the right type of equipment and clothing/ footwear for working at height. All ladders should comply with BS EN 131 standards.

Staff should ensure that every time a ladder is used, a pre-use check is carried out beforehand to make sure that it is safe for use. A pre-use check should be carried out:

- by the user
- before using the ladder for a work task
- after something has changed, ie a ladder dropped or moved from a dirty area to a clean area (check state or condition of feet)

Staff should take a sensible, pragmatic approach when considering precautions for working at height. Low-risk, relatively straightforward tasks will require less effort when it comes to planning and there may be some low-risk situations where common sense tells you no particular precautions are necessary.

All ladders are safety checked on a regular basis by the Site Supervisor and records kept. Any ladders not deemed to be safe should be disposed of immediately.

Staff will receive working at height awareness training annually.

Staff should refer to the working at height risk assessment and also putting up displays risk assessment prior to completing such tasks. These documents are shared with staff via Every and updated as necessary.

Control Measures

Firstly, assess the risks. Factors to weigh up include the height of the task, the duration, frequency, weather conditions and condition of the surface being worked on. Before working at height through these simple steps:

- Avoid work at height where it is reasonably practicable. This means balancing the level of risk against the measures needed to control the risk in terms of money, time or trouble.
- Where work at height cannot be easily avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment.
- Minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated.

For each step, always consider measures that protect everyone at risk (collective protection) before measures that only protect the individual (personal protection).

Collective protection is equipment that does not require the person working at height to act for it to be effective. Examples are permanent or temporary guardrails, scissor lifts and tower scaffolds.

Personal protection is equipment that requires the individual to act for it to be effective. An example is putting on a safety harness correctly and connecting it, with an energy-absorbing lanyard, to a suitable anchor point.

Dos and Don'ts of Working at Height

Do....

- as much work as possible from the ground
- ensure workers can get safely to and from where they work at height
- ensure equipment is suitable, stable and strong enough for the job, maintained and checked regularly
- take precautions when working on or near fragile surfaces
- provide protection from falling objects
- consider emergency evacuation and rescue procedures

Don't...

- use any other items to work at height – staff should never use chairs or tables etc to access items
- overload ladders – consider the equipment or materials workers are carrying before working at height
Check the pictogram or label on the ladder for information
- overreach on ladders or stepladders
- rest a ladder against weak upper surfaces, eg. glazing or plastic gutters
- use ladders or stepladders for strenuous or heavy tasks, only use them for light work of short duration (a maximum of 30 minutes at a time)
- let anyone who is not competent (who doesn't have the skills, knowledge and experience to do the job) work at height
- allow pregnant employees to work at height.

3.50 Workplace Health and Safety : Stress Management

The Health and Safety Executive defines stress as “the adverse reaction people have to excessive pressure or other types of demand placed upon them”.

Staff well-being is important and the Headteacher is responsible for ensuring that staff are not working at undue stress levels.

The school will:

- Identify workplace stressors and take reasonably practicable measures to control the risks from stress, through a work place stress risk assessment;

- Provide information to all managers and supervisory staff in good management practices;
- Provide support to assist staff to access occupational health services and counselling for stress caused by either work or external factors.

Staff or line management with any concerns about a member of staff should report them to the Headteacher. Staff should be encouraged to seek medical advice if they are experiencing symptoms of stress. The school will seek advice from the Trust's HR provider where necessary.

The school's absence insurance policy provides all staff with additional free employee benefits (access to GP services, telephone services/counselling for stress, weight management, financial problems and much more). Staff are made aware of how to access these services.

3.51 New and Expectant Mothers

Employees, supply/casual members of staff, volunteers or placement students who become pregnant should notify the Headteacher or SBM as soon as possible. The school will then carry out a risk assessment for the expectant mother, taking into account the generic assessment, the expectant mother and their work. The risk assessment will be shared with and signed by the employee and Headteacher. The risk assessment will also be shared with the pregnant person's line manager and buddy colleague in order to ensure ongoing monitoring of risks. The risk assessment will be reviewed regularly throughout the pregnancy and when the new mother returns to work.

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

- chicken pox can affect a pregnancy (if the pregnant woman has not already had the infection). Expectant mothers should report exposures to their 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, she should inform her antenatal carer and GP immediately to ensure investigation.
- Slapped cheek virus (parvovirus B19) can occasionally affect an unborn child. If exposed early in the pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly.

3.52 Bomb Threats and Suspicious Packages

The school will follow the procedure in its Emergency Plan.

3.53 Before and After School Clubs

All relevant health and safety considerations as detailed in this Policy and any other associated school policies and risk assessments will also apply to the provision of Breakfast Club and any after school clubs and wraparound club.

3.54 Work Related Driving

Work related driving can be defined as any occasion when an employee is required to drive as part of their work. This might include, but is not limited to:

- Driving to meetings/training,
- Visiting parents/carers,
- Authorised Trips/Activities

The school will assess the risks of work-related driving activities and will take measures to reduce the risks. Where necessary, employees will be provided with training, information & instruction regarding work-related driving, and the procedures to be followed. Employees who drive on behalf of the school must not:

- Drive under the influence of alcohol or drugs,
- Carry hitchhikers or unauthorised persons,
- Use a hand-held device whilst driving,
- Drive in a manner that places themselves, other road users or pedestrians at risk,
- Drive whilst fatigued.

The school will ensure that all drivers are eligible to drive the relevant vehicle(s); that they hold the relevant licence; that their vehicle is taxed and has a valid MOT certificate; and that they hold insurance for the use of their vehicle for business purposes.

Staff are able to claim reimbursement of mileage expenses for work related driving where the above conditions have been met. Reference should be made to the Trust's Travel and Subsistence Policy.

3.55 PPE (Personal Protective Equipment)

Personal protective equipment (PPE) is defined as all equipment (including clothing affording protection against the weather) which is intended to be worn or held by a person at work which protects them against one or more risks to their health and safety.

Examples of PPE include (not exhaustive):

- Protective gloves;
- Eye protection;
- Protective headwear;
- Face masks;
- High visibility clothing;
- Safety footwear;
- Hearing protection.

The school will ensure that PPE is provided free of charge wherever there are risks at work that cannot be adequately controlled in other ways.

Employees have a duty to correctly use PPE provided to them in accordance with usage and storage instructions and any training provided, report any loss or defect and return any PPE to the appropriate place after use.

3.56 Young Persons

The school will assess the risks to any young persons (under 18 years old) before they commence work, taking into account their lack of experience and training. These assessments should also take account of any specific restrictions (use of dangerous machinery etc). The findings of the risk assessment should be provided to the young person's parents and guardians if they are below the minimum school leaving age (16 years). Adequate supervision and training must be provided.

The school will satisfy itself that, prior to any work experience placement, the applicable working environment is suitable for the relevant student(s), and that the placement provider (employer) has taken all reasonable steps to ensure the health, safety and welfare of the student, taking into account their lack of experience, absence of awareness of potential risks and their relative immaturity.

3.57 Confined Spaces

A confined space is any enclosed space, above or below ground, including any chamber, tank, vat, silo, pit, trench, pipe, sewer, flue, well, or other similar space in which, by virtue of its enclosed nature, there arises a reasonable foreseeable specified risk.

Examples of confined spaces include:

- Ducts, vessels, culverts, tunnels, boreholes
- Manholes, shafts, excavations, sumps
- Inspection pits, cofferdams
- Buildings, building voids, enclosed rooms (plant rooms)
- Compartments within rooms, cellars
- Enclosures for the purposes of asbestos removal
- Interiors of machines, plant or vehicles.

Confined spaces must not be entered without the written consent of the Headteacher, following receipt of competent advice.

Wherever reasonably practicable, entry into confined spaces will be avoided by carrying out the work from outside the confined space, or by using remove equipment.

If entry into a confined space is unavoidable, the Headteacher/SBM will ensure that a suitable and sufficient risk assessment is carried out; that a safe system of work is developed and communicated to all necessary personnel; that adequate training, instruction and supervision is provided to all necessary personnel; and that adequate emergency procedures are in place before the work commences.

3.58 Hand Arm Vibration (HAV)

HAV is vibration transmitted from work processes into workers' hands and arms. It can be caused by operating power tools which are controlled/held in the hand. Examples of a power tool could be electrically operated, floor buffer, grinder or drill.

Arrangements will be in place to:

- Assess risk to the health of employees;
- Adequately control and manage any risks;
- Provide suitable equipment for employees' use;
- Maintain equipment correctly;
- Give employees information and training on health risks and safe use of equipment.

3.59 Home Working

The risks to employees working from home will be assessed and measures taken to eliminate or reduce those risks. Employees will receive appropriate information and training regarding the hazards associated with working from home.

New and expectant mothers working from home will be risk assessed and appropriate controls implemented.

3.60 Noise

All reasonable practicable measures will be taken to comply with the Noise at Work Regulations 2005 and to prevent or reduce risks to health and safety from exposure to noise at work. Where possible, noise will be

reduced at source through the use of noise-efficient equipment, or through enclosure or other noise-reducing measures.

Noise risks will be assessed and where applicable:

- Take action to reduce the noise exposure that produces those risks;
- Provide employees with hearing protection and guidance on the care of hearing protection if the noise exposure cannot be sufficiently reduced by using other methods;
- Make sure the legal limits on noise exposure are not exceeded;
- Provide employees with information, instruction and training;
- Carry out health surveillance where there is a risk to health.

3.61 Employee Welfare

The school is responsible for providing adequate welfare facilities in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992. These provisions include:

- Adequate ventilation, either natural or mechanical;
- Adequate working temperatures, or the provision of suitable clothing and PPE;
- Sufficient lighting to enable people to work and move around safely;
- Appropriate cleaning of the workplace, furniture, furnishings and finishes;
- Appropriate storage and removal of waste;
- Adequate room dimensions and space to allow people to move around with ease;
- Suitable and ergonomically efficient workstations and seating;
- Protection of translucent surfaces against breakage, and markings to make it apparent if there is danger of people coming into contact with it;
- Window and skylights that can be cleaned safely and, where required, are openable;
- Doors and gates that are suitably constructed and fitted with safety devices if necessary;
- Suitable and sufficient sanitary conveniences and washing facilities;
- Adequate supply of drinking water;
- Adequate, suitable and secure space to store employees' own clothing and special clothing;
- Suitable and sufficient, readily available rest facilities;
- Maintenance of the above.

3.62 Communicating the Health and Safety Policy

The Health and Safety Policy will be communicated to all staff via the Every facility. A paper copy will be made available to other personnel where necessary. Staff will be asked to read the policy and by marking "As Read" via the Every system agree that they fully understand their role in relation to Health & Safety at Eldon Grove Academy. Staff are able to raise any concerns or queries relating to Health and Safety to the Headteacher at any time.

Any amendments or revisions to the policy will be notified to staff in a timely manner.

3.63 Monitoring

This policy will be reviewed by the Headteacher on an annual basis and in consultation with the Health and Safety Advisory Team. At every review, if changes are necessary, the policy will be approved by the Local Governing Body and subsequently shared with all appropriate personnel.

4 Links to Other Policies

This Health and Safety Policy is linked to the Trust's/schools additional policies:

- First Aid Policy
- Fire Safety Policy
- Display Screen Equipment Policy
- Asbestos Management Policy
- Gas Installation Management Policy
- Legionella Management Policy
- Whistleblowing Policy
- Safeguarding and Child Protection Policy
- Lone Working Policy
- Educational Visits Policy
- Disciplinary Policy

Reporting to Health & Safety Executive / Reportable Injury, Disease or Dangerous Occurrence Regulations (RIDDOR)

Any accident/incident which results in a reportable injury, disease or dangerous occurrence as defined in the RIDDOR 2013 legislation will be reported to the Health and Safety Executive (HSE) by the Headteacher as soon as is reasonably practicable and in any event within 10 days of the accident/incident.

In relation to RIDDOR, an accident is a separate, identifiable, unintended incident, which causes physical injury. This specifically includes acts of non-consensual violence to people at work.

RIDDOR only requires you to report accidents if they arise 'out of or in connection with work'. The fact that there is an accident at work premises does not, in itself, mean that the accident is work-related – the work activity itself must contribute to the accident. An accident may still be reportable even if there had been no breach of health and safety law and no one was clearly to blame. An accident taking place on work premises does not, in itself, mean that it is work related – the work activity itself must cause the accident.

An accident is 'work-related' if any of the following played a significant role:

- how the work was carried out, including how the work was organised, supervised or performed by an employer or any of their employees, or by a self-employed person;
- any machinery, plant, substances or equipment used in connection with the workplace or work processes carried out;
- the condition of the workplace where the accident happened including the state of the structure or fabric of a building or outside area forming part of the workplace; and the state and design of floors, paving, stairs, lighting etc.

The following injuries are reportable under RIDDOR when they result from a work-related accident:

- **The death of any person** (Regulation 6)
- **Specified Injuries** to workers (Regulation 4)
 - Fractures (other than to fingers, thumbs and toes)
 - Amputation of an arm, hand, finger, thumb, leg, foot or toe
 - Any injury likely to cause permanent blinding or reduction in sight in one or both eyes
 - Any crush injury to the head or torso causing damage to the brain or internal organs in the chest or abdomen
 - Serious burns (including scalding) which :
 - Covers more than 10% of the body
 - 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
 - Requires resuscitation or admittance to hospital for more than 24 hours

- **Injuries to workers which result in their incapacitation for more than 7 days** (Regulation 4)
Work-related accidents must be reported where they result in an employee (or self-employed person) being away from work, or unable to do their normal work duties, for more than 7 consecutive days as the result of their injury. Where the worker's injury or condition does not become apparent until some time after the accident, it must be reported as soon as it has prevented them from doing their normal work duties for more than 7 consecutive days. This 7-day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.

Some situations will include days when the injured person would not normally have been expected to work. You must take those days into account when deciding whether they were unable to do their normal duties for 'more than 7 consecutive days'.

- **Non fatal injuries to people other than workers (parents, volunteers etc) which result in them being taken directly to hospital for treatment**, or specified injuries to non-workers which occur on hospital premises. (Regulation 5)

Accidents to members of the public or others who are not at work (such as parents or volunteers) must be reported if:

- They involve work activity
- They result in an injury
- The person is taken directly from the scene of the accident to hospital for treatment to that injury

Examinations and diagnostic tests, such as x-rays, do not count as 'treatment'. However, it must be reported if the treatment involves the person having:

- A dressing applied
- Stitches
- A plaster cast
- Surgery.

Regulation 8 requires employers and self-employed people to report cases of certain diagnosed reportable diseases which are linked with occupational exposure to specified hazards. The reportable diseases and associated hazards are set out below.

- **Carpal Tunnel Syndrome** (where the person's work involves regular use of hand-held percussive power tools involving repetitive blows, such as jackhammers, or vibrating power tools such as sanders, grinders or chainsaws).
- **Cramp of the hand or forearm** (where the person's work involves prolonged periods of repetitive movement of the fingers, hand or arm).
- **Occupational dermatitis** (where the person's work involves significant or regular exposure to a known respiratory sensitiser).
- **Hand Arm = Syndrome** (where the person's work involves regular use of percussive power tools, vibrating power tools, or holding materials which vibrate while being processed by powered machinery).
- **Occupational asthma** (where the person's work involves significant or regular exposure to a known respiratory sensitiser).
- **Tendonitis or tenosynovitis of the hand or forearm** (where the person's work is physically demanding and involves frequent, repetitive movements).

Regulation 9 requires employers and self-employed workers to report cases of occupational cancer, and any disease or acute illness caused by an occupational exposure to a biological agent. Cases of cancer must be reported where there is an established causal link between the type of cancer diagnosed, and the hazards to which the person has been exposed through work. These hazards include all known human carcinogens and mutagens, including ionising radiation. Cases of cancer are not reportable when they are not linked with work-related exposures to carcinogens or mutagens. As with other diseases, cancers are only reportable if the person's current job involves exposure to the relevant hazard. The following diagnosed occupational cancers must be reported:

- Mesothelioma or lung cancer in a person who is occupationally exposed to asbestos fibres
- Cancer of the nasal cavity or sinuses in a person who is occupationally exposed to wood dust.

Biological agents

All diseases must be reported when there is a causal link between an occupational exposure and a biological agent. The term biological agent is defined in the Control of Substances Hazardous to Health Regulations 2002 (COSHH) and means a micro-organism, cell culture, or human endoparasite which may cause infection, allergy, toxicity or other

hazard to human health. Work with hazardous biological agents is subject to specific provisions under COSHH. Work-related exposures to biological agents may take place as a result of an identifiable event, such as the accidental breakage of a laboratory flask, accidental injury with a contaminated syringe needle or an animal bite. It may also take place as a result of an unidentified event, where workers are exposed to the agent without their knowledge (eg where a worker is exposed to legionella bacteria while conducting routine maintenance on a hot water service system). A report should be made whenever there is reasonable evidence suggesting that a work-related exposure was the likely cause of the disease. Acute illnesses requiring medical attention must be reported when they result from a work-related exposure to a biological agent, including its toxins or any infected material.

Dangerous Occurrences

A dangerous occurrence is one which 'arises out of or in connection with work' and could risk harm to others. The list of dangerous occurrences is designed to obtain information primarily about incidents with a high potential to cause death or serious injury, but which happen relatively infrequently. Collecting the information allows the employer and authorities to learn about the circumstances and their causes. This provides valuable information which both regulators and business can use to help prevent accidents. Several types of dangerous occurrence require reporting in circumstances where the incident has the potential to cause injury or death. Schedule 2 of RIDDOR lists three kinds of reportable dangerous occurrence:

1. General (incidents occurring at any workplace)
Such occurrences apply to all workplaces and include incidents involving: lifting equipment, pressure systems, overhead electric lines, electrical incidents causing explosion or fire, explosives, biological agents, radiation generators and radiography, breathing apparatus, diving operations, collapse of scaffolding, train collisions, onshore and offshore wells and pipelines or pipeline works.
2. Incidents occurring at any place other than an offshore workplace
These incidents do not require a report if they occur at an offshore workplace. They include structural collapses, explosions or fires, releases of flammable liquids and gases and hazardous escapes of substances.
3. Incidents occurring at specific types of workplace
Industries with specific requirements are: offshore workplaces, mines, quarries and relevant transport systems.

Further information and guidance on how to make a RIDDOR report is available here:

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

The Headteacher will ensure parents are informed of any serious accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as is reasonably practicable.

The Headteacher 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.

The Headteacher will also notify the Local Authority Child Protection department of any serious accident or injury to, or the death of, a pupil while in the school's care.

All trips / visits involving the following activities should be organised in accordance with the Trust/school's Education Visits Policy and procedures

Animal Handling / Visits

The Headteacher should ensure that a knowledgeable person is responsible for the animal activity. There should be a written agreement provided to the school detailing the types of animals that will be handled as part of the activity, how to manage them safely whilst on the premises. The animal owners should also provide the school with a satisfactory risk assessment and a copy of their insurance liability of owners and handlers.

The following good practice should be followed:

- Everyone involved in an animal related activity should wash their hands before and after handling;
- Animal holding pens should be kept away from any food areas;
- Any animal waste should be disposed of regularly and areas cleaned thoroughly afterwards;
- Pupils must be supervised by staff at all times during animal handling visits / activities;
- Staff should seek professional advice from the organiser or a veterinary on any animal welfare and animal health issues;
- If any person sustains an injury from the handling of animal, the appropriate medical care should be sought immediately. Refer to Section 3.12 for First Aid arrangements. If the injury is potentially life threatening or a pupil/adult has any reaction to an animal, call the emergency services immediately.

Visits to Petting Farms / Zoos

Before the Visit

- The Visit Leader should ideally carry out a pre-visit to check that the farm is well managed, has easily accessible hand washing facilities, drinking water taps are clearly marked and sited in a clean area away from the animals.
- The Visit Leader should request a copy of the farm/zoo's risk assessment and public liability insurance and also review/ prepare the school's risk assessment for this activity and ensure all aspects are adhered to. Any changes or improvements required to the risk assessment should be reported to the School Business Manager for consideration and amendment.
- Consideration should be given to pupils with any special educational or behavioural needs and a separate risk assessment carried out where necessary.
- Staff and adults accompanying the visit should partake and emphasise the importance of regular and thorough hand washing to children during and after the visit.
- Staff should educate and encourage pupils not to eat, drink or put fingers in their mouths except when in designated eating areas and after they have washed their hands.

During the Visit

- If pupils are allowed to handle or feed the animals, staff should ensure they do not put their faces close to or against the animals or put their fingers in their own mouths afterwards.
- Staff and other adults on the visit should check that pupils wash and dry their hands thoroughly after contact with animals and particularly before eating and drinking. Younger children (EYFS/KS1) should be supervised particularly closely.
- Food should only be taken to and eaten in the designated picnic areas. Pupils should be reminded not to eat anything which may have fallen on the ground. They should not eat or drink unpasteurised products like milk, cheese or ice-cream, or taste animal feedstuff such as silage and concentrates.

Manure or slurry presents a particular risk of infection and children should be strongly warned against touching it. If they do, staff must ensure that their hands are promptly washed and dried.

At the End of the Visit

- Staff should ensure that all the children have washed and dried their hands before leaving.

Water Based Activities

The activity leader should request a copy of the venue/provider's risk assessment and public liability insurance in order to prepare the school's risk assessment and ensure all stipulations are adhered to.

Parents/carers should be notified and/or provide specific consent for all water based activities. Consideration should be given to any pupil who is not water confident or unable to swim before participating in any water based activities. Staff should ensure that participating pupils wear all appropriate swimming wear and footwear.

Water based sports activities such as 'capsize drill' and 'rolling' should ideally be practised in swimming pools and never in stagnant or slow-moving natural bodies of water.

Pupils and staff should cover all cuts and scratches with a waterproof dressing prior to the activity. Food or drink should not be consumed until after hands have been thoroughly washed and dried.

The use of appropriate footwear is recommended to reduce the risk of slips and/or injury to the feet. Pupils and adults should always wash or shower after canoeing or rowing activities.

Anyone taking part in water based activities who becomes ill within 3 to 4 weeks of the activity is advised to seek medical advice. It should be made clear to parents and carers that if their child becomes ill following participation in outdoor or water-based activities, the treating doctor should be made aware of the child's participation in these activities.

Children should refrain from swimming lessons/events in public swimming pools for 2 weeks after any occasions of diarrhoea and/or vomiting.

Exclusion Table

Parent Link for Guidance - [Is my child too ill for school? - NHS](#)

Infection	Exclusion period	Comments
Athlete's foot	None	Individuals should not be barefoot and should not share socks or shoes with others. Treatment is recommended.
Chicken pox	5 days from onset of rash and all lesions have crusted over	Pregnant staff should consult their GP or midwife.
Cold sores (herpes simplex)	None	Avoid kissing and contact with the sores. Cold sores are generally mild and heal without treatment.
Conjunctivitis	None	If an outbreak/cluster occurs, consult local HPT.
Respiratory infections including Covid 19	Individuals should not attend if they have a high temperature and are unwell. Individuals who have a positive test result for Covid 19 should not attend the setting for 3 days after the day of the test.	Individuals with mild symptoms such as runny nose and headache who are otherwise well can continue to attend the setting.
Diarrhoea and vomiting	Whilst symptomatic and 48 hours after the last symptoms.	If a particular cause of the diarrhoea and vomiting is identified, there may be additional exclusion advice (eg. E-coli, hep A). Managing outbreaks and incidents - GOV.UK
Diphtheria *	Exclusion is essential. Always consult local HPT.	Preventable by vaccination. Family contacts must be excluded until cleared to return by local HPT.
Flu (influenza)	Until recovered	Report outbreaks to your local HPT.
Glandular fever	None	
Hand foot & mouth	None	Contact local HPT if large numbers of children are affected. Exclusion may be considered in some circumstances.
Head lice	None	Treatment recommended only when live lice seen.
Hepatitis A	Exclude until 7 days after onset of jaundice (or 7 days after symptom onset if no jaundice)	In an outbreak of hepatitis A, your local HPT will advise on control measures.
Hepatitis B, C, HIV	None	Hepatitis B and C and HIV are blood borne viruses that are not infectious through casual contact. Contact local HPT for more advice.
Impetigo	Until lesions are crusted/healed or 48 hrs after starting antibiotics.	Antibiotic treatment speeds healing and reduces the infectious period.
Measles*	4 days from onset of rash and feeling well enough to return.	Preventable by vaccination (2 doses of MMR). Pregnant staff contacts should seek prompt advice from GP or midwife.
Meningococcal meningitis*/ septicaemia*	Until recovered	Meningitis ACWY and B are preventable by vaccination. Local HPT will advise on any action needed.
Meningitis* due to other bacteria	Until recovered	Hib and pneumococcal meningitis are preventable by vaccination. Local HPT will advise on action.
Meningitis viral*	None	Milder illness than bacterial meningitis. Siblings and other close contacts of a case need not be excluded.
Monkeypox	Until confirmed safe to return by clinician or in line with current guidance.	Mpox (monkeypox): guidance - GOV.UK Contact UKHSA health protection team for further advice on management and support for anyone considered a close contact of the confirmed case.
MRSA	None	Good hygiene, in particular handwashing and environmental cleaning, are vital to minimise spread. Contact local HPT for more info.
Mumps*	5 days after onset of swelling	Preventable by vaccination with 2 doses of MMR (see national schedule @ www.nhs.uk). Promote MMR for all pupils and staff.
Ringworm	Not usually required.	Treatment is needed.
Rubella (German measles)*	5 days from onset of rash	Preventable by vaccination with 2 doses of MMR (see national schedule @ www.nhs.uk). Pregnant staff contacts should seek prompt advice.
Scarlet fever*	Exclude until 24hrs of antibiotic treatment completed	A person is infectious for 2-3 weeks if antibiotics are not administered. In the event of 2 or more suspected cases, contact local HPT.

Scabies	Avoid close physical contact with others until 24 hours after the first dose of treatment	Household and close contacts require treatment at the same time.
Slapped cheek / Fifth disease/ Parvo virus B19	None (once rash has developed)	Pregnant contacts of case should consult with their GP or midwife.
Threadworms	None	Treatment recommended for child & household
Tonsillitis	None	Most cases are due to viruses and do not need an antibiotic treatment.
Tuberculosis (TB)*	Until at least 2 weeks after the start of effective antibiotic treatment (if pulmonary TB). Exclusion not required for non-pulmonary or latent TB infection.	Only pulmonary (lung) TB is infectious to others. Needs close, prolonged contact to spread. Contact local HPT.
Warts / verrucae	None	Verrucae should be covered in swimming pools, gyms / changing rooms.
Whooping cough (pertussis)*	2 days from starting antibiotics or 14 days from onset of coughing if no antibiotics and feel well enough.	Preventable by vaccination. After treatment, non infectious coughing may continue for many weeks. Local HPT will organise contact tracing.

***denotes a notifiable disease. Registered medical practitioners in England and Wales have a statutory duty to notify their local authority or UK Health Security Agency (UKHSA) health protection team (HPT) of suspected cases of certain infection diseases.**

Roles and Responsibilities

Headteacher	Christian Park
Health and Safety Competent Advice	North Yorkshire County Council H&S Team
Estates Manager	Darron Pearson
School Business Manager	Joanne Coulson
Site Supervisor	Mark Waller