Three Towers
An Alternative Provision Academy
Expanding Horizons

Health & Safety Procedures

Adopted: September 2026
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Statutory: No
Required on website: No

THREE TOWERS

The Rowan Learning Trust

Policy Document Version Control

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Policy Level Role	School level	
Health & Safety Officer	Director of Operations	hindleyoffice@ttapa.net
Deputy Health & Safety Officer	Operations Manager	
Competent person		
Senior Site Officer	Premises Manager	site@ttapa.net

1 Introduction

The Rowan Learning Trust (RLT) has ultimate responsibility for health and safety matters in each of its schools. The trust oversees health and safety but delegates day-to-day operational responsibility to the Headteacher in accordance with the scheme of delegation and trust Health & Safety Policy..

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

As the employer, it also has a duty to:

- assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks;
- ensure that adequate health and safety training is provided;
- inform employees about risks and the measures in place to manage them.

2 Aims

We aim to:

- provide and maintain a safe and healthy environment;
- establish and maintain safe working procedures amongst staff, learners and all visitors to the school sites;
- ensure that the premises and equipment are maintained safely, and are regularly inspected;
- have robust procedures in place in case of emergencies.

2 Legislation

This policy is based on advice from the Department for Education on health and safety in schools, guidance from the Health and Safety Executive (HSE) on incident reporting in schools, and the following legislation:

- The Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards employees and duties relating to lettings;
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees;
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training;
- The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health;

- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept;
- The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test;
- The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register;
- The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff;
- The Work at Height Regulations 2005, which requires employers to protect their staff from falls from height.

The school follows national guidance published by UK Health Security Agency (formerly Public Health England) and government guidance on living with COVID-19 when responding to infection control issues.

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

3 Roles & Responsibilities

3.1 The Rowan Learning Trust (RLT) has ultimate responsibility for health and safety matters in each of its schools. The trust will oversee health and safety but has delegated day-to-day responsibility to the Headteacher.

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

As the employer, The Rowan Learning Trust also has a duty to:

- assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks;
- ensure that adequate health and safety training is provided;
- inform employees about risks and the measures in place to manage them.

The trust has appointed Compliance Education as an external source of expert health and safety advice.

3.2 The Headteacher is responsible for health and safety day-to-day. This involves:

- implementing the health and safety policy;
- ensuring
    - there are enough staff to safely supervise learners;
    - that the school premises are safe and regularly inspected;
    - adequate training is provided for school staff including cleaners;
    - that staff have access to personal protective equipment (PPE) where necessary;
    - all risk assessments are completed and reviewed;
    - appropriate invacuation and evacuation procedures are in place and regular fire drills are held;

- there is a copy of the health and safety law poster up in school (or that each member of staff is given the equivalent leaflet);
- that in their absence, health and safety responsibilities are delegated to another member of staff;
- that records are kept of all relevant health and safety activities e.g. assessments, inspections, monitoring walks, audits, accidents and near misses, incidents etc.;

➢ reporting to the LGC on health and safety matters.

The Headteacher is responsible for appointing and briefing staff for supervision and welfare duties with regards to learners. Supervision duty rotas during break/lunchtime and out of school including the arrival/departure of learners are displayed in the staffroom.

In the headteacher's absence, the Director of Operations assumes the above day-to-day health and safety responsibilities supported by the Deputy Headteacher onsite at the time.

3.3 The Director of Operations is responsible for monitoring cleaning, catering and site team, and ensuring they are appropriately trained and have access to personal protective equipment, where necessary.

3.4 Health and safety lead is the Headteacher.

3.5 All staff have a duty to take care of learners in the same way that a prudent parent/carer would do so.

Staff will also:

- ➢ take reasonable care of their own health and safety and that of others who may be affected by what they do at work;
- ➢ co-operate with the school on health and safety matters;
- ➢ comply with the school dress code with particular regard to modesty, dignity and safety (including footwear and jewellery);
- ➢ 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 learners;
- ➢ report any health & safety hazards (e.g. loose carpets, wet floors, broken furniture or equipment etc.). Non-urgent matters should be reported to the site staff as soon as possible for them to respond. Urgent matters should be reported to the school office immediately by phone or in person so that site staff can be alerted and respond immediately;
- ➢ understand emergency evacuation procedures and feel confident in implementing them;
- ➢ work in accordance with training and instructions.

3.6 Learners are responsible both onsite and offsite for:

- ➢ complying with school rules and procedures;
- ➢ co-operating with staff and following their requests/instructions;
- ➢ taking reasonable care of themselves and others;
- ➢ using equipment/resources in the manner which they are instructed;
- ➢ not misusing anything provided for the purposes of health & safety;

- reporting anything they believe to be hazardous of dangerous to a member of staff.

Learners are specifically prohibited from wearing jewellery which may cause them or others injury, particularly during physical activities and/or contact sports.

3.7 Contractors will agree health and safety practices with the Headteacher, Director of Operations and Premises Manager before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work. ***Refer to Code of Conduct for Contractors***

3.8 All visitors, including parents/carers should have pre-booked appointments. They are allowed onto site by office staff who control the pedestrian gates. Once onsite, the office site let them into reception via access-controlled doors. Visitors sign in using INVENTORY and wear their printed ID badge with their details and photo for the duration of their visit. Visitors then wait in reception to be collected by the relevant member of staff. Visitors are never left unsupervised onsite.

Visitors are responsible for following the trust and school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff. ***Refer to Visitors Procedures.***

4 Site security

We ensure that each site has adequate security arrangements in place for the grounds and building. This includes ensuring that the building is securely locked and alarmed each night; that the building has a secure entrance and that the perimeter fence is secure.

The Premises Manager, supported by the site staff, is 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. ***Refer to School Security Procedures***

4.1 Keyholders

Sector Security are key holders and will respond to an emergency.

Whelley Site	Hindley Site
Headteacher	
Director of Operations	
Premises Manager	
Caretaker	Site team – caretakers & cleaners
Deputy Head	Deputy Head

4.2 CCTV - both sites have extensive CCTV coverage internally and externally. ***Refer to CCTV Policy***

4.3 Lock Down procedures are in place across both sites which are regularly tested, but these are not published for security reasons. ***Refer to School Security Procedures***

5 Fire

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessments of the premises are reviewed at least annually during the spring term.

Emergency evacuations are practised at least once a term.

The fire alarm is a loud continuous bell.

Fire alarm testing takes place once a week on each site.

New staff are trained in fire awareness and safety as part of their induction and all staff have fire safety awareness training annually. Fire Wardens are trained every 2 years.

All staff and learners will be made aware of any new fire risks.

In the event of a fire:

- the alarm is 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 learners will congregate at the assembly points. These are identified in the school security procedures;
- staff take a register of learners, which is then be checked against the attendance register of that day;
- the nominated school admin officer will take a register of all staff;
- staff and learners 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. These are detailed in PEEPs and nominated staff will be aware of the details.

A fire safety checklist can be found in *Appendix 1*.

6 COSHH

Schools are required to control hazardous substances which can take many forms including, but not limited to:

• 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 Manager, the Head of Science and the Head of Foundation Curriculum and available 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.

Hazardous chemicals used for site maintenance are stored in locked metal cabinets clearly labelled in locked store cupboards.

Chemicals used in science are also stored in locked prep rooms in locked chemical cupboards. Chemicals used in Art are stored in locked chemicals cupboards in the Art store cupboards.

Cleaning materials (dishwasher products, washing powder and washing up liquid) used in cooking lessons are managed by the staff and learners are supervised closely if using them.

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

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

6.1 Gas safety

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

6.2 Legionella

- a water risk assessment is completed biennially during the summer holidays as part of a service level agreement with external specialist contractors.
- risk assessment reviewed annually and/or when significant changes have occurred to the water system and/or building footprint.
- risks from legionella are mitigated by the following:
    - weekly outlet flushing;
    - monthly water testing;
    - temperature checks;
    - disinfection of shower (Whelley site);
    - TMV values annually serviced.

The Premises Manager is responsible for ensuring that the identified operational controls are conducted and recorded on iamCompliant.

6.3 Asbestos

is present on the Hindley Campus. We keep a record of the location of suspected and confirmed asbestos that has been found on the school site.

The Asbestos Management Plan for the Hindley Campus is reviewed annually and management survey is undertaken every 2 years (updates are added if works are done to remove any identified asbestos between visits) through a service level agreement.

- 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.
- site staff, the DoO and the headteacher undergo statutory asbestos awareness and management training in line with statutory requirements;
- arrangements are in place to ensure that contractors are made aware of any asbestos on the premises before they begin any work and they are required to sign to confirm the asbestos register has been shared with them and they have read it.

- contractors are advised that if they discover material which they suspect could be asbestos or disturb any known asbestos, they will stop work immediately until the area is declared safe.

There is NO asbestos on the Whelley site.

7 Equipment

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

7.1 Electrical equipment

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely;
- Any learner 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 the Premise 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) is carried out by a competent person;
- All isolator switches are clearly marked to identify their machine;
- Electrical apparatus and connections are not 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/registered electrician;

7.2 PE equipment

- Learners are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely.
- The school follows guidelines laid down in statutory guidance and by the Association of Physical education (APE).
- Any concerns about the condition of the gym floor or other apparatus will be reported to the site staff.
- Outdoor gym and playground equipment is:
    - daily visual checked;
    - weekly check;
    - annual service via a service level agreement with a specialist contractor.

7.3 Display screen equipment (DSE) - all staff receive DSE training and those who use computers daily as a significant part of their normal work are trained to complete a DSE self-assessment. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time. The ICT Technician is trained to undertake DSE assessments to support staff less confident in doing this.

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

7.4 Specialist equipment

School has a wheelchair on each site to use to move individuals who are non-ambulatory after having first aid treatment. We also have an evac-chair on the Hindley Campus stored in the medical room. These are serviced annually via a service level agreement with a specialist contractor.

For long-term/permanent wheelchair users, parents/carers are responsible for the maintenance and safety of their children's wheelchairs. In school, staff promote the responsible use of wheelchairs.

8 Lone working

This may include, but is not limited to:

• late working; • home or site visits; • weekend working (exceptional circumstances); • Premises Manager duties;	• site cleaning/caretaking duties; • working in a single occupancy office; • remote working.

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 must ensure that they are medically fit to work alone. ***Refer to Lone-Working Procedures***

9 Working at Height

We will ensure that:

- work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.
- there is a suitable and sufficient working at height risk assessment in place and that any person working at height follows the control measures identified in the risk assessment to minimise the risk of harm from the work activity.

Ladders are visually checked prior to each use and are checked annually through a service level agreement.

All site staff, the Headteacher and the Director of Operations have completed working at height training.

In addition:

- caretakers retain ladders for working at height;
- learners are prohibited from using ladders;
- staff are expected to wear appropriate footwear and clothing when using ladders;
- contractors are expected to provide their own ladders for working at height;

- staff are expected to conduct a visual inspection to ensure the ladder's safety before using it;
- access to high levels, such as roofs, is only permitted by trained persons.

10 Manual Handling

The procedures related to manual handling apply to activities where there is a foreseeable risk of injury.

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 must ask for assistance.

We will ensure that:

- a risk assessment is undertaken to identify the nature of manual handling in the school, and that those who may be involved in manual handling activities are required to read it;
- proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

Staff and learners 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, ensuring the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable.

All site staff have completed manual handling training. Whenever possible, staff are to work in pairs; for large item handling, we hire specialist removals professionals.

11 Offsite Visits

There is a trained Educational Visits Co-ordinator (EVC) on staff to assist staff planning trips/visits. All activities are planned in line with our Educational Trips and Visits Policy and approved in advance by the Headteacher. When taking learners off the school premises, we will ensure that:

- all risk assessments have been completed in advance where off-site visits and activities require them and checked by the EVC before they are approved by the Headteacher and submitted to the EVOLVE system for further approval as required;
- all off-site visits are appropriately staffed;
- before the trip/visit learners are briefed about the activities, behavioural expectations etc. and are put into groups;
- staff going on the trip are also briefed about activities, expectations and risk assessments are shared;
- staff will take a school mobile phone, an appropriate portable first aid kit, information about the specific medical needs of learners along with the parents'/carers' contact details;
- there will always be at least one first aider on school trips and visits.

Refer to Education Trips & Visits Policy

12 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 learners, visitors (including parents/carers) or other staff.

14 Smoking & Vaping

Smoking and the use of e-cigarettes is prohibited on the school premises, including car parks and during school trips/visits.

It is also prohibited when driving a private vehicle in connection with authorised school/trust journeys including transporting colleagues, learners and/or their parents/carers.

15 Infection prevention and control

We follow national guidance published by the UK Health Security Agency when responding to infection control issues which can be accessed via this link https://www.publichealth.hscni.net/sites/default/files/Guidance_on_infection_control_in%20schools_poster.pdf

We encourage staff and learners to follow this good hygiene practice, where applicable.

15.1 Handwashing - in addition to standard facilities, there are external hand-washing facilities in the playground on the Whelley Campus.

- wash hands with liquid soap and warm water, and dry with paper towels. Infographics showing good handwashing techniques are displayed near all wash hand-basins;
- always wash hands after using the toilet, before eating or handling food, and after handling animals;
- cover all cuts and abrasions with waterproof dressings.

15.2 Coughing and sneezing is a common factor in the spread of infections in schools. Everyone is expected to:

- over mouth and nose with a tissue, or in the crook of the elbow if no tissue is available;
- wash hands after using or disposing of tissues. Catch it; Kill it; Bin it infographics are displayed around the site;

Spitting is discouraged; learners caught spitting are dealt with through the Behaviour and Relationships Policy.

15.3 Personal protective equipment (PPE) is provided as necessary and staff will:

- 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;
- wear goggles if there is a risk of splashing to the face;
- use the correct personal protective equipment when handling cleaning chemicals;

- use PPE to control the spread of infectious diseases where required or recommended by government guidance and/or a risk assessment.

15.4 General Housekeeping activities are covered in the School Cleaning Manual which includes methods statements provided for all cleaning activities. In summary:

- the sites are cleaned frequently and thoroughly, including toys and equipment;
- all materials and equipment must be put away and stored safely after use;
- cleaning, maintenance and repair activities are not usually carried out when learners are present;
- all walkways, paths, stairways etc. must remain clean and clear of obstructions to provide a safe means of access/egress.

In addition to general cleaning guidance, we will:

- ensure that all blankets, soft furnishings and all toys carry a BS, BSI or CE mark and where possible buy toys and equipment that can be easily cleaned;
- store toys in a clean container;
- not let learners take toys into toilet areas;
- store reusable equipment that has been cleaned but is not in use separately from used equipment and away from where equipment cleaning takes place.

15.5 Cleaning of blood and body fluid spillages - staff follow the methods statement provided but in summary:

- 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;
- staff never use mops for cleaning up blood and body fluid spillages – they use disposable paper towels and discard clinical waste as described below;
- spillage kits are available for blood spills.

15.6 Laundry undertaken onsite is limited to:

- cleaning cloths which are washed in a machine in the cleaners' cupboard on a high temperature wash with detergent;
- dish cloths and tea towels used in cooking lessons and the staff kitchenettes which are washed in washing machines on a high temperature wash with detergent;
- in the respective venues;
- spare uniform which is loaned to learners who arrive at school wearing incorrect uniform which is washed in the staffroom washing machine according to the manufactures directions.

Staff wear personal protective clothing when handling soiled items and bag children's soiled clothing to be sent home – they are not laundered in school.

15.7 Clinical waste across the school is minimal, but we follow the guidance below when dealing with any produced. We:

- always segregate domestic and clinical waste, in accordance with local policy. Yellow-lidded clinical waste bins are available on both sites;

- store used nappies/pads, gloves, aprons and soiled dressings in correct clinical waste bags in foot-operated bins;
- remove all clinical waste bags when they are two-thirds full and store them in a dedicated, secure area while awaiting collection;
- use a registered waste contractor to remove the waste.

15.8 Animals are not resident on either site, but we do occasionally have visits to/from small animals. When this is the situation, we:

- wash hands before and after handling any animals;
- keep animals' living quarters (rest areas) clean and away from food areas;
- dispose of animal waste regularly, and keep it away from learners;
- supervise learners when playing with/handling the animals

15.9 Infectious disease management is crucial in any school setting. We ensure adequate risk reduction measures are in place to manage the spread of diseases including acute respiratory diseases. We undertake appropriate risk assessments, reviewing them regularly and monitoring whether any measures in place are working effectively. We will follow local and national guidance on the use of control measures including:

- *Following good hygiene practices*. We will encourage all staff and learners to regularly wash their hands with soap and water or hand sanitiser and follow recommended practices for respiratory hygiene. Where required, we will provide appropriate PPE.
- *Implementing an enhanced cleaning regime*. We will regularly clean equipment and rooms and ensure surfaces that are frequently touched are regularly cleaned.
- *Keeping rooms well ventilated.* We will use risk assessments to identify rooms/areas with poor ventilation and put measures in place to improve airflow e.g. opening external windows.

15.10 Learners vulnerable to infection - Some medical conditions make learners 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.

15.11 Exclusion periods for infectious diseases - we follow recommended exclusion periods outlined by the UK Health Security Agency and other governmental advice, summarised in *Appendix 2*. In the event of an epidemic/pandemic, we will follow advice from the UK Health Security Agency about the appropriate course of action.

16 New and Expectant Mothers

Risk assessments are carried out whenever any employee or learner 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;
- some pregnant women will be at greater risk of severe illness from Covid-19.

17 Occupational stress

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

Systems are in place within the school for responding to individual concerns and monitoring staff workloads. The Trust provides an employee assistance programme free to all employees and the internal staff portal provides access to HR advice and guidance.

Regular CPD is available to staff to manage their mental wellbeing. All staff have access to a trained onsite counsellor. Stress Risk Assessments are undertaken on a needs-led basis.

18 Transport

At all times, whenever vehicle transport is required to be used by learners and/or staff, all passengers regardless of age are provided with one seat and seat belts must be worn.

Booster seats are provided for those learners that require them.

Private hire vehicles are only used from registered companies with appropriate insurance. All private hire vehicles must comply with seat beat legislation.

When staff are using their own cars, they must provide a copy of their insurance and, if relevant the vehicles MOT certificate. Any staff driving on behalf of school must also provide a copy of their valid driving licence to the Operations Manager.

19 Accident reporting

19.1 Accident record book

- an accident form is completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it.
- record as much detail as possible when reporting the accident;
- information about injuries is also kept in the learner's educational record.
- records held in the first aid and accident book will be retained by the school in line with the Trust's Retention and Destruction Policy.

19.2 Reporting to the Health and Safety Executive is done by the Director of Operations (DoO) for any accident which results in a reportable injury, disease, or dangerous occurrence as defined in line with the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The DoO will report these to the Health and Safety Executive (HSE) as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

<table>
<tr><th colspan="2">Reportable injuries, diseases or dangerous occurrences include</th></tr>
<tr><th>For staff</th><th>For learners and other people who are not at work (e.g. visitors)</th></tr>
<tr><td>➢ death;
➢ specified injuries including
• 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/torso causing damage to the brain/internal organs;
• serious burns (including scalding);
– covers more than 10% of the whole body's total surface area; or
– causes significant damage to the eyes, respiratory system or other vital organs
• any scalping requiring hospital treatment;
• any loss of consciousness caused by head injury or asphyxia;
• any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.
➢ Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the Director of Operations will report to the HSE as soon as reasonably practicable and in any event within 15 days of the accident;
➢ Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
• carpal tunnel syndrome;
• severe cramp of the hand or forearm;
• occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach;
• hand-arm vibration syndrome;
• occupational asthma, e.g. from wood dust;
• tendonitis or tenosynovitis of the hand or forearm;
• any occupational cancer;
• any disease attributed to an occupational exposure to a biological agent.
➢ near-miss events that do not result in an injury but could have done. E.gs relevant to schools include, but are not limited to:
• collapse or failure of load-bearing parts of lifts and lifting equipment;
• accidental release of a biological agent likely to cause severe human illness;
• accidental release/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.</td><td>➢ death of a person that arose from, or was in connection with, a work activity*;
➢ an injury that arose from, or was in connection with, a work activity* and the person is taken directly from the scene of the accident to hospital for treatment

*An accident "arises out of" or is "connected with a work activity" if it was caused by:
➢ a failure in the way a work activity was organised (e.g. inadequate supervision of a field trip);
➢ the way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
➢ the condition of the premises (e.g. poorly maintained or slippery floors).

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

How to make a RIDDOR report – https://www.hse.gov.uk/riddor/report.htm</td></tr>
</table>

19.3 Notifying parents/carers will be done by the learners' Head of House or the incident lead on the same day, or as soon as reasonably practicable. They will inform parents/carers of the details accident or injury sustained by a learner and any first aid treatment given,

19.4 Reporting to Trustees

The Headteacher will notify the CEO of any serious accident/injury to, or the death of, a learner while in the school's care as soon as possible as outline in the emergency response plan.

Termly reports of the number of accidents and any lessons learned that change procedures or practice are reported to termly to the trust.

20 Training

All staff receive appropriate instruction and training to carry out all tasks/activities required of them, including an annual Health & Safety refresher course.

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

Staff who work in high-risk environments or work with high-risk learners including any with high level SEND are given additional health and safety training.

21 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.

22 Monitoring & Review

This document is a live document and procedures are kept under constant review by the Headteacher, DoO and Premises Manager so that they can be adapted from "lessons learnt". After any review and/or change/update they will be shared with staff.

UNICEF - UNCRC

The UN Convention of the Rights of the Child sets out human rights of every person under 18 (Article 1) and applies to every child without discrimination, whatever their ethnicity, gender, religion, language, abilities or any other status, whatever they think or say, whatever their family background (Article 2). Articles directly relating to this policy are:

2 (Non-discrimination)	14 (Freedom of thought, belief and religion)
3 (Best interests of the child)	15 (Freedom of association)
5 (Parental guidance and a child's evolving capacities)	16 (right to privacy)
12 (Respect the views of the child)	28 (Right to education)
13 (Freedom of expression)	29 (Goals of education)

Appendix 1: Fire Safety Checklist

Issue to check	Yes/No	Remedial Actions	Completed
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 learners understand what to do in the event of a fire?			
Can you easily hear the fire alarm from all areas?			

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

This list of recommended absence periods for preventing the spread of infection is taken from non-statutory guidance for schools and other childcare settings from the UK Health Security Agency.

For each of these infections or complaints, there is further information in the guidance on the symptoms, how it spreads and some '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.
Bacillary Dysentery (Shigella)	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.
Campylobacter	Until 48 hours after symptoms have stopped.
Chicken pox (shingles)	Cases of chickenpox are generally infectious from 2 days before the rash appears to 5 days after the onset of rash. Although the usual exclusion period is 5 days, all lesions should be crusted over before children return to nursery or school. A person with shingles is infectious to those who have not had chickenpox and should be excluded from school if the rash is weeping and cannot be covered or until the rash is dry and crusted over.
Cold sores	None.
Conjunctivitis	None.
Cryptosporidiosis	Until 48 hours after symptoms have stopped.
Diarrhoea and/or vomiting (Gastroenteritis)	Children and adults with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course is completed. For some gastrointestinal infections, longer periods of exclusion from school are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, school health 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.
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).

Flu (influenza)	Until recovered.
Giardia	Until 48 hours after symptoms have stopped.
Glandular fever	None (can return once they feel well).
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.
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.
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.
Meningitis	Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed.
Meningitis viral	None.
Meningococcal meningitis/ septicaemia	If the child has been treated and has recovered, they can return to school.
MRSA (meticillin resistant Staphylococcus aureus)	None.
Mumps	5 days after onset of swelling (if well).
Respiratory infections including coronavirus (COVID-19)	Children and young people should not attend if they have a high temperature and are unwell. Anyone with a positive test result for COVID-19 should not attend the setting for 3 days after the day of the test.
Ringworm	Exclusion not needed once treatment has started.
Rotavirus	Until 48 hours after symptoms have subsided.

Rubella (German measles)	5 days from appearance of the rash.
Salmonella	Until 48 hours after symptoms have stopped.
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).
Threadworm	None.
Tuberculosis (TB)	Learners 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. Learners and staff with non-pulmonary TB do not require exclusion and can return to school as soon as they are well enough.
Typhoid and Paratyphoid fever	Seek advice from environmental health officers or the local health protection team.
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.