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Signhills Infant Academy

Health and Safety Policy

INTRODUCTION

Section 2 (3) of the Health and Safety at Work Act 1974 states: -

"IT SHALL BE THE DUTY OF EVERY EMPLOYER TO PREPARE AND, AS OFTEN AS MAY BE APPROPRIATE, REVISE A WRITTEN STATEMENT OF HIS GENERAL POLICY WITH RESPECT TO THE HEALTH AND SAFETY AT WORK OF HIS EMPLOYEES AND THE ORGANISATION AND ARRANGEMENTS FOR THE TIME BEING IN FORCE FOR CARRYING OUT THAT POLICY, AND TO BRING THAT STATEMENT AND ANY REVISION OF IT TO THE NOTICE OF ALL HIS EMPLOYEES".

This policy is a statement of intent by Signhills Infant Academy to comply with or exceed current statutory requirements and to provide a safe place of work for its employees. It will be reviewed on a regular basis, at least annually, and be revised whenever appropriate.

Overall responsibility for implementing this policy lies with management at the highest level, however all employees must accept a degree of responsibility for ensuring a safe working environment.

GENERAL STATEMENT OF INTENT

Signhills Infant Academy accepts its responsibilities under the Health and Safety at Work Act 1974 to ensure so far as is reasonably practicable, the health, safety and welfare at work of all its employees, pupils and any others who may be affected by its activities. It is the policy of Signhills Infant Academy to give prompt attention to all aspects of health and safety at work and the school firmly believes that these responsibilities are equally as important as its other business functions.

It is the school's objective to minimise losses through avoidable unplanned events, systematically identify and control risks arising out of our activities, and to foster a culture supportive of health and safety within the organisation.

In particular the school will give due attention to the provision and maintenance of: -

- A safe and healthy teaching and learning environment
- Safe working procedures amongst staff, pupils and all visitors to the school site.
- Safe plant, equipment and systems of work and teaching
- Safe arrangements for the use, handling, storage and transportation of articles and substances.
- A safe place of work and learning including access and egress to and from it.
- Adequate welfare facilities.
- Adequate information, instruction, training and supervision.
- Suitable means of identifying, assessing, eliminating or controlling potential hazards.

We have the health, safety and welfare of its pupils and employees in mind. We are convinced that by working together and accepting our own individual levels of responsibility we shall achieve the aims of this policy; namely the health, safety and welfare of all pupils and employees, the control of risks arising from our activities, and the minimisation of avoidable losses.

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.

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

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

ORGANISATION AND RESPONSIBILITIES

The Trust, as employer will:

- Approve estates management of the academy
- Ensure insurance is in place for the academy
- Approve the disposal and acquisition of land
- Monitor compliance of academy buildings

The Trust will delegate to the Local Governing Board and the Head teacher, responsibility for complying and monitoring Health and Safety plans for the academy.

The Head teacher will ensure that:

- The maintenance and compliance checks are carried out as per the schedule.
- A Health and Safety action plan is informed by the findings of the Premises Committee and/or external Health and Safety visits and Fire Risk Assessments.

Local Governing Board

The Local Governing Board meets on a regular basis to discuss and review all health and safety related issues, plans and concerns.

They ensure suitable and sufficient risk assessments and appropriate control measures are carried out with the assistance of external support as required. They report findings, events and concerns to the Trust and the Local Governing Board.

HEADTEACHER

The Headteacher has delegated responsibility for health, safety day-to-day. This involves:

- Implementing the health and safety policy
- Ensuring there is enough staff to safely supervise pupils
- Ensuring that the school building and premises are safe and regularly inspected
- Providing adequate training for school staff
- Reporting to the governing board on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

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

ALL EMPLOYEES

All employees have a responsibility for actively promoting a safe working environment and accepting that they have a key role in achieving the aims of this policy.

Whilst on any school property or whilst undertaking any task on behalf of the school employees will;

- Take reasonable care for their own health and safety and that of others who may be affected by their activities.
- Where appropriate, exercise effective supervision of pupils so as to minimise risks to their health and safety.
- Understand emergency evacuation procedures and feel confident in implementing them.
- Use any work equipment in accordance with training and instruction provided and work in a safe manner following all applicable legislative requirements and any school rules and regulations.
- Co-operate fully with school management to implement the arrangements of this policy and measures detailed in associated policies, procedures, risk assessments and safe practices.
- Promote a positive example to colleagues, pupils, visitors and any other person who they may come into contact with during their duties by maintaining excellent working, teaching and supervising practices.
- Report all accidents and/or injuries, even if they do not involve absence from work, and ensure details are accurately recorded in the accident book as appropriate.
- Not undertake any duty on behalf of the school whilst under the influence of alcohol or drugs. All employees are expected to agree to, and abide with, the schools policy on alcohol and drug use.

- Not indulge in horseplay, practical jokes or any other actions likely to give rise to dangerous situations or potential damage or injury.

In addition to the foregoing responsibilities, all employees have a duty under the Health and Safety at Work Act to: -

- Take responsibility for their own health and safety and that of others who may be affected by their actions.
- Co-operate with their employer in meeting the employer's safety responsibilities.

Employees also have a duty under other legislation to: -

- Use plant, machinery, equipment or substances in accordance with any training received by him/her and any instruction provided.
- Inform their employer of any situation, which could reasonably be considered a serious and immediate threat to health and safety.

PUPILS AND PARENTS

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

CONTRACTORS

Contractors will agree health and safety practices with the Headteacher before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

SITE SECURITY

The school caretaker 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.

The caretaker, Headteacher and school business manager are key holders and will respond to an emergency.

ARRANGEMENTS

ACCIDENT REPORTING & INVESTIGATION

The school recognises that the reporting and investigation of all significant accidents and incidents is crucial both in measuring performance and in providing information that may assist in preventing recurrence. With this in mind, all significant accidents and incidents, which result in personal injury or other losses, or have had the potential to do so, must be reported and be recorded on the school accident/incident report forms.

Significant accidents must be reported to the Headteacher / business manager who will review the circumstances and consequences of any accidents or incidents and, where appropriate, instigate investigation.

The Headteacher or nominated deputy, assisted by external safety advisors if appropriate, will then ensure that accidents are reported to third parties as appropriate, and that adequate investigation is carried out to determine the cause of any accident/incident and the measures needed to prevent recurrence.

Accident reporting

Accident record book

An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. The school uses Evolve Accident Book to record any accidents.

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

Information about injuries will also be kept in the pupil's educational record (add to CPOMS)

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

Reporting to the Health and Safety Executive

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

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

Reportable injuries, diseases or dangerous occurrences include:

Death

Specified injuries. Such as:

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

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

Where an accident leads to someone being taken to hospital

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

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

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

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

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

Notifying parents

The class teacher or TA will inform parents of any significant accident or injury sustained by a pupil and any first aid treatment given, on the same day, or as soon as reasonably practicable.

Reporting child protection agencies

The Headteacher will notify North East Lincs Safeguarding Partnership of any serious accident or injury to, or the death of, a pupil while in the school's care.

Reporting to Ofsted

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

ALCOHOL AND DRUGS

Attending work whilst under the influence of alcohol or drugs is strictly forbidden. Persons known or strongly suspected to be under the influence of alcohol or drugs will be temporarily suspended from work pending further investigation and, depending on the outcome of the investigation, may be subject to the school disciplinary procedure

Prescribed drugs may also have an adverse effect on performance and safety whilst at work and employees prescribed medication by their doctors are advised to consult them about any detrimental side-effects.

Non prescribed drugs (over the counter medication) may also adversely affect performance and safety. Employees are advised to read guidance and advice as provided with medication.

Employees are required to notify their line manager if any medication is likely to affect their performance at work.

ASBESTOS

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

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

Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe

A record is kept of the location of asbestos that has been found on the school site

COMMUNICATION AND CO-OPERATION

The school accepts that it must develop a culture of co-operation and mutual support if the aims of this policy are to be achieved. This will require clear communication from all parties involved, both in making clear the schools requirements, and the reporting to management of any problems encountered in the workplace.

The school will endeavour to communicate appropriate health and safety information in writing, through copies of policies, procedures and working instructions, and verbally on a day-to-day, face-to-face basis. It is expected that all employees will co-operate fully in this transfer of information and will strive to maintain a culture supportive of health and safety in the workplace. The school will maintain an open door policy in relation to health and safety issues.

CONTRACTORS AND VISITORS

On occasions, work may be undertaken by (sub)contractors working under the control of the school. Under these circumstances, the (sub)contractor will be expected to comply with the requirements of this policy and any associated documents, in addition to all other prevailing legislation relating to them.

(Sub)contractors will be required to submit suitable assessments of risk and associated safe methods of working to the school prior to undertaking the work. Such documents will be discussed and approved by the school before issuing authority to proceed.

CONSULTATION WITH EMPLOYEES

The school will consult directly with employees on health and safety matters, either collectively or on a one to one basis.

DISPLAY SCREEN EQUIPMENT

In accordance with statutory requirements, the school will ensure that wherever employees use visual display equipment as a significant part of their work, a suitable assessment will be made of their workstation in order to identify and minimise any risks to health, which may arise from it. Where necessary, appropriate steps will be taken to arrange the workstation and work schedule in such a manner as to protect employees from unacceptable levels of risk to their health, and such training, information and instruction as is necessary will be given to allow the proper use of the workstation.

DRIVING VEHICLES ON ACADEMY BUSINESS

Employees driving personal or hired vehicles are responsible for driving in accordance with school rules and regulations and the requirements of the Road Traffic Act and the Highway Code. Any breaches or involvement in any accident involving a vehicle on academy business should be reported to management as soon as reasonably possible.

Driving whilst under the influence of alcohol or drugs, or whilst excessively tired, is strictly forbidden.

All drivers should check their vehicle prior to the journey and report any obvious defects immediately.

All vehicles / drivers used for academy business must be qualified and comprehensively insured – including for business use - for the vehicle they are using.

When transporting pupils, staff may not 'lone-carry' without the express permission of the Headteacher.

Appropriate booster seats / child seats must be used in line with legislation.

ELECTRICAL EQUIPMENT

All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely.

Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them.

Any potential hazards will be reported to the Headteacher, caretaker or admin officer immediately.

Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed. Only trained staff members can check plugs. Where necessary a portable appliance test (PAT) will be carried out by a competent person. All isolators switches are clearly marked to identify their machine.

Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions. Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.

EMERGENCY PROCEDURES

The school will identify such events as may cause imminent danger for its employees, pupils and other persons in the vicinity, and will adopt procedures (inc Critical Incident Plan) designed to give warning of any imminent danger and allow personnel to move to a place of safety. Information on emergency procedures will be displayed in prominent positions within the school's premises and will be brought to the attention of all employees and visitors. In the event of an emergency arising, employees must act in accordance with these procedures, and must follow any subsequent instructions given by those in control of the emergency.

When undertaking visits away from school premises employees should familiarise themselves and comply with all rules, procedures and instructions applicable to that location.

EMPLOYEE BEHAVIOUR & CONDUCT

All employees are expected to conduct themselves in an appropriate manner whilst at work and to comply with all health and safety procedures, rules, and systems of work that relate to them. They must also comply with the duties listed in section 3 of this policy, as applicable and all rules relating to behaviour and misconduct, which may be issued as part of the contract of employment. The school is committed to the belief that a safe working environment depends on the attitude of those persons at work within it and will treat breaches of school safety rules and regulations as equally important as other issues. Serious or repeated breaches will result in the school disciplinary procedure being implemented.

These requirements apply equally whether on the school's property or when carrying out any work related task on behalf of the school.

EMPLOYEE WELFARE

In accordance with statutory requirements, the school will ensure that employees have access to adequate welfare facilities whilst at work. This will include suitable and sufficient sanitary conveniences, washing, changing and rest facilities, an adequate supply of drinking water, and accommodation for clothing.

FIRE PROCEDURES

The school will identify such events as may give rise to a risk of fire breaking out in the workplace and will take such steps as are appropriate to minimise the likelihood and/or consequences of any such event. It will adopt procedures designed to give warning of any outbreak of fire and to allow personnel to move to a place of safety. Information on fire procedures will be displayed in prominent positions within the school's premises and will be brought to the attention of all employees, pupils and visitors. In the event of a fire breaking out, employees must act in accordance with these procedures, and must follow any subsequent instructions given by those in control of the situation.

When undertaking visits away from school premises employees should familiarise themselves and comply with all rules, procedures and instructions applicable to that location.

FIRST AID FACILITIES

The school will maintain suitable numbers of trained first aid personnel to deal with minor accidents and emergencies in the workplace, and for more serious instances, to provide first-aid until more qualified assistance can be summoned. These personnel will have undertaken such training as is required by statutory requirements and the identity of these first aiders will be displayed in the school in prominent positions.

The school will also maintain adequately stocked first aid kits, which will be kept in prominent clearly marked positions or readily accessible in the possession of the trained first-aiders.

See also First Aid policy.

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.

There are currently no gas appliances in the Infant Academy building. The supplementary gas boilers are located on the Junior site.

HAZARDOUS SUBSTANCES

In accordance with statutory requirements, the school will ensure that employee and pupil exposure to hazardous substances is prevented or controlled. Suitable assessments will be made of the risks to health arising from any substances encountered during school activities and the results of these assessments will be brought to the attention of the workforce. Such assessments will be reviewed periodically, whenever there is a substantial modification to the process and if there is any reason to suspect that the assessment may no longer be valid.

Under no circumstances should teaching practices or work involving exposure to hazardous substances be commenced before the appropriate information has been received and understood.

Material Safety Data sheets will be held for all hazardous materials handled or used by employees, and copies will be appended to the relevant COSHH assessment or otherwise be made readily available.

HEALTH AND SAFETY ASSISTANCE

The Headteacher is responsible for ensuring that statutory duties are met and that school policy is being adhered to, however, the school recognises that there may be occasions when specialist advice is required and will therefore appoint a competent advisor to offer guidance and assistance as required, and provide regular information on safety related issues.

HOUSEKEEPING

The school accepts that good housekeeping practices are necessary to maintain high standards of hygiene and to minimise the likelihood and potential consequences of risks arising from other hazards. All employees will ensure that they maintain their work area in a clean and tidy condition, ensuring that access and egress routes remain clear, and that access to emergency equipment is maintained.

Appropriate facilities and receptacles will be provided for waste materials, and maintaining good housekeeping standards will be an integral part of every job.

INFECTION PREVENTION AND CONTROL

We follow national guidance published by Public Health England/UK Health Security Agency 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 (child-safe hand sanitizer is also available)

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, 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

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

Pupils vulnerable to infection

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

Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by Public Health England/UK Health Security Agency/Health & Safety Executive, summarised in the appendix.

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

LEGIONELLA

A water risk assessment was completed on 21/01/2025 by Second Element. A monitoring check is carried out monthly by personnel from Second Element, who are responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book.

This risk assessment will be reviewed every four years and when significant changes have occurred to the water system and/or building footprint.

The risks from legionella are mitigated by the following: caretaker carries out weekly flushing of taps during term time and periodic flushing of taps and toilets during closure periods.

LONE WORKING

Lone working may include:

Late working

Home or site visits

Weekend working

Caretaker duties

Site cleaning duties

Working in a single occupancy office

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure that they are medically fit to work alone.

MANUAL HANDLING OPERATIONS

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

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

Staff and pupils are expected to use the following basic manual handling procedure:

Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help

Take the most direct route that is clear from obstruction and is as flat as possible

Ensure the area where you plan to offload the load is clear

When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

NEW AND EXPECTANT MOTHERS

Risk assessments will be carried out whenever any employee 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

OCCUPATIONAL HEALTH

The school accepts that an employee's health is equally as important as their safety or welfare, and will provide such health surveillance as are appropriate to the activities carried out in the course of their employment.
Employees will be made aware of the purpose, scope and arrangements for carrying out medical examinations or health surveillance, and will be appraised of the results. Confidentiality will be maintained as is appropriate for personal medical records.

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 Headteacher and other senior leaders operate an 'open door' policy for staff to discuss health needs, including if they are feeling under stress. Flexible working is offered to staff at all levels and a work/life balance is encouraged. The school buys in therapy support from Fortis Therapy, and offers individual or group wellbeing sessions.

OFF-SITE VISITS

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

Risk assessments will be completed where off-site visits and activities require them

All off-site visits are appropriately staffed

Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details

For trips and visits with pupils in the Early Years Foundation Stage, there will always be at least one first aider with a current paediatric first aid certificate

For other trips, there will always be at least one first aider on schools trips and visits

PERSONAL PROTECTIVE EQUIPMENT

In accordance with statutory requirements, the school will ensure that where risks cannot be controlled by other means, appropriate personal protective equipment will be freely available and will be issued to those personnel requiring it. An adequate assessment of the need for PPE will be carried out along with an assessment of the suitability of any equipment selected.

All employees provided with personal protective equipment will receive appropriate training, instruction and information necessary to enable them to use the equipment in a proper manner, and understand the risks that the equipment will protect against and its limitations.

It is the employee's responsibility to use this equipment in accordance with the training given, to keep the equipment clean and well maintained as instructed, and to report any defects in the equipment or its operation.

PE EQUIPMENT

Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely. Any concerns about the condition of the hall floor or other apparatus will be reported to the caretaker.

PROTECTION OF THE PUBLIC

The school will ensure that all necessary measures for the protection of the public will be allowed for and planned. All school employees, contractors and sub-contractors will be required to consider the health and safety of members of the public at all times. Where there is an apparent risk of injury to the general public from this school's activities, then work will cease immediately and the Headteacher notified immediately.

RISK ASSESSMENT

The school will carry out suitable and sufficient assessments of all significant risks to which its employees, pupils and others affected by its activities may be exposed. Based on these assessments and other factors, the school will adopt a hierarchy of measures intended to reduce risk to an acceptable level. The results of these assessments will be brought to the attention of the workforce along with details of any measures to be taken to reduce risks.

Under no circumstances should work involving significant risks to health or safety be commenced before an appropriate risk assessment has been undertaken, and suitable information on safe working practices has been received and understood.

SAFETY SIGNS AND SIGNALS

In accordance with statutory requirements, the school will ensure (where required) the use of signs to warn and instruct employees in relation to risks that cannot be adequately controlled by other means. Where such signs are provided, they will be of such design, dimensions and colour as is commensurate with the type and degree of risk involved.

SMOKE FREE POLICY

It is the policy of Signhills Infant Academy that all our workplaces are smoke-free, and all employees and pupils have a right to work in a smoke-free environment. Smoking (including e-cigarettes) is prohibited within school boundaries and premises.
This policy applies to all employees, contractors and visitors.

TRAINING, INSTRUCTION AND INFORMATION

The school regards safety training as an indispensable ingredient of an effective health and management system and will ensure that employees are provided with suitable and relevant training to enable them to carry out their duties safely and without risk to their health. Such training will be provided on induction and periodically throughout employment to take account of changes of role, new technology, and/or new procedures or simply as a refresher.

This training will be supported by the periodic issue of such instruction and information as may be required in relation to working practices, systems of work, or any other factor.

Training records will be maintained.

WORK AT HEIGHT

The school will seek to avoid work at height. However if it is required this will be properly planned and organised by a competent person. Only persons who have been appropriately trained and are competent, will carry out works at height. Due consideration will be given to using equipment and systems which will give collective protection (e.g. guard rails) priority over personal protective measures (e.g. safety harness).

The works will be adequately supervised and equipment will be inspected by a competent person prior to commencement and at regular intervals in accordance with the relevant regulations.

In addition:

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

WORKPLACE INSPECTIONS
In accordance with statutory requirements, and in order to constantly monitor the performance and effectiveness of the health and safety management system, the school will ensure that regular documented inspections of the workplace are carried out. Such inspections will be carried out by members of the Board of Governors, management team, site staff and/or external safety advisors. These formal inspections will be supplemented by ongoing informal inspections to identify areas where risk control measures are ineffective, not being observed, or otherwise require improvement.

Appendix. 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. This list was up to date at the time of writing this policy, but the up to date, online version can be found here: here

For each of these infections or complaints, there is further information in the guidance on the symptoms, how it spreads and some 'do's and don'ts' to follow that you can check.

Infection or complaint	Recommended period to be kept away from school or nursery
Athlete's foot	None.
Campylobacter	Until 48 hours after symptoms have stopped.
Chicken pox (shingles)	Cases of chickenpox are generally infectious from 2 days before the rash appears to 5 days after the onset of rash. Although the usual exclusion period is 5 days, all lesions should be crusted over before children return to nursery or school. A person with shingles is infectious to those who have not had chickenpox and should be excluded from school if the rash is weeping and cannot be covered or until the rash is dry and crusted over.
Cold sores	None.
Covid-19	Children and young people should not attend if they have a high temperature and are unwell. Children and young people who have a positive test result for COVID-19 should not attend the setting for 3 days after the day of the test. Children with mild symptoms such as runny nose, and headache who are otherwise well can continue to attend their setting.
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. 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).
Salmonella	Until 48 hours after symptoms have stopped.
Typhoid and Paratyphoid fever	Seek advice from environmental health officers or the local health protection team.
Flu (influenza)	Until recovered.
Tuberculosis (TB)	Pupils and staff with infectious TB can return to school after 2 weeks of treatment if well enough to do so and as long as they have responded to anti-TB therapy. Pupils and staff with non-pulmonary TB do not require exclusion and can return to school as soon as they are well enough.
Whooping cough (pertussis)	A child or staff member should not return to school until they have had 48 hours of appropriate treatment with antibiotics and they feel well enough to do so or 21 days from onset of illness if no antibiotic treatment.
Conjunctivitis	None.
Giardia	Until 48 hours after symptoms have stopped.

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