



# Health and Safety Policy

<b>PERSON RESPONSIBLE FOR POLICY:</b>	<b>CHARLOTTE HOPKINS</b>
<b>APPROVED: LEADERSHIP TEAM</b>	<b>DATE: 01/05/2024</b>
<b>SIGNED:</b>	<b>ROLE: DIRECTOR OF OPERATIONS</b>
<b>TO BE REVIEWED: 01/04/2025</b>	<b>ANNUALLY</b>

## 1. 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

## 2. Legislation

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

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

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

### **3. Roles and responsibilities**

#### **3.1 Director of Operations**

The Director of Operations is responsible for health and safety day-to-day. This involves:

- Implementing the health and safety policy
- Ensuring there are enough staff to safely supervise pupils
- Ensuring that the school building and premises are safe and regularly inspected
- Providing adequate training for school staff
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

In the Director of Operation's absence, the Business Manager assumes the above day-to-day health and safety responsibilities.

#### **3.2 Health and safety lead**

The nominated Health and Safety Lead is Jamie Nuttall, Director.

#### **3.3 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
- 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

#### **3.4 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.

### **3.5 Contractors**

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

### **4. Site security**

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

The Leadership Team are all key holders and will respond to an emergency.

### **5. Fire**

Emergency exits, assembly points and assembly point instructions /Fire Action Plans are clearly identified by safety signs and notices which are available in all classrooms and corridors

Fire risk assessment of the premises will be reviewed regularly.  
Emergency evacuations are practised at least once a term/3 times per year

The fire alarm is a loud buzzer, with a flashing red light on the unit.  
Fire alarm testing is regularly carried out by the landlords.

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 if required. 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 (All staff are fully trained)
- Staff, visitors, and pupils will congregate at the assembly point. This is outside the front gate near the front gate with their tutor
- The Business Manager take a register of pupils, which will then be checked against the attendance register of that day
- Staff, visitors and pupils will remain outside the building until the emergency services or a member of SLT say it is safe to re-enter

The school has special arrangements in place for the evacuation of people with SEN.

As all students have a 1:1 tutor, the tutor will support them to vacate the building in a suitable manner.

## **6. COSHH**

Please see COSHH Policy

### **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 and are inspected annual as the landlord's responsibility. The completed report is retained for our records.
- No rooms have gas appliances on site.

### **6.2 Legionella**

- A water risk assessment has been completed on 22/11/2018 by Watermark Compliance. A copy of the report is retained on file.
- This risk assessment will be reviewed every two years and when significant changes have occurred to the water system and/or building footprint.
- The risks from legionella are mitigated by the following: Monthly Temperature Checks and weekly flushing.

### **6.3 Asbestos**

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

## **7. Equipment**

- All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place.
- When new equipment is purchased, it is checked to ensure 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 pupil 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 a member of Leadership immediately.
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed.
- Only trained staff members can check plugs.
- Where necessary a portable appliance test (PAT) will be carried out by a competent person.
- All isolator switches are clearly marked to identify their machine.
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions.
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.

### **7.2 Activity equipment**

- Pupils are taught how to carry out and set up activity equipment safely and efficiently. Staff check that equipment is set up safely.
- Any concerns about the condition of the equipment will be reported to the Director of Operations.

### **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)

## **8. Lone working**

Lone working may include:

- Late working
- Home or site visits
- Collection / drop off of pupils
- 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.

## **10. Manual handling**

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

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

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

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

## **11. Off-site visits**

Pupils are collected from home in the morning and returned home at the end of the school day by a member of staff. Staff will always ensure that:

- Risk assessments will be completed for the students.
- Their vehicles are properly insured and have up to date MOTs.
- Staff will take a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details.

## **12. Lettings**

The school will not be available for hire nor will any aspect of the school site or the facilities therein.

### **13. Violence at work**

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

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

### **14. Smoking**

Smoking is not permitted anywhere on the Woodfield Park site.

### **15. Infection prevention and control**

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

#### **15.1 Handwashing**

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

#### **15.2 Coughing and sneezing**

- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues
- Spitting is 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
- 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
- Clean the equipment, frequently and thoroughly

#### **15.5 Cleaning of blood and body fluid spillages**



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

### **15.6 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.

### **15.7 Exclusion periods for infectious diseases**

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

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

### **16. New and expectant mothers**

Risk assessments will be carried out whenever any employee 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

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

## **18. Accident reporting**

### **18.1 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 archived. In accordance with GDPR records will be archived for a period of 25 years.

## 18.2 Reporting to the Health and Safety Executive

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

Reportable injuries, diseases or dangerous occurrences include:

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

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

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

## 18.3 Notifying parents

The staff / TAs will inform parents of any accident or injury sustained by a pupil in the Early Years Foundation Stage, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

#### **18.4 Reporting child protection agencies**

The Headteacher will notify Doncaster LA /Safeguarding of any serious accident or injury to, or the death of, a pupil while in the school's care.

#### **18.5 Reporting to Ofsted**

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

### **19. Training**

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

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

### **20. Links with other policies**

This health and safety policy links to the following policies:

- First aid
- Risk assessments
- Supporting pupils with medical conditions
- Accessibility plan

## 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 of a serious incident:

School to use Doncaster LAs on-line recording system SHEAssure and submitted to Robyn Dale, Health & Safety Exec, Doncaster LA.

### Appendix 3. Asbestos record:

#### Tickhill Road site – Exterior – Exterior (Block 56 Cherry Tree Court)



Exterior (Block 56 Cherry Tree Court) – cement tiles to roof (As identified in Acorn report B-13688), are an asbestos containing material. They are in good condition and recommended they be left undisturbed and monitored. This assessment has not altered since the last inspection.

Level of ID	Sample ID	Extent (m <sup>2</sup> /m <sup>3</sup> )	Product Type (1,2,3)	Condition (0,1,2,3)	Surface Treatment (0,1,2,3)	Asbestos Type (1,2,3)	Score	Access (DA,MA,EA)	Action (A1,A2,A3)
ID	As identified in Acorn report B-13688	500m <sup>2</sup>	1	1	1	1	4	DA	A3

APPENDIX A

**ASBESTOS RE-INSPECTION – DATA RECORD SHEET**

Date of Inspection: 18 August 2020

Area ID	Inspected Yes/No	Location of sample point / Description of suspect material	Level of ID (P/SP/ID)	Sample ID	Extent (m <sup>2</sup> /m <sup>3</sup> )	Product Type (1,2,3)	Condition (0,1,2,3)	Surface Treatment (0,1,2,3)	Asbestos Type (1,2,3)	Score	Access (DA,MA,EA)	Action (A1,A2,A3)
Exterior (Block 56 Cherry Tree Court)	Yes	cement tiles – to roof	ID	As identified in Acorn report B-13688	500m <sup>2</sup>	1	1	1	Chrysotile ( 1 )	4	DA	A3

Level of ID: P – Presumed, SP – Strongly Presumed, ID – Identified. Access: DA – Difficult Access, MA – Medium Access, EA – Easy Access  
 Asbestos Type: NA – Non-Asbestos Action: A1 Remove ASAP, A2 – Repair/Encapsulate ASAP or plan in for removal, A2 – Monitor Situation Regularly

## 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> <b>Campylobacter</b> <b>Chicken pox (shingles)</b>	None. Until 48 hours after symptoms have stopped. 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> <b>Rubella (German measles)</b> <b>Hand, foot and mouth</b>	None. 5 days from appearance of the rash. Children are safe to return to school or nursery as soon as they are feeling better, there is no need to stay off until the blisters have all healed.
<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> <b>Bacillary Dysentery (Shigella)</b>	None (not infectious by the time the rash has developed). 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>	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><b>Cryptosporidiosis</b> <b>E. coli (verocytotoxigenic or VTEC)</b></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> <p>Until 48 hours after symptoms have stopped.</p> <p>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.</p>
<p><b>Food poisoning</b></p>	<p>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).</p>
<p><b>Salmonella</b> <b>Typhoid and Paratyphoid fever</b></p>	<p>Until 48 hours after symptoms have stopped.</p> <p>Seek advice from environmental health officers or the local health protection team.</p>
<p><b>Flu (influenza)</b> <b>Tuberculosis (TB)</b></p>	<p>Until recovered.</p> <p>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.</p>
<p><b>Whooping cough (pertussis)</b></p>	<p>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.</p>
<p><b>Conjunctivitis</b> <b>Giardia</b> <b>Glandular fever</b> <b>Head lice</b> <b>Hepatitis A</b></p>	<p>None.</p> <p>Until 48 hours after symptoms have stopped.</p> <p>None (can return once they feel well).</p> <p>None.</p> <p>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.</p>
<p><b>Hepatitis B</b></p>	<p>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.</p>
<p><b>Hepatitis C</b> <b>Meningococcal meningitis/ septicaemia</b></p>	<p>None.</p> <p>If the child has been treated and has recovered, they can return to school.</p>





**Meningitis**

Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed.

**Meningitis viral**

None.

**MRSA (meticillin resistant Staphylococcus aureus)**

None.

**Mumps**

5 days after onset of swelling (if well).

**Threadworm**

None.

**Rotavirus**

Until 48 hours after symptoms have subsided.