



Clovelly House School  
Stay safe, respect, achieve

# Health and Safety Policy

**January 2026**

## Contents

1. Introduction .....	3
2. Aims .....	3
3. Legislation .....	3
4. Roles and Responsibilities .....	4
5. Procedures .....	6
6. Site Security .....	7
7. Fire .....	7
8. COSHH .....	8
9. Equipment .....	9
10. Lone Working .....	10
11. Working at Height .....	10
12. Manual Handling .....	10
13. Off-site Visits .....	11
14. Lettings .....	11
15. Violence at Work .....	11
16. Smoking .....	11
17. Infection Prevention and Control .....	11
18. New and Expectant Mothers .....	13
19. Occupational Stress .....	13
20. Health and Wellbeing .....	13
21. Accident Reporting .....	14
22. Training .....	15
23. Links with other Policies .....	15
24. Monitoring .....	16
Appendix 1 – Fire Safety Checklist .....	17
Appendix 2 – Accident Report .....	18
Appendix 3 – Asbestos Report .....	19
Appendix 4 – Recommended absence period for preventing the spread of Infection .....	20

# Health and Safety Policy

## 1. Introduction

The purpose of this policy is to further our aim to provide a secure safe healthy and stimulating environment for all young people, staff and visitors to the school. Parents/carers need to know that every measure will be taken to keep the young people safe. We believe that the prevention of accidents and hazards is a key responsibility for every member of the school community.

All staff, young people and managers have been encouraged to contribute to this policy. The policy has been modelled on the Health and Safety Policy published by 'The Key for School Leaders'. The content has also been influenced by guidance from the DfE and the Health and Safety executive

This policy should be read in conjunction with all other policies and the Clovelly House 'Guidance for Staff'.

## 2. Aims

Our school aims to:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely, and are regularly inspected

## 3. Legislation

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

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

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

## 4. Roles and responsibilities

S/he will ensure that:

#### **4.1 The Principal has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the Health and Safety Officers**

The Principal is committed to the promotion of a safe and healthy environment for all children and adults at Clovelly House. She is responsible for ensuring that all health and safety procedures are followed. She has a duty to take reasonable steps to ensure that staff and pupils contractors and visitors are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The Principal, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Ensure all members of staff understand and fulfil their responsibilities to ensure a safe learning environment
- Ensure that staff are aware of their responsibilities and receive appropriate supervision, instruction and training
- Ensure that staff, young people and others are encouraged to promote health and safety
- Ensure that risk assessments are carried out for activities on and off the school site
- Ensure that LA and DfE guidance is followed for all school trips and visits
- Ensure that all defects and/or hazards are made safe in a timescale commensurate with the risk they pose
- Ensure that specialist advice is sought as and when necessary
- Inform employees about risks and the measures in place to manage them

#### **4.2 School Head**

The School Head is also responsible for health and safety day-to-day. This involves:

- Implementing the health and safety policy
- promoting high standards of health and safety within the school
- assigning responsibilities, including designating a co-ordinator for health and safety
- establishing a forum for discussing health and safety issues in the school
- ensuring that there are risk assessment procedures in place to identify all risks relating to the premises, school activities and school-sponsored activities
- providing appropriate resources from the school's delegated budget to ensure that risks and hazards are minimised or eliminated
- ensuring that all staff receive supervision, instruction and training appropriate to their duties and responsibilities
- evaluating the measures taken to minimise or eliminate risks and hazards
- ensuring that there is designated space for medical treatment and for caring for sick or injured pupils during the school day
- ensuring that the hirers are aware of their duty to arrange insurance cover for their activities take a reasonable step to ensure that the principal person in charge of hirers, contractors and others makes sure they conduct themselves and carry out their operation in such a manner that all statutory and advisory safety requirements are met at all times. (When the premises or facilities are being used out of normal school hours for all activities, then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and expected to comply with the requirements of the policy.)
- Ensuring there is enough staff to safely supervise pupils
- Ensuring that the school building and premises are safe and regularly inspected
- Reporting to the Senior Leadership Team on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held

- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary
- reviewing this policy and updating at least annually

In the School Head's absence, Neil Robinson assumes the above day-to-day health and safety responsibilities.

### **4.3 Health and safety leads**

The nominated health and safety lead for Clovelly is Laura Derwent and Maddie Straw and at Enderby is Nicola Sansom. They will monitor and report H&S concerns to Heather Rossell on a daily basis. This includes responsibility for fire safety. In the absence of the H&S officer on site, the senior leadership team member will take the role of Fire Officer in the event of an incident.

### **4.4 Staff**

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

Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- be familiar with the health and safety policy and all safety regulations laid down by the Principal
- undertake regular updated training on Health and Safety
- take reasonable care of their own health and safety and that of others who may be affected by their actions
- make regular safety inspections of their areas of work and report to their line manager any danger to health and safety, whether serious and immediate or not
- only use equipment that they are competent to use
- follow instructions when using any machinery, equipment, dangerous substance or safety device
- take an active interest in promoting health and safety and suggest ways of reducing risks
- all young people and visitors to the school will be expected to take reasonable care for their own health and safety and that of others who may be affected by their actions
- Co-operate with the school on health and 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 pupils
- Understand emergency evacuation procedures and feel confident in implementing them

### **4.5 Pupils and parents**

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

### **4.6 Contractors**

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

## **5. Procedures**

### **5.1 Plan –**

- \* The Principal will ensure that there are robust policies and procedures to manage H&S across the organisation. All members of the SLT as well as members of the H&S committee will contribute to the creation, review and maintenance of the H&S Policy
- \* The Senior Leadership Team, (SLT), will ensure that there is a plan to address H&S issues at all levels and ensure that H&S is regularly addressed in all meetings across the organisation
- \* The SLT will ensure that employees are consulted about H&S planning and maintenance at all levels.

### **5.2 Do -**

- \* The SLT will ensure that there is a competent H&S committee to oversee daily management of H&S
- \* The SLT will ensure that ongoing, quality H&S training is offered to all staff. This will be allocated and monitored by the Training Officer, Jennifer Collighan
- \* The SLT will ensure that there are appropriate risk assessments for all children, activities, equipment and premises to assess and manage risk. Risk Assessments will be robust and will identify the hazards, how people may be harmed by them and what has been put in place to control risk. Risk Assessments will consider these measures as they apply to staff, pupils, visitors and contractors.
- \* The SLT will ensure that all staff, visitors and young people understand their roles in promoting H&S across the organisation

### **5.3 Check –**

- \* The Principal will ensure that there are procedures for checking that H&S is monitored across the organisation on a daily basis and will identify certain persons responsible for this. They will be accountable to the H&S Officer. All staff will be responsible for checking equipment and areas they are assigned to on a daily basis. Fire safety officers will undertake weekly checks on equipment and half termly fire drills.
- \* The Principal will ensure that Risk Assessments are updated regularly, at least once a half term for individual risk assessments and annually for generic and specific risk assessments. Risk assessments for activities will be undertaken before each activity. Regular activities will have one risk assessment which is update termly. These will be updated more often if risk is increased. This will be checked by the H&S Officer and discrepancies will be reported to the Principal.
- \* The Principal will appoint an Independent H&S Officer to come into Clovelly to review H&S Procedures at least once a year. These will be conducted by Peninsula.

### **5.4 Act –**

- \* The H&S Officer will report to the H&S committee at least once a half term and actions will be identified and followed up.
- \* All stakeholders will be expected to familiarise themselves with the H&S Policies and Procedures
- \* All stakeholders will be expected to report any immediate concerns to the H&S Officer for immediate attention. If the H&S Officer fails to respond, this should be reported to the Principal
- \* All staff will be expected to contribute to writing and maintaining risk assessments across the organisation
- \* In the event of an incident or accident happening, the Principal will instigate an investigation into the incident or accident, and, together with the SLT and H&S team, will determine the causes and take actions to minimise risk and prevent further incidents and accidents from happening.

## **6. Site security**

Barry Armson and the Health and Safety Officers 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. This is supported by the care staff in the home.

Any criminal damage will be reported to the Principal and/or Barry Armson so that the site can be made secure as soon as possible, including barricading an area off.

At Enderby, the rear of the building is locked and secured. If there is an incident, the Principal will be notified.

Strangers are not permitted on the school site without permission from the Principal or School Head.

Senior Care Practitioners may work in the home 24/7 and therefore are on site at all times. They are key holders and will challenge intruders and respond to an emergency, including calling the emergency services if necessary.

## **7. 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 practiced at least once a term and, within three days of a new pupil being admitted.

The smoke alarm is a loud alarm sound and/or whistle.

Smoke alarm testing will take place once a week.

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

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
- Staff and pupils will congregate at the assembly points. These are on the grass verge at the front of the property.
- Form tutors/class teachers will take a register of pupils, which will then be checked against the attendance register of that day
- The School Head or senior teacher on site will take a register of all staff
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter

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

A fire safety checklist can be found in appendix 1.

## **8. COSHH**

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

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

Control of substances hazardous to health (COSHH) risk assessments are completed by the Health and Safety Officer 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.

Hazardous products used for cleaning will be stored in a locked cupboard in the back storeroom.

Hazardous products used for science lessons will be kept in a locked cupboard in the office at Enderby.

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.

### **8.1 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

### **8.2 Legionella**

- A water risk assessment has been completed on March 2020 by 365 Direct Co. The Health and Safety Officer is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book
- This risk assessment will be reviewed every term, and when significant changes have occurred to the water system and/or building footprint
- The risks from legionella are mitigated by the following: temperature checks, heating of water, disinfection of showers and undergoing legionella treatment of all standing water, [e.g. tablet, temperature checks, heating of water, disinfection of showers, etc.]

### **8.3 Asbestos**

- Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work
- Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe
- A record is kept of the location of asbestos that has been found on the school site
- Clovelly has been assessed as asbestos free.

## **9. Equipment**

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

### **9.1 Electrical equipment**

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

## 9.2 PE equipment

- Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely
- Any concerns about the condition of the gym floor or other apparatus will be reported to the Health and Safety Officer.

## 9.3 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)

## 9.4 Specialist equipment

Parents are responsible for the maintenance and safety of their children's wheelchairs. In school, staff promote the responsible use of wheelchairs.

## 10. Lone working

Lone working may include:

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

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

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

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

## 11. Working at height

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

In addition:

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

## **12. Manual handling**

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

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

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

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

## **13. Off-site visits**

When taking pupils off the school premises, we will ensure that:

- Risk assessments will be completed where off-site visits and activities require them
- All off-site visits are appropriately staffed
- Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details
- There will always be at least one first aider on school trips and visits

## **14. Lettings**

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

## **15. Violence at work**

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

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

## **16. Smoking**

Smoking is not permitted anywhere on the school premises, except in the designated smoking area near the car park at Clovelly and off site at Enderby.

## **17. Infection prevention and control**

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

### **17.1 Handwashing**

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

### **17.2 Coughing and sneezing**

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

### **17.3 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

### **17.4 Cleaning of the environment**

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

### **17.5 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

### **17.6 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

### **17.7 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

## 17.8 Animals

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

## 17.9 Pupils vulnerable to infection

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

## 17.10 Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by Public Health England, summarised in appendix 4.

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

## 18. New and expectant mothers

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

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

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to 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

## 19. 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 school for responding to individual concerns and monitoring staff workloads.

The school places a high level of importance on Wellbeing and is applying for the Schools Wellbeing award. The school works therapeutically with children and staff members benefit from high levels of care and nurture.

## **20. Health and Wellbeing**

The school buildings will be monitored to ensure that they are warm and comfortable and that they have adequate light and ventilation.

The school will have emergency plans to manage severe weather conditions and the effects of local disaster. (See Business Contingency Plans).

Children and young people will be consulted, and their views seriously considered about H&S.

H&S matters will be considered when pupils are being entered for examination and testing.

Safeguarding will be given the highest consideration and the safety of the child will take place over anything else.

Staff members will be expected to take care of pupils as they would as a parent at all times and ensure that their health and wellbeing is being managed.

## **21. Accident reporting**

### **21.1 Accident record book**

- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. An accident form template can be found in appendix 2
- As much detail as possible will be supplied when reporting an accident
- Information about injuries will also be kept in the pupil's educational record
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

### **21.2 Reporting to the Health and Safety Executive**

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

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These are:
  - Fractures, other than to fingers, thumbs and toes
  - Amputations
  - Any injury likely to lead to permanent loss of sight or reduction in sight
  - Any crush injury to the head or torso causing damage to the brain or internal organs
  - Serious burns (including scalding)
  - Any scalping requiring hospital treatment
  - Any loss of consciousness caused by head injury or asphyxia

- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where an accident leads to someone being taken to hospital
- Where something happens that does not result in an injury, but could have done
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
  - The collapse or failure of load-bearing parts of lifts and lifting equipment
  - The accidental release of a biological agent likely to cause severe human illness
  - The accidental release or escape of any substance that may cause a serious injury or damage to health
  - An electrical short circuit or overload causing a fire or explosion

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

How to make a RIDDOR report – <http://www.hse.gov.uk/riddor/report.htm>

### **21.3 Notifying parents**

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

### **21.4 Reporting to child protection agencies**

The Principal will notify social services of any serious accident or injury to, or the death of, a pupil in the school while in the school's care.

### **21.5 Reporting to OFSTED**

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

## **22. Training**

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

Staff members who are allocated specific H&S roles will be given enhanced H&S training

All staff members will be offered mandatory, ongoing H&S training

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

## **23. Links with other policies**

This health and safety policy links to the following policies:

- First aid
- Risk assessment
- Supporting pupils with medical conditions
- Accessibility plan
- Safeguarding
- Pastoral Care Policy
- Policy on administration of medicines

- Supporting Pupils with Medical Needs'
- Bullying Policy
- Smoking Policy
- Keeping Children Safe in Education: statutory guidance for Schools and Colleges, DfE Sep 2020

## 24. Monitoring

The Health and Safety Team will meet every half term to monitor and review H&S matters. The Health and Safety Officer will report on a termly basis to the Senior Management team on Health and Safety matters as well as reporting as needs arise. The report will address hazards and risks that were identified during school and out of school hours and the steps taken to minimise or eliminate them. The managers will evaluate those outcomes and will consider whether any further action should be recommended.

This policy will be reviewed by the Principal, the SLT and all stakeholders every year.

At every review, the policy will be approved by the Principal, the Senior Leadership Team and the H&S team.

**Date established:** .....

**Date for full implementation:** .....

**Date for review:** .....

**Proprietor's approval:** .....

**Date:** .....

## Appendix 1. Fire safety checklist

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



## Appendix 2. Accident report

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

Appendix 3. Asbestos record

Location	Product	How much	Surface coating	Condition	Ease of access	Asbestos type	Comment



## Clovelly House School Policy

### Appendix 4. Recommended absence period for preventing the spread of infection

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

Infection or complaint	Recommended period to be kept away from school or nursery
<b>Athlete's foot</b>	None.
<b>Campylobacter</b>	Until 48 hours after symptoms have stopped.
<b>Chicken pox (shingles)</b>	Cases of chickenpox are generally infectious from 2 days before the rash appears to 5 days after the onset of rash. Although the usual exclusion period is 5 days, all lesions should be crusted over before children return to nursery or school.  A person with shingles is infectious to those who have not had chickenpox and should be excluded from school if the rash is weeping and cannot be covered or until the rash is dry and crusted over.
<b>Cold sores</b>	None.
<b>Rubella (German measles)</b>	5 days from appearance of the rash.
<b>Hand, foot and mouth</b>	Children are safe to return to school as soon as they are feeling better, there is no need to stay off until the blisters have all healed.
<b>Impetigo</b>	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
<b>Measles</b>	Cases are infectious from 4 days before onset of rash to 4 days after so it is important to ensure cases are excluded from school during this period.
<b>Ringworm</b>	Exclusion not needed once treatment has started.
<b>Scabies</b>	The infected child or staff member should be excluded until after the first treatment has been carried out.
<b>Scarlet fever</b>	Children can return to school 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the school or nursery, the health protection team will assist with letters and factsheet to send to parents or carers and staff.
<b>Slapped cheek syndrome, Parvovirus B19, Fifth's disease</b>	None (not infectious by the time the rash has developed).



## Clovelly House School Policy

<b>Bacillary Dysentery (Shigella)</b>	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.
<b>Diarrhoea and/or vomiting (Gastroenteritis)</b>	<p>Children and adults with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course is completed.</p> <p>For some gastrointestinal infections, longer periods of exclusion from school are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, school health advisor or environmental health officer will advise.</p> <p>If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.</p>
<b>Cryptosporidiosis</b>	Until 48 hours after symptoms have stopped.
<b>E. coli (verocytotoxigenic or VTEC)</b>	The standard exclusion period is until 48 hours after symptoms have resolved. However, some people pose a greater risk to others and may be excluded until they have a negative stool sample (for example, pre-school infants, food handlers, and care staff working with vulnerable people). The health protection team will advise in these instances.
<b>Food poisoning</b>	Until 48 hours from the last episode of vomiting and diarrhoea and they are well enough to return. Some infections may require longer periods (local health protection team will advise).
<b>Salmonella</b>	Until 48 hours after symptoms have stopped.
<b>Typhoid and Paratyphoid fever</b>	Seek advice from environmental health officers or the local health protection team.
<b>Flu (influenza)</b>	Until recovered.
<b>Tuberculosis (TB)</b>	Pupils and staff with infectious TB can return to school after 2 weeks of treatment if well enough to do so and as long as they have responded to anti-TB therapy. Pupils and staff with non-pulmonary TB do not require exclusion and can return to school as soon as they are well enough.
<b>Whooping cough (pertussis)</b>	A child or staff member should not return to school until they have had 48 hours of appropriate treatment with antibiotics and they feel well enough to do so or 21 days from onset of illness if no antibiotic treatment.
<b>Conjunctivitis</b>	None.
<b>Giardia</b>	Until 48 hours after symptoms have stopped.



## Clovelly House School Policy

<b>Glandular fever</b>	None (can return once they feel well).
<b>Head lice</b>	None.
<b>Hepatitis A</b>	Exclude cases from school while unwell or until 7 days after the onset of jaundice (or onset of symptoms if no jaundice, or if under 5, or where hygiene is poor. There is no need to exclude well, older children with good hygiene who will have been much more infectious prior to diagnosis.
<b>Hepatitis B</b>	Acute cases of hepatitis B will be too ill to attend school and their doctors will advise when they can return. Do not exclude chronic cases of hepatitis B or restrict their activities. Similarly, do not exclude staff with chronic hepatitis B infection. Contact your local health protection team for more advice if required.
<b>Hepatitis C</b>	None.
<b>Meningococcal meningitis/ septicaemia</b>	If the child has been treated and has recovered, they can return to school.
<b>Meningitis</b>	Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed.
<b>Meningitis viral</b>	None.
<b>MRSA (meticillin resistant Staphylococcus aureus)</b>	None.
<b>Mumps</b>	5 days after onset of swelling (if well).
<b>Threadworm</b>	None.
<b>Rotavirus</b>	Until 48 hours after symptoms have subsided.