



Avonreach

# Health and Safety Policy

---

This document sets out the regulations for member academies and Central Team.

Responsibility	Trust Board
Date of last review	May 2024
Date of next review	May 2025
Agreed by	Trust Board
Agreed date	14/06/2024 (via email)
Version Control	V1 Updated October 2023 V2 May 24 – addition of reference to EYFS framework and the trust’s funding agreement (p4)

## Contents

Aims .....	4
2. Legislation.....	4
3. Roles and responsibilities .....	4
<b>3.1 The Board of Trustees .....</b>	<b>4</b>
<b>3.2 Headteacher.....</b>	<b>5</b>
<b>3.3 Staff .....</b>	<b>5</b>
<b>3.4 Pupils and parents .....</b>	<b>5</b>
<b>3.5 Contractors.....</b>	<b>5</b>
4. Site security .....	6
5. Fire .....	6
6. COSHH.....	6
<b>6.1 Gas safety .....</b>	<b>7</b>
<b>6.2 Legionella.....</b>	<b>7</b>
<b>6.3 Asbestos .....</b>	<b>7</b>
7. Equipment .....	7
<b>7.1 Electrical equipment.....</b>	<b>7</b>
<b>7.2 PE equipment.....</b>	<b>8</b>
<b>7.3 Display screen equipment.....</b>	<b>8</b>
8. Lone working .....	8
9. Working at height.....	8
10. Manual handling.....	9
11. Off-site visits .....	9
12. Lettings .....	9
13. Violence at work.....	9
14. Smoking and vaping.....	9
15. Infection prevention and control .....	9
<b>15.1 Handwashing.....</b>	<b>10</b>
<b>15.2 Coughing and sneezing .....</b>	<b>10</b>
<b>15.3 Personal protective equipment .....</b>	<b>10</b>
<b>15.4 Cleaning of the environment.....</b>	<b>10</b>
<b>15.5 Cleaning of blood and body fluid spillages .....</b>	<b>10</b>
<b>15.6 Laundry.....</b>	<b>10</b>
<b>15.7 Clinical waste .....</b>	<b>10</b>
<b>15.8 Animals .....</b>	<b>10</b>

<b>15.9 Pupils vulnerable to infection.....</b>	<b>11</b>
<b>15.10 Exclusion periods for infectious diseases .....</b>	<b>11</b>
16. New and expectant mothers .....	11
17. Occupational stress .....	11
18. Accident reporting.....	11
<b>18.1 Accident record book.....</b>	<b>11</b>
<b>18.2 Reporting to the Health and Safety Executive .....</b>	<b>12</b>
19. Training.....	13
20. Monitoring.....	13
Appendix 1. Fire safety checklist .....	14
Appendix 2. Accident report.....	15

## Aims

Avonreach Academy Trust in its schools aims to:

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

## 2. Legislation

This policy is based on advice from the Department for Education on health and safety in schools and the following legislation:

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

Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#).

This policy complies with the trust's funding agreement and articles of association.

## 3. Roles and responsibilities

### 3.1 The Board of Trustees

The board of trustees has ultimate responsibility for health and safety matters across the trust however, day-to-day responsibility is delegated to the headteacher and Local Governing Board (LGB) at each trust school.

Headteachers and LGBs may choose to engage a suitably qualified third-party provider to fulfil the role of competent person at their site. Such arrangements may include a local Health and Safety policy.

The local governing board 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 board of trustees, 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

### 3.2 Headteacher

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

- Implementing the health and safety policy
- Ensuring there is enough staff to safely supervise pupils
- Ensuring that the school building and premises are safe and regularly inspected
- Providing adequate training for school staff
- Reporting to the governing body 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

In the headteacher's absence, their nominated deputy assumes the above day-to-day health and safety responsibilities.

### 3.3 Staff

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

Staff will:

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

### 3.4 Pupils and parents

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

### 3.5 Contractors

Contractors will agree health and safety practices with the 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. Site security

Headteachers are responsible for the security of their 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.

Headteachers are key holders and they and/or any nominated responsible person will respond to an emergency.

## 5. Fire

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.

Emergency evacuations are practised at least once a term.

Fire alarm testing will take place weekly during term time and prior to the reopening of the school following a period of holiday closure.

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

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
- Staff and pupils will congregate at the designated assembly points.
- Form tutors/class teachers will take a register of pupils, which will then be checked against the attendance register of that day
- The headteacher or nominated fire marshal will take a register of all staff
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter
- Schools will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

A fire safety checklist can be found in appendix 1 if required.

## 6. COSHH

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

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

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

Staff must 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.

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

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

## 6.1 Gas safety

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

## 6.2 Legionella

- Water risk assessments are carried out in line with legislation. The headteacher is responsible for ensuring that the identified operational controls are conducted and recorded in their school's water log book
- This risk assessment will be reviewed annually by an appropriately qualified person and when significant changes have occurred to the water system and/or building footprint
- The risks from legionella are mitigated by the following: temperature checks, heating of water, disinfection of showers, etc.

## 6.3 Asbestos

- Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work
- Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe
- An asbestos risk register must be maintained and made available on request.

## 7. Equipment

- All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place
- When new equipment is purchased, it is checked to ensure that it meets appropriate standards
- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents

### 7.1 Electrical equipment

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely
- Any pupil 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 headteacher or nominated responsible person immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs
- Where necessary a portable appliance test (PAT) will be carried out by a competent person
- All isolators switches are clearly marked to identify their machine

- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

## 7.2 PE equipment

- Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely
- Annually safety inspections are carried out by a suitably qualified contractor and any remedial work carried out prior to the use of the equipment.
- Any concerns about the condition of the environment or other apparatus is reported to the headteacher or nominated responsible person.

## 7.3 Display screen equipment

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

## 8. Lone working

Lone working may include:

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

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

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

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

## 9. 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:

- Ladders for working at height are stored securely to prevent unauthorised use
- Pupils are prohibited from using ladders
- Only staff with appropriate 'working at height' training should use ladders
- Staff will wear appropriate footwear and clothing when using ladders

- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons

## 10. Manual handling

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

The school will ensure that proper mechanical aids and lifting equipment are available where appropriate, and that staff are trained in how to use them safely. Where regular lifting is required as part of a role, staff should undertake recognised manual handling training.

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

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

## 11. Off-site visits

When taking pupils off the premises staff must refer to the trust's Management of Visits and Emergency Procedures.

## 12. 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.

## 13. Violence at work

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

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

## 14. Smoking and vaping

Smoking and/or vaping is not permitted anywhere on trust premises

## 15. Infection prevention and control

The trust follows national guidance published by the UK Health Security Agency when responding to infection control issues. Staff and pupils are encouraged to follow good hygiene practice, outlined below, where applicable.

## 15.1 Handwashing

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

## 15.2 Coughing and sneezing

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

## 15.3 Personal protective equipment

- Appropriate PPE is provided where required
- Disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons should be worn where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)
- Goggles should be worn if there is a risk of splashing to the face
- Correct PPE should be worn when handling chemicals

## 15.4 Cleaning of the environment

- The environment, including toys and equipment, should be cleaned frequently and thoroughly.

## 15.5 Cleaning of blood and body fluid spillages

- All spillages of blood, faeces, saliva, vomit, nasal and eye discharges should be cleaned immediately.
- Spillages should be cleaned using a product that combines both a detergent and a disinfectant and used following manufacturer's instructions.
- Mops should not be used for cleaning up blood and body fluid spillages, disposable paper towels should be used and discarded as clinical waste.
- Where available, spillage kits should be used for blood spills.

## 15.6 Laundry

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

## 15.7 Clinical waste

- Clinical waste must be disposed of in accordance with local policy
- Used nappies/pads, gloves, aprons and soiled dressings should be stored in correct clinical waste bags in foot-operated bins
- A registered clinical waste contractor must be used for disposal

## 15.8 Animals

- Hands must be washed before and after handling any animals
- Animals' living quarters must be kept clean and away from human food preparation, storage and service areas
- Animal waste must be disposed of frequently, and litter boxes kept away from pupils
- Pupils must be supervised when playing with animals

- Veterinary advice must be sought on animal welfare and animal health issues
- The suitability of the animal as a pet in school must be ascertained prior to allowing access to pupils

## 15.9 Pupils vulnerable to infection

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

## 15.10 Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by the UK Health Security Agency.

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

## 16. New and expectant mothers

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

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

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

## 17. Occupational stress

The trust is committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors. Support for staff is provided through the trust's employee assistance programme.

## 18. Accident reporting

### 18.1 Accident record book

- All accidents must be recorded in line with local arrangements, as soon as possible after the accident occurs by the member of staff or first aider who deals with it. A template is provided in appendix 2 if required.
- As much detail as possible should be provided when reporting an accident
- Injuries should be recorded in the pupil's educational record
- Records of accidents and near misses must be retained by schools for a minimum of 3 years and then securely disposed of

## 18.2 Reporting to the Health and Safety Executive

The headteacher or nominated responsible person of each school must 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 or nominated responsible person of each school will immediately report these to the CFOO and agree who will report to the Health and Safety Executive within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

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

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

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)

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

### 18.3 Notifying parents

The headteacher or nominated responsible person of each school will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

### 18.4 Reporting to the trust, Ofsted and child protection agencies

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

The headteacher of each school will also notify Worcestershire Children First of any serious accident or injury to, or the death of, a pupil while in the school's care.

## 19. Training

Health and safety training will be provided as part of their induction process.

Staff who work in high risk environments, such as in science labs or technology rooms, or work with pupils with special educational needs and disabilities (SEND), are given additional health and safety training, as appropriate.

## 20. Monitoring

This policy will be reviewed and approved by the Trust Board annually.

## Appendix 1. Fire safety checklist

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

## Appendix 2. Accident report

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