



# Reach Schools

## Health and Safety Policy

| Document Control Table                                                           |                                                                                                                                                                                                                                                                                  |
|----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Title                                                                            | Health and Safety Policy                                                                                                                                                                                                                                                         |
| Category                                                                         | Estates                                                                                                                                                                                                                                                                          |
| Owner                                                                            | COO                                                                                                                                                                                                                                                                              |
| Date approved                                                                    | 1st September 2026                                                                                                                                                                                                                                                               |
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| Updates/revisions                                                                | August 2026<br>Section 2 - Updated competent person<br>Section 18 smoking - added the use of vaping materials is also prohibited<br>Section 4.4.3 - added requirement for annual lockdown drills<br>Section 27 allergy awareness and controls - added location of emergency AAls |
| Academies to note:<br>This is a Reach Schools policy and should not be modified. |                                                                                                                                                                                                                                                                                  |



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The Board of Trustees for Reach Schools (the 'employer') is committed to protecting the health, safety and welfare of all its employees and any other persons who may be affected by its activities. Students are protected by the Health and Safety at Work etc Act 1974, and the associated Management of Health and Safety at Work Regulations 1999, because they are affected by an employer's undertaking.

The Board of Trustees will therefore, as far as is reasonably practicable, ensure that students are not exposed to risks to their health and safety in school and during off-site visits.

At Reach Schools, we recognise and accept that they are responsible for complying with health and safety legislation and for ensuring the health, safety and welfare of their students, employees and others who may be affected by the school's activities.



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## 1. Aims

Our Trust aims to:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, students 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. Statement of intent

We are fully committed to excellence and continual improvement in the management of health and safety and regard it of equal importance to any other school responsibility.

We recognise and fully accept our own responsibility in providing Reach School's strategic health and safety direction and proactively and reactively approving the distribution of resources, as necessary, to remove or mitigate health and safety risks.

This document sets out the trust policy on Health and Safety. It outlines the roles and responsibilities for health and safety at all levels and describes the general arrangements, procedures and instructions to be followed by all employees to ensure a safe working environment for themselves, students and others affected by our activities.

As the person in day-to-day operational charge of each school, the Co-headteachers will implement this policy document on behalf of the Board of Trustees.

We require all staff with management responsibility to lead by example and adopt a proactive risk based approach to managing health and safety by completing their own

specific health and safety functions as outlined in the 'Organisation' section of the policy and ensuring that staff under their supervision do the same.

Success in the effective management of Health and Safety clearly involves all employees. Consequently, we expect every member of staff to be fully committed to creating a positive health and safety culture within the school and encourage employee involvement in the identification of health and safety risks and improvements.

It is the duty of every employee within Reach Schools to familiarise themselves with this policy and the relevant operational procedures, instructions and safe working practices.

By these actions, we will not only prevent harm but also bring about continual improvements in our performance and the quality of the service we provide, which will allow us to meet our associated statutory, moral, social and financial responsibilities.

We source external Competent Person support via [Compliance Education](#).

|                                   |                      |                    |
|-----------------------------------|----------------------|--------------------|
| Judith Tacon<br>Chair of Trustees | Signed:<br><br>..... | Date:<br><br>..... |
|-----------------------------------|----------------------|--------------------|

### 3. Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#), guidance from the Health and Safety Executive (HSE) on [incident reporting 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 require employers to protect their staff from falls from height
- The school follows [national guidance published by UK Health Security Agency \(formerly Public Health England\)](#) and government guidance on [living with COVID-19](#) when responding to infection control issues.
- Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#).



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

## **4. Roles and responsibilities**

### **4.1 The Trustees**

The governing board has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the Co-headteachers.

The governing board has a duty to take reasonable steps to ensure that staff and students are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The academy trust, 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
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided

### **4.2 Chief Executive Officer**

The Chief Executive Officer will provide Health and Safety leadership by way of defined policies and procedures as required to satisfy the requirements of the Management of Health & Safety regulations.

- Explain expectations and determine how the organisation and procedures will be delivered throughout the network
- To ensure that all academies make appropriate financial provision to meet their statutory health and safety obligations



- To ensure all relevant network decisions reflect the Health and Safety intentions in the Statement of Intent
- To ensure that the necessary advice, resources and support are available to school Co-headteachers including legislation updates.
- To arrange the regular review of the Health and Safety & Fire safety provisions across the network by way of independent audits and inspections to ensure performance is measured both proactively and reactively
- To present a consolidated report annually on health and safety statistics, risk management issues, any other significant health and safety issues together with an action plan for their resolution.
- To present an annual review of the Health and Safety Policy

### 4.3 Co-headteacher

The Co-headteacher is responsible for health and safety day-to-day in each school.

This involves:

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

## 4.4 Staff

School staff have a duty to take care of students in the same way that prudent families 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
- Cooperate 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 students
- Understand emergency evacuation procedures and feel confident in implementing them

### 4.4.1 Senior Leadership Team (SLT)

The Senior Leadership Team (SLT) shares the collective responsibility for all aspects of school leadership and management, including the efficient daily running and sound discipline of the School, the pastoral care of all students and staff and implementing an agreed whole school development plan.

Whilst the main role of the SLT is to set the strategic direction of the school from an educational point of view, in keeping with the school's ethos that health and safety should be integral to all aspects of school life and that a safe school provides the best learning environment, Health and Safety will be a standing agenda item at SLT meetings.

In situations where health and safety issues are straightforward and can be resolved quickly, the SLT will manage these themselves and report any changes to the COO. For more

complex issues and situations where wider consultation is appropriate, the matter will be passed to the Resources, Audit and Risk committee to resolve.

Each member of the SLT is directly accountable to the Co-headteachers for their specific responsibilities.

#### 4.4.2 Chief Operating Officer

The COO is responsible for the following:

- Familiarising themselves with Statutory Health and Safety Requirements and any updates as issued from time to time.
- Maintain their own health and safety competency through continual professional development.
- Ensuring that procedures are in place so that new staff receive a full health and safety induction and that appropriate records of induction are kept.
- Ensuring the effective communication of Health and Safety matters.
- Consulting with employees on significant Health and Safety matters.
- Bringing Health and Safety issues to the attention of the Resources, Audit and Risk committee.
- Making adequate arrangements for first aid provision and facilities.
- Developing emergency evacuation procedures
- Reviewing internal and external health and safety Audits, Inspections, Surveys and other reports and implementing remedial actions where recommended.
- Effectively delegating the responsibilities for specific safety precautions and arrangements.

#### 4.4.3 Estates Lead

The nominated health and safety lead in the trust is the Estates Lead. They are responsible for the day to day implementation of Health and Safety in the schools.

Their duties are broad and premises focused, having responsibility for the upkeep of the fabric of the building, its grounds, plant, utilities, safety and security systems, equipment, machinery, waste and substances.

In fulfilling their role, the Estates Lead will:

- Ensuring that a single consistent Risk Assessment procedure is adopted and maintained across the trust and detailed
- Providing adequate health and safety training and instruction across the school and maintaining the Health and Safety Training Matrix and Health and Safety Training Schedule.
- Maintain their own health and safety competency through continual professional development.
- Advise the COO and Resources, Audit and Risk Committee on the formulation and implementation of suitable arrangements for Health and Safety.
- Co-ordinate the school's hazard and defect reporting procedure and advise the Operations Director and Resources, Audit and Risk Committee of situations or activities which present a significant risk to the health and safety of staff, students and visitors.
- Respond to requests for advice from colleagues relating to risk assessment, the drawing up and establishing of safe systems of work and any other health and safety issues. The Estates Lead will not complete the work on behalf of colleagues. The School's intention is that all those tasked with health and safety responsibilities



should have access to advice but will personally complete and take responsibility for their own procedures.

- Carry out periodic inspections of school departments and general site areas per the school's Health and Safety Monitoring Procedures and provide advice and recommendations to the Operations Director and Resources, Audit and Risk Committee for improvement where necessary.
- Coordinate the annual (or earlier if required) risk assessment completion and review process for the school
- Coordinate the implementation of safety procedures
- Investigate accidents on site and recommend changes and improvements where necessary.
- Carry out Health and Safety inductions for new members of staff.
- Maintain a central file of relevant codes of practice and other health and safety information
- Coordinate termly (or more frequent if required) fire drills.
- Coordinate annual (or more frequent if required) lockdown drills.
- They visually inspect access equipment for working at height before use and that a formal recorded inspection is carried out every 6 months.
- Any monitoring required to control legionella bacteria, e.g. weekly water flushing and monthly temperature checking, is carried out and appropriate records kept.
- Regular inspections of the boiler(s) by a competent person (i.e. Gas Safe registered) takes place.



- COSHH assessments are made of all caretaking and cleaning substances, and the necessary material safety data sheets are obtained from the manufacturer. Also, that any such information be made available to relevant personnel (e.g. contractors, service engineers, cleaners and school staff).
- All cleaning staff are aware of any implications of the health and safety policy as it affects their work activities e.g. storage arrangements for materials, equipment, substances, use of PPE, safe systems of work.
- Traffic on site is managed safely.
- Defects to the premises are dealt and that interim measures are taken to make an area safe where the defect cannot be dealt with immediately.
- Any items received from suppliers e.g. machinery, equipment, substances are accompanied by adequate information, safety data and instruction prior to use and are kept on file for reference, e.g. manuals and manufacturer's instructions.
- Ensuring risk assessments and surveys for Fire and Legionella are carried out by a suitably qualified professional and that they are kept up to date and 'relevant' through periodic review.
- Ensuring that local monitoring procedures are in place and carried out by suitably trained members of staff to control legionella bacteria.
- Drawing up and maintaining a risk assessment register as a means of tracking the completion of risk assessments across the whole school and as a means of monitoring their ongoing review.
- Ensuring that all plant and equipment, both mechanical and electrical, is inspected, tested and maintained per statutory requirements by suitably qualified contractors and that adequate records are kept.



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- Inspecting all new plant, buildings and equipment for potential hazards, in conjunction with the Estates Lead and other relevant staff, as necessary.
- Ensuring that any piece of plant or equipment found to be defective is removed from operation or immobilised until a repair can be affected.
- Ensuring that any hazardous or dangerous conditions or situations reported are remediated as soon as possible.
- The control of Contractors within the school grounds and will ensure that they have the appropriate competencies required for their field of work and have produced the necessary risk assessments, method statements, insurances and, where necessary, police checks of staff before work can commence.
- Ensuring that contractors are made fully aware of the school's Health and Safety Policy, procedures and any risks to their health and safety, including physical hazards, confined spaces, work at heights, substances hazardous to health.

#### 4.4.4 Curriculum Directors/Subject Leads

With their special knowledge of the area of work for which they are responsible, heads of departments have a key role to play in the running of those activities safely. Heads of departments are responsible for implementing the health safety policy within their Department.

Curriculum Directors/Subject Leads will be responsible for:

- Ensuring as far as reasonably practicable, the safety of students, staff and visitors to the department. This includes departmental activities "outside of the classroom".
- Ensuring the department adheres to all school policies and procedures in relation to Health and Safety



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- Coordinating with the Estates Lead to ensure that all new staff receive health and safety induction training regarding school and departmental arrangements.
- Working with the Estates Lead to ensure that all departmental health and safety training requirements have been identified on the Health and Safety Training Matrix and entered onto the training schedule.
- Undertaking annual Performance Management of their staff
- Contributing, via the school's consultation and communication process, to the content of any general risk assessments produced by the school.
- Producing department specific risk assessments and safe systems of work for departmental activities.
- Ensuring that all risk assessments and safe systems of work are implemented within the department.
- Communicating health and safety rules, procedures and codes of practice to all members of the department.
- Ensuring schemes of work and lesson plans include consideration of Health and Safety.
- Monitoring the effectiveness of the departmental health and safety arrangements and reviewing them on at least an annual basis and earlier if required.
- Ensuring that students, staff and visitors always use the required personal protective clothing and equipment.
- Investigating all accidents, near misses or dangerous occurrences in the department and implementing any necessary remedial actions to prevent a reoccurrence.
- Ensuring all Departmental meetings include Health and Safety on the agenda.



- Co-operating with the school's health and safety monitoring procedures and carrying out inspections of their own department as appropriate.
- Ensuring all equipment is safe for use and, where appropriate, seek specialist advice.
- Ensuring, as far as possible, that any health and safety issues brought to their attention in respect of work and/or areas of premises for which they responsible are resolved.

#### 4.4.5 Science Technicians

In respect of laboratory and workshop technical staff, the Senior Technician is responsible for:

- Working in coordination with the Estates Lead and Director of Science to ensure that they and other technicians attend any training necessary to ensure their competency, e.g. as provided by CLEAPSS for laboratory technicians and CLEAPSS and DATA for workshop technicians.
- Ensuring that all members of staff working in laboratories or workshops are aware of any safety precautions to be observed when undertaking potentially hazardous procedures.
- Ensuring that only appropriately trained members of staff use potentially hazardous chemicals, equipment or machinery.
- Ensuring that members of staff wear appropriate protective clothing.
- Reporting all accidents, near misses or dangerous occurrences to the Head of Department and ensuring that the appropriate accident report form(s) are completed.
- Reporting any faulty equipment or machinery or potential safety hazards to the Head of Department.



#### 4.4.6 All Teachers (including supply teachers and students on training placements)

Teachers are responsible for the health and safety of students and students while in their care, as are student teachers and supply teachers. A teacher is responsible for ensuring that they:

- Give clear health and safety instructions and warnings to students as often as necessary (notices, posters, hand-outs are not enough).
- Integrate all relevant aspects of health and safety into the teaching process. For areas of the curriculum that carry inherent risks such as Science, Design and Technology, Physical Education and Art and Design, ensure that health and safety instructions and methods of work are written into the schemes of work and lesson plans, which are integral to the risk assessment process. If necessary, give special lessons on health and safety.

In addition to any specific responsibilities which may be delegated to them, all employees are individually responsible for:

- Taking reasonable care of their own health, safety and welfare and that of other persons affected by their acts or omissions (i.e. failures to act).
- Familiarising themselves and complying with the health and safety policy, relevant risk assessments and any rules, procedures and codes of practice relating to health and safety.
- Making sure they are aware of the emergency procedures in respect of fire, first aid and accident reporting and any special health and safety measures to be adopted in their own specific department.



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- Attending any training provided in the interests of health and safety and acting in accordance with the training received.
- Complying with any arrangements for the provision of information, instruction and supervision as it relates to Health and Safety.
- Reporting all hazards, defects and dangerous occurrences, e.g. to plant, property or equipment, to their manager and the Estates Lead for investigation and remediation.
- Reporting all accidents to their manager and the Estates Lead for investigation and remediation and to the first aider for completion of the accident report form.
- Using any work equipment provided correctly and in accordance with instructions and training and not intentionally or recklessly interfering with or misusing anything provided in the interest of health, safety, hygiene and welfare.
- Co-operating with any requirements to use personal protective equipment (PPE).
- Ensuring good housekeeping and the prevention of slip and trip hazards by managing the storage of equipment, materials and waste and taking immediate action when a problem is identified, regardless of who is responsible for the area.
- Informing their manager and the Estates Lead of any work situations which present a serious and immediate danger to health, safety and welfare and take immediate measures to protect persons from such risk.
- Informing their manager promptly of any medical conditions that they have that may affect their own safety or the safety of others.
- Seeking health and safety advice when necessary, e.g. when unable to resolve an issue themselves.
- Ensuring that occasional one-off manual handling operations are assessed before attempting them and that assistance is sought if required.

- Co-operating with Union appointed Safety Representatives, enforcement officers, and Occupational Health and Safety Advisers as necessary.

#### 4.4.7 Educational Visits Coordinator (EVC)

The overarching role of the EVC is to help the school fulfil its Health and Safety obligations for off-site school visits on behalf of the Co-headteacher, by being involved in the planning and management of educational visits and approving them.

The EVC will be competent to perform these tasks and have the authority to carry them out. If no EVC is appointed or in the absence of the EVC, the role will fall by default to the Co-headteacher.

The role will be given to a member of staff that is already part of the operations management structure to ensure that the role is pitched at the right level and given to a member of staff with the appropriate positional authority to sufficiently influence staff behaviours.

The specific responsibilities of the EVC are provided in more detail in the Policy and Procedures for school Trips and Off-site Activities.

#### 4.4.8 Staff Leading and Supervising Trips

The overarching responsibility of staff leading trips is to ensure that trips are properly planned, risk assessed and supervised in accordance with guidance and procedures. They are also responsible for ensuring that the EVC is informed of the trip and ultimately approves it.

Members of staff providing supervision on school trips are responsible for providing such supervision of the students throughout the trip as professional standards, common sense the specific conditions of the risk assessment demands.



The specific responsibilities of Trip Leaders and Supervisors are provided in more detail in the Educational Visits Policy.

#### 4.4.9 Fire Wardens

Fire wardens are designated persons who are allocated certain duties to help support the ongoing management of fire safety within the school by contributing to the safety of people in the event of a fire.

The main function of the fire wardens is to ensure, as far as reasonable practicable, that everybody has left the building by carrying out a systematic search of the premises immediately following the fire alarm activation.

Fire wardens will also report back any findings to the Lead Fire Warden, who is responsible for checking the fire panel and going directly to the location of the alarm signal to check if the fire is genuine. The Lead Fire Warden will then coordinate with the other fire wardens to collate information for the emergency services. All fire wardens have undergone specific training to ensure they perform their role effectively and without risk.

The specific responsibilities of fire wardens are detailed in the Fire Safety Policy.

#### 4.4.10 Estates team

Carrying out a termly audit of all First Aid boxes across the school to ensure the contents is complete and in date.

Reordering medical supplies as and when necessary within the annual medical budget and ensuring that first aid supplies are purchased and first aid boxes restocked following notification from first aiders.

Providing medical packs and essential medical information briefing sheets for all school trips and ensuring that staff return these to the Medical Room. It will be the responsibility of the Medical Lead to sign these kits in and out and to replenish their contents as and when required.



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- Monitoring the students' EpiPens and inhalers across the school and ensuring that all medication kept on site is stored in a secure location in orderly manner with clear labelling. It will be the responsibility of the Medical Lead to notify families of any out-of-date medication and to ask for it both to be removed and to be replaced.
- Maintaining and circulating the most up to date First Aider list, keeping in close contact with the Estates Lead for the latest training schedule.
- Reviewing with the Estates Lead any recurring problems and making recommendations for any appropriate remedial action.
- Circulating the most recent allergy and medical information to all members of staff
- Ensuring that student medical information, student medication and a first aid kit is taken with them, if safe to do so, in the event of a fire/Emergency Evacuation.
- Checking the defibrillator weekly at each school.

#### 4.4.11 First aiders

The key tasks of the school's first aiders are to assist by administering crucial initial first aid to staff, students or visitors following incidents and medical emergencies as they occur in their location and to provide first aid cover when the Medical Lead is not present, e.g. out of normal school hours and during off-site activities.

First aiders will have specific responsibility for:

- Administering first aid to the level of their competence in response to incidents and medical situations as they arise.
- Satisfactorily resolving first aid and medical issues if within their capability or maintaining the condition of casualties until further assistance arrives.



- Referring casualties to the medical lead if necessary and knowing how to call for assistance.
- Providing first aid, as required, during activities taking place off-site, e.g. school trips and sports fixtures and ensuring that fully stocked first aid kits are taken.
- Informing the medical lead of any incidents they have dealt with so that they can complete an incident report.
- Maintaining the condition and contents of a designated first aid kit and informing the Medical Lead promptly of anything that needs to be replenished.
- Taking their designated first aid kit with them, if safe to do so, in the event of a fire/emergency evacuation.

The role of first aiders is outlined in more detail in the first aid policy.

#### 4.4.12 Playground staff

Playground staff are responsible for ensuring that:

- Students are safe and without risks to health during the mid-day period, inside and outside the school building, by effective supervision and by challenging inappropriate behaviour.
- Spillages are cleaned up immediately.
- Arrangements for fire and first aid are followed.
- That all areas of the playground can be observed.
- Recreation equipment is directly supervised to ensure that students use them as designed, fairly and sensibly to reduce the possibility of accidents.
- That they know how to call for assistance if necessary.



#### 4.4.13 Office Staff

Office staff, as front of house staff, represent the outward face of the school and are the first port of call for all visitors and the passing of information, much of it health and safety related. As such they play a crucial role in ensuring that anyone arriving at the school does not pose a health and safety or security risk and that information is communicated to members of staff to allow them to perform their job safely.

The key tasks of the front office team are to be the primary port-of-call for first aid and medical assistance during the school's normal operating hours and to ensure that all incidents are reported.

The team will have specific responsibility for:

- Administering first aid to staff, children and visitors sent to the Medical Room
- Completing Incident reports using the school's reporting system to ensure satisfactory records are kept for the trust, the school's insurers and for family information.
- Making themselves aware of, and familiar with, the school's first aid and medical policies and provide advice if appropriate.
- Overseeing the medical room and ensuring that it is kept tidy and fully stocked with the necessary equipment and medical supplies.
- The legitimacy of visitors is checked before allowing them onto the premises and that they have been signed in and are supervised by an appropriate member of staff.
- The school's health and safety information is communicated to visitors and understood.
- Personal information relating to medical conditions is kept securely in line with the General Data Protection Regulations.



- The medical information of students is securely communicated to the school's Medical Lead, First Aiders and appropriate members of staff, so that they are aware of the appropriate action to take in an emergency.
- The medical information of staff is securely communicated to the school's Medical Lead, First Aiders and the member of staff's line manager.
- The school's cash handling procedures are followed to ensure that the personal safety of those staff involved is not at risk.
- The school's evac-pack/grab bag is taken to the assembly point in the event of a fire/emergency evacuation.
- The school's registers are taken to the assembly point for roll call in the event of a fire/emergency evacuation.

#### 4.4.14 Cleaning (third party contractor)

We contract our cleaning provision to a third party.

The key tasks of cleaning staff are to ensure that the building is cleaned to a high standard of hygiene to prevent health risks to staff, students and visitors and that they carry out their duties in a safe manner to prevent risks to the health and safety of themselves and others.

Cleaners are specifically responsible for ensuring that:

- The school is cleaned to the standard of hygiene stipulated in the agreed cleaning specification.
- Cleaning substances are used in accordance with the manufacturer's instructions and the requirements of the cleaning company's COSHH assessments.
- They only use cleaning substances and operate equipment that they have been trained to use.



- Cleaning substances are securely stored in the location stipulated in the COSHH assessments to prevent unauthorised access.
- Different cleaning substances are never mixed.
- When decanting cleaning substances from large containers into smaller ones for daily use, the container is clearly labelled with its contents.
- Cleaning equipment is only used in its designated area, by rigorously adhering to the hygiene colour coding system.
- The cleaning methods they use adhere to recognised good practice and do not present a hazard to themselves or others that may be on site, e.g. slip and trip incidents caused by trailing cables, abandoned equipment or slippery floors.

## 4.5 Pupils and families

Pupils and families 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.

In health and safety law, students are classed as visitors and each school has a duty to ensure, as far as reasonably practicable, their health and safety whilst on the premises or whilst involved in school activities away from the premises. The school expects students to cooperate with all measures provided in the interests of health and safety.

However, as non-employees there is no legal compulsion for them to comply with the school's health and safety policy and compliance is reliant on their own individual understanding of right and wrong and their standard of behaviour.

Therefore, the expectations placed on students is presented to them in the form of a Student Code of Conduct, is linked to the school's Behaviour Policy and which they are required to agree to and sign at the beginning of each school year. The Student Code of Conduct is prominently displayed in locations around the school as a constant reminder.

Serious and wilful non-compliance with safety provisions by students will result in disciplinary action and school sanctions.

## 4.6 Contractors

Contractors will agree health and safety practices with the Co-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.

Before we select contractors, we will ensure that they not only have a good work record, but also a good health and safety record so that when invited onto our premises, they will not endanger themselves or any members of staff, students or visitors by their actions or failure to act.

With specific regard to health and safety, we will also ensure that whenever possible, contractors are registered through a SSIP (Safety Systems in Procurement) member scheme, e.g. CHAS (Contractors Health and Safety Scheme); Acclaim Accreditation (provided by Capita Property and Infrastructure, exclusively for Constructionline members); British Standard OHSAS 18001 accreditation.

If we feel a contractor is right for the job, but is not registered through a SSIP scheme, we will check their health and safety competency ourselves by asking them to complete the CDM Duty-Holder Health and Safety Competency Assessment and to supply the evidence to support their answers. When checking contractor health and safety competency, we will do so in conjunction with the Control of Contractors Policy and procedures

During any construction work, we will ensure that suitable welfare facilities are provided by the principal contractor and maintained throughout the duration of the project.

Any high-risk work activities carried out by a contractor, e.g. work in confined spaces, work at height, structural alterations, gas or electrical installations etc. will only be carried out following the completion of a Permit to Work. For projects where a principal contractor is in



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operational control of the site, then the principal contractor will issue permits to work to their staff and subcontractors. For projects where we remain in operational control of the premises or we have employed the contractor directly for a specific job, we will issue the contractor with our own Construction Work Permit for them to complete. A specific Hot Work Permit Procedure will be issued for any hot works.

## 4.7 Hot works

Any contractors carrying out hot works on site such as welding, cutting, brazing, soldering, use of blow lamps and bitumen boilers and any other equipment which produces heat, sparks or naked flames will be required to carry out a hot work permit to ensure that adequate controls are in place to prevent fire.

For projects where a principal contractor is in operational control of the site, then the principle contractor will issue hot work permits to their staff and subcontractors. However, for smaller projects where the school remains in operational control of the premises or they have employed the contractor directly for a specific job, then the school will issue the Hot Work Permit.

## 5. Risk assessment

The trust regards risk assessment as the crux of health and safety decision making and the principle tool for developing suitable preventative and protective control measures. The trust will conduct documented risk assessments for all activities and situations for which there is a significant foreseeable risk. The Trust maintains a separate Risk Assessment Policy.



## 6. Statutory inspections

Regular inspection and testing of school plant and equipment is conducted to ensure that legislative requirements are met. Some of these inspections and checks are carried out by competent contractors and others are carried out in-house by the school's own premises staff.

## 7. Machinery and equipment

All equipment presenting a significant risk will be risk assessed.

All staff will carry out a visual check of mechanical and electrical equipment before use to ensure safety devices are in place and that there are no obvious faults to cables, plugs, its stability or working parts. This ensures early identification of unsafe and defective equipment.

Furthermore, equipment is included in the checklist for termly health and safety inspections, ensuring that there is a regular documented inspection.

All staff will report any problems found with equipment to the Estates Lead. Defective equipment will be clearly marked and taken out of service by securely isolating it from its power source or by storing it in a secure location pending repair or disposal.

To prevent putting themselves and others at risk, staff will not use machinery or equipment unless they have received appropriate instruction or training.

### 7.1 Hazard and defect reporting

It is the responsibility of all staff to resolve any hazardous situations themselves if they discover them and if they can do so. If they are not able to resolve the situation, they must take temporary measures to make the area safe and then report the matter to the Estates Lead, so that a permanent solution can be found.

If a permanent solution cannot be immediately found, the hazard must be reported by the member of staff. This ensures that the hazard is properly logged and entered onto a repair plan. Proper logging of hazards and defects also helps the school to identify any reoccurring trends.

## 8. Site security

The Estates team 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.

A professional keyholding company are key holders and will respond to an emergency out of hours.

Schools are protected from intruders by robust perimeter fencing, CCTV and an intruder alarm, which are regularly maintained and serviced.

In addition to the above, during the school day the school is also protected against unauthorised access via CCTV and intercom operated external pedestrian and vehicle gates, managed by the school office. Admission is only permitted to those with appointments or those on official business on production of suitable identification or personal recognition.

As a second line of protection, nobody can enter the building without first going through reception and being permitted past a second set of doors. Visitors are not permitted on site without supervision except by special arrangement and proper DBS clearance.

If security issues increase, e.g. due to factors such as break-ins, theft, arson or general increase of crime or unrest in the area, a specific security risk assessment will be carried out with advice from the school's Health and Safety Advisors.



## 9. Fire

Each school in the Trust has its own "fire safety" policy.

### 9.1 Fire Risk Assessment

The trust employs the services of a competent external consultant to complete a Fire Risk Assessment, which is repeated annually.. The current consultant used for this purpose is detailed in the school's Risk Assessment Register. The current Fire Risk Assessment is available to all staff on the school's shared drive.

Recent and historical records of in-house fire checks carried out by the school's premises team e.g. fire call points, emergency lighting, fire doors, automatic doors, fire extinguishers are kept in a log book.

A fire safety checklist can be found in appendix 1.

## 10. COSHH

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

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists



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- 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 Estates Lead and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary. COSHH training is completed by affected employees.

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 products are stored in COSHH cupboards located across the site (Premises / Science Prep Room, Art & Kitchen). These cupboards will remain locked at all times.

The Science Technician holds keys for each COSHH cupboard and stock lists are updated regularly. The catering company oversees stock in their COSHH cupboard.

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.

## 10.1 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 they have adequate ventilation



## 10.2 Water hygiene management (control of Legionnaire' disease)

A water risk assessment is completed annually. The Estates Lead 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 annually and when significant changes have occurred to the water system and/or building footprint

The risks from legionella are mitigated by the following: control checks that are in place, e.g. temperature checks, heating of water, disinfection of showers etc.

## 11. 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 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.

### 11.1 Electrical equipment

All staff are responsible for ensuring 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.



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Any potential hazards will be reported to the Estates Lead 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

## 11.2 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 Estates Lead. The PE Department is managed safely through membership of the AfPE (Association for Physical Education) and the adoption of their guidance document, "Safe Practice in Physical Education and Sport."

Risk assessments for each PE work area are created and maintained and the significant findings included in the "schemes of work". All staff working in the PE Department are made aware of the risk assessments and are involved in their annual review.

Specialist teachers of PE are appropriately qualified and have completed appropriate initial teacher training and/or professional development courses covering the activities they are

required to teach. Where there are specific National Governing Body Certificates available for certain sports or activities, teachers planning or supervising these activities are appropriately certificated, e.g. swimming, gymnastics, trampolining, contact sports and aspects of outdoor and adventurous activities. The full list of training courses and the staff required to attend them can be found on the school's Health and Safety Training Matrix.

Where students are involved in apparatus handling, e.g. in gymnastics and trampolining, it is carried out in such a way as to reduce risk to students as far as is reasonably practicable and arrangements are in place to enable students to learn how to handle equipment safely per their age and strength.

PE department staff carry out pre-use visual checks of equipment to identify obvious defects, this includes a visual sweep of playing areas prior to use to ensure any hazardous objects are removed. Arrangements have been made with competent contractors to inspect PE equipment at least annually.

Procedures to address the needs of injured students and the remainder of the group are anticipated, especially on visits away from school premises, and appropriate provision for first aid and managing accidents are included in PE risk assessments.

### 11.3 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).



## 11.4 Specialist equipment

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

## 11.5 Science

The Science Department is managed safely through the adoption of model risk assessments, model COSHH Assessments, the Laboratory Handbook, Recipe Cards, Hazcards, student's safety sheets and guidance produced by CLEAPSS.

CLEAPSS model risk assessments are made specific through their incorporation into the department's written schemes of work and lesson plans, which allow them to be tailored to the specific needs of the lesson.

All science teaching staff and technicians receive appropriate science specific health and safety training through CLEAPSS

Equipment selected for purchase is safe and suitable for its intended purpose and any gifts are treated with caution and carefully assessed and records of any assessment kept.

All laboratory equipment is checked before use and periodically tested as necessary, e.g. fume cupboards and autoclaves.

Laboratories, preparation rooms and store rooms are always kept locked except when in use, and all services (including gas and electricity) are shut off. No class is permitted to work in a laboratory without adequate supervision. All science areas are made safe for cleaners or contractors to work in before these persons are permitted to proceed.

Science staff are trained to deal with minor bench fires, clothing fires and hair fires, with regular drills arranged.



## 11.6 Art and design

The Art and Design Department is managed safely through the adoption of model risk assessments, model COSHH Assessments and guidance produced by CLEAPSS.

CLEAPSS model Risk assessments are made specific through their incorporation into the department's written schemes of work and lesson plans, which allow them to be tailored to the specific needs of the lesson.

Equipment selected for purchase is safe and suitable for its intended purpose and any gifts are treated with caution and carefully assessed and records of any assessment kept.

All equipment is checked before use and periodically tested and maintained by a competent person where necessary.

## 12. 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
- Remote working, self-isolation and/or remote learning

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 they are medically fit to work alone.

## 13. 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 Estates Lead 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
- Chairs and tables must not be used to work at height
- Only trained personnel are permitted to work at height

## 14. 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. Manual handling training must be carried out by staff who are undertaking tasks of a higher risk.



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 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

## **15. Off-site visits**

When taking students off the school site, 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, an appropriate portable first aid kit, information about the specific medical needs of students, along with the families' contact details
- For trips and visits with students in the Early Years Foundation Stage, there will always be at least one first aider with a current paediatric first aid certificate
- For other trips, there will always be at least one first aider on school trips and visits where the risk assessment deems it necessary.



The Trust maintains an “educational visits” policy.

## **16. 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. There is a separate Lettings Policy for the Trust.

## **17. Violence, harassment and aggression 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 the Designated Safeguarding Lead immediately. This applies to violence from students, visitors or other staff. Risk assessments are in place (site wide and specific) where required. Staff will attend meetings in pairs where there is a concern and usually one of those staff will be senior.

## **18. Smoking**

Smoking is not permitted anywhere on the school premises including the use of vaping materials.



## 19. Infection prevention and control

We follow national guidance published by the UK Health Security Agency when responding to infection control issues. We will encourage staff and students to follow this good hygiene practice, outlined below, where applicable.

### 19.1 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

### 19.2 Coughing and sneezing

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

### 19.3 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 (e.g. 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
- Use personal protective equipment (PPE) to control the spread of infectious diseases where required or recommended by government guidance and/or a risk assessment



## 19.4 Cleaning of the environment

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

## 19.5 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/offensive waste as described below
- Make spillage kits available for blood spills

## 19.6 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

## 19.7 Clinical and offensive waste

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



- Remove all clinical/offensive waste bags (clinical is yellow, white is offensive) when they are two-thirds full and store in a dedicated, secure area while awaiting collection

## 19.8 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 animal health issues, and the suitability of the animal as a school pet
- Monitor potential exposure to Weil's disease if field work is undertaken (e.g. pond sampling) or trips (to areas with ponds/lakes, sailing or water based activities)

## 19.9 Infectious disease management

We will ensure adequate risk reduction measures are in place to manage the spread of acute respiratory diseases, and carry out appropriate risk assessments, reviewing them regularly and monitoring whether any measures in place are working effectively.

We will follow local and national guidance on the use of control measures including:

### 19.9.1 Following good hygiene practices

We will encourage all staff and students to regularly wash their hands with soap and water or hand sanitiser, and follow recommended practices for respiratory hygiene. Where required, we will provide appropriate personal protective equipment (PPE)

### 19.9.2 Implementing an appropriate cleaning regime



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We will regularly clean equipment and rooms, and ensure surfaces that are frequently touched are cleaned.

#### 19.9.3 Keeping rooms well ventilated

We will use risk assessments to identify rooms or areas with poor ventilation and put measures in place to improve airflow, including opening external windows, opening internal doors and mechanical ventilation

### 19.10 Students vulnerable to infection

Some medical conditions make students 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 any of these, the families will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

### 19.11 Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by the UK Health Security Agency and other government guidance.

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

## 20. New and expectant mothers

Risk assessments will be carried out whenever any employee or student 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 an 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

Some pregnant women will be at greater risk of severe illness from COVID-19.

## **21. 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.

## **22. Traffic management**

The main hazard on site with regards to traffic management is the proximity of moving vehicles to pedestrians, most of which will be students and the public.



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Therefore, the trust has implemented control measures to ensure that vehicles and pedestrians are separated, especially at times of increased risk such as the beginning and end of the school day. Controls take the shape of physical separation, such as barriers and separate footpaths and one way systems.

We also ensure that adequate supervision is in place at the beginning and end of the day and that the arrival of deliveries is restricted to certain times. Road markings and pathways are also provided to help ensure the safe access and egress of those that have parked their vehicle on the school grounds.

Vehicular access to the school is restricted to school staff and visitors only and not for general use by families if bringing students to school or collecting them.

Access to the school must be kept clear for emergency vehicles.

## **23. Waste**

### **23.1 General waste and recycling**

All members of staff are encouraged to prevent or minimise the production of waste, as far as reasonably practicable. Waste must be stored in the compliant and suitable containers, which are provided throughout the school and in designated locations pending their disposal.

All waste is removed from the building at the end of the school day as a matter of course and during the day as necessary, e.g. where there has been a delivery or activity, which has resulted in a specific generation of waste or where waste containers are abnormally full.

Waste containers must be securely sealed or not overfilled to prevent accidental spillage or leakage.



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Segregation of waste should take place to prevent mixing of incompatible materials and to allow for recycling and to prevent injury to those staff responsible for disposing of waste, e.g. because of heavy items or broken glass or other sharp materials, which could cause a direct injury or result in bags splitting.

Waste is not to be stored in plant rooms, corridors, stairwells or any other area where it could present a trip or collision hazard, be tampered with, present an obstacle during an evacuation of the building or constitute a combustible material in the start or escalation of a fire.

Waste and recycling will be disposed of in the wheelie bins provided, pending collection by the LA's Waste Collection Service. Wheelie bins will be kept in their specific enclosure away from the building to prevent waste being tampered with or being used in an arson attack. Wheelie bins will also be kept locked for the same reasons.

Waste should only be disposed of by the schools cleaning and caretaking staff following appropriate manual handling training and using any lifting and moving equipment and Personal Protective Equipment provided.

Any waste materials produced during lessons in specialist departments such as Art and Design and science are cleaned up by staff and technicians and, where appropriate, students to ensure these areas are kept safe throughout the school day and to ensure that specialist cleaning and disposal methods are employed where necessary.

## 23.2 Hazardous Waste

Hazardous Waste is waste that could, in certain circumstances, cause long or short term harm to human health or the environment due to its physical, chemical or biological properties. Such material could be explosive, oxidising, flammable, irritant, corrosive, toxic, carcinogenic or infectious.



Science chemicals, batteries, fluorescent tubes, photographic chemicals, paint, waste oils, solvents, acids, alkaline solutions, pesticides and electrical equipment are all hazardous wastes.

The trust will ensure that all such items are disposed of appropriately. Where possible, the school's caretaking staff will make periodic trips to the local civic amenity to dispose of any items accepted there. For all other hazardous waste, the school will engage the services of a suitable registered collection service.

### 23.3 Clinical Waste/Human biological waste

All clinical waste, including materials contaminated with blood and other bodily fluids and sanitary waste is collected regularly under contract with an approved collection service.

### 23.4 Animal by-product Waste

Animal by-product (ABP) waste includes parts of animal carcasses, such as those resulting from experiments and dissection in the school's science department. Such by-products can be disposed of via the school's general waste or specific food waste, but only after being autoclaved by the science department. Any such by-products that cannot be autoclaved, e.g. because of their size, will be disposed of following guidance from the CLEAPSS Advisory Service.

## 24. Minibus

All nominated minibus drivers receive MIDAS training, which is repeated every four years, and have the validity of their driving licences checked annually by a senior member of staff. All nominated staff drive on a voluntary basis and receive no additional payment.

The minibus receives an annual MOT at a registered garage and a visual inspection by drivers before each trip using a checklist.



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If travelling over 1 hour, minibuses will have at least one other trained member of staff on board to provide supervision of passengers and to act as a back-up driver if necessary.

The use of the minibus is included in the risk assessment prior to school trips, sporting fixtures or any other excursion.

## 25. Private vehicles

All staff using their own private vehicle whilst on school business must have business use on their insurance certificate or their insurance could be invalidated if they have a road traffic accident when driving at work.

Driving at work is defined as:

Travelling from home to a location that is not your normal place of work or travelling to and from your normal place of work to other locations for any work purposes (this would include things like attending meetings, events and training and is the case whether it is done routinely or infrequently and is not reliant on goods or passengers being transported).

In addition to the above, we have a duty of care to ensure that staff who drive their own private vehicle at work do not do so unless they are competent to drive and their vehicle is roadworthy.

Therefore, we will ensure that driver documentation for anyone in this category is checked and recorded on at least an annual basis, which will include the following:

- Validity of driving licences for use in the UK
- Make, type, colour and registration of their vehicle
- That the vehicle is roadworthy and a copy of their MOT and Emissions certificates are checked



- That they are insured to drive for business use

## 26. School events

All events held at the school will be thoroughly risk assessed. Events put on by the PTA will be risk assessed by members of the PTA, but the school will provide appropriate support to ensure that the risk assessment is suitable and sufficient and meets its own standards.

Any activity put on by the school itself will be covered by its Employer's Liability Insurance. However, any events put on by the PTA will be insured specifically by the PTA.

In addition to the above, the school or PTA will also ensure that any specific licences that may be required for the activity are acquired, including:

- Theatre Licence
- Performing Rights Licence
- Justices Licence (for bringing alcohol onto the premises)
- Alcohol Licence (for selling alcohol on the premises)
- Cinematograph Licence
- Public Entertainment Licence



## 27. Allergy awareness and controls

The Trust maintains a separate “Allergy Awareness and controls” policy. Emergency Adrenaline Auto-Injector Pens (AAls) are in the front office of each school.

## 28. Accident reporting and investigation

### 27.1 Accident recording

An accident form will be completed as soon as possible (via Smartlog) after the accident occurs by the member of staff or first aider who deals with it.

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

### 27.2 Reporting to the Health and Safety Executive

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

The Estates Lead will report these to the HSE in consultation with Compliance Education as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

**School staff: reportable injuries, diseases or dangerous occurrences**

These include:



- Death
- Specified injuries, which 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) which:
    - Covers more than 10% of the whole body's total surface area; or
    - Causes significant damage to the eyes, respiratory system or other vital organs
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours

Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the Estates Lead will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident

Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:

- Carpal tunnel syndrome



- Severe cramp of the hand or forearm
- Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
- Hand-arm vibration syndrome
- Occupational asthma, e.g from wood dust
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to an occupational exposure to a biological agent

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

Students and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences

These include:

- Death of a person that arose from, or was in connection with, a work activity\*
- An injury that arose from, or was in connection with, a work activity\* and the person is taken directly from the scene of the accident to hospital for treatment



- An accident "arises out of" or is "connected with a work activity" if it was caused by:
- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)
- Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](#)

## 27.3 Notifying families in EYFS

The nursery keyworker will inform families of any accident or injury sustained by a student in the Early Years Foundation Stage, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

## 27.4 Reporting to child protection agencies

The Designated Safeguarding Lead will notify the local authority of any serious accident or injury to, or the death of, a student in the Early Years Foundation Stage while in the school's care.

## 27.5 Reporting to Ofsted- EYFS

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



## 28. Emergency procedures

Emergency procedures, including details on evacuation, lockdown/shelter-in-place, specific responsibilities of staff, emergency contact numbers, secondary evacuation points etc. are described in full in the school's Emergency Response Plan. These procedures will be reviewed at least annually and are made available to all staff as part of the school's induction process.

When developing procedures for fire and emergency, the school also refers to the local authority's guidance on Local Emergency Planning

A site Evacuation Plan is posted on the inside of each room and public area of the building, showing the current location, the route to the nearest exit, all other secondary exits in case the preferred exit cannot be accessed and the location of the assembly point. Plans are updated when changes occur.

Emergency exits, fire alarm call points, assembly points etc. are clearly identified by safety signs and notices.

## 29. 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 science labs are given additional health and safety training.

## 30. Monitoring

This policy will be reviewed by the COO annually.



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

## **31. Links with other policies**

This health and safety policy links to the following policies:

- First aid
- Risk assessment
- Supporting students with medical conditions
- Accessibility plan
- Remote learning
- Emergency or critical incident 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 students understand what to do in the event of a fire?               |        |
| Can you easily hear the fire alarm from all areas?                                    |        |



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



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In confirmed cases of infectious disease, we will follow the recommended self-isolation period based on government guidance as detailed here:

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/managing-specific-infectious-diseases-a-to-z>