



SOMERHILL

HEALTH & SAFETY POLICY

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1. Aims

Under the terms of the Health and Safety at Work Act 1974 (“the Act”), every employer has a duty to ensure the health, safety and welfare at work of all employees as far as is reasonably practicable. The Governors of Somerhill attach the utmost importance to the safety, health and welfare of the School’s employees. It is recognised that there exist additional duties towards site “visitors” be they pupils, parents, the public and people who use or service the premises.

The Governors accept their responsibilities as designated within the provisions of the Health and Safety at Work Act 1974, all subsequent regulations and approved Codes of Practice. Note: The references and hyperlinks within this document refer to the latest revisions to the documents issued.

It is the duty of every employee to take ‘reasonable care’ for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work and to co-operate with the employer so far as it is necessary to enable the employer to provide a safe working environment. To this effect the Governors, through the Headmaster and Bursar, will take the necessary steps, so far as is reasonably practicable, to ensure that the workplace is a safe and healthy environment in which employees, pupils, contractors and other persons affected by the school’s operations can work. They will make the necessary assessments, identify safety training and provide information, appropriate equipment and supervision for employees at all levels. The Headmaster will report to the Governors on health & safety issues via the Health and Safety Committee and the Governors’ representative thereon.

Statement of Intent

To comply with the provisions of the Act, the school has a Health and Safety Policy of which the following are the aims:

- a) To provide and maintain a safe and healthy working environment for each member of staff;
- b) To ensure that employees familiarize themselves with the fire procedures, and are kept fully informed of fire warnings and escape procedures;
- c) To ensure that the employee is fully aware of the procedures in the event of an intruder threat;
- d) To ensure that any accident involving personal injury occurring on the school's premises is reported and the details recorded in the accident book in the First Aid Room;
- e) To investigate any serious incident or pattern of accidents, analyse their cause and take any remedial action;
- f) To provide all employees with the information, instruction, training and supervision they need to work safely and efficiently;
- g) To verify appropriate and effective Employer’s Liability Insurance is in place;
- h) To ensure that first aid and welfare facilities are available;
- i) To ensure that the employees are aware of their legal and moral obligations, to take



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reasonable care for their own health and safety and that of others, by observing all safety regulations and promptly reporting any potential hazard to the Bursary;

- j) The provision of safe machinery and equipment, regularly maintained, including the operation and maintenance of plant and systems of work;
- k) To consider the safety of pupils, parents, contractors and any others accessing the premises including those who hire or undertake leisure activities;
- l) The safe use, storage, handling, transport and disposal of articles and substances.

2. Legislation

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

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

The school follows national guidance published by Public Health England when responding to infection control issues.

Sections of this policy are also based on the statutory framework for the Early Years Foundation Stage.



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Record Keeping

Records associated with all aspects of HSE, and compliance thereto will be maintained in the Bursary and on the school's network, it is the responsibility of all staff to ensure that records are kept centrally and up to date.

3. Roles and responsibilities

3.1 The Governing Body

The Governing Body has ultimate responsibility for health and safety matters in the school but will delegate day-to-day responsibility to the Headmaster.

The 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 associated with the school.

The Governing Body of Somerhill Charitable Trust Limited, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities 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 and appropriate equipment is provided

The Governor who oversees health and safety is Mark Jiskoot.

3.2 Headmaster

The Headmaster is responsible to the Governors for the safe functioning of all activities at Somerhill. Day to day overview of H&S is delegated to the Bursar. The Headmaster will:

- Consult with the Bursary over health and safety policy and issues
- Ensuring there are enough staff to safely supervise pupils
- Ensure the Senior Leadership Team are aware of their responsibilities and ensure these are adhered to
- Take account of H&S when devising the curriculum and all activities of the School
- Ensure the system is in place to report all accidents/incidents associated with running the school both on and offsite, and that they are properly investigated and acted on
- Providing adequate time for training for school staff
- Reporting to the governing board on health and safety matters
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed

In the Headmaster's absence, the Bursar assumes the above day-to-day health and safety responsibilities.



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3.3 Health and Safety Lead

The nominated Health and Safety lead is Julian Hunt. In the absence of the Headmaster and under delegated authority, the H&S lead will assist the Headmaster with the tasks listed above in 3.2 as well as those listed below:

- Ensuring that the school building and premises including the grounds are safe and regularly inspected
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensure adequate provision for minimizing the risk of intruders and mitigating any risk so created
- Provision of appropriate equipment, including PPE and the training in its use to meet HSE best practices
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary
- Provide regular training for all staff in H&S and more specifically for those within the Premises Teams who require specialist H&S training
- Prepare draft agendas for the H&S committee meetings for Governor review
- Liaise with the school's H&S advisors as required and ensure an audit is carried out annually by them
- Be responsible for CDM regulations and all external users of the site working with other managing staff as appropriate
- Investigating and reporting of RIDDOR as required
- Maintain a log of H&S incidents for review

3.4 Heads of Department

All departmental Heads including all managers within the school have H&S tasks in their job descriptions. We follow the guidance of COSHH (Control of Substances Hazardous to Health), CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services) and AFPE (Association for Physical Education) for more specific departmental risk assessing and advice. These managers are supported by their teams and support staff who work for them, such as Science and Art technicians, Heads of Maintenance and Estates. For sake of clarity and in this context "Heads of Departments" is a generic term for all managers within the school, including and not limited to the Bursar, Head of Premises, Head of IT, lead nurse and Heads of the curriculum departments.

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
- Prepare, review and publish all relevant risk assessments for their areas of responsibility



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- Ensure they and their teams are adequately trained in required aspects of Health & Safety and ensure specific training needs for their teams are arranged and skills kept up to date
- Check their teams are working 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 and their teams
- Understand emergency evacuation procedures and feel confident in implementing them
- Keep up to date with latest guidance from their own governing bodies, such as CLEAPPS and AFPE
- Hold all contractors to account for their part in ensuring H&S aspects are covered during their work on site

3.4 Staff

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

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

3.5 Pupils and Parents

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

3.6 Contractors

Contractors will agree health and safety practices with the Bursar and/or Head of Premises before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work, provide a schedule of works/method statement including confirmation of compliance with CDM regulations where necessary and provide documentation that they have appropriate insurance in place.

4. Site Security

The Head of Premises and Heads of Maintenance and Estates are responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems. Under the Bursar's guidance, the cleaning team take



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responsibility for locking and alarming the building in the evenings when they are working on site.

Simon Steward, Duncan Sinclair, John Seal, Alan Miles and Barry Baldock are emergency key holders and 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. The fire alarm is a loud continuous bell. Fire alarm testing will take place once a week. New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately. The fire bell is a continuous ring.
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them or are confident they can use them without putting themselves or others at risk.
- Staff and pupils will congregate at the assembly points, also known as “muster points”. For SPP this is the front of the site, adjacent to the visitor/staff car park, and for Prep and rest of staff – at the rear of the Mansion Hall on the Paddock. In the event of a fire in the buildings beyond the sunken path bridge (dining etc.) the assembly point is by the old pavilion. All muster points are clearly marked. A radio is located in the Bickmore Hall and to be used for all communications with the Paddock to help identify pupils who might be beyond the sunken path doing music lessons etc.
- Reception and the HR Manager will take a register of all staff, Reception/SPP staff will bring the pupils and visitors/contractors attendance registers to the muster points.
- At the muster points form tutors/class teachers will take a register of pupils, which will then be checked against the attendance register of that day. Form tutors should use the green and red cards to indicate when their register has been taken and all pupils accounted for. The Deputy Heads check and respond to any red cards. All pupils and staff should be accounted for. Where absences are reported, the Deputy Heads must advise the Headmaster and the Bursar.
- Staff and pupils will remain outside the building until the emergency services say it is safe to re- enter.
- Fire wardens are trained and will check all buildings to ensure everyone has evacuated, they will then radio to say the buildings are all clear. The Bursar will have a radio with them to listen for the “all clear” or communicate with the fire service, where necessary. Wardens only enter buildings if deemed safe to do so.
- All pupils, staff and visitors must evacuate in silence.

The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities. Anyone with mobility issues will have a PEEP produced and plans for evacuation included within it.



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A fire safety checklist can be found in Appendix 1.

6. COSHH

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

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapour
- 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 relevant technician or Head of Department and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

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

- A water risk assessment will be completed on 14th February 2023 by WCS Group. Head of Premises is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book (held by the Head of Premises)
- This risk assessment will be reviewed every two years and when significant changes have occurred to the water system and/or building footprint
- The risks from legionella are mitigated by the following: weekly water temperature checks, disinfecting showers and tank cleans 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



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premises and that it is not disturbed by their work

- Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe
- A record is kept of the location of asbestos that has been found on the school site

6.4 Dangerous Substances

- All Hazardous products will be stored in line with current guidance, the exact locations of which can be obtained from each of the following: Head of Science, Head of Engineering, Head of Art and Head of Premises. Copies of this information are also stored within the Bursary folders
- 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
- Typically, we do not store or use extremely dangerous substances
- Any medicines held on site which could be deemed dangerous are securely held and administered by qualified personnel (typically nurses). Pupils do not have direct access to these medicines whilst at School. Please also refer to the "Medicines Management Policy"

7. Equipment

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

7.1 Electrical Equipment

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely
- Any pupil 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 Head of Premises or via the Helpdesks (maintenance or H&S) immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed. All isolator switches are clearly marked to identify their machine
- Only trained staff members can check plugs
- Where necessary a portable appliance test (PAT) will be carried out by a competent person
- Electrical apparatus and connections will not be touched by wet hands and will only be



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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
- 5 yearly electrical checks and any recommendations are carried out and completed under the supervision of the Head of Premises

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
- Any concerns about the condition of the gym floor or other apparatus will be reported to the Director of Sport and the Head of Premises via the helpdesks

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 by the IT team. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time. Where staff work from home, they should also assess their home space to ensure their set up is appropriate and fit for purpose
- 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)

7.4 Specialist Equipment

- Parents are responsible for the maintenance and safety of their children's wheelchairs. In school, staff promote the responsible use of wheelchairs
- Oxygen cylinders are stored in a designated space, and staff are trained in the removal, storage and replacement of oxygen cylinders
- Further information about locations of first aid kits, defibrillators and medicines can be found in the First Aid policy or from the medical room

7.5 Premises and Grounds Equipment

- All equipment used by the premises and estates teams are visually inspected before use ➤

Most equipment is covered by maintenance agreements with trusted and appropriately trained suppliers

- Replacement of equipment occurs when machinery comes to the end of its useful life and is beyond economic repair

7.6 Lifts and Passenger Platforms

- Passenger lifts and combined goods/passenger lifts in workplaces (e.g. offices and factories) which are primarily used by people at work, are subject to periodic thorough examination and inspection, as required by LOLER and PUWER. Guidance for lift owners and others responsible for the examination and testing of lifts is available in Thorough Examination and Testing of Lifts - Simple Guidance for Lift Owners.



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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, the task should 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.

Outside of hours alarm call outs are covered by a small number of staff, each is advised to visit site only where they feel safe to do so. Wherever possible they should not do so alone or without full knowledge of someone else who could raise the alarm in the event they do not return in a reasonable timescale.

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:

- The Head of Premises 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, platforms or scaffolding 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
- Only trained staff are allowed to always use ladders and users should be supported by another colleague and not left alone
- Ladders are safely stored and never left unattended

10. Manual Handling

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

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



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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/Educational Visits and Trips

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

- Risk assessments will be completed where off-site visits and activities require them
- All off-site visits are appropriately staffed
- Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details
- For trips and visits with pupils in the Early Years Foundation Stage, there will always be at least one first aider with a current paediatric first aid certificate
- For other trips, there will always be at least one first aider on school trips and visits
- Please refer to the School's Trips Policy for more detail and guidance

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. Users of our site are asked to provide their own risk assessments for the activity(ies) they are undertaking, and evidence of suitable insurance will be held in our records.

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/ Headmaster immediately. This applies to violence from pupils, visitors or other staff.

14. Smoking & Alcohol/Drugs

Smoking is not permitted anywhere on the school premises or grounds, except where the public footpath crosses the school premises, which is out of our control. No staff member or visitor to the school is allowed to smoke anywhere on our site nor within their parked vehicles. Alcoholic drinks are not permitted to be consumed on the premises unless authorised by senior staff and under the express permission of the Premises Licence holder. In addition, the consumption or possession of any dangerous or illegal drugs on the school site is prohibited.

For more information, please refer to the Staff Code of Conduct.

15. Infection Prevention and Control

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



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practice, outlined below, where applicable.

15.1 Handwashing

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

15.2 Coughing and Sneezing

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

15.3 Personal Protective Equipment

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body 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

15.4 Cleaning of the environment

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

15.5 Cleaning of Blood and Body Fluid Spillages

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

15.6 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



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15.7 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

15.8 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

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 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.

15.10 Exclusion Periods for Infectious Diseases

The school will follow recommended exclusion periods outlined by Public Health England, summarised in Appendix 2.

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

16. New and Expectant Mothers

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

- Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below: Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed



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early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal carer and GP as this must be investigated promptly

17. Occupational Stress

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

Wellbeing is a particular focus of the school and work proceeds to monitor stress levels, seek staff views, provide solutions where possible. The school has mental health ambassadors for both pupils and staff and provides the services of both a trained independent counsellor and also occupational health to monitor fit to work concerns, both stress related and other concerns. Please also refer to HR policies for more detailed guidance.

18. Accident Reporting

18.1 Accident Record Book

- An accident form will be completed as soon as possible after the accident occurs by the member of staff or nurse/first aider who deals with it. Accident books are located around the site for your use. If you cannot locate one, ask the nurses for help. Please return forms to the nurses in the first instance
- First aid kits are located in various areas of the school site, the specific locations are recorded in the First Aid policy or from the Bursary. Gap year students check contents and expiry dates and top up the kits on a regular basis. Staff who run PE lessons will have their own first aid kit to use when necessary and it is their responsibility to keep the contents topped up and in date
- As much detail as possible will be supplied when reporting an accident
- Information about injuries will also be kept in the pupil's medical record on iSAMS (the school's MIS) by the nurses or trained first aiders
- 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. Serious accidents will be retained in line with advice from our insurers and certainly until the pupil reaches 25 years of age
- Accidents are monitored and reported to the H&S committee, three times per year to review trends and investigate problems areas or types of accidents that could be avoided by a change in approach

18.2 Reporting to the Health and Safety Executive

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

Reportable injuries, diseases or dangerous occurrences include:



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> Death

> Specified injuries. These are:

- Fractures, other than to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding)
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours

> Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days

> Where an accident leads to someone being taken to hospital

> Where something happens that does not result in an injury, but could have done

> Near-miss events that do not result in an injury but could have done. Examples of near-miss events relevant to schools include, but are not limited to:

- The collapse or failure of load-bearing parts of lifts and lifting equipment
- The accidental release of a biological agent likely to cause severe human illness
- The accidental release or escape of any substance that may cause a serious injury or damage to health
- An electrical short circuit or overload causing a fire or explosion.

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

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

18.3 Notifying Parents

The nurse/form tutor or any other nominated member of staff will inform parents of any accident or injury sustained by a pupil in the Early Years Foundation Stage, and any first aid treatment given, on the same day, or as soon as reasonably practicable. This is also the approach for pupils throughout the school and only when necessary.

18.4 Reporting Child Protection Agencies

The Designated Safeguarding Lead (DSL) will notify relevant local child protection agencies or other nominated agencies 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. These will be reported to other agencies such as the ISC if required to do so.



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19. Noise

The Control of Noise at Work Regulations 2005 (the Noise Regulations) came into force for all industry sectors in Great Britain on 6 April 2006 (except for the music and entertainment sectors where they came into force on 6 April 2008). The aim of the Noise Regulations is to ensure that workers' hearing is protected from excessive noise at their place of work, which could cause them to lose their hearing and/or to suffer from tinnitus (permanent ringing in the ears). The Control of Noise at Work Regulations 2005 replace the Noise at Work Regulations 1989.

The level at which employers must provide hearing protection and hearing protection zones is 85 dB(A) (daily or weekly average exposure) and the level at which employers must assess the risk to workers' health and provide them with information and training is 80 dB(A). There is also an exposure limit value of 87 dB(A), taking account of any reduction in exposure provided by hearing protection, above which workers must not be exposed. The Head of Premises will review the dB levels when risk assessing work for his team and advise when ear protection and other mitigating factors are needed and ensure these are instructed.

20. Food Safety

Severe allergic reactions to foods ('an inappropriate response to a usually harmless substance') are becoming more common. Occasionally, allergic reactions can be life-threatening. The ingredients most commonly associated with severe allergic reactions are peanuts, tree nuts (such as almonds, hazelnuts, cashews, brazils and walnuts), shellfish, cows' milk products, eggs and seeds (such as sesame, poppy). Extremely small amounts can trigger an extreme allergic reaction in sensitive people ('anaphylactic shock'). The FCO may also be subject to civil action by a guest/member of staff seeking financial compensation.

Any or all of the following symptoms may be present:

- swelling of the throat and mouth;
- difficulty in swallowing or speaking;
- difficulty in breathing due to severe asthma or swelling of the throat;
- large hives (rash) anywhere on the body;
- abdominal cramps, nausea and vomiting;
- sudden feeling of weakness (drop in blood pressure);
- collapse and unconsciousness.

Food Intolerance

It is believed that approximately 20 – 30% of the population suffer from some degree of food intolerance at any one time. This does not cause a reaction from the immune system and is not immediately life threatening. However, severe illness can be caused. Examples of medical conditions that can cause people to react to certain foods include coeliac disease, migraine, eczema and asthma (among others). Natasha's Law came into effect on 1st Oct 2021 whereby pre-packaged foods must contain clear labelling of all ingredients and allergens clearly identified. Our caterers cover the majority of our food safety requirements under contract to the school. The nurse team and caterers are made aware of pupils and staff with allergies annually (or



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reviewed) and staff are trained in use of EpiPens etc. Foods for these staff and pupils are separately prepared taking into account any allergen or dietary requirements.

21. Home Working

If someone is working from home, permanently or temporarily, as an employer you should consider:

- How will you keep in touch with them?
- What work activity will they be doing (and for how long)?
- Can it be done safely?
- Do you need to put control measures in place to protect them?
- Request staff carry out a home working self-assessment
- Lone working without supervision
- Working with display screen equipment
- Stress and mental health

Lone Working Without Supervision

There will always be greater risks for lone workers with no direct supervision or anyone to help them if things go wrong.

Keep in touch with lone workers, including those working from home, and ensure regular contact to make sure they are healthy and safe.

If contact is poor, workers may feel disconnected, isolated or abandoned. This can affect stress levels and mental health.

22. Infectious Diseases e.g., COVID

The School must comply with Health and Safety law and put in place proportionate control measures. Schools must regularly review and update their risk assessments, treating them as 'living documents', as the circumstances in your school and the public health advice changes. This includes having active arrangements in place to monitor whether the controls are effective and working as planned.

The School must therefore make sure that a risk assessment has been undertaken to identify the measures needed to reduce the risks from infectious diseases, including COVID-19, so far as is reasonably practicable.

23. Vibration

By law the School must assess and identify measures to eliminate or reduce risks from exposure to hand-arm vibration so that you can protect your employees from risks to their health.

Where the risks are low, the actions you take may be simple and inexpensive, but where the risks are high, you should manage them using a prioritised action plan to control exposure to hand-arm vibration.

Where required, ensure that:

- Control measures to reduce vibration are properly applied; and



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- You provide information, training and health surveillance.
- Review regularly to check for any changes to exposure to vibration where you work.

24. Transport to School

The school operates a fleet of minibuses which bring pupils to and from school. Please refer to the Driving policy for more details. All minibus drivers must be fully trained to drive a minibus (MiDAS or equivalent) and drivers must have a licence appropriate for the size of vehicle being driven and no points on their licence.

25. Swimming Pool

The school operates a swimming pool for school use and for use by outside organisations. We provide Normal Operating Procedures, a full risk assessment and publish rules for safe use. More details can be found in these documents.

26. Events and Visiting speakers

Please refer to the Prevent forms which must be completed and signed off by the DSLs. In addition, visitors must provide copies of their risk assessments, insurance cover and comply with any school instructions to ensure they operate safely on our site. Events on site cannot take place unless they have been properly authorised in line with school procedures.

27. Training

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

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

Staff who work in particularly regulated roles will also be trained in specific use of equipment or activities.

H&S forms part of the annual inset day schedule where H&S related topics or indeed whole school training takes place.

28. H&S Committee

The H&S committee meets every term, three times per annum, to review H&S related issues. It has its own term of reference in which the membership is listed. The H&S committee is a sub committee of the governing body and reports directly to the governors via the Finance and General Purposes Committee and ultimately to the Full Governing Body. Its agenda contains standing items of business including an annual review of this policy, its terms of reference, review of H&S audits and monitoring the completion of its recommendations, any H&S concerns, review the log of H&S issues during the year and details of accident reports. Full minutes will be taken capturing decisions and actions. All actions will be reviewed at each meeting and chased up where they are not being completed.

29. Monitoring

This policy will be reviewed by the H&S Committee every year.

At every review, the policy will be approved by the H&S committee for onward ratification by the Full Board of Governors.



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30. Links with other policies

This Health and Safety policy links to the following policies:

- > First aid
- > Risk assessment
- > Supporting pupils with medical conditions
- > Accessibility
- > Driving
- > HR policies
- > Safeguarding



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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?	



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Appendix 2. Recommended absence period for preventing the spread of infection

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

Infection or complaint	Recommended period to be kept away from school or nursery
Athlete's foot	None.
Campylobacter	Until 48 hours after symptoms have stopped.
Chicken pox (shingles)	Cases of chickenpox are generally infectious from 2 days before the rash appears to 5 days after the onset of rash. Although the usual exclusion period is 5 days, all lesions should be crusted over before children return to nursery or school. A person with shingles is infectious to those who have not had chickenpox and should be excluded from school if the rash is weeping and cannot be covered or until the rash is dry and crusted over.
Cold sores	None.
COVID-19	If a child tests positive for COVID-19, they should stay at home for 3 days. This starts from the day after they did the test.
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.



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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 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)	<p>Children and adults with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course is completed.</p> <p>For some gastrointestinal infections, longer periods of exclusion from school are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, school health advisor or environmental health officer will advise.</p> <p>If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.</p>
Cryptosporidiosis	Until 48 hours after symptoms have stopped.



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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.



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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.