



HuishEpiscopi

ACADEMY POLICY

Health and Safety

July 2022



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1. Aims / Statement of Intent

The Board of Directors of Huish Episcopi Academy acknowledge the overall responsibility to provide and maintain safe and healthy conditions for all stakeholders including employees, students, contractors, the community and any other parties that may be affected by our work activities.

As an Academy we undertake, as far as is reasonably practicable, to provide safe places of work, safe equipment, safe systems of work, information, training and supervision as may be needed to create and maintain a safe and healthy work environment.

The Academy will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health & safety at Work Act 1974 and other statutory and common law duties.

As a management body, the Board of Directors must ensure that Academy staff and premises comply with the Government health & safety policies and practices (e.g. reporting accidents, first aid provision etc). The Board of Directors must be assured that the Principal:

- Ensures that Academy staff and premises comply with the Government health & safety policies and practices (e.g. reporting accidents, first aid provision etc), and:
- Develops and regularly updates an Academy specific health & safety policy and advise employees of it.
- Has a critical incident/emergency contingency plan.
- Ensures, so far as reasonably practicable, the health, safety, and wellbeing of teachers and other staff, the health & safety of students in school and on off-site visits, and the health & safety of visitors to the academy including volunteers involved in any activity and contractors working on the site.
- Assesses the risks of all activities, both in and off-site, introduce measures to manage the risks, and instructs employees about the risks and measures to control them.
- Ensures that staff are competent and trained in their responsibilities (including written records of training), and are actively involved in health & safety.
- Takes reasonable steps to make sure that the buildings, equipment and materials are safe and do not put the health of users and visitors at risk.

2. Legislation

This policy is based on advice from the Department for Education on [health & safety in schools](#) and the following legislation:

- [The Health & safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health & safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health & safety of their employees
- [The Management of Health & safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health & safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health & safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

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

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

The Academy purchases advice, guidance and an audit function from Educating Safely LLP through the Secondary Health & safety Management Package. This comprises the retention of Educating Safely LLP as a “Competent Person” within the meaning of the Regulation 7 of the Management of Health & safety at Work Regulations.

3. Roles and responsibilities

3.1 The Board of Directors

The academy’s Board of Directors has ultimate responsibility for health & safety matters in the academy, but will delegate day-to-day responsibility to the Principal.

The Board of Directors has a duty to take reasonable steps to ensure that staff and students are not exposed to risks to their health & safety. This applies to activities on or off the academy premises.

The Board of Directors, as the employer, also has a duty to:

- Assess the risks to staff and others affected by academy activities in order to identify and introduce the health & safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health & safety training is provided
- Ensure Category B (adventurous activities, overseas and residential) or Category C (Duke of Edinburgh) visits/activities are considered for approval/rejection. This process can be reviewed and delegated to the Principal on an annual basis, agreed at a full-board meeting and recorded in the minutes.

There is a link director who oversees health & safety at the Academy.

3.2 Principal

The Principal is accountable for health & safety day-to-day. This involves:

- Implementing the health & safety policy
- Ensuring there is enough staff to safely supervise students
- Ensuring that the academy building and premises are safe and regularly inspected
- Providing adequate training for Academy staff
- Reporting to the Academy Board on health & safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health & safety responsibilities are delegated to other members of staff
- Approving/rejecting Category A activities (visits within the UK, but not adventurous or residential)
- If approved by the Board of Directors, delegated responsibility for the approval/rejection of Category B or Category C visits/activities.

In the Principal’s absence, the Vice Principal assumes the above day-to-day health & safety responsibilities.

3.3 Health & safety lead

The nominated health & safety lead at the academy is the Business Manager. The Business Manager is responsible for:

- The Health & Safety budget
- Accident reporting
- Ensuring all risk assessments are completed and reviewed
- Implementing Personal Emergency Evacuation Plans (PEEP) as appropriate
- Providing adequate training for academy staff
- Reporting to the Board of Directors on health & safety matters
- Allocating and training Fire Wardens
- Monitoring cleaning and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

3.4 Site staff

Site staff have a practical role supporting the academy in site related health & safety matters. Site staff will:

- Undertake routine maintenance activities and repairs to ensure the site is a safe environment to work and study
- Advise contractors of site-specific risks and overseeing their activities on-site
- Support the emergency evacuation procedures including regular alarm testing
- Undertake whole site inspections on a daily basis and escalating issues accordingly
- Complete regular training in most aspects of health & safety management including manual handling, working at heights, ladder safety, asbestos awareness

3.5 Staff

Academy staff have a duty to take care of students in their responsibility as 'in loco parentis'.

Staff will:

- Take reasonable care of their own health & safety and that of others who may be affected by what they do at work
- Co-operate with the academy on health & safety matters
- Work in accordance with training and instructions
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe and hygienic practice for students
- Understand emergency evacuation procedures and feel confident in implementing them
-

3.6 Students, parents and visitors to the academy

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

Each student must be instructed to:

- take reasonable care for the Health & Safety of themselves and of other persons who may be affected by the activities involved.
- observe standards of dress consistent with safety and/or hygiene; this would preclude unsuitable footwear, earrings during Physical Education, and other items considered dangerous.
- observe all the safety rules of the academy and in particular the instructions of staff given in an emergency.
- use and not recklessly or intentionally to misuse, to neglect, or to interfere with things provided for their safety.
- not interfere with items such as fire extinguishers, fire alarm buttons and emergency exits, which are located within the Academy for everyone's safety.
- always listen to instructions/advice given by staff on the use of tools and equipment particularly in areas such as Design Technology, Science and P.E.

3.7 Contractors

The Site Manager will ensure contractors agree to health & safety practices within the academy before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work and are suitably insured. All contractors are required to sign a CDM Guidance Checklist applicable to Huish Episcopi Academy, which is designed to cover all safe working arrangements. This includes Safeguarding, Asbestos Management, RAMS, emergency evacuations for example, together with a Permit to Work should they be working in an area where asbestos containing material is suspected to be but not to be disturbed.

3.8 Trade Union Representative

The recognised Trade Union representative (on behalf of all the unions) may conduct inspections and report any concerns to the Principal/Finance & Premises Directors Committee.

4. Site security

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

The Site Manager and the Caretaking Staff are key holders and will respond to an emergency.

5. Fire

- Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices.
- Fire risk assessment of the premises will be reviewed regularly.
- Emergency evacuations are practised at least once a term.
- The fire alarm is a loud continuous audible bell.
- Fire alarm testing will take place once a week.
- All staff will receive fire awareness training annually.
- Fire wardens will be appointed and trained to undertake specific duties in the event of a fire bell. Fire wardens will ensure the areas/block they work within is clear of students and staff. Fire wardens are required to report to the Business Manager during an evacuation.
- New staff will be trained in fire safety and all staff and students will be made aware of any new fire risks.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
- Teaching staff and students will congregate at the assembly points. These are:

• Fire Muster point 1	• Main Playground
• Fire Muster point 2	• Tennis Courts
• Fire Muster point 3	• Science Playground
• Fire Muster point 4	• Staff Gardens / iSpace
• Fire Muster point 5	• Rear Car Park adjacent to AGP
• Fire Muster point 6	• Swimming Pool – grass bank

- Form tutors/class teachers will take a register of students, which will then be checked against the attendance register of that day

The staff groups below will be registered by the postholder (in bold) as follows:

- SLT – **Business Manager**
- Form Tutors – **Heads of House**
- Staff without form groups, part-time staff, supply teachers – **Cover Manager**
- LSAs – **SENCO**
- All other support staff – **HR & Payroll Assistant**
- Visitors – **Receptionists**
- Catering Staff – **Catering Manager**
- Site Staff – **Site Manager**

Staff and students will remain outside the building until the emergency services say it is safe to re-enter or in the event of a drill, the Principal will confirm when staff and students can return to their classes/offices.

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

Individual Personal Emergency Evacuation Plans (PEEPs) will be implemented and circulated to staff as required. A copy of the PEEPs will be kept in the Student Support Base. A copy of the Academy's Fire Evacuation Guidance for Disabled People is available from reception and the Academy's health and safety folder on the Teacherpublic drive.

6. COSHH

The Academy is required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes

- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

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

All Hazardous substances must be controlled at all times. It is essential safety data sheets relating to individual products are read and fully understood, as this will give guidance on storage, fire prevention measures and personal protective equipment (PPE) requirements for end users. All COSHH items issued by the Site Manager will be signed for by end users, and the control measures transferred to end users upon issue. On no account are any COSHH related items to be left accessible to students or visitors.

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

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

6.1 Gas safety

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

6.2 Legionella

- A water risk assessment is completed annually by the Site Manager who is responsible for ensuring that the identified operational controls are conducted and recorded in the academy's water log book
- The risks from legionella are mitigated by the following:
 - Monthly temperature outlet tests of tap outlets
 - Shower heads and calorifiers
 - Disinfection of showers
- Three monthly inspection cycles regulate the condition of Cold Water Storage Tanks (CWST) and will highlight any requirement for descale or disinfection.

6.3 Asbestos

- The academy maintains an asbestos management plan and register identifying the type and location of asbestos which has been found. The asbestos register is reviewed annually. A copy of the register is located at reception and also in the Site Manager's office
- Staff who may come into contact with asbestos during the course of their work at the academy are briefed on the hazards, the location within the academy and the action to take if they suspect they have disturbed asbestos
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work. This is documented in the asbestos register.
- Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe and inform the Site Manager immediately. A record is kept of the location of asbestos that has been found on the academy site within the Asbestos Register.
- The Academy has a Compliance Monitoring Procedures handbook that is updated annually and discussed at the Finance & Premises Committee.

7. Equipment

- All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place
- When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards

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

7.1 Electrical equipment

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely
- Any student or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported to Premises Manager immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs
- Where necessary a portable appliance test (PAT) will be carried out by a competent person
- All isolators switches are clearly marked to identify their machine
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

7.2 PE equipment

- Students are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely
- Any concerns about the condition of the gym floor or other apparatus will be reported to the Site Manager
- An annual safety inspection of all portable and fixed PE Equipment is a compliancy requirement and arranged by the Site Manager.
-

7.3 Display screen equipment

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

7.4 Specialist equipment

Specialist equipment is used at the academy by various departments, including Science and DT to support aspects of curriculum delivery. The academy will ensure appropriate risk assessments are completed, specific health & safety guidance followed and/or training has been received before any specialist equipment is used by staff or students.

Parents are responsible for the maintenance and safety of their child's wheelchairs. Staff at the academy promote the responsible use of wheelchairs.

- If oxygen cylinders are required, they are stored in a designated space, and staff are trained in the removal storage and replacement of oxygen cylinders.

8. Lone working

The Academy has a lone working policy which is available to all staff. Lone working may include:

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

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

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return. The lone worker will ensure that they are medically fit to work alone.

9. Working at height

The Academy will ensure that working at height is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The site team retains ladders for working at height
- Students are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons

10. Manual handling

It is up to individuals to determine whether they are fit to lift or move equipment, furniture or students (as appropriate). If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask the site team, who have been trained, for assistance.

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

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

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

Manual handling training is provided for staff as required.

11. Off-site visits

When taking students off the academy premises, we will ensure that:

- All staff follow the appropriate Academy procedures for educational visits.
- Risk assessments will be completed where off-site visits and activities require them
- All off-site visits are appropriately staffed
- Staff will take an academy mobile phone, a portable first aid kit, information about the specific medical needs of students along with the parents' contact details
- A first aider will not be present on any school trip which is deemed low risk, unless the EVC (External Visits Co-ordinator) decides otherwise.

12. Lettings

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

13. Violence at work

The Academy believes that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff.

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

Incidents of violence may result in an internal investigation. If the matter is deemed serious, the incident may be reported to the Police.

14. Smoking

Smoking is not permitted anywhere on the academy premises.

15. Infection prevention and control

The Academy follows national guidance published by Public Health England (PHE) when responding to infection control issues. We will encourage staff and students to follow this good hygiene practice, outlined below, where applicable.

15.1 Handwashing

- Wash hands with liquid soap and warm water, and dry with paper towels
- Always wash hands after using the toilet, before eating or handling food, and after handling animals. A hand sanitizer unit is available in the dining room for students and staff
- Cover all cuts and abrasions with waterproof dressings

15.2 Coughing and sneezing

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

15.3 Personal protective equipment

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

15.4 Cleaning of the environment

- Clean the environment frequently and thoroughly

15.5 Cleaning of blood and body fluid spillages

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

15.6 Laundry

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

15.7 Clinical waste

- Always segregate domestic and clinical waste, in accordance with local policy
- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins
- Remove clinical waste with a registered waste contractor

- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

15.8 Animals

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

15.9 Students vulnerable to infection

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

15.10 Exclusion periods for infectious diseases

The academy will follow recommended exclusion periods outlined by Public Health England, summarised in appendix 2.

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

16. New and expectant mothers

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

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

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

17. Occupational stress

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

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

The Academy provides a confidential telephone counselling service (Care First) which staff can access at any time for free.

18. Accident reporting

18.1 Accident record keeping

- A student accident book will be used to record all minor bumps and grazes.
- All other accidents must be recorded on an accident form as soon as possible after the accident occurs by the member of staff or first aider who deals with it. An accident form template can be found in appendix 1. Details of the accident will be transferred from the form to the Academy's Health & Safety on-line management tool (EEC). The Business Manager is alerted to all accidents recorded on EEC and is responsible for investigating and reporting on all incidents.

- As much detail as possible will be supplied when reporting an accident
- Information about injuries will also be kept in the student's educational record
- Records held on EEC and in the accident book will be retained by the academy for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

18.2 Reporting to the Health & safety Executive

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

The Academy's Health & Safety consultants (Educating Safely) will report these to the Health & safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where an accident leads to someone being taken to hospital
- Where something happens that does not result in an injury, but could have done
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to academies include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

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

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

18.3 Notifying parents

A first aider, or other nominated individual, will inform parents of any accident or injury sustained by a student, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

18.4 Reporting to Ofsted and child protection agencies

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

The Designated Safeguarding Lead will also notify local child protection agencies of any serious accident or injury to, or the death of, a student while in the Academy's care.

19. Training

All staff are provided with health & safety training as part of their induction process.

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

20. Adverse Weather

In the event of adverse weather, i.e. flooding, lightning strike, storm force winds, snow etc. where as a result, the safety of the students, staff and/or visitors are at risk of personal injury, the Principal shall take the appropriate action to close all or part of the Academy until it is deemed safe to return.

21. Monitoring

This policy will be reviewed by the Business Manager annually, unless changes are required sooner.

At every review, the policy will be approved by the Business Committee of the Academy Board.

The Link Director for Health and Safety will meet with the Business Manager and Site Manager once a term to discuss health and safety related issues.

22. Links with other policies

This health & safety policy links to the following policies:

- First aid
- Risk assessment
- Minibus
- Critical Incident Plan
- Supporting students with medical conditions
- Accessibility plan

Appendix 1. Accident report

EEC Accident Report – Data Collection Form

(Version 1.2)

EEC **MUST** be used for reporting details of **INJURIES** that occur to our employees, visitors, pupils / children in our care, clients or service users **as a result of an accident**. IT IS NOT DESIGNED TO RECORD DETAILS OF OTHER SITUATIONS SUCH AS PHYSICAL RESTRAINTS UNLESS AN ACCIDENT INJURY OR NEAR MISS OCCURS AS A RESULT. IF RESTRAINTS NEED TO BE RECORDED IT SHOULD BE DONE SO AT A LOCAL LEVEL.

This form is designed to assist users of EEC in collecting the necessary data required to submit accident reports on the Accident Reporting module. Therefore, you do not have to use this form if you do not need to. You should enter a report for any incident which resulted in anything more than trivial first aid provision, or where the incident or near miss could have resulted in a serious injury. *****If you have any queries about whether an incident should be reported contact CHSU on 01823 355089 *****

Your Establishment		Where did the incident occur?			
1. ABOUT THE INCIDENT AND INJURED PARTY					
Date of Incident		Time		No. of injured parties. (The following data will be required for each party)	
Name		Date of Birth (if Known)		Home Phone (if Known)	
Address (if Known)		Employee <input type="checkbox"/>		Contractor <input type="checkbox"/>	
		Pupil/Student <input type="checkbox"/>		Client / Service User <input type="checkbox"/>	
		NI Number (if known)		Trainee <input type="checkbox"/>	
		Public <input type="checkbox"/>			
2. ABOUT THE INJURY					
Nature of injury indicating affected body part. (i.e. cut left leg, bruised right arm, etc.)			**** SCHOOLS ONLY ****		
			Is the incident attributable to the condition of the premises, facilities or equipment? <input type="checkbox"/>		
			Is the incident attributable to the quality and/or suitability of the supervision or instruction? <input type="checkbox"/>		
Was the injury to a member of the public, pupil or client / service user which meant they had to be taken from the scene of the accident to a hospital for treatment <input type="checkbox"/>			Did the incident occur during an organised activity? i.e. curriculum activities. <input type="checkbox"/>		
			Did the injured party go absent from work as a result of this injury? <input type="checkbox"/>		
A minor injury (including verbal abuse) <input type="checkbox"/>			Date of first first day of absence		
No injury – NEAR MISS <input type="checkbox"/>			Date returned to work (if known)		
What were the extent of the injuries? →		Unconscious <input type="checkbox"/>		Resuscitation <input type="checkbox"/>	
		Hospital for 24h+ <input type="checkbox"/>		None of these <input type="checkbox"/>	
3. WHAT HAPPENED – Kind of incident (TICK ONE BOX)					
Animal or insect related <input type="checkbox"/>		Exposed to Asbestos <input type="checkbox"/>		Harassment – Racial <input type="checkbox"/>	
				Injured whilst handling, lifting or carrying <input type="checkbox"/>	
				Slipped, tripped or fell on same level <input type="checkbox"/>	
				Violence – Physical Assault – Deliberate <input type="checkbox"/>	
Contact with electricity <input type="checkbox"/>		Exposed to Fire <input type="checkbox"/>		Harassment – Sexual <input type="checkbox"/>	
				Injury not related to a specific event <input type="checkbox"/>	
				Sport <input type="checkbox"/>	
				Violence – Restraint and Control Incident <input type="checkbox"/>	
Contact with hot surface or liquid <input type="checkbox"/>		Exposed to, or contact with, a harmful substance <input type="checkbox"/>		Harassment – Other <input type="checkbox"/>	
				None – Near miss <input type="checkbox"/>	
				Stepping on / Striking against a fixed or stationary object <input type="checkbox"/>	
				Violence – Threatening Incident <input type="checkbox"/>	
Contact with moving machinery or materials being machined <input type="checkbox"/>		Fall from bed <input type="checkbox"/>		Hit by a moving vehicle <input type="checkbox"/>	
				Other <input type="checkbox"/>	
				Trapped or crushed by something collapsing <input type="checkbox"/>	
				Violence – Verbal Assault <input type="checkbox"/>	
Drowned or asphyxiated <input type="checkbox"/>		Fall from height <input type="checkbox"/>		Hit by a moving, flying or falling object <input type="checkbox"/>	
				Repetitive Strain Injury (RSI) <input type="checkbox"/>	
				Use of Hand Tools <input type="checkbox"/>	
				Work related non-accidental illness <input type="checkbox"/>	
Explosion <input type="checkbox"/>		Found on floor <input type="checkbox"/>		Injured whilst assisting client <input type="checkbox"/>	
				Road Traffic Accident <input type="checkbox"/>	
				Violence – Physical Assault – Accidental <input type="checkbox"/>	
				Work related stress <input type="checkbox"/>	
4. WHAT WAS INVOLVED?					
Height of fall (if applicable)		Name of alleged assailant (if applicable)		Crime No. (if applicable)	
None - Near Miss <input type="checkbox"/>		Equipment/ Furniture - Office <input type="checkbox"/>		Hot Surface/ liquid <input type="checkbox"/>	
				Person - Other (Please state in description of incident) <input type="checkbox"/>	
Animal/ insect - Dead <input type="checkbox"/>		Equipment/ Furniture - Other <input type="checkbox"/>		Ladder or scaffolding <input type="checkbox"/>	
				Person - Relative of Client/ Service User/ Pupil <input type="checkbox"/>	
Animal/ insect - Live <input type="checkbox"/>		Explosion <input type="checkbox"/>		Machinery/ Equipment - Other <input type="checkbox"/>	
				Portable power or hand tools <input type="checkbox"/>	
Any material, substance or product being handled, used or stored <input type="checkbox"/>		Fire - Fire Fighting <input type="checkbox"/>		Machinery/ Equipment for lifting / conveying <input type="checkbox"/>	
				Process plant, pipe-work or bulk storage <input type="checkbox"/>	
Building, engineering structure or excavation / underground working <input type="checkbox"/>		Floor, ground, stairs or any working surface <input type="checkbox"/>		Moveable container or package of any kind <input type="checkbox"/>	
				Recurring injury <input type="checkbox"/>	
Construction formwork, shuttering and falsework <input type="checkbox"/>		Gas, vapour, dust, fume or oxygen deficient atmosphere <input type="checkbox"/>		Pathogen or infected material <input type="checkbox"/>	
				Sport <input type="checkbox"/>	
Electricity supply cable, wiring, apparatus or equipment <input type="checkbox"/>		Handling person <input type="checkbox"/>		Person - Client/ Service User/ Pupil/ Member of the public <input type="checkbox"/>	
				Vehicle or associated equipment / machinery <input type="checkbox"/>	
Entertainment or sporting facilities or equipment <input type="checkbox"/>		Horseplay <input type="checkbox"/>		Person - Employee/ Colleague <input type="checkbox"/>	
				Violent incident <input type="checkbox"/>	
OTHER: Please Specify <input type="checkbox"/>					

Appendix 2. Recommended absence period for preventing the spread of infection

This list of recommended absence periods for preventing the spread of infection is taken from [non-statutory guidance for schools and other childcare settings](#) from Public Health England (PHE).

Rashes and skin infections

Infection or complaint	Recommended period to be kept away from academy or nursery	Comments
Athlete's foot	None	Athlete's foot is not a serious condition. Treatment is recommended.
Chickenpox	Until all vesicles have crusted over	Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers. These children are particularly vulnerable to chickenpox. Chickenpox can also affect pregnancy if a woman has not already had the infection.
Cold sores (herpes simplex)	None	Avoid kissing and contact with the sores. Cold sores are generally mild and self-limiting.
German measles (rubella)*	Four days from onset of rash (as per " Green Book ")	Preventable by immunisation (MMR x2 doses). If a pregnant woman comes into contact with German measles she should inform her GP and antenatal carer immediately to ensure investigation.
Hand, foot and mouth	None	
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment	Antibiotic treatment speeds healing and reduces the infectious period.

Measles*	Four days from onset of rash	Preventable by immunisation (MMR x2 doses). Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers. These children are particularly vulnerable to measles. Measles during pregnancy can result in early delivery or even loss of the baby. If a pregnant woman is exposed she should immediately inform whoever is giving antenatal care to ensure investigation.
Molluscum contagiosum	None	A self-limiting condition.
Ringworm	Exclusion not usually required	Treatment is required.
Roseola (infantum)	None	
Scabies	Child can return after first treatment	Household and close contacts require treatment.
Scarlet fever*	Child can return 24 hours after starting appropriate antibiotic treatment	Antibiotic treatment is recommended for the affected child.
Slapped cheek syndrome/fifth disease (parvovirus B19)	None (once rash has developed)	Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers. These children are particularly vulnerable to parvovirus B19. Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), inform whoever is giving antenatal care as this must be investigated promptly.

Shingles	Exclude only if rash is weeping and cannot be covered	Can cause chickenpox in those who are not immune, i.e. have not had chickenpox. It is spread by very close contact and touch. If further information is required, contact your local PHE centre. Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers. These children are particularly vulnerable to shingles. Shingles can also affect pregnancy if a woman has not already had chickenpox.
Warts and verrucae	None	Verrucae should be covered in swimming pools, gymnasiums and changing rooms.

Diarrhoea and vomiting illness

Infection or complaint	Recommended period to be kept away from academy or nursery	Comments
Diarrhoea and/or vomiting	48 hours from last episode of diarrhoea or vomiting	
E. coli O157 VTEC Typhoid* [and paratyphoid*] (enteric fever) Shigella (dysentery)	Should be excluded for 48 hours from the last episode of diarrhoea. Further exclusion may be required for some children until they are no longer excreting	Further exclusion is required for children aged 5 years or younger and those who have difficulty in adhering to hygiene practices. Children in these categories should be excluded until there is evidence of microbiological clearance. This guidance may also apply to some contacts who may also require microbiological clearance. Please consult your local PHE centre for further advice
Cryptosporidiosis	Exclude for 48 hours from the last episode of diarrhoea	Exclusion from swimming is advisable for two weeks after the diarrhoea has settled

Respiratory infections

Infection or complaint	Recommended period to be kept away from academy or nursery	Comments
Covid-19	Until recovered	Preventable by vaccination.
Flu (influenza)	Until recovered	Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers. It may be advisable for these children to have additional immunisations, for example pneumococcal and influenza.
Tuberculosis*	Always consult your local PHE centre	Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers. It may be advisable for these children to have additional immunisations, for example pneumococcal and influenza.
Whooping cough*	Five days from starting antibiotic treatment, or 21 days from onset of illness if no antibiotic treatment	Preventable by vaccination. After treatment, non-infectious coughing may continue for many weeks. Your local PHE centre will organise any contact tracing necessary.

Other infections

Infection or complaint	Recommended period to be kept away from academy or nursery	Comments
Conjunctivitis	None	If an outbreak/cluster occurs, consult your local PHE centre.
Diphtheria*	Exclusion is essential. Always consult with your local HPT	Family contacts must be excluded until cleared to return by your local PHE centre. Preventable by vaccination. Your local PHE centre will organise any contact tracing necessary.
Glandular fever	None	
Head lice	None	Treatment is recommended only in cases where live lice have been seen.
Hepatitis A*	Exclude until seven days after onset of jaundice (or seven days after symptom onset if no jaundice)	In an outbreak of hepatitis A, your local PHE centre will advise on control measures.
Hepatitis B*, C*, HIV/AIDS	None	Hepatitis B and C and HIV are bloodborne viruses that are not infectious through casual contact. All spillages of blood should be cleaned up immediately (always wear PPE). When spillages occur, clean using a product that combines both a detergent and a disinfectant. Use as per manufacturer's instructions and ensure it is effective against bacteria and viruses and suitable for use on the affected surface. Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below. A spillage kit should be available for blood spills.
Meningococcal meningitis*/	Until recovered	Meningitis C is preventable by vaccination There is no reason to exclude siblings or other close contacts of a case. In case of an

septicaemia*		outbreak, it may be necessary to provide antibiotics with or without meningococcal vaccination to close academy contacts. Your local PHE centre will advise on any action is needed.
Meningitis* due to other bacteria	Until recovered	Hib and pneumococcal meningitis are preventable by vaccination. There is no reason to exclude siblings or other close contacts of a case. Your local PHE centre will give advice on any action needed.
Meningitis viral*	None	Milder illness. There is no reason to exclude siblings and other close contacts of a case. Contact tracing is not required.
MRSA	None	Good hygiene, in particular handwashing and environmental cleaning, are important to minimise any danger of spread. If further information is required, contact your local PHE centre.
Mumps*	Exclude child for five days after onset of swelling	Preventable by vaccination
Threadworms	None	Treatment is recommended for the child and household contacts.
Tonsillitis	None	There are many causes, but most cases are due to viruses and do not need an antibiotic.

* denotes a notifiable disease. It is a statutory requirement that doctors report a notifiable disease to the proper officer of the local authority (usually a consultant in communicable disease control). In addition, organisations may be required via locally agreed arrangements to inform their local PHE centre. Regulating bodies (for example, Ofsted/Commission for Social Care Inspection (CSCI)) may wish to be informed.