

Dated: February 2018



HEALTH & SAFETY POLICY

SPRING COMMON ACADEMY TRUST
AMERICAN LANE, HUNTINGDON, CAMBRIDGESHIRE. PE29 1TQ

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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

The school follows national guidance published by Public Health England when responding to infection control issues. The school nurse will be informed of any issues that arise.

This policy complies with our Master funding agreement with ESFA.

A. General Policy Statement of policy: who the policy is intended for and what it covers

We the Trustees of Spring Common Academy recognise and accept our responsibilities for the establishment and maintenance of a Health and Safety Management System. Our system is adopted from the Cambridgeshire Health and Safety Policy and Procedures Manual.

The aim of Spring Common Academy Trust is to provide a safe and healthy working and learning environment for staff, pupils/students and visitors. The Trust believes that the prevention of accidents, injury or loss is essential to the effective operation of every school within the Trust and is part of the education of its pupils/students. There is a unanimous commitment within the Board of Trustees to a pro-active approach to health, safety and environmental management within all of the premises and undertakings and accountabilities.

Spring Common Academy Trust notes the provisions of the Health and Safety at Work Act 1974 and in particular the duty of every 'employer' to conduct their business in such a way as to ensure, so far as is reasonably practicable, that persons who are, and also persons who are not in their employment, but who may be affected by it, are not exposed to unacceptable risks to their health and safety. The Trustees accepts that it has a responsibility to take all reasonably practicable steps to ensure the health, safety and welfare of staff, students and other visitors.

The arrangements outlined in this policy statement and the various other safety provisions made by the Trust cannot in themselves prevent accidents or ensure safe and healthy working conditions. This can only be achieved through the adoption of safe methods of work and good practices by every individual. The Governing Body will take all reasonable steps to identify and reduce hazards to a minimum but all staff and students must be informed and appreciate that their own safety and that of others also depends upon their individual conduct and vigilance while on the school premises, or while taking part in school sponsored activities.

The Trust will review this policy statement annually and update, modify or amend it as necessary to ensure the health, safety and welfare of staff and pupils/students. The details of the organisation and arrangements of this Health Safety & Environmental Policy will also be subject to the same annual review and amendments to reflect any significant changes in either operational matters or legal requirements. As a minimum, the Trustees of Spring Common Academy are committed to ensuring that all legislative requirements, duties of care are properly discharged as well as conformity with any relevant standards adopted by Spring Common Academy. Our objective is to manage our Health Safety & Environmental Systems in such a manner as to achieve continuous improvements in our performance.

B. Who is responsible for each aspect of the Health and Safety Policy

B.1 Responsibilities of the Board of Trustees and Policy review

- Trustees are responsible for monitoring compliance with statutory requirements and with the Local Authority school safety policy. As such Trustees are required to ensure that the management structure is documented, implemented and effective.
- Health and safety will feature as a permanent agenda item at Trustees' Board meetings. The Audit, finance and Health & Safety Committee will monitor and review the effectiveness of the school Health and Safety Policy and ensure that any necessary changes are made.
- Reports on health and safety will be received from the Head Teacher and any of the following as appropriate:
 - Health and Safety Adviser (Bought in professional services)
 - The school health and safety committee.
 - Trade Union safety representatives.
 - The school nurse
 - Any member of staff or visitor onsite

B2. Responsibilities of the Head Teacher.

The Trustees will, delegate to the Head Teacher to provide:

- Adequate allocation of resources, including time, for work and activities with implications for health and safety to take place.
- A safe environment for staff, pupils/students and visitors to go about their various activities.
- Adequate welfare facilities.
- Necessary safety and protective equipment and clothing.
- Safe plant, equipment and systems of work.
- Safe arrangements for the handling, storage and transport of articles and hazardous substances.
- Supervision, training and instruction so that all staff and students can perform their activities in a safe and healthy manner.
- The opportunity for all staff to receive health and safety training commensurate with their duties and responsibilities.

The Head Teacher and any representatives will as is reasonably practicable:

- Make itself familiar with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice that are relevant to the work of the school, in particular the Management of Health and Safety at Work Regulations.
- Adopt and maintain an effective policy, organisation and arrangements for the provision of health and safety throughout the school.

- Identify and evaluate risk control measures in order to select the most appropriate means for the minimization of risks to staff, students and others.
- Set standards for health and safety and ensure responsibility is assigned for:
 - Reporting accidents and related procedures (Deputy Head)
 - Recording and investigating accidents. (Deputy Head)
 - Establishing and participating in the school health and safety committee (including Trustee representation).
 - Recording and reviewing risk assessments (Deputy Head)
 - Staff training and impact assessment. (Deputy Head).

B3. Responsibilities/Duties of All Staff and staff consultation

All staff will make themselves familiar and ensure compliance with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice relevant to the work of the School and also the particular area in which they work. They will, so far as is reasonably practicable:

- Be familiar with this health and safety policy and all safety arrangements including those for fire, first aid and other emergencies as laid down by the Governing Body.
- Ensure that health and safety regulations, rules, routines and procedures are being applied effectively.
- Carry out/be aware of hazard identification and risk assessments as appropriate for their area of work.
- Take part in health and safety training as required.
- Inform their manager if there is any reason they are unable to perform any task without undue risk (e.g. illness, incapacity, etc.). Only undertake any task for which they have been trained and are competent or confident of undertaking safely. **If they are in any doubt they must seek further advice.** Take reasonable care of their own health and safety and that of any other persons (staff, students, visitors, etc.) who may be affected by their acts or omissions at work. Co-operate fully, as a legal duty, with their employer on health and safety matters, including following safe systems of work and not interfering with or misusing anything provided for their health, safety or welfare. Ensure that all tools, plant, machinery and equipment are adequately guarded, are in good and safe working order and are not used by unauthorised persons or in an improper manner.
- Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labeled in accordance with their written risk assessment.
- Use the correct equipment and tools for the job and any protective equipment, protective clothing or safety devices that may be supplied.
- Report any defects that they observe in the premises, plant, equipment and facilities and take action to ensure no one is put at risk.
- Report all accidents and near misses immediately, whether injury is sustained or not, using the appropriate procedure, and recording these events on an Accident Report form.

- Report any environmental concerns on site to a member of the management team.
- Promote and achieve high standards of health and safety and suggest improvements and ways and means of reducing risk.
- When dealing with hygiene and health, staff must take note of the need to protect children and themselves from risks of infection
- Health and safety HSE guidelines are posted outside the main office.
- Senior management team will induct new employees with the safety precautions and procedures associated with their work
- All staff will have access to Health and Safety folder, which will include the Health and Safety Policy, relevant guidelines and risk assessments.

B4. Functions of the Health and Safety committee and Health and Safety representatives.

The Health and safety committee will meet the Deputy Head Teacher termly to:

- To assist in the development of safety rules and safe systems of work.
- To assist in the identification of hazards.
- To receive, monitor and analyse accident statistics and trends and make recommendations for corrective action as appropriate.
- To receive and examine safety audit reports.
- To consider the introduction of new or revised safe systems of work.
- To consider the implications with regard to health and safety of the introduction of new technologies into the workplace.
- To instigate and promote health and safety awareness campaigns.
- To assist in checking that the declared health and safety policy is fulfilled.
- To receive and act upon reports from the Health & Safety Executive.
- To consider reports from school safety representatives.
- To assist in the identification of safety training requirements.
- To monitor the effectiveness of safety training.

Health and Safety Representatives:

The Health and Safety representatives act as advocates for the school to champion Health and Safety for the school and will receive updates from the Deputy Head teacher and assist as follows:

- To attend the safety committee meetings.
- To investigate health and safety complaints by employees.
- To investigate accidents, potential hazards and dangerous occurrences at the workplace. Make representations to the Senior Management Team on matters arising or any perceived gaps.
- To carry out regular formal inspections of the workplace and inspections following accidents.
- To represent employees if required.
- To receive health & safety information from the Head Teacher.

C. Arrangements for Health and Safety at the school.

C1. How staff and students are made aware of safety rules and practices:

The pupils will receive support on safety rules and practices through the PSHE taught programme and from the class teacher. Due to the fact many children have severe learning difficulties the staff will provide additional supervision and prompts to ensure all activities or movement through the school building is safe at all times.

The Head Teacher will make arrangements for all staff, including temporary and voluntary staff and helpers, to receive a copy of this policy and comprehensive information on:

- All health and safety matters.
- The instruction and training prior to work and from Induction that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

Where the Trustees delegate responsibility for carrying out a particular health and safety function to an employee, they must ensure that the person is aware of the duty, knows how he/she is expected to perform it, and is provided with any necessary information, instruction, training and supervision and resources (including time). In addition, suitable measures for monitoring performance standards must be put in place.

The Trustees are directly responsible for safety management/compliance during lettings and ensuring that premises, equipment and substances are safe and without risk to health.

Where the Trustees awards contracts as an Academy - such as cleaning, catering services and building works - they must give proper consideration to the health and safety aspects before the tendering of any such contract takes place and they must satisfy themselves that successful contractors comply with all relevant safety legislation.

C2. Arrangements made to put in place, monitor and review measures necessary to reach satisfactory health and safety standards.

All members of staff and the Headteacher has responsibility for ensuring that the requirements of all relevant legislation, codes of practice and guidelines are met

in full at all times and for the day to day maintenance and development of safe working practices and conditions for teaching staff, support staff, students, visitors and any other person using the premises or engaged in activities sponsored by the school.

The Head Teacher will take reasonable, practicable steps to achieve this aim and assign clear safety functions to other members of staff as appropriate.

In particular, the Head Teacher will, so far as is reasonably practicable:

- Be aware of and ensure compliance with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice relevant to the work of the school.
- Ensure that statutory health and safety notices are displayed in appropriate locations within the establishment.
- Implement this policy with regard to themselves and others, including the carrying out and documentation of hazard identification, risk assessments and suitable control measures – identified in a suitable health and safety action plan.
- Ensure that all staff, including those with delegated health and safety responsibilities, understand and fulfill their obligations for the day-to-day implementation of the safety policy, including the carrying out and documentation of hazard identification, risk assessments and suitable control measures.
- Ensure that adequate provision is made for employee consultation on matters regarding health and safety.
- Discuss health and safety matters with the Trustees, the school health and safety committee and with other staff as appropriate, and seek advice on such matters as necessary from the most appropriate source.
- Ensure that their decisions reflect the health and safety intentions articulated in the health and safety policy.
- Ensure, at all times, the health, safety and welfare of staff, students and others via the provision of safe working conditions, systems of work, practices and procedures.
- Ensure that all tools, machinery, plant and equipment is fit for purpose, adequately installed, guarded and appropriately used.
- Ensure that maintenance records are kept for all tools, machinery, plant and equipment that receive planned maintenance, in accordance with statutory legislation where appropriate, and ensure that defective equipment which constitutes a safety hazard is removed from service immediately and clearly labeled as defective.
- Ensure that all substances provided within the school are handled, stored and used in the manner prescribed by the supplier and in accordance with their own or an appropriate hazard identification and risk assessment.
- Ensure that appropriate protective clothing and equipment is provided and used whenever necessary.
- Identify the training needs of staff and students and make recommendations to the Trustees on resource implications of meeting such needs.
- Ensure that all employees are trained and competent to undertake their work safely, are aware of their own limitations and know they must not

- undertake any task unless they have been trained, are competent and are confident they can carry out the task safely in the conditions that prevail.
- Ensure that adequate instruction and supervision are provided for students as required.
 - Ensure that sufficient first aid cover and facilities are provided.
 - Collate accident information and, when necessary, carry out accident and incident investigations.
 - Ensure that emergency procedures including those for fire are in place, known, tested regularly and that any necessary revisions are made and disseminated.
 - Encourage staff, students and others to promote and achieve high standards of health and safety and suggest improvements and ways and means of reducing risks.
 - Monitor the standard of health and safety throughout the school, including all school based activities by:
 - Ensuring that frequent inspections of the premises are carried out and any deficiencies identified are rectified promptly.
 - Carrying out periodic audit and review of the safety management systems that are in place.
 - Monitor the effectiveness of the implementation of this policy and submit a report each term to the Audit, finance and premises Committee on health and safety matters.

C3. Training of Staff in health and safety, including competence in risk assessment

Training will be given before an employee commences work and as part of induction or form part of an annual update.

Records will be kept of all training using SIMS which will be signed by staff. Staff/student training requirements will be regularly reviewed and updated as required and form part of the staff appraisal process.

All staff receive a copy of the Health and Safety Policy and are informed about fire procedures and drills, other emergency procedures, first aid and hygiene facilities, accident reporting procedures including RIDDOR and major hazards and risks. Additional training is provided to staff on manual handling and use of hoist equipment and slings for pupils with physical disabilities.

Risk assessment:

All staff will have regular updates on Health and Safety and risk assessment. Classroom staff receive training in the administration of medication, relevant medical conditions and procedures, moving and handling, intimate care and hygiene procedures, Team Teach positive handling techniques and behaviour management to ensure safety in a special school.

5 C procedures:

As part of their induction support staff and caretaking staff will receive training in policies and procedures in place such as 5c's procedures for managing contractors, management of asbestos. They may also receive external training in using ladders and working at height if they are medically fit to do so, quality of water testing for the pool.

Cleaning staff are trained in COSHH and the safe use of specialist cleaning equipment and use and storage of hazardous substances. The Trust out sources most cleaning to Avocet Ltd and they have responsibilities to train their own employed staff to provide an effective and safe service.

Students will receive such training as is considered appropriate to the school-related activities that they carry out and within a special school for pupils with severe learning disabilities; there is an expectation that staff will be anticipatory and ensure pupil safety. However as far as possible children and students within the special school will be supported to take risks and to learn to protect themselves and be safe in their daily living.

Smoking

Smoking or vape is not permitted anywhere on the school premises or perimeter to the road.

RISK ASSESSMENT

All staff will have regular updates on Health and Safety and risk assessment. Classroom staff receive training in the administration of medication, relevant medical conditions and procedures, moving and handling, intimate care and hygiene procedures, Team Teach positive handling techniques and behaviour management to ensure safety in a special school.

Risk assessments are available for all aspects of school life involving pupils and students in lessons for delivery of curriculum activities, use of equipment, premises and off - site activities. It is intended that the formal Risk Assessments of Spring Common Academy Trust will follow the general premise and intent of HSE guidance.

Risk management at Spring Common Academy Trust is about:

- Ensuring that workers and the public are properly protected
- Providing overall benefit to society by balancing benefits and risks, with a focus on reducing real risks – both those which arise more often and those with serious consequences
- Enabling innovation and learning not stifling them
- Ensuring that those who create risks manage them responsibly and understand that failure to manage real risks responsibly is likely to lead to robust action
- Enabling individuals to understand that as well as the right to protection, they also have to exercise responsibility.

Examples of risk assessments used by the school are included in the Appendix

New and expectant mothers

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant. Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly.

Risk assessment for 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.

C4. Off - site visits:

When planning trips and visits staff should:

- Follow school policies and procedures. Consider carefully any health and safety implications. If this is a new destination a preparatory visit is recommended
- Seek permission from the Assistant Head for Lower or Upper school and complete the online system for educational visits called EVOLVE.
- Complete a formal risk assessment for the trip or review the existing risk assessment if it is a regular trip or one that has been undertaken before.

The risk assessment must include details of medical needs, behaviour strategies, staffing ratios and allocation of pupils to staff.

Educational Visits out the UK require notification to the Local Authority and permission from Trustees. Teachers should ensure that they are familiar with "Educational Visits and Journeys", the Cambridgeshire policy guidance on Evolve which is an online platform and ensure that they have fulfilled all the requirements set out in that document. Medical protocols and information/ care plans are available for staff and form part of the Educational visits procedures.

C5. Selecting and controlling contractors:

The Academy will use contractors that have staff with DBS clearance for Single central record or ensure that they are accompanied at all times on site.

On arrival contractors will report to reception for security clearance and have opportunity to view the Asbestos register and health and safety Policy. All contractors will wear a school on exit contractors will return to the office to provide business sheets for works and hand in security badge so they can be escorted off site.

Contractors on the school site

The school follows Cambridgeshire County Council's '5C's policy for contractors working on school premises. There is an information booklet at reception for contractors 'Contractor rules for safer working at Spring Common Academy'.

All contractors are required to read and sign the school site Hazard and Asbestos register before starting work.

All contractors are required to ensure safe working practices by their own employees under the provisions of the 'Health and Safety at Work Act' 1974 and must pay due regard to the safety of all persons using the premises in the accordance with this Act as well as under other various statutory instruments. Contractors are aware that their arrangements could be monitored by HSE and that they have duty to cooperate with the school for site deliveries or noisy works during school core hours.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Head Teacher or their representative will take such actions as are necessary to protect persons in his or her care from a risk of injury. This may include instructing the contractors to cease work and possibly to leave site. Any such instances should be reported immediately to Cambridgeshire County Council Health & Safety Team. Such contractors should not be permitted to return to the premises until they can satisfactorily demonstrate their intentions to comply with the Spring Common Academy Trust Health & Safety Policy.

The Trustees expect that contractors coming on site will report to the office on arrival and familiarise themselves with relevant Health and Safety information including signing they understand the location and details of asbestos on site from the Asbestos survey. All contractors will follow safe working practices

bearing in mind the levels of disability of the children in school. They must ensure that all tools, equipment and vehicles are used sensibly and safely. Particular attention should be paid to ensuring that all sharp tools are kept out of the reach of the children and students and that there are no trip hazards caused by trailing cables.

C6. First Aid and supporting children with medical conditions

See DFE guidance 'Supporting children with medical conditions' 2014 and school policy on medical conditions and 'Intimate care Policy' 2017.

The school has appointed first aiders. Their names are posted in each building.

First aid boxes are held in each building – specific locations are listed separately. A portable first aid kit is available for use during all external school trips.

Oxygen for pupil use must be stored in a locked cupboard with appropriate signage facing the entrance door. When a pupil using oxygen is taken on a minibus, signage should be visible in a window.

Many of the pupils in school require regular medication for chronic medical conditions. Overall responsibility for this medication lies with the Head Teacher. The following procedures must be observed in accordance with the school 'Supporting pupils with medical conditions Policy'. Key information as follows:

MEDICINES WILL BE ADMINISTERED AND NURSE CONSULTED ABOUT OVER THE COUNTER MEDICATIONS FROM PARENTS.

1. Medicines must be clearly labelled with contents, child's name and dosage.
2. Medicines must be kept locked in a labelled drugs cupboard of approved design.
3. Only trained or qualified and authorised persons such as nursing staff may administer medicines.
4. All medicines must be administered by two people to corroborate dosage, time etc.
5. A record of child's name, dose given, drug and date must be kept in the logbook in the drugs cupboard.
6. Controlled drugs should be recorded separately, keeping a running record of the number of tablets in school
7. Where emergency medication may be required by a child, it is the responsibility of the teacher to carry the necessary drug when leaving school premises and to replace it in the drugs cupboard upon their return by signing in and out as required in the administrations of medicines book.

8. Any leftover medication or tablets should be sent home for disposal at the end of the school year.
9. All staff will be trained by school nursing service in the 'Administration of medicines'.

Pupils returning to school after an operation must have a plan for the return from the appropriate medical professional(s) and a risk assessment in place. The school nurse will provide advice to staff to ensure safety.

Pupils returning to school after an injury must have a risk assessment in place which includes any special arrangements which may need to be made.

Sun safety:

The Trust has a Sun Safety policy which includes guidance for the application of sun screen and sun protection for pupils and students

Hygiene and Personal Care

All staff are expected to practise good personal hygiene to limit the spread of infection and to support infection control to support children and students with disabilities. The school nurse advises staff and pupils on effective hand washing and antibacterial gels are available in the reception areas. Gloves and aprons must be used for all personal care procedures and benches should be wiped using the disinfectant wipes provided in each hygiene area. See Spring Common Academy Trust 'Intimate Care Policy' for guidance.

Infection prevention and control

We follow national guidance published by Public Health England (PHE) 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 to be 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

- 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

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

C7. School security

The school has electronic gate system monitored remotely by staff in reception. All visitors to the school contact reception before being allowed into the grounds.

Buildings within the grounds are accessed through an electronic fob system. Permanent staff are issued with a fob. Visitor fobs may be issued at the discretion of the Senior Management Team. Regular visitors to the school such as specialist teachers or Health professionals may be permitted to access areas of the school independently. All other visitors must be accompanied. Staff must challenge unaccompanied visitors they do not recognize or not wearing security lanyards and badge.

Where a court injunction exists preventing a parent or family member having access to a pupil, the police will be called should that person attempt to come onto school premises.

All visitors to the school must report to reception and sign in. Any pupils or staff leaving the site should sign out at reception and back in on their return.

Staff in school during holiday periods must sign in.

C8. Occupational health services and work related stress

Staff returning to school after an operation or injury must present a doctors certificate stating that they are fit for work. They may also need a risk assessment.

School will consider request for a phased return or provision of temporary and time limited reasonable adjustments.

C9 Consultation arrangements with staff

As an Employer Spring Common Academy Trust must consult employees on matters that may affect their health and safety. This is achieved at Spring Common Academy Trust by establishing a health and safety committee, which forms reports to the Head Teacher. The Trustees Audit, finance and Premises Committee will provide a standing item for their meeting agenda for health and safety.

C10. Work place safety for teachers, pupils and visitors

The Trust fulfills responsibilities to ensure all employees have access to their legal right to be consulted about health & safety matters to enable them to make significant contribution towards achieving safe conditions at work.

The trust has a leaflet for visitors in reception which contains guidance for Health and Safety reporting prior to exit of the school site.

In regular Health and Safety updates the Deputy Head teacher will remind all employees of their legal duties to report all Health and safety concerns and to check that action has been taken to make the area of the school safe.

Working at height

Only those members of staff who have received recognised training and certification for climbing ladders and changing plugs and fuses may do so within school. At appraisal we check that staff approved to use ladders are medically fit to climb ladders to ensure the health and safety for employees.

C11. Violence to staff

The school has a zero tolerance approach to violence and aggression towards staff from members of the public, visitors or parents. We have a notice in reception and in upper school to make this clear to all. All incidents will be reported to the Police.

Pupils may occasionally exhibit challenging behavior as a result of their learning difficulty or disability. All classroom staff are trained in Team Teach positive handling techniques and will use de-escalation strategies and where necessary physical intervention to keep the pupil, other pupils or themselves safe (See School Behaviour and Physical Intervention policies on the school website).

There may be times when a pupil with special needs in crisis will hit, kick, bite or throw things resulting in injury to a member of staff. Where a member of staff is or thinks they may be injured they must see a first aider immediately. The first aider may advise further medical treatment from a GP or hospital.

All incidents must be reported to a member of the Senior Management Team and recorded using our recording and reporting procedures outlined in this document.

Physical Intervention should only be carried out by staff trained in Team Teach and following the Physical Intervention Policy guidelines for circumstances in which it can legitimately be used, except in exceptional circumstances where the result of non-intervention could be serious injury or fatality.

C12. Manual Handling

All classroom staff receive training in moving and handling from qualified trainers with accreditation from Edge services Ltd. Advice may also be given by occupational therapists as part of a drop in to a classroom or school setting.

All pupils requiring moving and handling procedures will have a written protocol which will be reviewed regularly and signed by the staff team. Staff will make full use of all equipment provided to assist with moving and handling and follow the protocol. Failure to do so may result in disciplinary procedure.

Staff should never attempt to lift a pupil from the floor or carry a pupil except in exceptional circumstances where the result could be serious injury or fatality.

Staff should only lift a pupil manually in a specific situation where there is no appropriate alternative, using an agreed technique and following a written protocol and advice from moving and handling trainers.

For tasks requiring lifting and moving loads, risks must be assessed and action taken to incorporate resultant control measures. Heavy goods and equipment must always be handled with care to avoid the risk of injury.

Testing of lifting equipment is conducted in line with Lifting Operations and Lifting Equipment Regulations (L.O.L.E.R.) 1998 and BS: 10535:2007. All moving and handling equipment is tested and serviced annually to exact manufacturer guidelines and safe working load tests. Where equipment is not working, this should be reported to the Health and Safety Officer at school for urgent action.

C13 Slips and trips

It is the responsibility of all staff to ensure trip hazards are avoided. Bags should be kept in lockers or on pegs. Wires should be clipped or tied together and not trail across the floor. Chairs should be pushed in when not in use. There should be clear passage in corridors and classrooms for pupils with physical difficulties, visual impairments and wheelchair users.

Any uneven surfaces causing trips should be reported to the Health and Safety Officer.

Any spills should be reported immediately to a caretaker. A 'wet surface' warning sign should be put in place as soon as possible. A member of staff should stay by the spillage until the sign is in place to be sure the area

C14. On-site vehicle movements

During the pupil arrival and departure times the school operates a supervised system for vehicle movements in the car park. There is a one way flow of traffic, with lanes in busy periods. Cars should use designated parking bays and not block access for emergency vehicles. Parking for parents and blue badge holders is provided.

Delivery vehicles notify reception before being let into the grounds and unloading may be supervised by a caretaker.

Arrangements for contractor vehicles are agreed prior to work starting on site.

During the school day pupils move around the site without needing to access the car park area, except when accompanied by an adult to leave the site or use the minibuses.

At the beginning and end of the day, pupils are accompanied to and from taxis and minibuses by a driver or escort.

Local Authority officers carry out spot checks on the roadworthiness of transport provided for pupils.

C15. Management of asbestos

- Staff are briefed on the hazards of asbestos, the location of any asbestos in the school in the Asbestos Survey and location map 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 in reception.

C16. Control of hazardous substances

Trustees will delegate responsibilities to the Head Teacher to implement measures to identify and control the risk of occupational ill health attributable to harmful substances. The Trust will ensure that compliance with current COSHH Regulations is maintained for the school.

COSHH risk assessments identify measures to eliminate or reduce exposure; these may include elimination, substitution, engineering design, enclosure, extraction (LEV), general dilution ventilation, administrative controls or work instructions and lastly use of personal protective equipment (PPE) and respiratory protective equipment (RPE).

Trained assessors will carry out suitable assessments for all substances classified under the COSHH Regulations and results will be recorded

Appropriate information and/or training on the safe use of hazardous substances will be given. Containers must be marked with contents and unless you can reliably identify the contents, do not use materials from unmarked containers. No harmful substances are to be permitted to be stored in any of the classrooms and all cleaning chemicals are to be properly stored as part of the responsibility of the cleaning staff.

No unauthorized or unapproved chemicals are permitted to be on the school premises. Anyone wishing to bring new substances onto the premises is not to do so without the authorisation of the Head Teacher or a suitably qualified Risk Assessor.

Disposal of Waste from school site:

Clinical waste is double bagged and put in identified clinical waste bins. (yellow bins for separate collection)

Food waste is put in appropriate containers and disposed of separately to other waste. The Cambridgeshire community services school meals service is a bought in professional service to provide school meals for the school. As a contractor

they are responsible for food hygiene and preparation of food and waste disposal.

The school has very few Hazardous substances used for the delivery of the curriculum or for cleaning purposes. Such as chemicals and empty containers are taken away by a specialist contractor (Biffa waste).

Large electrical items, computer monitors and fridges are taken to the local authority recycling centre to be disposed in accordance with national guidelines.

C17. Maintenance and, when necessary, examination and testing of equipment such as electrical equipment. Local exhaust ventilation, pressure systems, gas appliances, lifting equipment and glazing.

Electrical equipment:

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely
- Any child or student 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 Deputy Head, Health and safety Officer for the Trust immediately.
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed.
- Only trained staff members can check plugs and at Spring Common Academy Trust this will be an electrical contractor.
- 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.

Guidance from the HSE for the checking of electrical equipment is followed at the school using qualified electricians.

PAT testing: The school has all electrical equipment tested at least every year by certified testers. Equipment requiring more frequent testing is checked according to HSE guidance. The Caretaker is responsible for maintaining copies of receipts for new electrical equipment and ensuring all equipment is checked.

Statutory 5 year testing of electrical circuits is carried out in accordance with guidance.

Swimming pool electrical circuits are tested annually.

Gas appliances: There are gas appliances only in two mobiles located on lower and upper school site. Strictly Education acting as property manager plans checks on all equipment for 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.

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.

Lifting equipment – all hoists are tested and maintained by Garner medical

Glazing – All windows are safety glass for the protection of special needs children.

PE and sports equipment: School PE equipment and outdoor activity equipment are tested and maintained annually by recognized contractor.

Trampolines are tested annually by specialist provider qualified to test and ensure safety.

Sensory equipment:

Sensory room equipment is tested and maintained twice a year.

Hydrotherapy pool sensory equipment tested twice a year.

Other testing includes:

Water temperature testing,

Blending valves,

Showerhead cleaning,

Lightening conductors,

Boilers and associated equipment,

Asbestos self-assessment,

- Staff are briefed on the hazards of asbestos, the location of any asbestos in the school in the Asbestos Survey and location map 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 in reception.

Chlorine gas detector, Emergency lighting.

The school buys in Strictly Education Ltd property manager service to ensure legal compliance with health and safety regulations.

C18. Recording and reporting accidents to staff, pupils and visitors, including those reportable under the reporting of injuries, diseases and dangerous occurrences regulations 1995 (RIDDOR).

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 and 2013 (RIDDOR) some accidents that occur in schools or during educational activities elsewhere, must be reported to the Health and Safety Executive (HSE). The Trust buys in professional services from the Cambridgeshire Health and Safety to provide advice and guidance for RIDDOR and HSE reporting.

All accidents or injury to staff, pupils or visitors must be reported to the Deputy Head or Head Teacher and an Incident Report Form (IRF96) completed as soon as possible. The front of the form is filled in by the injured party or on their behalf if the person is too injured to do this personally. The reverse of the form is completed only by the Senior Manager. If the injured person has received first aid and accident report form should also be completed on the same day so all information is known to the school about the child / student, visitor or member of staff.

The IRF96 once completed, will be handed to the Deputy Head who acts as the Health and Safety Officer; who will decide if it requires reporting to the Local Authority health and safety team and HSE. All incidents resulting in 3 consecutive days lost or where medical treatment for an injury has been required should be reported using the Cambridgeshire County Council reporting system for IRF. Following disclosure of information, the Health and safety officer for the Cambridgeshire County Council Health and Safety team decide whether to report the incident to the Health and Safety Executive. (HSE).

Reporting to the Health and Safety Executive

The Deputy Headteacher as Health and Safety Officer 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 Deputy Head teacher 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 following discussion with Cambridgeshire Local Authority officer and Health and Safety team.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where an accident leads to someone being taken to hospital
- Where something happens that does not result in an injury, but could have done
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

Notifying parents

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

Reporting to Ofsted and child protection agencies

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

The Deputy Head Teacher as the school safeguarding lead will also notify the MASH and LADO of any serious accident or injury to, or the death of, a pupil while in the school's care.

C19. Fire safety including testing of alarms and evacuation procedures

- Fire drills will be held each term and there is a record kept about the time taken to evacuate to the assembly point on the main playground. Staff are encouraged to report any issues with evacuation in terms of supporting pupils to evacuate the building and whether there is a problem with the alarm sounders.
- Termly fire safety audits will be carried out to ensure that all fire safety signage is compliant with current regulatory requirements and all emergency lighting is being maintained in a serviceable condition. Fire alarm equipment is serviced and tested twice yearly.
- Staff will ensure fire exits are clear and familiarize themselves with fire routine notices and detailed map posted in all rooms or call points. When the fire bell sounds staff will ensure that all children and visitors vacate by the closest exit and assemble in their designated Fire Assembly Point in the Playground. Windows and fire doors should be closed when the room is vacated. However, due to the vulnerability of the pupils with special educational needs and disabilities, the first priority is to evacuate the premises and ensure the safety of the students, visitors and all staff.
- See appendix 1 for check list about Fire safety.

C20. Dealing with Health and Safety emergencies, procedures and contracts.

The School has in place a Critical Incident Plan to deal with emergencies which may require the closure of the school or partial closure due to the fact that the school has separate buildings on site. A base may need to be established away from the school site at a nearby school if requested by the Police or emergency services.

The plan outlines procedures to be followed in the event of an incident including establishing a critical incident management team, how information will be shared with staff, parents and Trustees, informing the local authority, ensuring continuing care for vulnerable pupils.

A critical incident folder is available in the school office, and also kept by the Headteacher, Deputy Head and Chair of Trustees.

C21. Management of sickness absence and stress related absence.

The school has a policy for the management of sickness absence. Any workplace issues identified as contributing to the sickness absence at a return to work or sickness absence meeting, will be recorded and investigated by a senior manager and reported to the Deputy Head. Measures to resolve the issues raised will be implemented wherever possible.

The school has a policy for stress management. Any member of staff suffering from work related stress will be offered the opportunity of an occupational health consultation which will identify possible measures the school can take to reduce stress. Access to a free counselling service can also be requested.

Where a court injunction exists preventing a parent or family member having access to a pupil, the police will be called should that person attempt to come onto school premises.

All visitors to the school must report to reception and sign in. Any pupils or staff leaving the site should sign out at reception and back in on their return.

Staff in school during holiday periods must sign in.

D. Other related Policies:

D1. Swimming pool and hydrotherapy pool:

Use of the swimming pools is covered by the Spring Common Academy Pool Complex Normal Operating Procedures and Emergency Operating Procedures.

There is a risk assessment for the use of the pool during school hours and staff working in the pool will receive training.

The school follows national and local guidance on staffing ratios, but also carries out its own risk assessments to take account of the special needs of pupils, often requiring higher levels of staffing. Staff leading sessions have the appropriate professional qualifications.

Chemical and PH levels in the water will be checked by qualified staff twice daily. If these levels are outside the allowable range, a member of the Senior Management will be informed and the pool closed until levels are brought back to normal. Monthly water quality checks are also carried out and samples sent off for analysis.

It is important that all users of the pool shower before entering the water to assist with maintaining water quality.

D2. School Minibuses

Only employees with accredited County Council cardholder status will be permitted to drive the minibus. A portable first aid box is available in the school bus, which must be checked with each use to ensure it is complete. Other details for the use of the school bus can be found in the school handbook.

A check of authorised drivers' licences will be carried out annually and it is additionally incumbent upon all authorised drivers to notify the school immediately if they are prosecuted by the police for any traffic or motoring offence.

The minibus will be serviced as per the recommendations of the manufacturer or servicing agent and the vehicle will be submitted for the required regulatory safety checks (MOT's) on a six-monthly basis as required for passenger minibuses.

It is the responsibility of the Head Teacher to ensure that any school vehicles are properly taxed and insured at all times.

MONITORING OF THE HEALTH AND SAFETY POLICY

The Health and Safety Policy will be monitored and evaluated through the termly Health and Safety meetings and Health and Safety walks by the Deputy Head Teacher and the Health and safety representatives.

The Trustees and will review the Health and Safety Policy if updates are required and annually in the spring term.

Policy agreed on: February 2018

Signed:

Committee: Audit, finance and Health and Safety Committee

Author: Kim Taylor, Head teacher and Julia McIntosh, Deputy Head.

Next review date: Spring 2019

Website Y

Appendix 1: Fire safety check List

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

