



Elements
Diocesan Learning Trust

Flourishing together, in the love of God.

Health and safety policy

Approved September 2024



Contents

Contents	2
1. Aims	2
2. Legislation.....	3
1. Statement	3
4. Roles and responsibilities.....	5
5. Site security and grounds.....	10
6. Fire.....	11
7. COSHH.....	14
8. Equipment.....	15
9. Risk Assessments	16
10. First Aid and Medication First Aid.....	16
11. Lone working	17
12. Working at height.....	17
13. Manual handling	17
14. Minibuses (where applicable).....	18
15. Noise at Work	18
16. Off-site visits	18
17. Lettings	19
18. Violence at work	19
19. Smoking.....	19
20. Infection prevention and control	19
Following good hygiene practices	20
Implementing an appropriate cleaning regime.....	20
Keeping rooms well ventilated	21
21. New and expectant mothers.....	21
22. Occupational stress and Staff wellbeing	21
23. Accident reporting.....	22
24. Training.....	24
25. Monitoring.....	24
26. Links with other policies.....	25
Appendix 1. Recommended absence period for preventing the spread of infection	29

1. Aims

Together we flourish, in the love of God

Elements Diocesan Learning Trust is a company limited by guarantee registered in England and Wales with the company number 13588310.

Registered address: 16, Lowesmoor Wharf, Lowesmoor, Worcester. WR1 2RS

Our trust aims to:

- › Provide and maintain a safe and healthy environment
- › Establish and maintain safe working procedures amongst staff, pupils and all visitors to our school sites
- › 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](#), 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 requires 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.

1. Statement

The Elements Diocesan Learning Trust Directors fully accept our responsibility as the employer for the health, safety and welfare of the staff and students in each of our academies. As such, the Board is fully committed to ensuring each Elements Trust workplace is one where all can undertake their roles and responsibilities safely; free from work related injury or ill health. This includes all employees, pupils within our schools, sub-contractors, partners, public and others who may be affected by our work activities. Good health and safety management will be an integral part of the way that we operate and will be considered across all work activities and services delivered.

We strive to ensure that every individual that accesses our schools or any other locations for which we take on responsibility for can do so safely. To achieve this, we will:

- Work in partnership with the Local School Board of each Elements Trust school to ensure legal obligations are honoured, in particular the requirements of the Health and Safety at Work etc. Act 1974 and associated regulations and codes of practice.

- Conduct all our operations in a manner which protects the health, safety and wellbeing of employees, pupils and visitors, so far as is reasonably practicable.
- Ensure risk assessments are undertaken and arrangements made, where significant risks are identified, for any necessary preventative and protective measures to be put into place as far as is reasonably practicable using a sensible risk management approach.

To achieve these objectives, The Elements Diocesan Learning Trust and the Local School Board of each Elements Trust school will:

- Provide safe working conditions for our employees.
- Ensure a systematic approach to the identification of risks and the allocation of resources to control them.
- Be an employer that promotes a positive health and safety culture that is demonstrated by open communication and a shared commitment to the importance of health, safety and welfare.
- Be an employer that promotes the principles of effective communication principles to support wellbeing (7:00am-6:00pm).
- Promote the principles of sensible risk management.
- Provide a safe work and learning environment for employees, visitors and pupils.
- Seek to ensure the buildings from which we work and equipment provided meet appropriate health and safety standards.
- Provide suitable information, instruction, training and supervision.
- Develop and communicate information on sensible risk management and safe working practices.
- Require all employees and sub-contractors who work on our behalf to show a proper personal concern for their own safety, for that of the people around them through management example and through consultation.
- Require employees and sub-contractors to exercise due care and attention, and observe safe working methods, including those inherent in their professional craft or training.
- Promote a positive health and safety culture that is demonstrated by open communication and a shared commitment to the importance of health, safety and wellbeing.
- Require all settings to have a named health and safety lead.
- Require all settings to write a local addendum for health and safety.
- Require all settings to have a named individual for site security including visual inspections of the site, intruder/fire alarms and lock downs including critical incidents.
- Require all settings to have two named key holders who will respond in an emergency.
- Require all settings to practise emergency evacuations for fire and lock down at least once termly.
- Require all settings to have a named individual responsible for the control of substances hazardous to health (COSHH).
- Monitor, review and modify this policy and any arrangements as required.

We will adopt a planned, pragmatic and proportionate risk based approach to health and safety management based on the principles of sensible risk management. This will involve:

- Assessment of hazards and associated risks;
- Identification and implementation of preventive and protective control measures against those risks to an acceptable / tolerable level;
- Monitoring the effectiveness of those measures including the enforcement of proper working practices by the trustees;
- Including health and safety requirements / responsibilities into contract conditions;
- Provision of information, instruction, training and protective equipment to employees;

Together we flourish, in the love of God

Elements Diocesan Learning Trust is a company limited by guarantee registered in England and Wales with the company number 13588310.

Registered address: 16, Lowesmoor Wharf, Lowesmoor, Worcester. WR1 2RS

- Review of this policy, local arrangements, risk assessments and working practices at regular interval and where additional information is gained through monitoring or following an incident.

Our measurable objectives are to:

- Achieve zero workplace accidents;
- Ensure all new staff have a comprehensive induction;
- Ensure all employees have relevant health and safety training for their role;
 - Ensure all staff have completed DSE assessments;
- Undertake formal workplace inspections;
- Ensure where identified as required all staff have the correct PPE;
- Audit the H&S arrangements of our schools at regular intervals to ensure a good standard of H&S management is being met in line with our H&S standards.

It is a requirement of Elements Trust that this policy statement and its implications are understood and acted upon by all employees, and sub-contractors who work on our behalf. Policies/ procedures adopted by each school and linked to this policy are listed in section 26.

4. Roles and responsibilities

4.1 The trust

The trust has ultimate responsibility for health and safety matters in each of its schools. The trust will oversee health and safety, as led by Sarah Riley, but will delegate day-to-day responsibility in each school to the headteacher in each trust school in accordance with the trust scheme of delegation.

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

The 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

Each school has a named local governor who oversees health and safety. This person reports to the CEO and helps to monitor health and safety with the headteacher.

4.2 The Local School Board

To enable The Elements Diocesan Learning Trust to meet this requirement the Local School Board at each Elements School will:

- a) Manage day to day health and safety issues.
- b) Ensure the health, safety and wellbeing of staff, pupils, visitors and contractors within school.
- c) Determine the school's health and safety documentation and its implementation.
- d) Allocate sufficient funds for health and safety.
- e) Establish clear lines of accountability for health and safety.
- f) Periodically assess the effectiveness of relevant school policies / statements and ensure that any necessary changes are made.
- g) Identify and evaluate risks relating to possible accidents and incidents connected with the school.
- h) Seek competent health and safety advice, when needed.

- i) Monitor the (health and safety) need for building maintenance in the school and implementing repairs as necessary.
- j) Monitor of structural defects that could adversely affect the health and safety of staff, pupils and other persons.
- k) Ensure the safe condition, storage and maintenance of equipment, vehicles and plant at the school, and ensuring that such equipment can be used safely in the normal running of the school.
- l) Ensure that the premises, the means of access and exit, and any plant or substance on the premises are safe and without risks to health.
- m) Hold responsibility for appointing competent principal contractors where building or plant maintenance work is done.
- n) Have responsibility for appointing a competent person as Planning Supervisor in those works which fall within the scope of the Construction (Design and Management) Regulations 2007.
- o) Ensure that safety rules concerning the use of premises and equipment are displayed at appropriate locations in the school and are enforced.
- p) Ensure the adoption of safe working practices by staff and pupils, and by contractors on site

4.3 Headteacher

The headteacher of each school is responsible for health and safety day-to-day. This involves:

- a) Make him/herself familiar with any documentation and/or instruction referring to the health and safety arrangements for staff, building maintenance or operation of the school and maintain an up to date file of policies and procedures.
- b) Work with trade unions and employee health and safety representatives and ensure that all employees are aware of and accountable for their specific health and safety responsibilities and duties.
- c) Ensure all health and safety procedures are fully embedded across the school.
- d) Ensure staff receive regular updates on health and safety procedures to ensure expected practice is carried out routinely.
- e) Ensure all new staff undertake an appropriate induction at the start of their new post in the school to ensure full knowledge and understanding of all health and safety procedures in the school.
- f) In the event of any hazard or risk to health and safety of any persons under their control, take appropriate action to remove the hazard.
- g) Ensure health and safety policies, procedures, action plan and risk management programme is implemented as an integral part of business, operational planning and service delivery.
- h) Liaise with The Elements Diocesan Learning Trust and the Local School Board.
- i) Undertake monitoring and ensure the provision of adequate resources to achieve compliance.
- j) Ensure that local procedures for the selection and monitoring of contractors are in place.
- k) Take appropriate action under the Disciplinary Procedures against anyone under their control found not complying with health and safety policies and/or procedures.
- l) Ensure the school has access to competent health and safety advice.
- m) Ensure the day to day responsibility for health and safety in the school.
- n) Ensure risk assessments are carried out in accordance with the Management of Health and Safety at Work Regulations 2006 in all areas of significant risk, as well as those required under the Control of Substances Hazardous to Health (COSHH) Regulations 2002, the Manual Handling Operations Regulations 1992 as amended, the Provision and Use of Work Equipment Regulations 1998 and the Display Screen Equipment Regulations 2002.
- o) Ensure staff receive appropriate health and safety training.
- p) Carry out an annual safety audit.

- q) Ensure that all problems or defects affecting the health and safety of staff, pupils or other persons in the school are dealt with.
- r) Ensure all near misses are recorded and dealt with appropriately to minimise risk of further occurrence.
- s) Notify either the Trust CEO or the LA Health and Safety Advisor of any serious accidents to pupils, staff or other persons and any "near miss" situations, in accordance with the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations via the online Health and Safety portal.
- t) Ensure compliance with emergency procedures, including evacuation in case of fire or bomb threats and lock down procedures.
- u) Ensure adequate provision is made for the administration of First Aid.
- v) Ensure all legislative updates or new requirements, is brought to the attention of any relevant persons promptly.
- w) Facilitate the meeting of a School Safety Committee, if it is requested by staff or approved trade union safety representatives, and for attending such meetings.
- x) Consult with approved trade union safety representatives on matters affecting the health, safety or welfare of any members of staff and for facilitating the carrying out of their duties, including safety inspections and attendance at training courses

4.4 Senior/ Middle Leaders

- a) All matters of health and safety in their specific area of responsibility.
- b) Bring to the notice of the Headteacher any problems or defects affecting the health, safety or welfare of staff, pupils or other persons in their specific area of responsibility.
- c) Have a working knowledge of and conform to this policy, regulations, guidance materials and codes of practice in their specific area of responsibility.
- d) Check and document that the working environment is safe; equipment, products and materials are used safely; that health and safety procedures are effective and complied with and that any necessary remedial action is taken.
- e) Inform, instruct, train, supervise and communicate with staff and provide them with equipment, materials and clothing as is necessary to enable them to work safely; to complete the health and safety induction checklist for all new employees at the commencement of their employment.
- f) Report all accidents, incidents and near miss events, undertake an investigation into the cause and take appropriate remedial action to prevent recurrence.
- g) Be responsible for aspects of health and safety included in their job description.
- h) Organise risk assessments where significant risks are identified and ensure, as far as is reasonably practicable, full implementation of any control measures.
- i) Ensure that all statutory registers and records are adequately kept.
- j) Ensure the reporting and investigation of all accidents, ensure all persons under their control are aware of the reporting procedure.
- k) Ensure that relevant safety signs and notices are displayed (e.g. signs requiring use of eye protection, restricting use of teacher only machines to named individuals, positions of gas, water or electrical isolators etc.).

4.5 Health and safety lead

Safety Representatives (Appointed by Trade Unions / Professional Associations) The Elements Trust Board, the LSB and the school Headteacher recognise the role of Health and Safety representatives appointed by a recognised Trade Union. If there are no union appointed safety representatives, a LSB member will be appointed as the Health and Safety Champion for the school.

Union appointed Health and Safety representatives will be allowed to undertake the following, provided they have been properly appointed and their appointment notified to the LSB by the appropriate trade union.

- a) To investigate accidents and potential hazards.
- b) To investigate complaints by constituents about matters relating to health, safety and wellbeing.
- c) To make representation to the employer about such matters arising from such complaint and such investigation and on general issues affecting health, safety and wellbeing in the workplace.
- d) To carry out school inspection within directed time, but wherever practicable outside teaching time.
- e) To represent constituents in consultation with enforcement agencies.
- f) To receive information that inspectors are required to provide.
- g) Represent the staff / union membership on school safety committees.
- h) Receive such training as may be necessary for them to perform their duties.

4.6 School Office Staff

School Office staff will assist the Headteacher and the Elements Trust/ Local School Board to fulfil its responsibilities by overseeing day to day Health and Safety issues are adhered to. This will include:

- a) Ensuring the day to day operational requirements of the health and safety policy are implemented.
- b) Maintaining an up to date copy of the health and safety policy together with all associated documentation relevant to the school.
- c) Notifying the Headteacher of any health and safety concerns and any financial implications identified by the Risk Assessment process.
- d) Being the focal point for reference on health safety and wellbeing matters and to give advice or indicate source of advice.
- e) Point of liaison with and report directly to the LSB members on all matters of Health and Safety.
- f) Ensuring the day to day implementation of this policy including the maintenance of appropriate Risk Assessments for School and off-site activities and seeking the approval of the LSB for meeting the financial implications of identified control measures.
- g) Ensuring that all certification and statutory inspections are kept up to date.
- h) Ensuring the accidents, dangerous occurrences and near misses are investigated, complete and send RIDDOR notifications (F2508) to the enforcing authority

4.7 Classroom Teachers

The health and safety of pupils in classrooms is the responsibility of class teachers. Therefore, class teachers are expected to:

- a) Check their classroom area is safe.
- b) Check equipment used is safe before use.
- c) Ensure safe procedures are followed.
- d) Give clear instruction and warnings to pupils, as often as necessary.
- e) Report defects to the Headteacher.
- f) Avoid introducing personal items of equipment (electrical, mechanical) into school without authorisation from the Headteacher.
- g) Follow safe working procedures/risk assessments

4.8 All Staff

School staff, including agency and peripatetic workers, have a duty to take care of pupils in the same way that a prudent parent/carer would do so.

Staff will:

- a) Complete mandatory training in health and safety dependent on their role within the school.

- b) Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- c) Take responsibility for ensuring they are up to date with the Trust / school Health and Safety policies and with school expectations for health and safety. Work in accordance with training and instructions
- d) Comply with health and safety instructions and information and undertake appropriate health and safety training as required.
- e) Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and wellbeing.
- f) Report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.
- g) Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- h) Model safe and hygienic practice for pupils
- i) Understand emergency evacuation procedures and feel confident in implementing them
- j) Support the school in embedding a positive safety culture that extends to pupils and any visitors to the site

4.9 Pupils and parents/carers

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

All pupils are expected to behave in a manner that reflects their school's standards of behaviour, and in particular to:

- a) Take reasonable care for their own health and safety and of their peers, teachers, support staff and any other person that may be at the school.
- b) Cooperate with teaching and support staff and follow all health and safety instructions given.
- c) Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and wellbeing.
- d) Report to a teacher or other member of school any health and safety concerns that they may have

4.10 Contractors

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

4.11 The Site Manager/ Caretaker

The Site Manager / Caretaker / Cleaner in Charge are responsible for:

- a) Ensuring that they are familiar with and comply with the Trust safety policy.
- b) The application of the school's health and safety policy to their own area of work, and are directly responsible to the Headteacher.
- c) Bringing the safety policy and risk assessments to the attention of any cleaning or other staff (including contract cleaners or grounds staff) working under their direction, in so far as it affects the work of those persons (e.g. in use and storage of equipment and materials).
- d) Establish and maintain safe working procedures including (referring to relevant documents) arrangements for ensuring so far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances (e.g. chemicals, boiling water and sharp instruments).
- e) Ensuring that any staff under their direct control (i.e. non contract staff) receive adequate training and instruction in the use of any equipment or materials that they are expected to use.

- f) Ensuring that all equipment and materials received have adequate health and safety information (e.g. safety data sheets to allow COSHH assessments to be carried out).
- g) Ensuring that safe procedures are laid down and used when work of a potentially hazardous nature is undertaken by themselves or others working under their direction (NB. This will include such things as working at heights on steps, ladders or scaffolds, use of electrically powered cleaning machines, use of chemicals (including correct use of protective clothing), carrying out of repair or maintenance work).
- h) Ensuring that due warning is given of any caretaking/cleaning operations that could constitute a hazard to other users of the premises (e.g. use of signs to warn of slippery floors, clearance of leaves, ice or snow etc.).
- i) Informing the Headteacher of the arrival (or expected arrival) of contractors for maintenance work (no matter how minor).
- j) Informing contractors of any hazards that could affect their health and safety while working in the school (particularly in the light of risk assessments carried out).
- k) The safe use and maintenance of all plant and equipment (e.g. boilers) and the safe use and storage of all materials used for that maintenance.

4.11 The First Aiders

The First Aiders are responsible for:

- a) Recording of accident/incidents requiring first aid treatment.
- b) Maintaining the First Aid boxes.
- c) Controlling and maintaining any other First Aid supplies as may be kept separately

5. Site security and grounds

Site Manager/ Caretakers are responsible for the day to day 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.

They are key holders and will respond to an emergency.

5.1 Daily Housekeeping

Daily housekeeping is the responsibility of all school staff. All personnel are expected to ensure their working area is kept tidy and there are no health and safety concerns brought about due to bad housekeeping. The daily cleaning is the responsibility of the cleaning team.

All non-recyclable waste is to be disposed of in one of the trade waste bins. All recyclable waste is to be disposed of in the school's. The waste is removed from site by a contractor. Any waste that cannot be disposed of via the bins is to be advised to the Headteacher, who will arrange suitable disposal.

5.2 Access and Egress

Access and Egress is arranged through the Headteacher, who has overall responsibility for the security of the site 'out of hours'. Arrangements for access outside of the normal hours for lettings of other functions are to be arranged via the Headteacher.

5.3 Contractors (Management of)

- a) Contractors will be managed by the Headteacher
- b) Contractors are to be selected from the approved contractors list, if this is not the case the contractors need to hold the minimum required health and safety qualifications for the role.
- c) All contractors should have a 'pre-commencement' meeting with the Headteacher where all health and safety requirements are outlined.
- d) All method statements and risk assessments are to be checked by the Headteacher

- e) If school staff have any concerns relating to contractors, they must report them to the Headteacher as soon as possible.
- f) Contractors and their staff must not have any contact with pupils at the school.
- g) All contractors are to book in and out at the School Office on a daily basis. All liaison must be via the Headteacher.
- h) All contractors must provide suitable and adequate welfare facilities for their staff.

5.4 Contractors (Management of Asbestos)

- a) The asbestos register must be held at the School Office. All Contractors must sign to state they have seen the relevant sections of the asbestos register.
- b) It must be ensured that there is no asbestos in the building structure prior to intrusive work being carried out, i.e. putting up shelving.
- c) Only qualified contractors are allowed to work with asbestos.

5.5 Contractors and visitors at on Site Arrival

- a) All contractors and visitors are to report to the School Office.

The staff are to check the relevant ID and invitations prior to issuing a visitors pass. Visitors passes are to be visible at all times. All visitors are to be escorted around the site at all times. All contractors are to be controlled by the relevant staff. All visitors must sign in and out of site.

- b) The School Office staff are to ensure that all visitors are aware of the health and safety requirements and fire evacuation procedures. All contractors are to read and sign the asbestos register.

5.6 Vehicles on Site/Car Park Arrangements

- a) The Headteacher is responsible for all other vehicular movement and parking on site.
- b) Vehicles are to move at a maximum of 5mph at all times whilst on site. Drivers should be aware that there are a large number of pedestrians on the school site and should be ready to react whilst driving on site.
- c) Deliveries are not to be arranged between 8.30-9.15 am and 3.00-3.45pm Monday-Friday.

5.7 Sports Pitches /Playing Fields

- a) The maintenance of all school playing fields is to be carried out under a Grounds Maintenance contract.
- b) Staff must carry out visual inspections prior to any activity on the playing fields to ensure that it is safe for pupils to carry out the activity in the area designated.

6. Fire

Elements Trust recognises the vital importance of fire safety and the need to operate a clear fire safety and evacuation procedures policy so as to ensure the safety and welfare of staff, pupils and visitors on all of its schools premises.

This document details fire safety and evacuation procedures and are applicable to all persons connected with Elements Trust and its schools, including full-time and part-time staff, pupils, supply teachers, lunchtime supervisors, outside contractors and regular visitors.

It is the Trust's policy to ensure that all staff, pupils and visitors to the premises are aware of fire safety and evacuation procedures and that relevant training and information are given to all concerned.

6.1 Responsibilities

Headteacher

The Headteacher has overall responsibility for ensuring the implementation, monitoring and review of the fire safety and evacuation procedures policy takes place. During an evacuation, the Headteacher has overall

responsibility for proceedings. In their absence, the next senior member of staff will take responsibility for proceedings.

The Headteacher is responsible for the production of an annual report on the operation of the policy and recommendations for future improvements. This report will be submitted to LSB for their consideration and approval. The Headteacher will also liaise with outside specialists on fire safety and evacuation procedure matters.

The Headteacher will be responsible for coordinating searches, with the emergency services, in the event of a fire or emergency and to act as the liaison officer.

Office Administration Staff

The relevant member of the office staff, in the event of an emergency, will be responsible for ensuring that the emergency services are contacted. The office staff will ensure that the following items are taken to the assembly point for distribution to the appropriate members of staff:

1. Registers.
2. Staff signing in/out log.
3. Visitor's signing in/out log.
4. Pupil signing in/out log.
5. Medical supplies stored in the office.
6. Pupils who are having medical assistance.
7. Any other items under local arrangement.

The office staff will be responsible for taking a roll call of all of the staff and visitors; ensuring the Headteacher is advised of any missing persons.

Class Teachers

Class Teachers will be responsible for ensuring that all pupils fully understand the fire safety and evacuation procedures. During an evacuation, teachers will be responsible for ensuring that pupils are escorted to the assembly point.

Class Teachers will be responsible for taking a register and advising the Headteacher of any missing persons.

6.2 Deputising

In the event of absences, the following are to deputise:

Headteacher- Designated Senior Member of Staff

Class Teacher - Class TA

All staff, pupils, visitors and contractors on site have a duty of care to ensure, insofar as is practicable, that reasonable measures are taken to avoid potential fire hazards in and around the premises. They must be responsible for ensuring they understand the evacuation procedures and follow instructions given, in the event of an emergency. Staff and pupils should also be familiar with the location of fire alarms and extinguishers. Contractors on site must be aware of the procedures to follow in the event of an emergency. In the event of a fire or emergency, visitors will be escorted by their host to the assembly point.

6.3 General Fire Safety

Risk assessment will be undertaken to identify potential hazards and new fire risks will be evaluated as soon as is practicable. Fire drills will be carried out termly, as a minimum. An assessment of the effectiveness of the policy will be undertaken, by the Headteacher, following each drill.

Weekly testing of the fire bells will be undertaken. Emergency lighting will be tested weekly by a 'flick test' and annually under contract. Fire appliances will be visually checked weekly to ensure they are in the correct location. Outside specialists will test equipment and advise on additional equipment needed. All tests will be recorded and filed centrally.

If a fire is discovered, no matter how small, the nearest fire alarm must be sounded and evacuation initiated. Alarms should be sounded by a member of staff, if possible. If time permits, the School Office should be

informed of the nature and location of the fire. Similarly, the School Office must be informed immediately of a false alarm.

If a fire is very small, staff may attempt to extinguish it. This may only be undertaken if:

1. All pupils have evacuated the building and are suitably supervised.
2. A safe means of escape is available at all times.
3. Staff are familiar with the firefighting equipment, how to use it and the correct type to use.

6.4 Lettings

Any person wishing to hire facilities at an Elements Trust School is expected to be aware of and follow the guidelines issued on fire and evacuation procedures, as detailed in this policy. The Headteacher will be responsible for issuing guidelines to hirers.

Hirers are expected to familiarise themselves with fire exits, escape routes, fire alarm points, fire appliance, locations, emergency telephone point and first aid facilities before entering the premises. Stewards should be fully briefed prior to events to ensure that, in the event of an emergency, quick and responsive action is taken:

In the event of an emergency, the organiser/leader of the event will:

- a) Raise the alarm - the fire alarm is activated by breaking the glass of any alarm point.
- b) Contact the appropriate emergency services.
- c) Initiate evacuation of the premises – hirers must decide on an appropriate evacuation route and assembly point prior to an event.

This information must be conveyed to all interested parties. Following an emergency and/or evacuation, a report will be submitted to the Headteacher I by the organiser/leader of the event, detailing the nature, cause (if known), problems encountered, casualties, etc. Similarly, organisers/leaders have a duty of care to report any defects, fire hazards, etc. noticed whilst on the premises.

6.5 Evacuation Procedures

Pupils and visitors must be made aware of the evacuation assembly point.

On hearing or activating the alarm, the following procedures will be adopted by teachers:

- a) Ensure that all doors and windows are shut upon leaving room.
- b) If in charge of pupils, ensure that calm and quiet is maintained at all times during evacuation and re-entry to premises.
- c) If able to, ensure that gas and electricity are turned off at isolation switches.

Pupils will be escorted by the teacher to the assembly point. At the assembly point, pupils will be instructed to quickly and quietly line up with their class. Pupils must remain at their assembly point until instructed to re-enter the building by the Headteacher.

Teachers who are not in charge of pupils at the time of evacuation and Support Staff should proceed to the assembly point by the quickest route possible. Class Teachers should proceed to their class, in order that a register of pupils can be taken. If a pupil(s) cannot be accounted for, the teacher must inform the Headteacher immediately. All other Teachers, Support Staff and Visitors should report to the office staff to be registered.

All visitors on site will be escorted to the assembly point by their host. At the assembly point they will be directed to the office staff for a roll-call.

Contractors are issued with instructions for evacuating the building on arrival at site. Contractors will proceed to the assembly point and report to the office staff.

6.6 Re-entry to buildings

The Headteacher will decide if the buildings are safe to be entered after advice from the fire services.

UNDER NO CIRCUMSTANCES MAY ANY PERSON RE-ENTER THE BUILDING UNTIL AUTHORISED TO DO SO.

Pupils will be instructed to re-enter the building using the same route as for evacuation. Class Teachers will supervise the re-entry to buildings. All other staff will be instructed to re-enter the building by the Headteacher.

7. COSHH

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

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

The procurement of COSHH items should be kept to the minimum and should mainly be for the following areas:

- › • Art
- › • Technology/ Science
- › • Caretaking/ Cleaners

Data sheets records must be received for each COSHH item, these records must be maintained within the School Office and they must be accessible to all individuals who have access to the item.

- › Risk assessments must be carried out for all tasks using the most hazardous substances as per the Control of Substances Hazardous to Health Regulations 2002. The risk assessment must include the following:
 - › • How all staff are made aware of how to identify COSHH materials?
 - › • How all staff are made aware of how to 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.
 - › • Provision and instruction on the use of specific Personal Protective Equipment.
 - › • Safe storage and transportation of hazardous substances.
 - › • Emergency procedures for cleaning spillages/escape. Include emergency evacuation procedures or where to find them.
 - › • Disposal procedures for waste, unwanted or spilt substances.

7.1 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

7.2 Legionella

- › a) The water hygiene log book is to be kept by the Headteacher at all times.
- › b) A designated person is to be responsible for carrying out water hygiene sampling.
- › c) Any showers and all sentinel point taps are to be flushed through weekly and throughout school holiday periods.

- › d) The service and maintenance of air conditioning units is to be via a service contract with an approved contractor. All units are serviced annually.

7.3 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 that they suspect could be asbestos, they will stop work immediately until the area is declared safe
- › A record is kept of the location of asbestos that has been found on the school site

8. 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.

All defective items are taken out of use immediately. An 'out of use' label is displayed on any defective item that cannot be removed.

Where an external contractor is required to carry out the repair the Headteacher is to authorise. If the item is beyond repair it is to be disposed of.

8.1 Electrical equipment

- › All hardwired equipment is checked via a 5 year fixed wire contract arranged by the school
- › All portable appliances are tested annually, this is carried out by trained personnel and organised by the Headteacher
- › All equipment brought in by outside agencies, including those for lettings is to be PAT tested prior to bringing to site.
- › All defective items are to be removed and repaired; where items cannot be repaired they are to be disposed of.
- › All staff are responsible for ensuring they use and handle electrical equipment sensibly and safely
- › Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- › Any potential hazards will be reported to the caretaker immediately
- › Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- › Only trained staff members can check plugs
- › 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

8.2 PE equipment

- Any concerns about the condition of the gym floor or other apparatus will be reported to the headteacher or site manager.
- The PE equipment will be inspected and serviced annually by an approved contractor via a service contract.
- Teachers are to give all equipment a visual check before use to ensure it is serviceable for the practice taking part.
- Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely
- It is the member of staff who is leading the activities responsibility to ensure the equipment is used correctly and that the risk assessment is abided by.

8.3 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)
- The Headteacher will monitor and arrange for any problems relating to display screen equipment and its use to be resolved.

8.4 Specialist equipment

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

Oxygen cylinders are stored in a designated space, and staff are trained in the removal, storage and replacement of oxygen cylinders.

8.5 Personal Protective Equipment

Personal Protective Equipment (PPE) will be provided free of charge for employees where it has been identified through risk assessment.

The Headteacher is responsible for procuring the correct equipment.

9. Risk Assessments

- a) All staff should be aware of the need to undertake risk assessments for all activities which present significant foreseeable hazards. (A specific requirement of Regulation 3 in The management of health and safety at work regulations 1999).
- b) The Headteacher is responsible for ensuring risk assessments are undertaken and updated at least annually.
- c) The Headteacher is to carry out risk assessments for all New and Expectant Mothers. Staff who are pregnant are to inform the Headteacher at the earliest opportunity to ensure a risk assessment can be carried out.
- d) All risk assessments are kept by the Headteacher

10. First Aid and Medication First Aid

- a) All first aiders are to be identified on the school staff list. The school should identify a named first aid lead to take overall responsibility.
- b) All first aid trained staff are to have appropriate, up to date training which must be refreshed every three years.

- c) A First Aid kit is available at the Main school office.
- d) It is the responsibility of the Main School Office staff to check and restock all of the first aid kits annually.
- e) It is the responsibility of the first aiders in the Main school office to summon ambulances as and when required, they are to accompany children to hospital (if parent or legal guardian is not available).

Medication

- a) Only those personnel trained to administer the medication are authorised to do so.
- b) All medication is to be stored in the locked cabinet in the Main office, control of this medication is the responsibility of the first aiders within the office.
- c) Medication can only be administered once signed consent from parent / guardian has been given.
- d) Two members of staff must sign to say they have given dose.

11. 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.

12. 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 caretaker retains ladders for working at height
- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety. The equipment is only to be used if it is serviceable.
- Access to high levels, such as roofs, is only permitted by trained persons
- Staff are to have attended the Working at Heights training prior to using any ladders.

13. 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.

We will ensure that proper mechanical aids and lifting equipment are available in the schools, 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

14. Minibuses (where applicable)

a) Only staff who hold a current MiDAS (Minibus Drivers Assessment) permit or an equivalent qualification are permitted to drive minibuses.

b) Anyone who has category D1 on their driving license is eligible to drive a minibus so long as they hold a current MiDAS permit or an equivalent qualification.

c) Drivers must ensure they have a minimum of a 20 minute break after each 2 hours of driving. No driver is permitted to drive for more than 8 hours in any 24 hour period.

d) First aid and fire extinguisher must be provided in each minibus.

e) Each minibus must have a service and MOT annually.

f) All drivers are to complete the pre-start checks prior to driving. No vehicle is to be driven with any defects that make the vehicle unroadworthy.

g) It is the drivers' responsibility to ensure the pupils act appropriately in the vehicle. All passengers are to wear seatbelts at all times.

15. Noise at Work

The Elements Trust Directors realise that in order to comply with the Control of Noise at Work Regulations 2005 they must ensure that weekly noise exposure levels do not rise above 80dB. Where there is a likelihood that this may happen Headteachers will ensure periodic noise monitoring checks are conducted. Control measures are put in place to reduce the noise levels as far as reasonably practical. If it is not possible to reduce the noise levels below 85dB employees are issued with appropriate hearing protection and hearing protection zones are set up. In circumstances where the noise level still remains above 80dB hearing protection will be supplied to employees working in these areas.

16. Off-site visits

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

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

- › For other trips, there will always be at least one first aider on school trips and visits

17. 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.

18. 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 the headteacher immediately. This applies to violence from pupils, visitors or other staff.

19. Smoking

All Elements Trust school sites are 'No Smoking Zones', including the use of Vapes.

Signage is displayed on all main external doors used by the public/staff.

20. 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 pupils to follow this good hygiene practice, outlined below, where applicable.

20.1 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

20.2 Coughing and sneezing

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

20.3 Personal protective equipment

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

20.4 Cleaning of the environment

- › Clean the environment frequently and thoroughly

20.5 Cleaning of blood and body fluid spillages

Together we flourish, in the love of God

Elements Diocesan Learning Trust is a company limited by guarantee registered in England and Wales with the company number 13588310.

Registered address: 16, Lowesmoor Wharf, Lowesmoor, Worcester. WR1 2RS

- › 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

20.6 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

20.7 Clinical waste

- › Always segregate domestic and clinical waste, in accordance with local policy
- › Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins
- › Remove clinical waste with a registered waste contractor
- › Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

20.8 Animals

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

20.9 Infectious disease management

We will ensure adequate risk reduction measures are in place to manage the spread of acute respiratory diseases, including COVID-19, 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:

Following good hygiene practices

- › We will encourage all staff and pupils 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)

Implementing an appropriate cleaning regime

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

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

20.10 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 any 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.

20.11 Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by the UK Health Security Agency and other government guidance, summarised in appendix 1.

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

21. 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 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

22. Occupational stress and Staff wellbeing

The Elements Trust Directors recognise that working within a school can be a stressful environment. Therefore, the following has been put in place to assist in minimising stress and to assist in staff wellbeing:

- All stress related issues should be discussed with the Line Manager in the first instance. The Headteacher should be made aware of these discussions.
- All staff are encouraged to make the best use of breaks and to use staff rest facilities.
- A Trust-led staff wellbeing survey will be conducted periodically, the results will be shared with the Trustees and appropriate actions taken.

2.36. Training and Development Related to Health and Safety

- The Headteacher in conjunction with the Elements Trust CEO is responsible for establishing minimum health and safety competencies for certain activities, (e.g. use of hazardous substances, manual handling, work at height).
- Line Managers are responsible for new staff inductions, which should include all aspects of Health and Safety.

c) The Headteacher in conjunction with the Elements Trust CEO is responsible for establishing minimum health and safety competencies for certain roles.

23. Accident reporting

Accident Reports and investigation records should be kept for 3 years if the accident involved a member of staff, or if the accident involved a pupil / student until they reach the age of 21.

23.1 Accident record book

- › All minor and serious accidents should be recorded in the school's own accident procedures.
- › If the accident is serious, the Headteacher should be made aware and immediate action taken to ensure the location of the accident is still safe to use.
- › 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.
- › As much detail as possible will be supplied when reporting an accident
- › If members of the public are involved, names and addresses should be taken (including any witnesses).
- › If the accident is serious, the Trust CEO must be informed at the earliest opportunity.
- › Information about injuries will also be kept in the pupil's educational record
- › Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

23.2 Reporting to the Health and Safety Executive

The school 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 headteacher will report these to the HSE 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 headteacher 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

Pupils 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](http://www.hse.gov.uk/riddor/report.htm)

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

23.3 Notifying parents/carers

The office staff or class teacher will inform parents/carers 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.

In KS1 and KS2, where necessary, parents / guardians or other persons should be notified of the accident.

23.4 Reporting to child protection agencies

The Headteacher/ DSL/DDSL will notify Dudley LA Children's Services of any serious accident or injury to, or the death of, a pupil in the Early Years Foundation Stage while in the school's care.

24. Training

The headteacher will arrange health and safety training for all staff as part of their induction process.

Staff who work with pupils with specific special educational needs (SEN), are given additional health and safety training.

24.1 Monitoring of Health and Safety matters

Health and safety advice is to be sought from the trust online 'Smartlog'

24.2 Information Dissemination Procedure

Information and instructions on health and safety matters are available / given to teacher's / support staff / pupils, governors and visitors as follows:

Employees

- a) Staff are to be aware that relevant health and safety information is available along with specific risk assessments and via their initial induction and reminded annually.
- b) All staff are to sign to state they have received, read and understood the information after their initial induction and then on an annual basis.

Pupils

It is the responsibility of teachers to ensure that pupils are made aware of existing and new health and safety information.

Visitors / Contractors

The School Office staff are to ensure that visitors and contractors are informed of any health and safety arrangements which may affect them during their visit (including any Asbestos on site).

Local School Board (LSB) Members

The Headteacher is to ensure that all LSB members are briefed on any changes to the Health and Safety procedures along with and long-standing Health and Safety issues on site.

Trade Unions

The Headteacher is to ensure that all Trade Union Representatives are briefed on any changes to the Health and Safety procedures along with and long-standing Health and Safety issues on site.

Lettings/Shared Use of Premises/Extended Services

- a) All lettings Health and Safety arrangements are to be discussed with either the Headteacher prior to the letting taking place.
- b) A written lettings agreement must be signed by the hirer and the school must hold a copy.
- c) School equipment must only be used by prior agreement. Relevant training must be given prior to use.
- d) It is the responsibility of the hirer to ensure suitable First aid provision.
- e) The hirer is to ensure they are acquainted with the schools Fire and emergency arrangements and that everyone under their charge knows the standard operating procedures.
- f) All risk assessments are to be forwarded to the Headteacher for checking prior to use.

25. Monitoring

25.1 Monitoring of Health and Safety matters

The LSB are to ensure that regular reports of accidents and dangerous occurrences are provided by the Headteacher and that any necessary alterations to working practices and procedures are implemented. The LSB must recognise the importance of monitoring health and safety matters.

Monitoring will be carried out in a number of ways: The LSB will call for annual/termly reports on accidents / incidents:

- a) Results of internal or external health and safety inspections.
- b) Maintenance reports.
- c) Complaints, hazards and defects reports.
- d) Reviews of any procedures carried out by the Headteacher.

To help this process, the LSB and Headteacher will ensure that all reasonable inspection facilities and information are provided on request to officers of the Central Elements Trust team, LA, inspectors of the health and safety executive (HSE), Trade Union representatives and any other bona fide health and safety officials.

25.2 Monitoring of Policy

This policy will be reviewed annually by the CEO .

At every review, the policy will be approved by the board of trustees.

26. Links with other policies

This health and safety policy links to the following policies:

- First aid
- Risk assessment
- Supporting pupils with medical conditions
- Accessibility plan
- Staff wellbeing

Emergency or critical incident plan

Reporting of incidents/injuries/accidents

Complete near miss investigations

Asbestos management (where applicable)

Contractors on site

Off-site activities

School security

Slips and trips

Vehicle movements

Fire safety

Electrical safety

Minibus safety (where applicable)

ICT use

First aid

Lifting/handling

Working at height

Display screen

Together we flourish, in the love of God

Elements Diocesan Learning Trust is a company limited by guarantee registered in England and Wales with the company number 13588310.

Registered address: 16, Lowesmoor Wharf, Lowesmoor, Worcester. WR1 2RS

Violence at work
New and expectant mothers
Menopause
Infectious diseases
Severe weather
Administration of medicines
Critical incidents
Lone working
Dignity at work
Stress management
Water safety/legionella
Stress
Harassment and bullying, including cyberbullying
Online safety
Lettings

Together we flourish, in the love of God

Elements Diocesan Learning Trust is a company limited by guarantee registered in England and Wales with the company number 13588310.

Registered address: 16, Lowesmoor Wharf, Lowesmoor, Worcester. WR1 2RS

Together we flourish, in the love of God

Elements Diocesan Learning Trust is a company limited by guarantee registered in England and Wales with the company number 13588310.

Registered address: 16, Lowesmoor Wharf, Lowesmoor, Worcester. WR1 2RS

Page | 28

Appendix 1. 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](#).

In confirmed cases of infectious disease, including COVID-19, we will follow the recommended self-isolation period based on government guidance.

Infection or complaint	Recommended period to be kept away from school or nursery
Athlete's foot	None.
Campylobacter	Until 48 hours after symptoms have stopped.
Chicken pox (shingles)	<p>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.</p> <p>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.</p>
Cold sores	None.
Respiratory infections including coronavirus (COVID-19)	<p>Children and young people should not attend if they have a high temperature and are unwell.</p> <p>Anyone with a positive test result for COVID-19 should not attend the setting for 3 days after the day of the test.</p>
Rubella (German measles)	5 days from appearance of the rash.
Hand, foot and mouth	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.
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
Measles	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.
Ringworm	Exclusion not needed once treatment has started.
Scabies	The infected child or staff member should be excluded until after the first treatment has been carried out.
Scarlet fever	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 a factsheet to send to parents or carers and staff.

Slapped cheek syndrome, Parvovirus B19, Fifth's disease	None (not infectious by the time the rash has developed).
Bacillary Dysentery (Shigella)	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.
Diarrhoea and/or vomiting (Gastroenteritis)	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. 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 adviser or environmental health officer will advise. If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.
Cryptosporidiosis	Until 48 hours after symptoms have stopped.
E. coli (verocytotoxigenic or VTEC)	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.
Food poisoning	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).
Salmonella	Until 48 hours after symptoms have stopped.
Typhoid and Paratyphoid fever	Seek advice from environmental health officers or the local health protection team.
Flu (influenza)	Until recovered.
Tuberculosis (TB)	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.
Whooping cough (pertussis)	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.
Conjunctivitis	None.

Giardia	Until 48 hours after symptoms have stopped.
Glandular fever	None (can return once they feel well).
Head lice	None.
Hepatitis A	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.
Hepatitis B	Acute cases of hepatitis B will be too ill to attend school and their doctors will advise when they can return. Do not exclude chronic cases of hepatitis B or restrict their activities. Similarly, do not exclude staff with chronic hepatitis B infection. Contact your local health protection team for more advice if required.
Hepatitis C	None.
Meningococcal meningitis/ septicaemia	If the child has been treated and has recovered, they can return to school.
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.