



The Spire Church of England Learning Trust

Health and Safety Policy

2022 – 2023

This policy is reviewed and updated by Phil Berry, Trust Health and Safety Officer and is approved annually by the Trust Board.

This policy has been written in conjunction with legislation shown in Section 1.

Reviewed: December 2022
Next Review: December 2023

This policy is currently under review. The updated version has been referred to the Trust Board and is waiting formal approval and ratification.

In collaboration with



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- ✦ The Statement (Section 1)
- ✦ The Organisation (Section 2)
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1. THE STATEMENT

This policy is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation

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

1.2 General Requirements

The Trustees of Spire CE Learning Trust recognise their responsibility under the Health and Safety at Work etc. Act (1974), so far as is reasonably practicable, to:

- provide safe systems of work, plant and equipment;
- provide for the safe use, handling, storage and transport of articles and substances;
- provide such information, instruction, training and supervision as is necessary for staff and students to undertake their work safely
- provide a safe place of work with safe means of access and egress for all persons using the premises;
- provide a safe and healthy working environment with adequate welfare arrangements;
- provide for the health and safety of persons not employed by the school, but who may be affected by its activities;
- encourage all staff to take reasonable care for their own health and safety and to co-operate with the management of the school in the carrying out of their statutory duty;
- require all staff to report through the appropriate channels, any problem, defect or hazard likely to lead to a lack of safe or healthy conditions for themselves or others.

2. THE ORGANISATION

2.1 Employer's Responsibilities

- The governing body is responsible for:
- all aspects of health and safety of employees, students and other persons at Spire CE Learning Trust (under sections 2 and 3 of the Health and Safety at Work Act 1974).
- ensuring that the school's safety policy is implemented monitored and regularly reviewed and revised as necessary.
- monitoring the (health and safety) need for building maintenance in the school and implementing repairs as necessary.
- monitoring of structural defects that could adversely affect the health and safety of staff, students and other persons.
- ensuring the safe condition, storage and maintenance of equipment, vehicles and plant at the school, and ensuring that such equipment can be used safely in the normal running of the school.
- ensuring that the premises, the means of access and exit, and any plant or substance on the premises are safe and without risks to health.
- appointing competent principal contractors where building or plant maintenance work is done.
- appointing a competent person as Planning Supervisor in those works which fall within the scope of the Construction (Design and Management) Regulations 2019.
- ensuring that sufficient funds are reserved for meeting their responsibilities for Health and Safety, in particular for the maintenance of those items of premises and equipment.
- ensuring that safety rules concerning the use of premises and equipment are displayed at appropriate locations in the school and are enforced.
- the adoption of safe working practices by staff and students, and by contractors on site.

2.2 Headteacher's Responsibilities

The headteachers are responsible for:

- the implementation of the school safety policy.
- advising the governing body of the need to review the school safety policy.
- the day to day responsibility for health and safety in the school.
- ensuring that risk assessments are carried out in accordance with current legislation.
- ensuring that staff receives appropriate health and safety training.
- carrying out an annual safety audit.
- ensuring that all problems or defects affecting the health and safety of staff, students or other persons in the school are dealt with.
- notifying either the HSE or the LA Health and Safety Advisor of any serious accidents to students, staff or other persons and any "near miss" situations, in accordance with the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations.
- emergency procedures, including evacuation in case of fire or bomb threats.
- ensuring that adequate provision is made for the administration of First Aid.
- ensuring that all legislative updates or new requirements, is brought to the attention of any relevant persons promptly.
- facilitating the meeting of a school safety committee, if it is requested by staff or approved trade union safety representatives,
- consultation with approved trade union safety representatives on matters affecting the health, safety or welfare of any members of staff and for facilitating the carrying out of their duties, including safety inspections and attendance at training courses.

2.3 Curriculum area leaders / subject area leaders are responsible for:

- all matters of health and safety in their area.
- bringing to the notice of the headteachers any problems or defects affecting the health, safety or welfare of staff, students or other persons in their area.
- having a working knowledge of regulations, guidance materials and codes of practice in their subject areas.
- producing a departmental safety policy where there is deemed a risk and revising it as necessary.
- ensuring that staff have received adequate training on health and safety aspects of their specialist areas (particularly where use of potentially hazardous equipment or substances is undertaken).
- ensuring that necessary personal protective equipment (i.e. eye protection or protective clothing) is available and kept well maintained.
- ensuring that any risks specific to their area of work are adequately assessed (e.g. risk assessments for the use of tools or equipment, COSHH assessments for the use of hazardous substances).
- ensuring that relevant safety signs and notices are displayed (e.g. signs requiring use of eye protection, restricting use of teacher only machines to named individuals, positions of gas, water or electrical isolators etc.).

2.4 Other teaching, non teaching staff are responsible for:

- ensuring that they are familiar with and comply with the school and, where applicable, the departmental or subject safety policy. (This includes staff working in the arts, drama, music, design and technology, environmental education, physical education or science)
- reporting any defects or problems affecting the health and safety of themselves, their or other staff or any other person, through their curriculum or subject area leader to the headteacher or health and safety office.
- co-operating with their employer (governing body) to enable them to comply with the requirements of the Health and Safety at Work etc. Act 1974.

2.5 The site managers/caretakers are responsible for:

- ✦ ensuring that they are familiar with and comply with the school safety policy.
- ✦ bringing the school safety policy and risk assessments to the attention of any cleaning or other staff (including contract cleaners or grounds staff) working under their direction, in so far as it affects the work of those persons (e.g. in use and storage of equipment and materials).
- ✦ ensuring that any staff under their direct control (i.e. non contract staff) receive adequate training and instruction in the use of any equipment or materials that they are expected to use.
- ✦ ensuring that all equipment and materials received have adequate health and safety information (e.g. safety data sheets to allow COSHH assessments to be carried out).
- ✦ ensuring that safe procedures are laid down and used when work of a potentially hazardous nature is undertaken by themselves or others working under their direction. NB. This will include such things as working at heights on steps, ladders or scaffolds, use of electrically powered cleaning machines, use of chemicals (including correct use of protective clothing), carrying out of repair or maintenance work).
- ✦ ensuring that due warning is given of any caretaking/cleaning operations that could constitute a hazard to other users of the premises (e.g. use of signs to warn of slippery floors, clearance of leaves, ice or snow etc.).
- ✦ informing contractors of any hazards that could affect their health and safety while working in the school (particularly in the light of risk assessments carried out).
- ✦ the safe use and maintenance of all plant and equipment (e.g. boilers) and the safe use and storage of all materials used for that maintenance (e.g. boiler descalers).
- ✦ ensuring car parks and areas of high traffic are gritted when icy or snow has fallen

2.6 The first aider / appointed person is responsible for:

- recording of accident/incidents requiring first aid treatment
- maintaining the first aid box(es)
- controlling and maintaining any other first aid supplies as may be kept separately

2.7 Safety representatives (appointed by trade unions / professional associations)

Safety representatives have the right to:

- carry out termly inspections of the premises and submit a written report to the headteacher.
- receive any reports of inspections or accident investigations made by the Health and Safety Executive.
- represent their membership to the headteacher (as representative of the employer) on matters affecting the health, safety or welfare of staff.
- represent the staff / union membership on school safety committees.
- receive such training as may be necessary for them to perform their duties.

2.8 Trust Health and Safety Officer is responsible for:

- ensuring all schools within the Trust are compliant with H & S regulations
- developing a safety culture throughout the Trust
- visiting and supporting all schools in the Trust at least termly
- assessing and controlling the risk in schools at least termly
- keeping up to date with new legislation and maintain a working knowledge of all health and safety (HSE regulations)
- ensuring periodic safety tours and inspections are completed
- advising the Headteachers of any operational decisions regarding H & S
- ensuring staff are aware of their H & S responsibilities, by giving appropriate guidance and direction

2.9 Catering / Kitchen manager (if employed by the school) is responsible for:

- ensuring that he/she is familiar with and complies with the school safety policy.
- ensuring that all kitchen staff receive such training, instruction and information as they need to undertake their duties safely and without risk to themselves or others.
- ensuring that they are familiar with the requirements of the Food Safety Act 1990 (and the Regulations published under it) and that they and staff working under them comply with these requirements.
- bringing to the attention of the headteacher or health and safety officer any problems or defects affecting the health and safety of any person in the area for which they have responsibility.

3. THE ARRANGEMENTS

3.1 Access and Egress, Housekeeping, Cleaning & Waste disposal

- Spire CE Learning Trust shall ensure that the following are implemented and they are adequate enough to ensure health and safety standards are met.
- the site manager/caretaker and cleaners are responsible for ensuring the premises are kept clean and that bins are regularly emptied.
- the cleaners are responsible for ensuring that wet floor signs are clearly visible when floor cleaning is undertaken. Spills are reported to reception and the site manager/caretaker are responsible for clearing spills etc. to minimise risks of slips, trips and falls.

- the site manager/caretaker is responsible for disposing of glass and other sharp objects in correct containers.
- the site manager/caretaker is responsible for snow shifting and icy conditions
- the site manager/caretaker is responsible for clearing leaves off pathways with machinery or brushes
- lighting tubes are collected by the relevant contractor and (WEEE) regulations are adhered with

3.2 Accident reporting, recording and investigation

- all serious accidents that occur on the site should be notified to the Headteacher who will ensure the information is recorded via the Worcestershire County Council accident/incident reporting system.
- all minor accidents should be recorded in the school's own minor accident book / safeguard system. Where necessary, parents / guardians or other persons should be notified of the accident.
- if the accident is serious, senior management should be made aware and immediate action taken to ensure the location of the accident is still safe to use. The headteacher is responsible for conducting an investigation following the accident. Necessary action should be taken and where possible details recorded for an accident investigation. If members of the public are involved, names and addresses should be taken (including any witnesses).
- accident reports and investigation records should be kept for 3 years if the accident involved a member of staff, or if the accident involved a student until they reach the age of 25.

3.3 Contractors (management of)

The site manager/caretaker is:

- the appointed responsible person to manage the contractors.
- responsible for how contractors are selected using best value principles and checking appropriate qualifications and insurance.
- responsible for co-ordinating the arrangements for induction of contractors to exchange information and agree safe working arrangements. Through site regulations, contractor register and asbestos register held in reception and pre contract meetings.
- responsible for checking method statements and completing relevant risk assessments
- the contact in the first instance for contractors to report concerns.
- responsible is responsible for ensuring the adequate segregation of contractors and students. This is achieved by the area being closed to students or the contractors being authorised to work in a teaching area.
- responsible for ensuring that there is provision for adequate day to day communication between school and contractors through precontract meetings.
- responsible for ensuring adequate provision for facilities for contractors.

3.4 Contractors (management of asbestos)

- the Asbestos Register is to be shown to all contractors prior to work commencing. Contractors must sign to state they have seen the relevant sections of the asbestos register.
- it must be ensured that there is no asbestos in the building structure prior to intrusive work being carried out, i.e. putting up shelving.
- only qualified licensed asbestos contractors can work with asbestos.

3.5 Contractors and Visitors on Site

- all contractors must sign in and out at the school reception and wear a visitor ID badge at ALL times.
- All contractors must adhere to Covi-19 precautions when on site (see Risk Assessment)

- they must inform the site and facilities manager of health and safety issues (e.g. location of asbestos, fire procedures, first aid information etc.)

3.6 Control of substances hazardous to health (COSHH)

- the rules on selection and use of substances (e.g. less hazardous alternative substances purchased) are used wherever possible. The rules are available on the HSE (Health and Safety Executive) web site
- the COSHH file is maintained by the site manager and the head of Science.
- all COSHH materials have a safety data sheet
- there is a requirement to carry out risk assessments for tasks using the most hazardous substances as per the Control of Substances Hazardous to Health Regulations 2002.
- budget holders whose departments use/purchase COSHH products are responsible for safe storage of the items
- staff are made aware of how to identify COSHH materials during the induction process and subsequently in departmental meetings.
- instructions are also given for labelling decanted substances.
- provision and instruction on the use of specific Personal Protective Equipment are provided at induction and periodically throughout the year.
- safe storage and transportation of hazardous substances must be adhered to at all times.
- information on emergency procedures for cleaning spillages/escape, including emergency evacuation procedures can be found in the site office
- the site manager shall advise on the disposal procedures for waste, unwanted or spilt substances.

3.7 Defect reporting procedures

- the arrangements for reporting defects on a day-to-day basis are set out in this section.
- staff report the defect to the site manager who enters it into the defect report book/form kept in the office, school intranet system.
- all defective items are taken out of use immediately. An 'out of use' label is displayed on any defective item that cannot be removed.
- the site manager monitors that the defect has been rectified.

3.8 Display screen equipment (DSE)

- all staff who are classed as DSE "Users" are trained in their safe use. This will be undertaken by all relevant staff, as part of their induction. Refresher training will be undertaken every 3 years. Please refer to the DSE Policy for more information
- DSE Self assessments for all staff members using a display screen equipment including laptops will be completed and will be reviewed at least every 3 years or sooner if changes to equipment or location occur
- the ICT technician will monitor and arrange for any problems relating to display screen equipment and its use to be resolved.
- the ICT technician is responsible for ensuring that all DSE equipment is cleaned at least termly

3.9 Electricity at work

- all hardwired equipment is checked every 5 years by an approved contractor.
- the site manager/caretaker is responsible for ensuring the hardwiring checks are carried out.
- portable appliances tested (PAT) including microwave leakage testing are carried out annually.

- a hirer should not use their own equipment unless proof of PAT testing is submitted to the lettings manager.
- the PAT Registers are kept in the site office
all defective equipment should be removed until repaired or replaced.
defective equipment should be reported to the site office immediately
- staff are responsible for getting any personal equipment tested by the site manager before using in school

3.10 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.

3.11 Fire Precautions and Emergency Plans

- ✦ the site manager/caretaker is responsible for undertaking and reviewing the fire risk assessment and emergency plans (including bomb threats/explosion/floods/intruders/dogs in playground).
- ✦ the senior leadership team is responsible for reviewing the procedures for dealing with the worst foreseeable contingency .
- ✦ the health and safety officer and site manager/caretaker are responsible for arrangements for emergency evacuation drills, these drills should take place termly
- ✦ the site manager/caretaker is responsible for inspection and maintenance of fire exits/escape routes.
- ✦ the site manager/caretaker is responsible for checking and updating the Fire Evacuation Notices.
- ✦ the site manager/caretaker is responsible for regular inspections and maintenance of fire extinguishers with inspections being carried out on an annual basis.
- ✦ all staff should receive an induction pack on their first day. This should include a site map and a copy of the Health & Safety Policy.
- ✦ the site manager/caretaker is responsible for calling the emergency services and coordinating the evacuation together with the headteacher. In their absence the site manager/caretaker will be responsible.
- ✦ all marshals will be wearing a high visibility jacket.
- ✦ the designated officers are responsible for ensuring all registers are checked.
- ✦ the site manager/caretaker is responsible for the regular testing of the fire alarms (weekly) and emergency lighting (monthly) and the records are kept (fire precautions manual) in the site office.
- ✦ outside approved contractors are responsible for carrying out the six monthly inspections and maintenance of the systems under the supervision of the site manager/caretaker.
- ✦ liaison arrangements with other parties who may be affected e.g. hirers, shared occupancy etc or whose help may be required e.g. emergency services, Local Authority Emergency planning Dept. etc.is carried out by the headteacher and the site manager

3.12 First Aid and Medication

First Aid

- first aider details are displayed in the medical room.
- all medical room staff and listed first aiders are fully qualified.
- the office manager/first aid lead is responsible for checking when staff require refresher training.
- the first aid kits are kept in the medical room.
- the admissions /attendance officer is responsible for checking and restocking the first aid kits.

- the first aider on duty summons ambulances and then accompanies students to hospital (if parent/carer is not available)
- succession planning is always monitored to ensure first aid cover at all times.

Medication

- medication can be administered by any member of staff who is first aid trained.
- the first aid training covers the administering of instances (e.g. epi-pen, diabetes support training)
- the safe location (locked) is in the medical room.
- there is a signed consent form which must ALWAYS be signed by the parent / carer.
- if any students have special requirements or need medication administering in school parents/carers have to instruct the relevant school, the request noted and signed by the parent/carer.
- all medication has to be documented by the first aider on duty.
- two members of staff must sign every time controlled medication is given.

3.13 Information dissemination procedure

Information and instructions on health and safety matters are available / given to teachers / non-teaching staff / students, Trustees and visitors as follows:

Employees

- staff are informed about all of the existing information held on the site (via the staff handbook, specific risk assessments and induction)
- all staff sign to state they have received, read and understood the information.
- the documents are kept in the school admin office
- health & safety information is included in the staff handbook.
- the office manager updates the staff handbook annually
- new information is disseminated by staff briefings/bulletins/email and via Connect.

Students

- teachers ensure that students are made aware of existing and new health and safety information via lessons/assemblies.

Visitors / contractors

- the site manager/caretaker ensures that visitors and contractors are informed of any health and safety arrangements which may affect them during their visit (including any Asbestos on site)
- the information is disseminated verbally and via information held at reception.

Trustees

- the health and safety officer will ensure that Trustees are informed of any existing and new health and safety information via the Governing Body meetings.

Trade unions

- the headteacher will ensure that trade union health and safety representative are informed of new health and safety information

3.14 Kiln (if applicable)

- the art department staff are competent to operate the kiln.
- the risk assessment for the kiln is located in the art department.
- the firing cycle takes place when necessary and applicable (there is no set pattern)
- the kiln is inspected annually by Celtic Kilncare.
- the kiln is kept secure to prevent unauthorised access and is free of combustible materials.
- the normal operating procedures are displayed by the kiln.
the emergency procedures are available in the art department and displayed by the kiln.
personal protective equipment e.g. thermal gloves, goggles etc., are provided for all operators.

3.15 Lettings/Shared use of premises/Extended Services

- the site manager, caretaker and the health and safety officer are responsible for discussing and agreeing health and safety arrangements
- a written lettings agreement / policy is in place, signed by the hirer and Spire CE Learning Trust hold a copy.
 - ✦ The lettings manager will discuss the following:
 - restrictions on use of equipment.
 - staffing requirements.
 - first aid provision
 - fire and emergency arrangements.
 - standard operating procedures.
 - emergency lighting availability.
 - the site manager/ hirer if applicable is responsible for applying for a Premises License, or ensuring compliance with any relevant legalisation or licensing requirements, in particular the Licensing Act 2003
(This Act applies to all forms of entertainment, music, dancing and sale of alcohol.)
 - the site manager/caretaker is responsible for checking risk assessments.
 - the hirer is responsible for their own security arrangements.
 - the hirer is responsible for their own insurance cover (although the school holds its own public liability cover to which a small recharge will be made to the Hirer if needed.)

3.16 Lone working and Personal Safety

- all staff should refer to the Spire CE Learning Trust lone working guidance.
- training is given to staff who are expected to work alone once identified.
- personal safety awareness information is provided/discussed with staff at induction and when required
- safe working practices/rules for staff who work alone are enforced at Spire CE Learning Trust
- the headteacher /office manager/business manager should be aware of any staff who are lone working.
- risk assessments carried out and shared with staff

3.17 Maintenance/Inspection of equipment

- details of what equipment requires periodic inspection, examination, testing are held in the site office.
- the information kept details the type of and frequency of checks.

- where applicable specialist outside contractors carry out the checks - e.g. ladders and steps, fume cupboards, other extraction systems, PE equipment, D&T machines, pressure cookers, fire alarm and smoke detection, emergency lighting, fire extinguishers etc.

3.18 Manual handling

- the site manager/caretaker will carry out individual risk assessment where needed to identify precautions to minimise manual handling tasks
- training / awareness training is given to applicable staff members.
- guidelines for specific tasks e.g. use of lifting aids are held in the site office

3.19 Minibuses / Catering van (if applicable)

all staff must follow the drivers and tachograph rules for road passenger vehicles in the UK and Europe (PSV375) which is available from www.vosa.gov.uk

- should the bus break down or is involved in an accident, the contact detailed on the risk assessment should be contacted in the first instance, after the emergency services if there has been an accident. In the case of an accident all guidance is contained within the critical incident policy.
- there should be adequate first aid and fire extinguisher provision contained within the minibus/catering van.
- the minibuses/catering van will be serviced at regular intervals (records maintained in the site office) and the MOT's carried out annually by an approved garage.
- all drivers must carry out pre visual checks before driving the minibus/catering van and record that this has been done in the records kept in the minibus.
- Staff that drive the minibus /catering van must complete the annual health declaration supplied by The Spire Trust

3.20 Monitoring Arrangements

- the Health and Safety inspections will be carried out by the governor designated with health and safety responsibility, the site manager and the health and safety officer.
- the governing body will ensure that regular reports of accidents and dangerous occurrences are provided by the headteacher and that any necessary alterations to working practices and procedures are implemented.
- the governing body recognise the importance of monitoring health and safety matters. Monitoring will be carried out in a number of ways:
 - The Trustees will call for termly reports on:
 - results of internal or external health and safety inspections;
 - accidents/incidents.
 - maintenance reports.
 - complaints, hazards and defects reports;
 - and
 - reviews of any procedures carried out by the headteacher/site manager/health and safety officer.

To help this process, the Trustees and headteacher will ensure that all reasonable inspection facilities and information are provided on request to officers of the LA, inspectors of the health and safety executive (HSE), Trade Union health and safety representatives and any other bona fide health and safety officials.

3.21 Noise at Work

We realise that in order to comply with the Control of Noise at Work Regulations 2005 we must ensure that weekly noise exposure levels do not rise above 80dB. Where there is a likelihood that this may happen, the site manager/caretaker carries out periodic noise monitoring checks. Control measures are put in place to reduce the noise levels as far as reasonably practical. If it is not possible to reduce the noise levels below 85dB

employees are issued with appropriate hearing protection and hearing protection zones are set up. In circumstances where the noise level still remains above 80dB hearing protection will be supplied to employees working in these areas.

3.22 Offsite and Educational Visits

- the school's educational visits co-ordinator is a member of the senior leadership team.
- the headteacher sanctions the visit once the party leader and EVC have completed the necessary arrangements and checks.
- when planning a school trip, there may be a need for pre-site visits.
- the trip leader will carry out risk assessments, before activities take place
- emergency arrangements, parental authorisation, supervision requirements and first aid provision documents must be kept by the trip leader.
the school must ensure that there is adequate insurance to the value of £5M
- for further detail refer to the 'Management of Off-site visits policy'

3.23 Swimming Lessons (if applicable)...MALVERN

- Children in Year 5, who are unable to swim 25 metres on arrival at the school, participate in swimming lessons on a weekly basis, at Malvern Splash swimming pool. They are transported by a pre booked coach and are supervised by school staff and life guards provide by the pool.
- Risk assessments are completed by a competent person
- Qualified coaches are provided at the pool, to ensure that the children are taught with their safety in mind at all times.
- School also provide their own teacher, who is qualified with an appropriate accreditation. They have also undertaken EVC training in line with Trust policy.

3.24 PE equipment/ Outdoor play equipment

- the PE Equipment is inspected annually currently by a qualified company.
- pre-use visual checks are made and recorded by the PE staff
- the Association for Physical Education (afPE) guidance on safe use of the equipment IS followed/adopted (published 2012)

3.25 Personal Protective Equipment

- Personal Protective Equipment (PPE) will be provided free of charge for employees where it has been identified through risk assessment.
- the appropriate line manager in consultation with the member of staff will select the equipment

3.26 Risk Assessments

- Spire CE Learning Trust must undertake risk assessments for all activities which present significant foreseeable hazards (A specific requirement of Regulation 3 in The management of health and safety at work regulations 1999).
- the health and safety officer is responsible for ensuring risk assessments are undertaken.
- the risk assessor must sign all risk assessments and date it as well as the responsible person.
- there must be arrangements in place for undertaking special risk assessments (such as new and expectant mothers or care plans for those who have health problems),
- there should be periodic review of risk assessments, e.g. annually as a minimum.
- copies of all risk assessments are kept in the finance office.

- all risk assessments are shared with the relevant staff they effect.
- staff must sign and date they have read and understood each risk assessment that is relevant to their duties.
- every off-site visit should be risk assessed.

3.27 Smoking and Vaping

- the sites are 'No Smoking/ Vaping sites'.
- signage is displayed on all main external doors used by the public/staff.

3.28 Sports pitches / playing fields

- the site/outside grounds staff shall maintain the sports pitches/areas.
- the site staff will carry out daily visual inspections

3.29 Staff Consultation / Trade Unions

- Please refer to general policy statement at beginning of health and safety policy.
- staff can raise issues of concern and make suggestions for health and safety improvements via team briefings, suggestion schemes, trade union involvement etc.
- the headteacher will be responsible for informing and consulting "in good time" with trade union health and safety representatives on:
- introduction of any measures (work equipment, processes or organisation) which may affect the health and safety of employees on site.
- appointment of competent persons on site who will to comply with health and safety requirements
- risks to employees health and safety and preventative measure
- planning and organising of health and safety training
- introduction of new technology and health and safety consequences
- the Trade Union health and safety information is displayed along with safety representative information in the staff room.
- the health and safety law poster is situated in the main reception and the staff room.

3.30 Stress and Staff Wellbeing

- teaching staff and support staff experiencing problems should refer their concerns to the headteacher or refer to an appropriate mental health support group.
- individual stress risk assessments will be carried out by referral to the Occupational Health Service.
- Spire CE Learning Trust will follow procedures to obtain health advice, counselling etc. for employees e.g. referral to Occupational Health Service
- expectant mothers are encouraged to report as soon as possible and a revised risk assessment should be carried out.
- there are general staff facilities available e.g. staff room, rest rooms etc.

3.31 Training and Development related to Health and Safety

- the health and safety officer is responsible for establishing minimum health and safety competencies for certain activities, (e.g. use of hazardous substances, manual handling, work at height).
- the relevant member of the senior leadership team is responsible for new staff inductions and briefings.
- the health and safety officer is responsible for establishing minimum health and safety competencies for certain roles (e.g. site manager, safety co-ordinator, head of department etc).

- the training records are recorded either in the school's MIS or HR files.
- the health and safety officer is responsible for ensuring staff undertakes refresher training.

3.32 Vehicles on Site/car park arrangements

The site manager/caretaker is responsible for management of vehicles on site as follows:

- restriction on vehicle movement at certain times
- segregation of large vehicles from pedestrian areas
- restrictions on reversing vehicles
- special arrangements for deliveries

All of the above should be detailed in an appropriate risk assessment.

3.33 Pond (if applicable)

- Warning signs about the dangers of water are displayed.
A Risk Assessment is reviewed annually and kept in the Risk Assessment folder in the Business Manager's office.
- The pond/wildlife garden is gated and padlocked.
- Pupils will be supervised in the area by a member of staff.

3.34 Violence to Staff / School Security

- the site manager/caretaker is responsible for maintaining site security (e.g. keeping doors shut and office staff for controlling visitor access, signing in arrangements).
- there is a requirement for all staff to report all incidents of verbal & physical violence
- risk assessments should be carried out for hazardous circumstances.

3.35 Water Hygiene

Spire CE Learning Trust supports the HSE guidance "The Control of Legionella bacteria in water systems".

The site manager/caretakers are responsible for:

- the water hygiene log book which is kept in the site office.
- carrying out water hygiene sampling
- site arrangements i.e. automatic flushing systems
- maintenance arrangements for air conditioning units, humidifiers etc

3.36 Work experience students

Staff should refer to the work experience coordinator and also to the leaflet INDG364 published by the Health and Safety Executive (a copy is available from the site manager).

3.37 Working at Height

- all available equipment is stored securely and is only available to adequately trained staff.
- the site manager/caretaker will carry out the annual inspections.
- the site manager/caretaker will carry out pre use checks and record them.
- the site manager/caretaker will carry out risk assessments and will ensure relevant staff are aware of the risk assessments.
- specialist training is required for staff using equipment such as e.g. for ladders / tower scaffolds etc.

- the site manager/caretaker will ensure staff using the equipment are wearing appropriate clothing / footwear.
- contractors when working at height should provide proof that they are adequately trained

3.38 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.

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

Coughing and sneezing

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

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

Cleaning of the environment

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

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

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

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

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

3.39 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.

3.40 Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by Public Health England, summarised in appendix 1. In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

Appendix 1. 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.
Covid-19	Government guidelines that are in place at the time of the positive test result must be followed
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)	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.
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 (methicillin resistant Staphylococcus aureus)	None.
Mumps	5 days after onset of swelling (if well).
Threadworm	None.
Rotavirus	Until 48 hours after symptoms have subsided.