



Health and Safety Policy

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1.0 Aim

Our Academy's aim is to:

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

2.0 Roles and responsibilities

2.1 The Board of Directors

The Board of Directors have ultimate responsibility for health and safety matters in all Academy's, but will delegate day to-day responsibility to the Headteachers of the Trust Academy's.

The Board of Directors have 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 Academy's premises.

The Sovereign Trust, as the employer, also has a duty to:

- Assess the risks to staff and others affected by Academy's 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

2.2 Responsibilities of the Advisory Committees

The Advisory Committees will ensure that:

- Suitable and sufficient risk assessments of work activities are undertaken and a written record of the assessments is kept.
- Sufficient funding is allocated for health and safety e.g.in respect of training, personal protective equipment etc.
- Regular termly Safety, Health and Environmental (SHE) inspections are undertaken by the Academy's H & S rep and reported to Central Estates Manager.
- Inspection reports, including those from health and safety representatives, are considered and acted upon.
- Health and Safety is a standing item on all agendas
- An annual Health and Safety report is provided to the Board of Trustees with the input from the Headteacher, this is provided by the Estates Manager in the Central Team.
- A positive health and safety culture is established and maintained

2.3 CEO

- The CEO is ultimately responsible for Health and Safety in the work place and ensures good practice is developed and implemented with a proactive Health and Safety management and culture
- Reports to the Trust Board and Estates Committee
- Delegates responsibility to the Estates Manager

2.4 Estate Manager

- The Estates Manager has responsibility for the corporate Health and Safety across The Sovereign Trust in conjunction with the HR / Operations Manager. Including writing of Trust wide policies and risk assessments. Arrange and oversee annual Health and Safety audits and ensure there is a positive culture to Health and safety throughout the Trust. The Estates Manager is responsible to the HR / Operations Manager.
- In particular, the Estates Manager will:
 - * Write, develop and review the Health and Safety Policy and sub policies and procedures to Estates Committee and Trust Board.
 - * Co-operate with the Estates Committee and the Trust Board to ensure that this policy and its associated arrangements are implemented and complied with.
 - * Communicate the policy and other appropriate health and safety information to all Headteachers and SLT members.
 - * Report to the Estates Committee and the Trust Board on health and safety performance and to monitor both compliance with, as well as the effectiveness of, this policy
 - * Ensure that the premises, plant and equipment are maintained in a safe and serviceable condition
 - * Identify the training needs of Estates staff, Headteachers and ensure that staff are competent to carry out their roles and are provided with adequate information, instruction and training
 - * Ensure there is a third party service provider to provide technical support and undertake regular audits to ensure compliance
 - * To instill a positive and proactive Health and Safety culture throughout The Sovereign Trust
 - * Monitor purchasing and contracting procedures to ensure health and safety is included in specifications and contract conditions
 - * To ensure all contractors are aware of their Health and Safety responsibilities
 - * To ensure all staff inductions include Health and Safety awareness

2.5 Headteacher

The Headteachers are responsible for health and safety day-to-day. This involves:

- A Health and Safety policy is produced for approval by the Board of Trustees and that the policy is regularly reviewed annually and revised as necessary.
- Implementing the health and safety policy
- Ensuring there is enough staff to safely supervise pupils
- Ensuring that the Academy's building and premises are safe and regularly inspected
- Staff are competent to undertake the tasks required of them and have been provided with appropriate training by competent persons
- Reporting to the Academy Advisory Committee 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
- Suitable and sufficient risk assessments of work activities are undertaken, that a written record of the assessments is kept and the assessments are kept and reviewed annually or upon change in circumstances
- For high risk activities, safe systems of work are identified via a risk assessment
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

2.6 Senior Managers and Curriculum Managers

- Deputy and Assistant Heads may be required to undertake any of the Headteacher's duties, which have been reasonably delegated to them, which may include responsibility for Health and Safety Management.
- The Academy Curriculum Managers may be expected to oversee Health and Safety matters relating to their curriculum areas
- Risk assessments are undertaken for the work areas for which they are responsible and that identified control measures are implemented
- They take appropriate action on health, safety and welfare issues referred to them, informing the Head Teacher or Estates Manager of any problems they are unable to resolve within the resources available to them
- All accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated

2.7 Site Manager

The site manager will ensure that:

- Safe means of access and egress are maintained
- The premises are kept clean and that adequate welfare facilities are provided
- Safe working arrangements are in place when contractors are working on the premises
- Adequate security arrangements are maintained
- Adequate fire safety arrangements are implemented
- Regular testing and maintenance of electrical equipment, including portable equipment takes place
- Adequate systems are in place for the management of asbestos and control of legionella
- All premises-related accidents/incidents are recorded and investigated
- Regular inspections of the premises take place
- A copy of the Health and Safety Law poster is displayed in an easily accessible location

2.8 Staff

Under the Health and Safety at Work Act 1974 all employees have general health and safety responsibilities. All employees are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions. This also applies to volunteers who are under the control of each Academy's in the Trust. Academy's staff have a duty to take care of pupils in the same way that a prudent parent would do so. Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Co-operate with the Academy's 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

Volunteers and students have the same duties as those indicated for employees.

2.9 Pupils and Parents

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

2.10 Contractors

Contractors will agree health and safety practices prior to starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work, by completing the Contractor pre-work safety management checklist and induction form.

- All contractors who work on the Trust premises are required to identify and control any risks arising from their activities and inform the Estates representative of any risks that may affect the staff, students and visitors
- All contractors must be aware of this policy and the associated emergency procedures and comply with these requirements at all times
- In instances where the contractor creates hazardous conditions and refuses to eliminate them or take measures to make them safe, the Estates Manager, Headteacher will take such actions as are necessary to prevent staff, students and visitors being put at risk from injury

3.0 Personnel Safety and Security

The Trust believes that staff should not be expected to put themselves in danger and will not tolerate violent/threatening behavior to its staff. A separate specific behavior policy is in place regarding staff

- Staff will report any such incidents in accordance with agreed accident/incident reporting procedures for the Academy's conduct.
- Working alone will be avoided wherever possible. Work carried out unaccompanied or without immediate access to assistance will be risk assessed by the relevant line manager in order to identify and implement control measures. Work involving potentially significant risks (for example work at height) will not be undertaken whilst working alone. In order to ensure that this is the case, staff working outside normal Academy's hours must obtain permission of Headteacher and/or the Estates Manager.
- The requirement to undertake a lone working risk assessment will also extend to working alone off site where staff conducts home visits (See lone working)
- Responding to call outs
 - * Nominated key holders attending empty premises where there has been alarm activation should do so with a colleague where possible. They should not enter the premises unless they are sure it is safe to do so. If alone, the person should leave details with a colleague and report to them when leaving the site

4.0 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 practiced at least once a term. The fire alarm is a loud intermittent 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
- 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 assembly points. These are indicated on the rooms' evacuation plan.
- Class teachers will take a register of pupils, which will then be checked against the attendance register of that day
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter

The Academy's 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, see Personal Emergency Evacuation Plans (PEEPs).

5.0 COSHH

Academy's s 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 Site Manager, 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. 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.

5.1 Gas Safety

- The Trust will ensure the gas safety management Reg 1996 and Gas Safety (installation and use) 1998 will be complied with
- 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

5.2 Legionella

- The Trust must ensure compliance with the 'the Control of Legionella bacteria in water system; known as L8 and HSE guide 274
- A water risk assessment is completed by external contractors and the Estates Manager is responsible for ensuring that the identified operational controls are conducted and recorded in the Academy's's water log book
- This risk assessment will be reviewed every two years and when significant changes have occurred to the water system and/or building footprint
- The risks from legionella are mitigated by the following: monthly temperature checks, heating of water, water run off at little used points in during long Academy's breaks.

5.3 Asbestos

- Staff are briefed on the hazards of asbestos, the location of any asbestos in the Academy's 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
- A record is kept of the location of asbestos that has been found on the Academy's site; Appendix 2.

6.0 Equipment

- All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place
- When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards
- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.
- Regular inspection and testing of Academy's equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept by the Estates Manager. All staff are required to report any problems found with plant/equipment to the responsible manager. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal

6.1 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 Site Manager, 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

6.2 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 Estates Manager.

6.3 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)
- Please refer to the following policy's for more guidance
 - * Display Screen Equipment Policy
 - * Display Screen Equipment Eye Test Form
 - * DSE Workstation Assessment

6.4 Specialist Equipment

- Parents are responsible for the maintenance and safety of their children's wheelchairs. In Academy's, 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.

7.0 Vehicle movement around site

The Trust is aware it is almost impossible to separate staff and children from moving vehicles. Where possible segregation is the best result, however where this is not always possible a risk assessment must be undertaken and distributed to all staff. Young children must be attended; older children need to be made aware of the risk. Control measures can be, clear road markings and signage, education, safe passage areas for both vehicles and people

8.0 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.

Anyone who's role includes lone working must refer to the Lone Working Policy.

Please also refer to the Home Visits Policy.

9.0 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 Site Manager retains suitable ladders for working at height
- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Staff should use library kick-stools if appropriate
- Contractors are expected to provide their own ladders for working at height and a risk assessment must be carried out
- Before using a ladder, staff are expected to conduct a risk assessment to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons.

10.0 Manual Handling

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

The Academy's will ensure that proper mechanical aids and lifting equipment are available in Academy's, 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, break the load down where possible 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
- Attend manual handling training offered.

11.0 Off-site Visits

When taking pupils off the Academy's 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 Academy's mobile phone, a portable first aid kit, information about the specific medical needs of
- pupils along with Academy's contact details
- There will always be at least one first aider on Academy's trips and visits
- In Early Years there will always be at least one first aider with a current pediatric first aid certificate on Academy's trips and visits, as required by the statutory framework for the Early Years.

12.0 Lettings

This policy applies to lettings. Those who hire any aspect of the Academy's site or any facilities will be made aware of the content of the Academy's's health and safety policy, and will have responsibility for complying with it. For further information, see the Lettings Policy.

13.0 Violence at Work

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

14.0 Smoking

Smoking is not permitted anywhere on the Academy's premises.

15.0 Infection prevention and control

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

15.1 Handwashing

- Wash hands with liquid soap and warm water, and dry with paper towels
- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- over 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, regularly 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

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 Academy's 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/career 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 Academy's will follow recommended exclusion periods outlined by Public Health England, summarised in appendix 3

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

16.0 New and expectant mothers

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal career 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 career 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

17.0 Occupational Stress

- The Trust is committed to promoting high levels of health and wellbeing and recognises the importance of identifying and reducing workplace stressors through risk assessment in line with the HSE's management standards.
- The Trust ensures to have suitable occupational health support in place and specific arrangements for responding to individual concerns and monitoring staff workloads e.g. return to work procedures following absence. This is monitored by the Director of Human Resources
- Where appropriate, risk assessment findings will be recorded on the relevant document

18.0 Accident Reporting

18.1 Accident Record Book

- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. The Academy's uses a carbon copy system so a duplicate of all records will be held in Academy's.
- As much detail as possible will be supplied when reporting an accident and an accident investigation form completed where appropriate for serious incidents
- Records held in the first aid and accident book will be retained by the Academy's 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.

18.2 Reporting to the Health and Safety Executive

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

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

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These are:

- * Fractures, other than to fingers, thumbs and toes
 - * Amputations
 - * Any 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
 - * 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 scalding requiring hospital treatment
- 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 Academy's s 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>

18.3 Notifying Parents

The class teacher 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 Ofsted and child protection agencies

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

Headteachers will also notify The Trafford or Salford Safeguarding Board of any serious accident or injury to, or the death of, a pupil while in the Academy's care.

19.0 Home Visits

All staff undertaking any kind of home visit will do so with a colleague and refer to the Home Visits Guidelines.

20.0 Training

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

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

21.0 Monitoring

This policy will be reviewed by the Central Estates Manager with advice taken from Headteachers every year.

At every review, the policy will be approved by the Board of Directors.

22.0 Links with other policies

- First Aid Risk Assessment
- Risk Assessments
- Supporting pupils with Medical Conditions
- Accessibility Plan
- Lone Working Policy
- Well Being Policy
- Home Visits Guidelines
- Display Screen Equipment Policy

23.0 Legislation

This policy is based on advice from the Department for Education on health and safety in Academy's s 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 Academy's follows national guidance published by Public Health England when responding to infection control issues.

Appendix 1

Accident report

Accident Reference Number:	
About the Person Who Had the Accident	
Name (Child's Full Name)	
Age:	
Sex:	
About the Accident	
Date of Accident:	
Time of Accident:	
Location of the Accident:	
How the Accident Happened:	
Details of Injuries	
Describe the nature of the injuries, indicating the part(s) of the body affected:	
Treatment of Injuries	
Please record any first-aid treatment given, and by whom:	
Was Hospital Treatment Required?	<input type="checkbox"/> No <input type="checkbox"/> Yes
Notification of accident gone to Parents? (Accident or Bumped Head Note)	<input type="checkbox"/> No <input type="checkbox"/> Yes
Person Completing this Form	
Name:	Signature:
Other witness:	Signature:
Please return to the office. If the accident is serious it will be forwarded to Health and Safety at: healthandsafety@trafford.gov.uk	

Appendix 2

Asbestos record

The text in this table are suggestions only. The table will need to be adapted to your Academy's's specific circumstances.

Location	Product	How much	Surface coating	Condition	Ease of access	Asbestos type	Comment

Appendix 3

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 Academy's 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 Academy's 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 Academy's. A person with shingles is infectious to those who have not had chickenpox and should be excluded from Academy's if the rash is weeping and cannot be covered or until the rash is dry and crusted over.
Cold sores	None.
Rubella (German)	5 days from appearance of the rash.
Hand, foot and mouth	Children are safe to return to Academy's 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. Cases are infectious from 4 days before onset of rash to 4 days after so it is important to ensure cases are excluded from Academy's 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 Academy's 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 Academy's 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 Academy's.
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 Academy's are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, Academy's health advisor 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-Academy's 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 Academy's 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 Academy's as soon as they are well enough.
Whooping cough (pertussis)	A child or staff member should not return to Academy's 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 Academy's 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 Academy's 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 Academy's.
Meningitis	Once the child has been treated (if necessary) and has recovered, they can return to Academy's. 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.