



Health and Safety Policy 2024

Aims:

Hope Tree School is committed to ensuring that high standards of health, safety and wellbeing are provided and maintained in order that there is a safe and healthy working environment for all staff, children and visitors.

The proprietors recognise that health, safety and wellbeing is a management responsibility of equal importance to service delivery and needs to be considered an integral part of the school provision.

We are committed to:

- Developing and maintaining a positive Health and Safety culture with an emphasis on continuous improvement, through communication and consultation with employees and their trade union representatives.
- Providing a safe and healthy working environment for children, staff and visitors – ensuring safe working methods and providing safe equipment.
- Assessing and controlling the risks that arise from our work.
- Complying with and, where possible, exceeding statutory requirements.
- Preventing accidents and work-related ill health.
- Providing effective information, instruction and training.
- Monitoring and reviewing systems and preventative measures to make sure they are effective.
- Ensuring adequate resources are made available to fulfill our health and safety responsibilities.

Legislation:

This policy is based on advice from the Department for Education on *health and safety in schools* and the following legislation.

The Health and Safety at Work Act (1974) which sets out the general duty's employers have towards employees.

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 substance 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 incidents must be kept.

The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen 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 *Public Health England* when responding to Infection control issues.

Roles and Responsibilities

The Proprietors of Hope Tree School are responsible for the management of Health and Safety Matters within Hope Tree School.

The Head of Learning is responsible for health and safety on a day-to-day basis. This involves:

- Implementing the Health and Safety Policy.
- Ensuring there are enough staff to safely supervise children.
- Ensuring the school building and premises are safe and regularly inspected
- Providing adequate training for school staff.
- Reporting to the advisory 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 designated 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.

Health and Safety Lead:

The nominated Health and Safety Lead is Rebecca Sands.

Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work.
- Cooperate with the school on health and safety matters.

- Work in accordance with training and instructions.
- Inform the appropriate person of any work situation representing a serious immediate danger so that remedial action can be taken.
- Model safe and hygienic practice for children.
- Understand emergency evacuation procedures and feel confident in implementing them.

Students and parents:

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

Contractors:

Contractors will agree health and safety practices with the Head of Learning 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 Proprietors are responsible for the security of the site outside of school hours.

The Head of Learning is responsible for the visual inspections of the site on a day-to-day basis.

All visitors to the school must sign the visitors log on arrival and departure. The visitors log will be located in the school admin area.

Fire Safety:

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. The fire risk assessment of the premises will be reviewed regularly and in line with recommendations made by the nominated fire officer.

Emergency evacuations are practiced at least once per term.

The fire alarm is located in three separate and clearly signed locations within the school building.

Fire alarm testing will take place weekly.

New staff will be trained in fire safety and all staff and children will be made aware of any new fire risks.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately.
- Fire extinguishers may be used by staff only, and only staff who are trained in how to operate them, are confident and if the use will not place themselves or someone else at risk.
- Staff and children will congregate at the assembly points. These are highlighted

on site by an assembly point sign and can be seen on the evacuation management plan.

- Class teachers will take a register of children, which will then be checked against the attendance register of that day.
- The Head of Learning (or other nominated staff member in their absence) will take a register of staff.
- Staff and children will remain outside the building until the emergency services say it is safe to re-enter.
- The school will have specific arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.
- A fire safety checklist can be found in Appendix 1.

COSHH

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

- Chemicals (products containing chemicals)
- Fumes
- Dusts
- Vapors
- Gases and asphyxiating gases
- Mists
- Germs that can cause diseases, such as leptospirosis or legionnaires disease.

Control of substances hazardous to health (COSHH) risk assessments are completed by the Head of Learning and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

All staff will use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

All hazardous products are stored in a lockable cupboard at all times.

All keys for lockable cupboards will be kept in the admin office and not accessible to students at any time.

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

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

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.

Legionella:

A water risk assessment will be completed. The Head of Learning is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book.

The risk assessment will be reviewed annually and recommendations from this undertaken as specified.

The risks from legionella are mitigated by the following: temperature checks, heating of water, running taps weekly in all places of the school.

Asbestos:

Staff are briefed on the hazards of asbestos, Currently no asbestos has been found on site, however if any asbestos is found staff will be clear about the action to take if they suspect they have disturbed it.

Arrangements are in place to ensure that contractors are made aware of what to do if any asbestos on the premises is discovered.

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 will be kept if any asbestos is ever discovered on site.

Equipment:

- All equipment and machinery are maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place.
- New equipment is stored in the appropriate storage containers and area. All containers are labelled with the correct hazard sign and contents.

Electrical equipment:

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely.
- Any student or volunteer who handles electrical appliances does so under the supervision of the member of staff who directs them.
- Any potential hazards will be reported to the Head of Learning/Proprietor immediately.
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed.
- Only trained staff members can check plugs.
- Where necessary a portable appliance test (PAT) will be carried out by a competent person.
- All isolator switches are clearly marked to identify their machine.
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions.

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

PE equipment:

- Children 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 any PE equipment will be reported to the Head of Learning in the first instance.

Display screen equipment:

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. Significant is taken to be continuous/near continuous spells of an hour or more at a time.
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use).

Specialist Equipment:

- Parents are responsible for the maintenance and safety of their children's wheelchairs. In school, staff promote the responsible use of wheelchairs.
- Oxygen cylinders are stored in a designated space, and staff are trained in the removal, storage and replacement of oxygen cylinders.

Lone Working:

- Lone working may include: -
 - Late working
 - Home or site visits
 - Weekend working
 - Site manager duties
 - Site cleaning duties
 - Working in a single occupancy office.

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

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

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

Working at Height:

- Work will be properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The proprietor retains ladders for working at height.
- Students 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 level, such as roofs, is only permitted by trained persons.

Manual Handling:

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

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

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

- Plan the lift and assess the load. If it is awkward or heavy, use the mechanical aid, such as a trolley, or ask another person to help.
- Take the more direct route that is clear from obstruction and is as flat as possible.
- Ensure the areas 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.

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 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 the current paediatric first aid certificate.
- For other trips, there will always be at least one first aider on school trips and visits.

Lettings:

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

Violence at work:

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

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to the Head of Pastoral Care immediately. This applies to violence from pupils, visitors or other staff.

Smoking:

Smoking is not permitted anywhere on the school premises.

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.

In response to the Covid 19 pandemic 2020-2021, additional infection control measures are in place and these are outlined in detail in the school's Risk Assessments, which are regularly updated.

Handwashing:

- Wash hands with liquid soap and warm water and dry with paper towels.
- Always wash hands after using the toilet, before eating and 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/bodily 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 spillage 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 bodily 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 children.
- Supervise children when playing with animals.
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet.

Students vulnerable to infection:

Some medical conditions make children 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 chicken pox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carer will be informed promptly, and further advice sought. We will advise these children to have additional immunisations, for example pneumococcal and influenza.

Exclusion periods for infectious diseases:

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

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

All actions taken in response to Covid-19 are outlined in the current Risk Assessment.

New and expectant mothers:

Risk assessments will be carried out whenever any employee or child 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 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 school for responding to individual concerns and monitoring staff workloads.
- Staff may access emotional and wellbeing support through line management systems, or external third party providers. Details are provided in the staff handbook.

Accident reporting:

Accident record book

- An accident form will be completed as soon as possible after an accident occurs by the member of staff or first aider who deals with it. An accident form template can be found in Appendix 2.
- As much detail as possible will be supplied when reporting an accident.
- Information about injuries will also be kept in the pupils educational record.
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

Reporting to the Health and Safety Executive

The Head of Learning 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 Head of Learning 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
- Specific injuries, these are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputation
 - 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

Parents will be informed of any accident or injury sustained by a student in the school, and any first aid treatment given, on the same day, or as soon as reasonably practicable. See First Aid Policy for further details.

Reporting to external agencies

The Head of Learning will notify any appropriate external agency of any serious accident/injury or death of a child whilst in the car of the school. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

Training:

All staff are provided with health and safety information as part of their induction process.

Staff who work with higher risk equipment will be given additional health and safety training.

Monitoring:

This policy will be reviewed by the Head of Learning every two years.

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

Links with other policies:

This policy should be read in conjunction with:

- First Aid Policy
- Specific risk assessments
- Supporting students with medical conditions
- Accessibility plan
- Covid-19 specific risk assessments and updates

Signed:



Head of Learning



Head of Pastoral Care

Date: March 2024

Review Date: March 2025

Appendix 1: Fire Safety Checklist

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

Appendix 2: Accident report

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

Appendix 3: Recommended absence period for preventing the spread of infection.

This list of recommended absence periods for preventing the spread of infection is taken from non-statutory guidance for 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 dos and don'ts to follow that can be checked.

| Infection of complaint | Recommended period to be kept away from school |
|-------------------------------|---|
| 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. |
| 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. |

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| Slapped cheek syndrome, Parvovirus B19, Fifth's disease | None (not infectious by the time the rash has developed). |
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| 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 |

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| | 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 antiTB therapy. Pupils and staff with non-pulmonary TB do not require exclusion and can return to school as soon as they are well enough. |

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| 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. |

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| 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. |