



Nexus Education Schools Trust

Health & Safety Policy

All NEST Schools

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1. Statement of Intent

This is a statement of policy by Nexus Education Schools Trust (NEST) regarding its intentions, organisation and arrangements for ensuring the health and safety at work of its employees, visitors and contractors, whilst on NEST premises, or on the premises of any Academy under overall control by Nexus Education Schools Trust, or conducting work elsewhere on behalf of The Trust. Supplementary to this general Policy Statement, within the group, each Academy will be responsible for developing Workplace Risk Assessments and Site Specific H&S Procedures. These will be

maintained and acted upon in order to control risks. NEST will carry out periodic reviews to ensure that this is happening.

Nexus Education Schools Trust Trustees and Local Committee Members, recognise and accept their responsibility for ensuring, so far as is reasonably practicable, the health, safety and welfare at work of all employees, pupils and other persons who may be affected by any of the Academy's activities.

The Local Committee Members' and Headteacher's prime objective is to achieve and maintain a high standard of health, safety and welfare throughout their Academy and its activities. They will ensure that the Academy complies with the requirements of the Health and Safety at Work etc Act 1974 and associated legislation.

In particular, the Local Committee Members and Headteacher aim to:

- Operate within the structure and framework laid down by the NEST Academy Trust Board.
- Ensure senior staff develop and maintain a culture within the Academy supportive of health, safety and welfare.
- Establish an effective safety management structure and arrangements to implement requirements.
- Ensure a systematic approach to the assessment and control of risks.
- Ensure that employees are competent in the work that they are doing.
- Ensure that employees actively participate in identifying hazards.
- Minimise hazards entering the Academy.
- Ensure the competence and management of contractors on the Academy premises.
- Monitor work practices and regularly review safety management systems.

The Local Committee Members and Headteacher will commit suitable resources (human, time and financial) to the achievement of these aims. They will seek competent advice from The Trust Corporate Health and Safety Consultants as required.

Every employee is responsible for his/her own health and safety, as well as that of colleagues, pupils and others. Employees should co-operate with the Academy's Leadership Team to achieve these aims.

The important contribution that employees and their representatives can make in improving health and safety is recognised and encouraged through work and communication to/with leadership teams within schools, the Local Committee and NEST.

This policy will be brought to the attention of, and/or issued to, all members of staff.

This statement and the accompanying organisation and arrangements will be reviewed on an annual basis by the Board of Trustees.

2. Organisational Responsibilities for Health & Safety

As the employer, NEST Academy Trust has overall responsibility for Health and Safety.

Overall Approach

The main responsibilities for ensuring the day-to-day management of all health and safety matters in the Academy rest with the Headteacher and the Local Committee. To fulfil these responsibilities, the Headteacher has delegated some of the tasks, with training, to the appropriate staff e.g. the Premises staff. Staff report back to the Headteacher once tasks have been completed. The Headteacher overviews the tasks to ensure that they have been undertaken to a suitable standard, and where appropriate, liaises with the Local Committee on matters that need taking forward.

Each school will:

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

3. 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 eye-sight 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.

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

4. Roles and responsibilities

The following health and safety responsibilities are in addition to the normal day-to-day duties associated with individual jobs:

4.1 Chief Executive

The Chief Executive shall:

- ensure that there are effective and enforceable policies and procedures, infrastructure for the provision of health & safety throughout the Trust, which is reviewed periodically to reflect changes in organisation, arrangements and legislation.

- ensure that there are adequate levels of staff (including Trade Union Safety Representatives) consultation and participation in relation to matters affecting their health, safety and welfare.
- ensure that the law and guidance from, but not exclusively, the Department for Education is followed in the policies and procedures.
- ensure that there is provision of adequate training, information, instruction and supervision so far as is reasonably practicable to enable all staff and pupils to perform their work safely and efficiently.
- ensure that there are safe and healthy working conditions for staff and pupils and a safe environment for all visitors to academy sites. This will include planned maintenance of the building and grounds and provision of good welfare facilities.
- ensure that there are safe arrangements for the handling, storage and transportation of articles and substances.
- ensure that there is provision of plant equipment and systems of work which are safe.
- ensure that at each academy site an appropriate, competent member of staff is identified to co-ordinate and manage health & safety and that appropriate specialist advice and support is available to enable them to meet all legal requirements.
- where required, ensure that sufficient resources (so far as is reasonably practicable) are made available to ensure the Trust's health, safety and welfare objectives are achieved.
- be responsible for ensuring compliance with all health & safety legislation affecting the operations and activities of the Central Team, including the provision on academy sites.
- co-ordinate work with the Trust Board to achieve the standards and procedures prescribed for health & safety.
- ensure that arrangements for the monitoring and audit of health & safety are in place across all academy sites.
- provide the Trust Board with an annual report on all matters affecting health & safety.
- ensure the development of health, safety and welfare strategies and plans to achieve and maintain compliance with health, safety and welfare legislation.
- ensure that the Trust's Health & Safety Policy & Procedures Manual is reviewed at least annually.

4.2 The Local Committee

The Local Committee in partnership with the Trust shall:

- comply with The Health and Safety at Work etc. Act 1974 and all subsequent legislation empowered by it.
- take effective action, so far as is reasonably practical, to ensure the health, safety and welfare of all the academy staff, employees, pupils, visitors, contractors and any other person affected by its activities.
- ensure adequate resources for health & safety are available so as to provide premises and working environment that are safe, healthy and without significant risk.
- ensure that adequate welfare facilities are provided for all staff, pupils and visitors.
- ensure that effective consultation takes place with all employees on health & safety matters and that all individuals are consulted before particular health & safety responsibilities are delegated to them.
- where necessary, seek specialist advice to determine the risks to health & safety in the establishment and the precautions required to deal with them.
- ensure strategic direction / guidance and work in close partnership with the Headteacher

and Senior Leadership Team of the academy and other staff of The Trust to support and promote good health & safety management.

- ensure the provision of adequate training, information, instruction, induction and supervision to enable everyone in the academy to be safe.
- ensure that all new staff, including all existing staff in new academies, complete appropriate and relevant Health & Safety training as part of an induction programme.
- in their LCM role, maintain an interest in all health & safety matters affecting the academy.
- monitor and review health & safety issues including the effectiveness of this policy within the context of the academy.

4.3 Headteacher

The Headteacher is responsible for health and safety day-to-day and shall:

- take day-to-day responsibility for all health & safety matters in relation to the operation of the academy and promote a positive, open health & safety culture.
- provide a good example, guidance and support to all staff on issues of health & safety.
- be responsible for activities organised on behalf of the academy but being undertaken away from the academy site.
- ensure that safe means of access and egress are maintained and that the premises are kept clean and tidy.
- ensure that adequate security and safeguarding arrangements are established and maintained.
- ensure all statutory and legal notices (including a copies of the Health & Safety Law Poster and Display Energy Certificate) are displayed in an easily accessible location.
- ensure that all staff are issued with a personal copy of The Trust's Health & Safety Induction Booklet and maintain a record of all induction training.
- undertake health & safety training as required by The Trust and, as appropriate and necessary, cascade pertinent information to relevant staff.
- keep up to date with new developments in health & safety practices and legislation in relation to schools / academies / the education sector. Ensure that all staff are appropriately appraised and updated in respect of such developments.
- ensure those who receive delegated responsibilities are competent; their responsibilities are clearly defined and delegated appropriately, they have received appropriate training and are provided with equipment or other resources in order to ensure they can fulfil such delegated duties.
- evaluate the on-going need for health & safety training of staff, procure delivery and maintain a record of all such training undertaken by staff.
- provide staff with suitable personal protective equipment and ensure its correct use (where a risk assessment identifies it as required).
- ensure that all health & safety and related documentation is accessible in one location, e.g. Asbestos Register, Accident Book, Fire Alarm Log, Risk Assessments, CoSHH data, Training Records etc.
- together with academy staff, assess and control the risks to health & safety of all persons from hazards within the academy and any other academy-related activities, wherever they are undertaken.
- ensure suitable and sufficient risk assessments of work activities are undertaken, that a written record of the assessments are kept and that the assessments are reviewed at least annually or upon change of circumstances.

- ensure, for particularly high-risk activities, safe systems of work / method statements are put in place where identified as being required via a risk assessment process.
- ensure hazardous materials and substances are properly used, stored and disposed of and that adequate systems are in place for the management of asbestos (where relevant) and for the control of legionella.
- report any accidents / incidents / near misses as required under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).
- ensure that all accidents are recorded and that details of any RIDDOR reportable incidents are forwarded to the Health & Safety Coordinator.
- undertake an accident / incident / near miss investigation, where appropriate, and implement actions required to eliminate / reduce the risks to the health & safety of people and buildings / equipment etc. Produce reports / statements required for any civil or criminal action that may arise.
- put in place and maintain adequate and appropriate emergency procedures in relation to first aid, fire, bomb or intruders / security etc. as well as an appropriate Critical Incident & Continuity Management Plan.
- ensure fire precautions and fire safety in the academy are compliant with the requirements of Fire Regulations.
- ensure staff are competent to undertake the practical tasks required of them and have been provided with appropriate training by competent persons along with any equipment and other resources to enable their work to be undertaken safely.
- ensure buildings, equipment, machinery, fixed and / or associated installations etc. provided for the academy are suitable for their intended use, are correctly, properly and systematically checked, serviced, tested and maintained in accordance with good practice and legal compliance.
- ensure there is co-operation with Nexus Education Schools Trust in meeting its legal requirements and objectives in respect of monitoring of health & safety policy, practices, procedures and due diligence.
- ensure that a Health & Safety Policy & Procedures Manual is produced for approval / adoption by the academy Local Committee and that the document is regularly reviewed (and revised if necessary) on an annual basis. Reviews, changes and updates are to be in conjunction with the Health & Safety Coordinator, and the Head Teacher shall bring any subsequent amendments to the attention of all staff and Local Committee Members.
- ensure that all staff co-operate with the Health & Safety Policy & Procedures Manual.
- ensure adequate levels of staff (including Trade Union Safety Representatives) consultation and participation in relation to matters affecting their health, safety and welfare.
- ensure co-operation with, and provision of necessary facilities for, Trade Union Safety Representatives.
- ensure safe working arrangements are in place when contractors are working on the academy premises. Headteachers shall be available for liaison with contractors, or their representatives undertaking any works on the academy site, to ensure the safety of all persons affected by the works.
- ensure all contractors are 'inducted' and shown the relevant risk assessments, asbestos records and are made aware of any fragile roofs or other hazards in the areas where they will be working.
- fully co-operate with health & safety arrangements during larger building projects.
- actively monitor the performance of external contractors both generally and in relation to health & safety.
- bring to the attention of the Health & Safety Coordinator any matters of health & safety

that cannot be resolved or are of imminent danger to any person.

- provide requested information to the Health & Safety Coordinator to enable completion of reports and plans as required.
- ensure that health & safety is a standing agenda item for all full Local Committee Members and management / staff meetings and ensure that information and advice on health & safety is acted upon and circulated to Local Committee Members and staff.
- continually monitor and review performance and progress in relation to the academies existing health & safety targets / priorities (including those informed by The Trust's Annual Health & Safety Plan – see below) and carry out regular, formal audit inspections (at least annually but, ideally termly) of the academy estate in conjunction with the Site Manager, appropriate representatives of staff, the Local Committee and Trade Unions.
- provide an annual report on matters of health & safety to the Local Committee (with additional copies to the NEST Academy Trust Premises and Estates Lead/ Health & Safety Coordinator) which confirms progress in relation to the academies existing health & safety targets / priorities and which identifies future targets / priorities along with allocated time-scales (including those informed by the Annual Health & Safety Plan – see below).
- delegate appropriate tasks to the academy's Premises/Site Manager and other premises staff.

4.4 Senior Leaders

Deputy and Assistant Head Teachers may be required to undertake any of the Headteacher's duties which have been reasonably delegated to them which may include responsibility for health & safety management.

- Heads of Department / Middle Leaders may be expected to oversee health & safety matters relating to their curriculum areas.
- undertake health & safety training as required by The Trust and, as appropriate and necessary, cascade pertinent information to relevant staff.
- proactively address any hazardous practices / issues and immediately report any concerns regarding unresolved hazards to their manager.

4.5 Caretakers/Premises Manager

Site Staff are responsible for day-to-day maintenance and other buildings / grounds issues. As such, they have a pivotal role in maintaining the health, safety and welfare of the academy site and buildings and in fulfilling practical duties as delegated by the Headteacher. In addition to any other duties delegated by the Headteacher, Site leads shall:

- ensure that any work that has health & safety implications is prioritised appropriately.
- proactively address any hazardous practices / issues and immediately report any concerns regarding unresolved hazards to their manager.
- ensure that all work under their control is undertaken in a safe manner.
- ensure that all cleaning staff are aware of safe working practices especially regarding reporting of hazards, the use of hazardous substance, manual handling and slips trips and falls.
- undertake health & safety training as required by The Trust and, as appropriate and necessary, cascade pertinent information to relevant staff.
- carry out and record a regime of regular checks and tests in terms of housekeeping, maintenance, statutory compliance, health & safety compliance, hazard-spotting, safety systems etc. and ensure that any and all remedial works borne out of those checks are actioned appropriately.
- liaise with, support and facilitate the activities of other staff / duty-holders in relation to

health & safety.

- liaise with, support and facilitate the activities of external contactors carrying out work on the premises be it in relation to reactive maintenance, term maintenance contracts or larger projects.
- assist with the monitoring the performance of external contractors both generally and in relation to health & safety.

4.6 Health & Safety Co-ordinator

The Health & Safety Coordinator shall:

- ensure all NEST academies are fully compliant with all current Health & Safety legislation pertaining to school premises.
- produce a draft Annual Health & Safety Plan for approval by the Chief Executive and Trust Board which will be used, in part, to inform targets and priorities for action within individual academies.
- provide reports on health & safety and bring the details of any serious concerns to the attention of the Chief Executive;
- develop health & safety strategy, internal policy, safe operating procedures, newsletters, bulletins and guidance documents that identify and take account of all relevant hazards and ensure legislative compliance across The Trust.
- support and guide the implementation of health & safety policy and procedure within the individual academies ensuring that individual academy needs are fulfilled.
- provide competent, guidance and support on health, safety and welfare matters including providing advice on a range of specialist areas, e.g. fire regulations, hazardous substances, occupational diseases, noise, safeguarding machinery, risk assessment, CDM, PAT Testing etc.
- arrange and / or provide relevant health & safety training.
- carry out regular site inspections and audits of health & safety arrangements in order to provide academies with support, advice and guidance and to ensure policies and procedures are being properly implemented. Maintain records of inspection findings and produce reports that suggest improvements.
- make changes to working practices that ensure safety and legislative compliance.
- carry out risk assessments, consider how risks could be reduced and implement resultant control measures.
- monitor the safe disposal of hazardous substances, e.g. asbestos.
- ensure that all health & safety related accidents / incidents / near misses are investigated and, if required under RIDDOR, ensure academies are reporting these to the HSE.

4.7 Employees

As employees, all members of staff have a duty in law to:

- work safely and responsibly and not interfere with anything provided to safeguard their Health & Safety;
- not put their own or any other person's health & safety at risk.
- co-operate with managers / leaders on health & safety matters.

Implementation of health & safety policy and procedures is a management responsibility but the co-operation of all employees is essential. All staff are encouraged to participate in improving health & safety by reporting all health & safety concerns to the Headteacher and to foster safety consciousness and good practice amongst other employees and pupils.

- All staff employed by The Trust shall:
- ensure they are familiar with, and comply with, the health & safety policy, procedures and guidance issued by The Trust in order to ensure the maintenance of high standards of health & safety in all academy premises and activities.
- take reasonable care for their health & safety at work and that of others who might be affected by their acts or omissions both within the academy and during off-site activities.
- report immediately, to the Headteacher or to their line manager any serious or immediate danger of which they become aware.
- report immediately, or as soon as practicable, any defects noted with plant, equipment, machinery or the workplace generally to the Headteacher or to their line manager.
- ensure there is no misuse of anything that has been provided for health & safety purposes.
- use the correct equipment and tools for the job and any protective equipment that may be necessary.
- actively participate in, and cooperate with, the health & safety management process.
- encourage all pupils to follow safe practices and observe safety rules including:
 - following instructions issued by a member of staff especially in case of an emergency.
 - following safety and hygiene rules intended to protect the health & safety of themselves and others.
 - not intentionally interfering with safety equipment, e.g., fire extinguishers and fire alarms.
 - informing a member of staff of any situation, which may affect their safety or that of another pupil.

4.8 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.

4.9 Contractors

Contractors will agree health and safety practices with the Premises staff in liaison with the Head of Buildings & Estates before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

All contractors must report to the Academy Office where they will be asked to sign the Visitor's Book and wear an identification badge. Contractors will be issued with guidance on fire procedures, the asbestos register (if appropriate), local management arrangements and vehicle movement restrictions.

The Premises staff are responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work.

5. Site security

Appendix 5 details the names of individual who 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.

Appendix 5 details who are key holders and will respond to an emergency.

6. 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 every half term.

The fire alarm is a loud continuous bell.

Fire alarm testing will take place every 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 detailed in Appendix 5.
- Class teachers will take a register of pupils, which will then be checked against the attendance register of that day.
- The Office Staff will take a register of all staff and visitors on-site.
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter.

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.

A fire safety checklist can be found in appendix 1.

7. COSHH

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

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

Control of substances hazardous to health (COSHH) risk assessments are completed by the Premises staff 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.

7.1 Gas safety

Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer.

Gas pipework, appliances and flues are regularly maintained.

All rooms with gas appliances are checked to ensure that they have adequate ventilation.

7.2 Legionella

A contract is held to monitor water hygiene and complete legionella risk assessments. This risk assessment will be reviewed annually and when significant changes have occurred to the water system and/or building footprint

The Premises staff will be responsible for identifying and flushing rarely used outlets on a weekly basis and after school holiday periods. Where necessary, water temperature checks will be undertaken on a monthly basis by a contractor.

The Premises staff will ensure that any showers or other areas where water droplets are formed are disinfected and descaled on a quarterly basis.

7.3 Asbestos

Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it.

Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work.

Contractors will be advised that if they discover material 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.

8. Equipment

All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place.

When new equipment is purchased, it is checked to ensure 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.

8.1 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 Premises staff immediately.

Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed.

Only trained staff members can check plugs.

Where necessary a portable appliance test (PAT) will be carried out by a competent person.

All isolator switches are clearly marked to identify their machine.

Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions.

Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.

8.2 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 Premises staff.

8.3 Display screen equipment

All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time

Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)

9. 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.

10. 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 Premises staff retain ladders for working at height
- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons

11. 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.

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

12. Vehicles on-site

Vehicular access to the school is restricted to school staff and authorised visitors only during term time and is not for general use by parents/carers when bringing children to school or collecting them. Gates are kept shut during term time.

The children's and parent's access shall be kept clear of vehicles.

The access from the road shall be kept clear for emergency vehicles.

There is a pedestrian gate which is separate from the vehicle access gate. All pedestrian gates will be kept locked during term time and only opened at specific times of the day to grant access at the beginning and end of school. Access outside of these times will require the user to press an access bell.

13. Off-site visits

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

- Risk assessments will be completed where off-site visits and activities require them
- All off-site visits are appropriately staffed
- Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details

There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

14. 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.

15. Violence at work

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

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

16. Smoking

Smoking is not permitted anywhere on the school premises. This includes the use of e-cigarettes and vaping.

17. 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.

17.1 Handwashing

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

17.2 Coughing and sneezing

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

17.3 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

17.4 Cleaning of the environment

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

17.5 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

17.6 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

17.7 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

17.8 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

17.9 Pupils vulnerable to infection

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

17.10 Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by Public Health England, summarised in appendix 4.

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

18. New and expectant mothers

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

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

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation

- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly

19. Occupational stress

Nexus Education Schools Trust 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, eg Performance Management, mentoring and monitoring staff workloads. All staff are encouraged to share concerns with their line manager, a member of the Senior Leadership Team or Headteacher. NEST have developed a Whistleblowing Policy which is available to all staff.

20. Accident reporting

20.1 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. An accident form template can be found in appendix 2

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

Information about injuries will also be kept in the pupil's educational record.

Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

20.2 Reporting to the Health and Safety Executive

The Premises staff 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 Premises staff 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 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, HSE](http://www.hse.gov.uk/riddor/report.htm)
<http://www.hse.gov.uk/riddor/report.htm>

20.3 Notifying parents

The First Aider on duty 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.

20.4 Reporting to Ofsted and child protection agencies

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

The Headteacher will also notify the MASH team of any serious accident or injury to, or the death of, a pupil while in the school's care.

21. 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.

22. Monitoring, review & audit

Health & safety arrangements at academies are monitored as follows:

- Daily – proactive, visual “housekeeping” checks by all staff to identify any potential health & safety issues. If identified, these should be reported immediately to the responsible manager or member of staff.
- Systematic - regular and scheduled checks, tests, servicing and maintenance of health & safety systems carried out by the Site Manager and / or contractors with frequency determined by legal compliance and practical (good practice) factors relevant to the nature of the system, e.g. annual PAT Testing, 5-yearly Periodic Inspection & Test of fixed electrical installations, weekly tests on fire alarm call points, annual cleaning of kitchen extraction hoods etc. Systematic maintenance and compliance requirements will be scheduled, recorded and monitored centrally.
- Ongoing - continual review by the Headteacher of performance and progress against health & safety targets (both academy-specific and Trust-wide).
- Annually (ideally termly) - formal audit inspection of estate by the Headteacher (in conjunction with the Site Manager, appropriate representatives of staff, the Local Committee and Trade Unions) with written report to the Local Committee. The Health & Safety Co-ordinator will support and guide the process of any revisions required to The Trust's Health

& Safety Policy & Procedures Manual.

- As required - audit of health & safety arrangements (including site inspections) by the Health & Safety Coordinator.

This policy will be reviewed by Head of Buildings and Estates at Nexus Education Schools Trust every 4 years.

At every review, the policy will be approved by The Trust Board.

23. Links with other policies

This health and safety policy links to the following policies:

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

Appendix 1. Fire safety checklist

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

Appendix 2. Accident report

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

Appendix 4. 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)	<p>Cases of chickenpox are generally infectious from 2 days before the rash appears to 5 days after the onset of rash. Although the usual exclusion period is 5 days, all lesions should be crusted over before children return to nursery or school.</p> <p>A person with shingles is infectious to those who have not had chickenpox and should be excluded from school if the rash is weeping and cannot be covered or until the rash is dry and crusted over.</p>
Cold sores	None.
Rubella (German measles)	5 days from appearance of the rash.
Hand, foot and mouth	Children are safe to return to school or nursery as soon as they are feeling better, there is no need to stay off until the blisters have all healed.
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
Measles	Cases are infectious from 4 days before onset of rash to 4 days after so it is important to ensure cases are excluded from school during this period.
Ringworm	Exclusion not needed once treatment has started.
Scabies	The infected child or staff member should be excluded until after the first treatment has been carried out.
Scarlet fever	Children can return to school 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered the person will be infectious for 2 to 3 weeks. If there is an outbreak of

	scarlet fever at the school or nursery, the health protection team will assist with letters and 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.
E. coli (verocytotoxigenic or VTEC)	The standard exclusion period is until 48 hours after symptoms have resolved. However, some people pose a greater risk to others and may be excluded until they have a negative stool sample (for example, pre-school infants, food handlers, and care staff working with vulnerable people). The health protection team will advise in these instances.
Food poisoning	Until 48 hours from the last episode of vomiting and diarrhoea and they are well enough to return. Some infections may require longer periods (local health protection team will advise).
Salmonella	Until 48 hours after symptoms have stopped.
Typhoid and Paratyphoid fever	Seek advice from environmental health officers or the local health protection team.
Flu (influenza)	Until recovered.
Tuberculosis (TB)	Pupils and staff with infectious TB can return to school after 2 weeks of treatment if well enough to do so and as long as they have responded to anti-TB therapy. Pupils and staff with non-pulmonary

	TB do not require exclusion and can return to school as soon as they are well enough.
Whooping cough (pertussis)	A child or staff member should not return to school until they have had 48 hours of appropriate treatment with antibiotics and they feel well enough to do so or 21 days from onset of illness if no antibiotic treatment.
Conjunctivitis	None.
Giardia	Until 48 hours after symptoms have stopped.
Glandular fever	None (can return once they feel well).
Head lice	None.
Hepatitis A	Exclude cases from school while unwell or until 7 days after the onset of jaundice (or onset of symptoms if no jaundice, or if under 5, or where hygiene is poor. There is no need to exclude well, older children with good hygiene who will have been much more infectious prior to diagnosis.
Hepatitis B	Acute cases of hepatitis B will be too ill to attend school and their doctors will advise when they can return. Do not exclude chronic cases of hepatitis B or restrict their activities. Similarly, do not exclude staff with chronic hepatitis B infection. Contact your local health protection team for more advice if required.
Hepatitis C	None.
Meningococcal meningitis/ septicaemia	If the child has been treated and has recovered, they can return to school.
Meningitis	Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed.
Meningitis viral	None.
MRSA (meticillin resistant Staphylococcus aureus)	None.
Mumps	5 days after onset of swelling (if well).

Threadworm	None.
Rotavirus	Until 48 hours after symptoms have subsided.

Appendix 5. School Information

School Information	Bickley Primary School Nightingale Lane Bromley BR1 2SQ
Premises Staff	Mr Oscar Gomez 07951 755645
Name of Health & Safety Co-ordinator/Head of Buildings & Estates	Mr N Ide Nexus Education Schools Trust Tel: 020 8289 4767 Email: nide@nestschools.org
Name of people responsible for site security	Mr Oscar Gomez 07951 755645 Impulse Fire & Security 0208 676 9900 out of hours 08448 791142
Key holders	Mr Oscar Gomez 07951 755645 Miss E Blake (Head Teacher) Lodestar Cleaning 01797 223 173
Assembly points	Lower playground on designated spots