Woodsetton School

Health and Safety

This policy was reviewed and updated in September 2026
The next anticipated review date will be September 2028

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1. The Aims of this Policy

Woodsrtton School aims to:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures across both sites amongst staff, pupils and all visitors to the school site
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely, and are regularly inspected

2. Legislation

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

- The Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards employees and duties relating to visitors on your premises
- 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 (HSE) 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 require employers to protect their staff from falls from height

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

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

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

3. Roles and responsibilities

3.1 The Ascent Multi-Academy Trust board

The Ascent MAT board and the Schools' Local Advisory Board (LAB) has ultimate responsibility for health and safety matters in the school but will delegate day-to-day responsibility to Mrs Sarah Allen (Head Teacher of Woodsetton School).

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

The Ascent MAT board and LAB, as the employer, also has a duty to:

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- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided

3.2 The Headteacher

The headteacher is responsible for the oversight of health and safety. This involves:

- Implementing and reviewing the health and safety policy on both sites
- Ensuring there is enough staff to safely supervise pupils
- Ensuring that all staff comply with the requirements of the health and safety policy and supporting rules/procedures
- Ensuring that there is a designated member of staff or team (which may be The Headteacher) to undertake specific duties on health and safety and to act as “safety coordinators” between the school, the council, the safety officer’s, the enforcing authorities and service providers.
- Ensuring that the school building and premises are safe and regularly inspected
- Ensuring that health and safety responsibilities and duties are properly assigned, accepted and understood by the relevant staff and to review periodically the effectiveness of the health and safety arrangements.
- Ensuring the Health and Safety Team are maintaining copies of the relevant health and safety publications, codes of practice, guidance notes, minutes of health and safety meetings and safety booklets and ensure these documents are readily available for use by staff.
- Overseeing the preparation of health and safety reports of a technical or financial nature as required and act on these appropriately.
- Providing adequate training for school staff
- Reporting to the Trustees and LAB members on health and safety matters including the drawing up of a programme of work to implement health and safety requirements where the responsibility lies with the school in accordance with the scheme of delegation.
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Quality assuring risk assessments (Generic, Specific and Fire) as required by the relevant legislation and to incorporate the findings of the assessments into a risk management process within the school.
- Overseeing the monitoring of cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary
- Receiving health and safety and maintenance reports from the authorities safety officers, the Health and Safety Executive (HSE) inspectors, the West Midlands Fire Service, The Environmental Health Officers and service providers, bringing the problems and recommendations to the attention of the school staff and governors.
- Establishing an effective control system for the employment of contractors through which their safety policies are vetted and their work procedures monitored in accordance with the scheme of delegation.
- Establishing, implementing and quality assuring an effective accident reporting procedure within the school in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

and guidelines supplied by the council and monitor the processing of accident forms in accordance with the accident reporting procedure.

- Overseeing the establishing and implementing of an effective first aid procedure within the school in accordance with the Health and Safety (First Aid) Regulations 1981 and guidelines supplied by the HSE/DfES.

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- Ensuring there is a process for setting up, coordinating and monitoring the procedure for testing portable electrical appliances and ensuring that a log is kept of all appliances, their periodic inspections (as defined by the Electricity at Work Regulations) and tests by a competent person.
- Supervising the Health and Safety Team with safety procedures for special events, which involve the use of temporary lighting, displays or plant and equipment etc. being brought onto the premises.
- STOPPING IMMEDIATELY any work, process, plant or equipment (including contractors operations) where it is considered there is a serious breach of health and safety legislation, or a hazard has been created that is likely to affect staff, pupils or visitors to the school and to inform the Safety Officer immediately of any actions taken.

In the headteacher's absence, Mrs Joanne Edwards or Mrs Rosie Hatton (Deputy Head Teachers) assume the above day-to-day health and safety responsibilities at both sites.

3.3 School Health and Safety Coordination Team (HSCT)

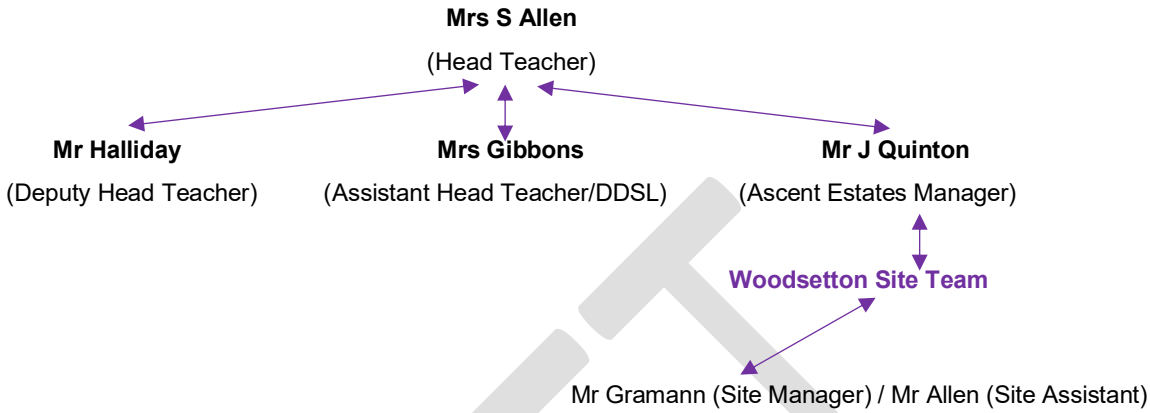
The Headteacher may delegate these duties to the Health and Safety Coordination Team in part or in full:

- To assist The Headteacher to plan, implement and assess the Health and Safety Policy and Organisational arrangements and regularly review the system of risk assessments as required by the relevant regulations.
- To assist The Headteacher to regularly review the schools Health and Safety Policy and Organisational arrangements.
- To ensure that members of staff are aware of and have access to the schools Health and Safety Policy.
- To inform new or temporary staff of their Health and Safety responsibilities and duties and to provide the necessary information and advice for them to carry out their duties.
- To liaise with The Headteacher and, where appropriate seek further advice on:
    - The implications of safety legislation, codes of practice and
    - approved safe working procedures.
    - The health and safety aspects, affecting the design and layout of new and reorganised working areas.
    - The health and safety aspects of new plant, equipment and personal protective clothing.
- To carry out periodic inspections, with departmental managers, of premises and other work places, plant, tools, equipment and work activities, reporting to The Headteacher and other managers who have responsibilities for actioning health and safety reports.
- To assist management with the preparation of departmental safe working procedures and safety ules.
- To liaise, where appropriate, with the councils Safety Officers, the Health and Safety Executive Inspectors, West Midlands Fire Service Fire Prevention Officers and Environmental Health Officers.
- To identify and recommend suitable health and safety training courses to enable staff to carry out their health and safety duties and maintain a record of staff attendance/certification.
- To support the investigation of accidents, dangerous occurrences and near misses occurring on the school premises and reporting the findings to The Headteacher as appropriate.
- To regularly monitor:
    - The first aid procedure within the school, including the availability of first aid equipment and trained staff.
    - The fire evacuation procedure within the school and arrange for regular fire drills to test the effectiveness of the procedure.
    - Compliance with the control of substances hazardous to health regulations (COSHH)
- To attend, as appropriate, the committee of the governing body dealing with health and safety and to prepare agenda items and safety reports.
- To receive health and safety reports prepared by the school staff and to act upon them as appropriate.
- To support The Headteacher to follow up and progress the actions of reports received from council safety officers, health and safety executive inspectors, west midlands fire service officers, environmental health officers and other service providers.
- To advise Head teachers or heads of departments to STOP IMMEDIATELY any work process, plant or equipment (including contractors operations) where it is considered there is a serious breach of

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health and safety legislation, or where a hazard has been created likely to affect the safety of staff, pupils or visitors to the school.

3.4 Health and Safety Coordination Team (HSCT)



3.5 Staff

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

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
- Co-operate 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 and immediate danger so that remedial action can be taken
- Model safe and hygienic practice for pupils
- Understand emergency evacuation procedures and feel confident in implementing them

3.6 Pupils and parents/carers

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

3.7 Contractors

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

4. Site security

The Headteacher and the Site Supervisor are responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

Key holders (see below) and will respond to an emergency.

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Mrs Sarah Allen (Head Teacher)	Mr David Stanton (CEO of Ascent MAT)
Mr Jason Quinton (Estates Manager)	Mr Dominic Gramann Site Supervisor)
Mr Carl Allen (Site Assistant)	

5. Fire

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.

Please see additional Emergency Policy for further details on this section.

Emergency evacuations are practiced at least once a term.

The fire alarm is a loud [continuous bell/buzzer].

Fire alarm testing will take place on a Wednesday at 7.00am.

New staff will be trained in fire safety, and all staff and pupils 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 then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk.
- Staff and pupils will congregate at the assembly points. These are:

Woodsetton School - Main building	The playground at the back of the school building is accessible to all classrooms
Woodsetton School - Hive (modular) building	The playground at the back of the school building is accessible to all classrooms

- Class teachers/leads will take a register of pupils, which will then be checked against the attendance register of that day
- The Headteacher on site will take a register of all staff and communicate directly with the Office Manager/Admin Assistant
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter

The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities. All classes have bespoke PEEPS for all children within their classes which takes into account their personal needs). Key children will have their own PEEP due to mobility issues (such as wheelchair users).

A fire safety checklist can be found in appendix 1.

Individual Pupil Risk Assessments

The school will ensure that individual risk assessments are completed and reviewed for pupils whose medical, behavioural, sensory, mobility or communication needs present additional health and safety considerations.

6. COSHH

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

- Chemicals
- Products containing chemicals
- Fumes

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- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

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

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

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

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

6.1 Gas safety

- Installation, maintenance and repair of gas appliances and fittings 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 they have adequate ventilation

6.2 Legionella

- A full Legionella and Water Safety Risk Assessment and log is maintained by site staff within school. This is updated on a regular basis and can be requested from the team if and when required.

6.3 Asbestos

The school maintains asbestos survey information and will review this following any significant building alterations. See Appendix 3 for Asbestos record template.

7. Equipment

All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place.

When new equipment is purchased, it is checked to ensure it meets appropriate educational standards.

All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

7.1 Electrical equipment

- All staff are responsible for ensuring they use and handle electrical equipment sensibly and safely
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported to Mr Jason Quinton, Mr D Gramann and Mrs C Allen 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

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- 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

7.2 PE equipment

- Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely
- Any concerns about the condition of the gym floor or other apparatus will be reported to Mr Jason Quinton, Mr D Gramann and Mrs C Allen immediately

7.3 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)

7.4 Specialist equipment

Parents/carers are responsible for the maintenance and safety of their children's wheelchairs. In school, staff promote the responsible use of wheelchairs.

LOLER checks are completed on all mobile and fitted hoists within school on a six monthly basis.

Students who require slings are supplied on an individual basis and are LOLER checked by the home and care team.

8. 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
- Remote working, self-isolation and/or remote learning

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 they are medically fit to work alone.

9. Working at height

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

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We will ensure that there is a suitable and sufficient working at height risk assessment in place and that any person working at height follows the control measures identified in the risk assessment to minimise the risk of harm from the work activity.

In addition:

- Mr Jason Quinton, Mr Dominic Gramann and Mr Carl Allen
- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as a roof, is only permitted by trained and competent persons

10. Manual handling

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

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

When moving and handling a disabled person, staff must not undertake this on their own, must use appropriate lifting equipment and all risk assessments must be followed and lifting recorded.

We will ensure that training is undertaken if staff are required to conduct manual handling on a frequent and regular basis in school, and that those who may be involved in manual handling activities are required to undertake this. We will make sure proper mechanical aids and lifting equipment are available in the school, and that staff are trained in how to use them safely.

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

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid or hoist, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable.

10.1 Specialist Moving and Handling, Therapy and Equipment Plans

As a special school, Woodsetton School recognises that many pupils require additional support to ensure their health, safety and wellbeing whilst accessing education.

Where a pupil requires specialist support, the school will ensure that appropriate documentation, risk assessments and guidance are in place and reviewed regularly in consultation with parents/carers and relevant health professionals.

Handling Plans

- Individual moving and handling plans will be developed for pupils who require assistance with transfers, positioning, personal care or mobility. These plans will:
  - Identify the specific support required by the pupil
  - Outline approved moving and handling techniques
  - Detail staffing requirements for transfers and physical support
  - Specify any equipment required
  - Be reviewed regularly and whenever a pupil's needs change

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- All staff involved in supporting pupils will receive appropriate training and follow the agreed handling plan at all times.

Hoist Plans

- Where hoisting equipment is required, an individual hoist plan will be in place for the pupil. The plan will:
  - Specify the type of hoist and sling to be used
  - Detail the correct lifting procedures
  - Identify the number of trained staff required
  - Include information regarding safe positioning and transfer arrangements
  - Be reviewed following any changes in equipment, health needs or professional recommendations
- Only staff who have received appropriate training may operate hoisting equipment.

Physiotherapy Programmes

- Where pupils have physiotherapy programmes prescribed by a registered Physiotherapist, staff will support these programmes in accordance with written guidance provided by the relevant healthcare professional.
- The school will ensure that:
  - Appropriate records and programmes are maintained
  - Staff receive suitable training where required
  - Physiotherapy equipment is regularly checked and maintained
  - Any concerns regarding a pupil's physical presentation, mobility or comfort are reported promptly to parents/carers and relevant professionals

Occupational Therapy Advice

- The school will implement recommendations provided by Occupational Therapists where these relate to the pupil's safe access to learning and the school environment.
- This may include advice regarding:
  - Specialist seating and positioning
  - Postural management
  - Sensory regulation and sensory integration strategies
  - Use of specialist equipment and resources
  - Adaptations to the learning environment
  - Personal care and independence programmes
- Staff will follow agreed Occupational Therapy guidance and seek clarification from therapists where necessary to ensure pupils are supported safely and effectively.

Review and Monitoring

- Individual handling plans, hoist plans, physiotherapy programmes and occupational therapy recommendations will form part of the pupil's wider risk management arrangements and will be reviewed regularly, following any significant incident, or whenever there is a change in the pupil's needs, equipment or professional recommendations.
- The Headteacher and Health and Safety Coordination Team will monitor compliance with these arrangements to ensure that staff, pupils and visitors remain safe at all times.

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10.2 Medical Equipment and Healthcare Procedures

- Woodsetton School support pupils with a wide range of complex medical needs. The school will ensure that all medical equipment is used, stored, maintained and monitored in accordance with manufacturer's guidance, healthcare professional recommendations and individual healthcare plans.

Suction Machines

Where a pupil requires suctioning as part of their medical care, the school will ensure:

- An agreed healthcare plan and risk assessment are in place.
- External Staff may support or Internal Staff receive appropriate training and competency assessment from qualified healthcare professionals.
- Equipment is checked regularly and maintained in accordance with manufacturer's guidance.
- Emergency procedures are clearly documented and understood by relevant staff.
- Records are maintained where required.

Feeding Pumps

Where pupils require enteral feeding via a feeding pump, the school will ensure:

- Individual healthcare plans and risk assessments are in place.
- Feeding programmes are agreed with parents/carers and relevant healthcare professionals.
- Staff receive appropriate training and competency assessment before supporting any feeding procedures.
- Feeding pumps are maintained, stored and used in accordance with manufacturer's guidance.
- Emergency procedures are available in the event of equipment malfunction or medical concerns.

Oxygen

Where oxygen is required by a pupil:

- Oxygen cylinders and associated equipment will be stored securely and safely in accordance with healthcare guidance.
- Appropriate warning signage will be displayed where oxygen is stored or in use.
- Staff supporting the pupil will receive appropriate training.
- Emergency arrangements will be detailed within the pupil's healthcare plan and risk assessment.
- Oxygen supplies will be monitored to ensure they remain fit for purpose and available when required.

Emergency Medication

The school will ensure appropriate arrangements are in place for the safe storage, administration and monitoring of emergency medication, including but not limited to:

- Emergency epilepsy medication.
- Adrenaline auto-injectors.
- Asthma inhalers.
- Diabetes-related emergency medication.

Individual healthcare plans will clearly identify:

- The medication required.
- Circumstances in which medication should be administered.
- Trained members of staff responsible for administering medication.
- Emergency contact and escalation procedures.

- Further information can be found within the school's Supporting Pupils with Medical Conditions Policy and Medication Procedures.

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10.3 Intimate Care

- The school recognises that some pupils require support with personal and intimate care as part of their educational provision.
- All intimate care will be undertaken in a manner that promotes dignity, privacy, independence and safeguarding.
- The school will ensure:
  - Intimate care plans are completed where required.
  - Appropriate staffing arrangements are identified.
  - Staff receive relevant training and guidance.
  - Individual pupil needs, preferences and cultural considerations are respected.
  - Appropriate moving and handling procedures are followed where required.
  - Intimate care activities are recorded in accordance with school procedures.
- All staff must follow the school's Intimate Care Policy and Safeguarding Policy when carrying out intimate care activities.

10.4 Educational Health Care Plans (EHCP and Healthcare Related Safety Arrangements)

- The school recognises that many pupils have Education, Health and Care Plans (EHCPs) and associated healthcare needs that require specific health and safety arrangements.
- Where a pupil's EHCP, medical condition, disability or behavioural needs present additional risks, the school will ensure that appropriate assessments and support plans are implemented.
- This may include:
  - Individual risk assessments.
  - Personal Emergency Evacuation Plans (PEEPs).
  - Positive handling plans.
  - Medical care plans.
  - Feeding and nutrition plans.
  - Moving and handling plans.
  - Therapy programmes.
  - Medication management procedures.
  - Transport arrangements.
- Relevant information will be shared with staff on a need-to-know basis to ensure pupils can access educational opportunities safely while maintaining their dignity, wellbeing and independence.
- These arrangements will be reviewed regularly and whenever there is a significant change in the pupil's needs.

10.5 Sensory Regulation and Specialist Equipment

- The school recognises that many pupils require access to specialist sensory regulation and therapeutic equipment to support their learning, wellbeing and safety.
- All specialist equipment will be inspected, maintained and used in accordance with manufacturer guidance, risk assessments and professional advice.

Trampolines and Rebound Therapy Equipment

Where trampolines or rebound therapy equipment are used:

- Sessions will be supervised by appropriately trained staff.
- Equipment inspections will be completed regularly.
- Individual risk assessments will be followed.
- Participation will be based upon the pupil's assessed needs and abilities.
- Any faults or concerns will be reported immediately and equipment withdrawn from use where necessary.

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Sensory Rooms

Sensory rooms provide therapeutic opportunities for pupils and must be used safely.

Staff will ensure:

- Appropriate supervision is maintained at all times.
- Equipment is used only for its intended purpose.
- Individual pupil risk assessments are followed.
- Equipment is inspected regularly and faults reported promptly.

Therapy Equipment

Specialist therapy equipment may include:

- Standing frames.
- Walkers.
- Therapy benches.
- Positioning equipment.
- Physiotherapy resources.

The school will ensure such equipment:

- Is used only by suitably trained staff.
- Is maintained in a safe condition.
- Is used in accordance with professional recommendations.
- Is reviewed regularly to ensure suitability for the pupil.

11. 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. School staff undertake these assessments through the use 'Evolve' which is assessed by the lead EVC and then signed off by the Headteacher before the trip is allowed to go offsite.
- All off-site visits are appropriately staffed
- Staff will take a school mobile phone, an appropriate portable first aid kit, information about the specific medical needs of pupils, along with the parents/carers' contact details
- There will always be at least 1 first aider on school trips and visits
- For trips and visits with pupils in the Early Years Foundation Stage, there will always be at least 1 first aider with a current paediatric first aid certificate
- For other trips, there will always be at least 1 first aider on school trips and visits

12. 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.

13. 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 at themselves to their line manager/headteacher immediately. This applies to violence from pupils, visitors or other staff.

The school recognises that some behaviours arise from identified SEND, communication needs or medical conditions and are addressed through individual risk assessments, behaviour support plans and Team Teach approaches.

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All staff who have direct contact with children are Team Teach trained. The school focuses on de-escalation of challenging behaviour using *Team Teach* techniques and practices. The school has one trained *Team Teach* trainer (4 within the Ascent Academy Trust) and staff are trained as part of their work at Woodsetton School.

All members of staff are aware of the regulations regarding the use of de-escalation strategies, force or restraint by teachers and other staff. Wherever possible, it should be avoided; and proactive, preventative, non-restrictive approaches adopted in respect of the behaviour that challenges.

Staff will only intervene physically in order to prevent injury to a pupil, if a pupil is in danger of hurting him/herself, to prevent damage to property and to stop severe disruption in school, maintaining good order and discipline.

Staff may lead a pupil by the hand or forearm away from a situation where they are displaying persistent disruptive behaviour.

The Headteacher and authorised school staff may also use such force as is reasonable given the circumstances when conducting a search for knives or weapons, alcohol, illegal drugs, stolen items, tobacco, fireworks, pornographic images or articles that we reasonably suspect have been or are likely to be used to commit an offence or cause harm. Force may not be used to search for other items banned under the school rules.

If there has been a need for physical intervention in the form of restraint, this will be recorded on CPOMs and the Bound Numbered book situated in the Deputy Head teachers Office.

14. Smoking

Smoking is not permitted anywhere on the school premises at either site.

15. Infection prevention and control

We follow national guidance published by the UK Health Security Agency when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

15.1 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

15.2 Coughing and sneezing

- Cover mouth and nose with a tissue or elbow (Following COVID 19 advice)
- Wash hands after using or disposing of tissues
- Spitting is discouraged

15.3 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 (e.g. 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
- Use personal protective equipment (PPE) to control the spread of infectious diseases where required or recommended by government guidance and/or a risk assessment.

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15.4 Cleaning of the environment

- Clean the environment frequently and thoroughly using appropriate cleaning fluids (whereby Data Sheets have been produced)
- Clean the environment, including toys and equipment, frequently and thoroughly

15.5 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

15.6 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 in yellow bags, never rinse by hand

15.7 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

15.8 Animals

- Animals are not allowed on either site unless through a pre-arranged visit through Pet Therapy, Guide Dogs for the Blind or through Animal Educational Companies. Wash hands before and after handling any animals
- Dispose of animal waste regularly, and keep litter boxes away from pupils
- Supervise pupils when playing with animals

15.9 Infectious disease management

We will ensure adequate risk reduction measures are in place to manage the spread of acute respiratory diseases, including COVID-19, and carry out appropriate risk assessments, reviewing them regularly and monitoring whether any measures in place are working effectively.

We will follow local and national guidance on the use of control measures including:

Following good hygiene practices

We will encourage all staff and pupils to regularly wash their hands with soap and water or hand sanitiser, and follow recommended practices for respiratory hygiene. Where required, we will provide appropriate personal protective equipment (PPE)

Implementing an appropriate cleaning regime

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We will regularly clean equipment and rooms, and ensure surfaces that are frequently touched are cleaned. The frequency of cleaning will increase if there is a spread of infection in an area of the school e.g. keys stage / classroom cleaning if an increase of student's illness.

Keeping rooms well ventilated

We will use risk assessments to identify rooms or areas with poor ventilation and put measures in place to improve airflow, including opening external windows, opening internal doors and mechanical ventilation.

15.10 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 any of these, the parent/carer will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

15.11 Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by the UK Health Security Agency and other government guidance, summarised in appendix 4.

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

In addition to general cleaning guidance:

15.12 Preventing and controlling infections in EYFS

In addition to general cleaning guidance, we will:

- Ensure all toys carry a BS, BSI or CE mark and where possible buy toys and equipment that can be easily cleaned
- Store toys in a clean container
- Not let children take toys into toilet areas unless used as an 'object of reference'. Any objects used if this manner should be cleaned after the use of the toilet in the same way as hand washing.
- Store reusable equipment that has been cleaned but is not in use separately from used equipment and away from where equipment cleaning takes place

In addition to general food hygiene guidance, when preparing and storing formula milk, drinks and foods for babies, staff will:

Where nappies are used:

- Have a designated changing area away from the play facilities, and any area where food or drink is prepared or consumed
- Staff take the appropriate measures to wash and dry their hands after every nappy change
- Wrap soiled nappies in a plastic bag before disposing in the general waste
- Clean the children with a disposable wipe, and do not share nappy creams and lotions amongst the children
- Clean the changing mats with soapy water or a detergent wipe after each use and at the end of the day
- Wash hands using soap and warm water and dry after removing disposable gloves

16. New and expectant mothers

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant.

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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 an antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly
- Some pregnant women will be at greater risk of severe illness from COVID-19

17. Occupational stress

At Woodsetton School, we aim to promote positive mental health and well-being for our whole school community; pupils, staff, parents and carers, and recognise how important mental health and emotional well-being is to our lives in just the same way as physical health.

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

Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

18. Accident reporting

18.1 Accident record book

- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. 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 pupil's educational record
- Records held in the first aid and accident book will be retained by the school Records will be retained in accordance with the Trust's records retention schedule.

18.2 Reporting to the Health and Safety Executive

The Headteacher and Operations Manager will liaise with Ascent MAT and keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).
The Headteacher and Business Manager will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

School staff: reportable injuries, diseases or dangerous occurrences
These include:

- Death
- Specified injuries, which are:
    - Fractures, other than to fingers, thumbs and toes
    - Amputations
    - Any injury likely to lead to permanent loss of sight or reduction in sight

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- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding) which:
    - Covers more than 10% of the whole body's total surface area; or
    - Causes significant damage to the eyes, respiratory system or other vital organs
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours

- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the The Headteacher and Business Manager will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include, but are not limited to:
    - Carpal tunnel syndrome
    - Severe cramp of the hand or forearm
    - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
    - Hand-arm vibration syndrome
    - Occupational asthma, e.g from wood dust
    - Tendonitis or tenosynovitis of the hand or forearm
    - Any occupational cancer
    - Any disease attributed to an occupational exposure to a biological agent
- Near-miss events that do not result in an injury, but could have done. 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

Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences

These include:

- Death of a person that arose from, or was in connection with, a work activity
- An injury that arose from, or was in connection with, a work activity and the person is taken directly from the scene of the accident to hospital for treatment

An accident "arises out of" or is "connected with a work activity" if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

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

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18.3 Notifying parents/carers

The Headteacher, or member of the Senior Leadership Team will inform parents/carers 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.

18.4 Reporting to child protection agencies

The Headteacher / Senior Leadership Team / Designated Safeguarding Lead will notify the appropriate Local Authority in which the children resides (or is looked after) of any serious accident or injury to, or the death of, a pupil while in the school's care.

18.5 Reporting to Ofsted

The Headteacher or CEO of the Trust will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care, and any incident of food poisoning affecting 2 or more pupils while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

19. Training

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

Staff who work in high-risk environments, such as working with pupils with special educational needs (SEN), are given additional health and safety training.

20. Monitoring

This policy will be reviewed by the Trust and School Leadership Team every two years.

At every review, the policy will be approved by the Headteacher and shared with the LAB and Trust members

21. Links with other policies

This health and safety policy links to the following policies:

- First aid
- Risk assessment
- Supporting pupils with medical conditions
- Accessibility plan
- Remote learning
- Emergency or critical incident plan
- Behaviour Policy

22. Links with other documentation

- Fire Safety Log Book
- Legionella Tests / Water Safety Risk Assessments and Log Book
- Gas – Annual service & gas safety inspection
- Accident Book (Staff) and Accident Forms (Students)
- Site Leaflet for Contractors
- CPOMS for Safeguarding incidents
- Evolve (Offsite Trips and Visits)
- LOLER Check Records
- PAT Testing documentation
- COSHH Data Sheets and Certificates

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Appendix 1. Fire safety checklist

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?	

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Appendix 2. Accident report

Name of injured person		**Role/class**	
Date and time of incident		**Location of incident**	
Incident details			
Describe in detail what happened, how it happened and what injuries the person incurred			
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			
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			
Name of person attending the incident			
Signature		**Date**	

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Appendix 3. Asbestos record

Location	Product	How much	Surface coating	Condition	Ease of access	Asbestos type	Comment
Roof	*Asbestos cement*	*Whole roof*	*None*	*Fairly good*	*Difficult*	*White*	
Store room	*Pipes*	*6m x 3m*	*Metal case*	*Good*	*Medium*	*Unknown*	

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Appendix 4. Recommended absence period for preventing the spread of infection

This list of recommended absence periods for preventing the spread of infection is taken from non-statutory guidance for schools and other childcare settings from the UK Health Security Agency. For each of these infections or complaints, there is further information in the guidance on the symptoms, how it spreads and some 'dos and don'ts' to follow that you can check.

In confirmed cases of infectious disease we will follow the recommended self-isolation period based on government guidance.

Infection or complaint	Recommended period to be kept away from school or nursery
Athlete's foot	None.
Bacillary Dysentery (Shigella)	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.
Campylobacter	Until 48 hours after symptoms have stopped.
Chicken pox (shingles)	Cases of chickenpox are generally infectious from 2 days before the rash appears to 5 days after the onset of rash. Although the usual exclusion period is 5 days, all lesions should be crusted over before children return to nursery or school. A person with shingles is infectious to those who have not had chickenpox and should be excluded from school if the rash is weeping and cannot be covered or until the rash is dry and crusted over.
Cold sores	None.
Conjunctivitis	None.
Cryptosporidiosis	Until 48 hours after symptoms have stopped. If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.
Diarrhoea and/or vomiting (Gastroenteritis/norovirus)	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 adviser or environmental health officer will advise.
Diptheria	Exclusion is essential. Contact your local UKHSA health protection team about any cases in your setting. For toxigenic Diphtheria, only family contacts must be excluded until cleared to return by your local UKHSA health protection team.

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Infection or complaint	Recommended period to be kept away from school or nursery
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.
Flu (influenza)	Until recovered.
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).
Giardiasis (giardia)	Until 48 hours after symptoms have stopped.
Glandular fever	None (can return once they feel well).
Hand, foot and mouth	Children are safe to return to school or nursery as soon as they are feeling better, there is no need to stay off until the blisters have all healed.
Head lice	None.
Hepatitis A	Exclude cases from school while unwell or until 7 days after the onset of jaundice (or onset of symptoms if no jaundice), or if under 5, or where hygiene is poor. There is no need to exclude well, older children with good hygiene who will have been much more infectious prior to diagnosis.
Hepatitis B	Acute cases of hepatitis B will be too ill to attend school and their doctors will advise when they can return. Do not exclude chronic cases of hepatitis B or restrict their activities. Similarly, do not exclude staff with chronic hepatitis B infection. Contact your local health protection team for more advice if required.
Hepatitis C	None.
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
Measles	Cases are infectious from 4 days before onset of rash to 4 days after, so it is important to ensure cases are excluded from school during this period.
Meningitis	Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed.
Meningitis viral	Until recovered.
Meningococcal meningitis/ septicaemia	If the child has been treated and has recovered, they can return to school.
Mpox	Until recovered and deemed safe to return by their clinician or in line with current guidance.

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Infection or complaint	Recommended period to be kept away from school or nursery
MRSA (meticillin resistant Staphylococcus aureus)	None.
Mumps	5 days after onset of swelling (if well).
Respiratory infections including coronavirus (COVID-19)	Children and young people should not attend if they have a high temperature and are unwell. Anyone with a positive test result for COVID-19 should not attend the setting for 3 days after the day of the test.
Ringworm	Exclusion not needed once treatment has started.
Rotavirus	Until 48 hours after symptoms have stopped.
Rubella (German measles)	5 days from appearance of the rash.
Salmonella	Until 48 hours after symptoms have stopped.
Scabies	The infected child or staff member should be excluded until after the first treatment has been carried out.
Scarlet fever	Children can return to school 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered, the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the school or nursery, the health protection team will assist with letters and a factsheet to send to parents or carers and staff.
Slapped cheek syndrome, Parvovirus B19, Fifth's disease	None (not infectious by the time the rash has developed).
Threadworm	None.
Tuberculosis (TB)	Pupils and staff with infectious TB can return to school after 2 weeks of treatment if well enough to do so and as long as they have responded to anti-TB therapy. Pupils and staff with non-pulmonary TB do not require exclusion and can return to school as soon as they are well enough.
Typhoid and Paratyphoid fever	Inform your local health protection team as soon as possible. Seek advice from environmental health officers or the local health protection team on required exclusion periods.
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.

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