

Rushwick CE Primary School

'Ask, Seek, Knock'

Ask and it will be given to you; seek and you will find; knock and the door will be opened to you. Matthew 7 Verse 7.



Health & Safety Policy

Reviewed by	Approved by	Date of Approval	Version Approved	Next Review Date
VL	LAB	Sept 2025	VI	July 2026

This policy is to be read in conjunction with the DoWMAT Health and Safety at Work Policy which can be found by following [this link](#).

Aims:

- To create a safe and healthy environment for all members of the school community and visitors.
- To make children, staff and parents aware of health and safety issues and minimize hazards and risks to help everyone stay safe.
- To ensure everyone takes responsibility for identifying, reporting and/or dealing with accidents, hazards and faulty equipment.
- To promote a culture of concern, care and consideration for self and for others.
- To increase knowledge of actions to take in certain situations and have robust procedures in place for emergencies.

Legislation

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

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

Roles and Responsibilities

Employer's Responsibilities

The Diocese of Worcester Multi Academy Trust Board of Directors:

- a) Have overall responsibility as employer for all aspects of health and safety of employees, pupils and other persons in DoWMAT and the Academies within it (under sections 2 and 3 of the Health and Safety at Work Act 1974).
- b) Ensure that the Trust's safety policy is implemented monitored and regularly reviewed and revised as necessary.
- c) Ensure compliance with health and safety legislation for schools which are part of the multi academy trust.

Governing Board and Trust:

The governing board has ultimate responsibility for health and safety matters in the school but will delegate day-to-day responsibility to the head of school.

The governing board 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.

DoWMAT Trust as the employer, also has a duty to:

- 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

The governor who oversees health and safety is Maria Gardener.

Headteacher/Head of School:

The headteacher/head of school is responsible for health and safety day-to-day. This involves:

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

Staff Responsibilities

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

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.

Contractors

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

Local Management of Schools

The DoWMAT Trustees fully accept our responsibility as the employer for the health, safety and welfare of the staff and students in each of our academies. As such, the Board is fully committed to ensuring each DoWMAT workplace is one where all can undertake their roles and responsibilities safely; free from work related injury or ill health. This includes all employees, pupils within our academies, sub-contractors, partners, public and others who may be affected by our work activities. Good health and safety management will be an integral part of the way that we operate and will be considered across all work activities and services delivered.

The Governors recognise the need to ensure that sufficient funds are reserved for safe practice throughout the school and in particular the inspection and maintenance of those items of premises and equipment where financial responsibility has been delegated to them.

The Organisation

Persons involved in health and safety within Rushwick CE Primary School:

- Diocese of Worcester Multi-Academy Trust (DoWMAT) - as an academy school
- The Local Academy Board of Rushwick CE Primary School
- The Senior Leadership Team
- All teaching, non-teaching and support staff
- Cleaning contractors

The Cleaning Contractor is responsible for:

- a) Ensuring that all staff are familiar with and comply with the school safety policy and all other relevant health and safety regulations.
- b) Bringing to the attention of the Senior Leadership Team any problems or defects affecting the health and safety of any person on the school premises.
- c) Ensuring that all equipment and materials received have adequate health and safety information (eg. safety data sheets to allow COSHH assessments to be carried out).
- d) Ensuring that safe procedures are laid down and used when work of a potentially hazardous nature is undertaken by themselves or others working under their direction.
- e) Ensuring that due warning is given of any cleaning operations that could constitute a hazard to other users of the premises (eg. use of signs to warn of slippery floors).

The School Office staff are responsible for:

- Maintaining the First Aid box(es) in line with the guidance given.
- Informing the Head of School/Executive Headteacher of the arrival (or expected arrival) of contractors for maintenance work (no matter how minor).
- Informing contractors of any hazards that could affect their health and safety while working in the school (particularly in the light of any completed risk assessments).

COSHH

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

- Chemicals
- Products containing chemicals
- Fumes
- 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 head of school/site manager 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 kept in a locked cupboard.

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.

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
- Installation and servicing certificates are kept in the school office.

Legionella

- Site Manager is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book
- This risk assessment will be reviewed every year and when significant changes have occurred to the water system and/or building footprint
- The risks from legionella are mitigated by the following: temperature checks, shower checks

Asbestos

- Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work
- Contractors will be advised that if they discover material that 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
- A folder with all the relevant asbestos checks is located in the school office

Electrical Equipment

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

Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them. Any potential hazards will be reported to the Head of School immediately.

Hardwired equipment is checked every 5 years via a registered contractor. Portable appliances are tested (PAT) by an external company every year. Defective electrical equipment should be reported immediately and labelled 'out of use'.

All relevant documentation is kept in the school office.

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 the caretaker.

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.

Access and Egress, Housekeeping, Cleaning and Waste Disposal

The Head of School is responsible for ensuring that ice, snow, leaves etc. are cleared in a timely and safe manner. In the event of snow and ice the first priority must be to clear all paths leading to entrances to the school, ensuring that all staff and pupils can access school safely.

Cleaning is carried out at the end of the school day and appropriate signage is utilised.

Internal waste and recycling bins are emptied daily and the external waste and recycling bins are emptied weekly by Malvern Hills District Council. Any WEE products are collected by a registered company.

Accident reporting, recording and investigation

All serious accidents that occur on the site should be notified to the School Office who will record the information via the online accident/incident reporting system)

All accidents (except the most minor) should be recorded in the school's own accident book which is kept in the school office.

In the case of a head bump, the school office will inform parents/carers via an email and issue a note on the day and will be recorded in the school accident book,

If the accident is serious, the Head of School should be made aware and immediate action taken to ensure the location of the accident is still safe to use. The Head of School is responsible for conducting an investigation following the accident. Necessary action should be taken and where possible details recorded for an accident investigation. If members of the public are involved, names and addresses should be taken (including any witnesses).

Accident Reports and investigation records should be kept for 3 years if the accident involved a member of staff, or if the accident involved a pupil / student until they reach the age of 21.

Contractors (Management of)

All contractors for large projects are managed by representatives of DoWMAT. Smaller jobs are the responsibility of the school, all contractors liaise with the Head of School and the School Office when in school. They always wear identification badges and where possible work is carried out outside of school working hours. All builders and contractors must be offered the asbestos register and sign to indicate they have been offered this document when signing into school

Contractors and Visitors on Site

The School Office will ensure that visitors and contractors are informed of any health and safety arrangements by giving **all visitors** a yellow lanyard containing necessary health and safety information including fire procedures and first aid information. All visitors and contractors must also sign in using the visitor book. This is explained by the office staff.

Defect reporting procedures

Any defects should be reported to the school office and are recorded in a defects/repairs folder which is checked by the caretaker daily.

All defective items are taken out of use immediately. An 'out of use' label is displayed on any defective item that cannot be removed. The Head of School and school office monitor that the defect has been rectified.

Works undertaken are included in the Head of School's report to governors. DoWMAT are informed of any major issues and provide expertise and resources to support the school.

Display screen equipment (DSE)

All staff including teachers with laptops have a duty to report any issues to the Head of School.

The Head of School will monitor and arrange for any problems relating to display screen equipment and its use to be appropriately reported and resolved.

Fire Precautions and Emergency Plans

- Fire alarms are tested weekly and this is recorded in the fire log by the caretaker.
- All staff have a duty to maintain a safe working environment and have completed 'Fire Awareness Training'
- Fire appliances are tested annually by an approved contractor.
- Fire drills are regularly carried out, each half term on different days and at different times of day. These are recorded and outcomes reviewed and remedial actions taken and recorded
- In the event of a fire the alarm is sounded and the fire brigade called by the school office. Designated staff check the building on exit and a roll call is taken at the assembly point in the main playground. Nobody is allowed to re-enter the building until given the all clear by the fire brigade.
- School has 6 trained Fire Wardens to support safe evacuation

Procedures for fire drills and fire alarms

- Upon hearing the fire alarm all persons (child and adult) should exit the building using the designated fire escape routes that are available in each room and assemble on the playground at the Assembly Point. Each room has an exit clearly marked.
- Staff carry out an initial numbers check on pupils to ensure all pupils are accounted for. Registers are brought out by office staff and given to class teachers, the register will then be checked and missing persons reported to the Head of School/Senior Teacher (see Fire Safety Policy)
- NB: NOBODY is to re-enter the building.

First Aid

Rushwick CE Primary School ensures we have more than the required number of first aid trained staff. This ensures that all school trips can be accompanied by at least one first aider and that the school remains with appropriate cover.

Records of first aid training are kept, head of school is responsible for ensuring that these are kept up to date and qualifications renewed as necessary.

A list of qualified first aiders is available on the first aid cupboard door, in the staffroom and in the school office. First aids kits are kept in the first aid cupboard.

First Aider Miss Smith, is responsible for restocking these kits. Should it be necessary to summon an ambulance it will be called by the School Office. If a parent or guardian is not available the child/children would be accompanied to the hospital by a First Aider or a member of the Senior Leadership Team.

Medication

We do not normally administer medicines in school. However, we do have First Aiders who are able to administer prescribed medication eg antibiotics if necessary. Parents must complete a sheet detailing medications and dosage etc. All relevant paperwork is kept in the school office.

If medicines are administered, this is recorded and witnessed.

Parents are welcome to come and administer medicine to their children if they so wish.

Care plans are written for those children with special medical conditions. For those children with asthma, inhalers are generally kept with the children in their classrooms. If pupils use their inhalers this is recorded and parents are notified via a slip sent from the school office. Inhalers are taken on all off site visits and held by the visit leader who supervises their use if necessary.

Protecting Pupils Outdoors

In extreme weather conditions pupils will remain indoors for their safety e.g. snow or extreme heat conditions. Pupils would not take part in vigorous activity on very hot days. Pupils would be encouraged to wear sunhats and drink plenty of water throughout the day.

During the hot sunny weather, suncream/lotion should be applied on children before they come to school. Pupils are not to bring suncream to school (special circumstances will be dealt with on an individual needs basis).

Information Dissemination Process

Employees and students/volunteers:

Each year in September, all members of staff are made aware of all relevant Health and Safety and associated policies. Any new information is disseminated throughout the year via staff meetings and any training requirements will be shared. All new members of staff receive Health and Safety information as part of the induction process.

The Health and Safety policy is also available via our school website and all documents are stored electronically on the school cloud. Health and Safety arrangements, including all the related Health and Safety Policies and staff handbooks are reviewed annually.

The review is carried out by the Executive Headteacher/Head of School and the governor responsible for Health and Safety using the Health and Safety audit and inspection workbook.

Pupils:

The Senior Leadership Team and teaching staff are responsible for ensuring pupils are aware of existing and new Health and Safety information. This will be delivered either in assemblies or via class teachers in the classroom. It will also include sessions such as online safety, Bikeability, Road Safety and First Aid when appropriate. Pupils are also made aware of Health & Safety information through PSHE lessons.

Governors:

Health and Safety is a standing agenda item at LAB meetings. The Executive Headteacher/Head of School will inform governors of any existing or new health and safety information at this time through their report.

Lettings/Shared use of premises/Extended Services

Currently there are no lettings arranged using school premises.

The premises are used by the PTA for events such as the annual Summer & Christmas Fayres and other fundraising activities throughout the year. All events are attended by school staff who are responsible for opening and locking up school. The PTA hold its own insurance and carries out risk assessments for all of its events. The Head of School is responsible for checking and ensuring risk assessments are in place.

Lone working and Personal Safety

It is recommended that lone working should be avoided. However in a small school this is often unavoidable. For example:

- Members of staff working alone at the end of the day
- Members of staff working in school in the holidays or at weekends
- Members of staff opening and closing the building
- A member of staff traveling in a car

We recognise that lone working is unadvisable but if it is unavoidable then staff should follow the guidance below to minimise associated risks:

- Notify somebody of what time you expect to arrive / return.
- Some form of effective communication should always be carried (mobile phones)
- Always ensure you have access to a first-aid kit.
- When working alone in the school always ensure the doors remain securely closed.
- Do not work at heights on ladders
- Never attend an alarm call out alone. If no one is available to accompany you, wait until the police arrive before you leave your vehicle.

Maintenance and Inspection of Equipment

- P.E. equipment is inspected annually by SportsSafe – records kept in school office
- All P.E. equipment must be visually checked by staff prior to P.E. sessions
- Lunchtime tables are serviced and inspected by SICO – records kept in school office
- Every morning the caretaker completes a site safety check of all the grounds
- A termly maintenance check is carried out by the health and safety governor, caretaker and executive headteacher.

Playing Field and Forest School Area

The playing field and Forest School Area is maintained by a regular contractor employed by the school and visual inspections are carried out by staff prior to commencing activities and any debris and animal faeces safely removed. Daily checks are carried out by the caretaker.

Offsite and Educational Visits

- The school has a minimum of two trained Educational Visits Co-ordinators (EVC)
- School staff have completed educational visits training
- The EVC authorises all visit risk/benefit assessments prior to visits going ahead.
- Staff are required to undertake pre-visit checks as necessary.
- Teachers are required to complete risk/benefit assessments and store them on the school intranet/staff share. These are monitored by the Head of School/EVC
- A first aider is always present in all school organised educational visits including visits with pupils in the EYFS.

Manual handling

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

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

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

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

Risk Assessments

Rushwick CE Primary School recognises that there is a need to undertake risk/benefit assessments for all activities which present significant foreseeable hazards (A specific requirement of Regulation 3 in The management of health and safety at work regulations 1999). The Head of School is responsible for ensuring risk assessments are undertaken and ensuring they are available to all members of staff. They are reviewed on an annual basis or sooner if necessary.

From time to time, specific risk assessments are written eg for new and expectant mothers, care plans for special medical conditions or building work being carried out in school.

All risk assessments are saved in electronic form on staff share but are printed and authorised in paper form prior to visits going ahead.

An individual risk assessment is written for every offsite visit.

Smoking

The site is a 'NO SMOKING SITE'.

Stress and Staff Wellbeing

The Health and Safety Executive define stress as 'the adverse reaction people have to excessive pressure or other types of demands placed on them. This makes an important distinction between 'pressure', which can be a positive state if managed correctly and 'stress' which can be detrimental to health.

In order to manage stress levels staff are provided with adequate and achievable roles and tasks that are within their capabilities. We have a trained mental health lead and a mental health first aider.

A staff room is provided for staff to have a break and all staff are actively encouraged to make use of it. Any member of staff experiencing difficulties should report their concerns to the Head of School. Staff can then be signposted towards appropriate support and medical advice if needed.

Where possible staff are encouraged to develop new skills and CPD is the entitlement of all employees.

To help maintain a work life balance weekly staff meetings are planned until 4.30pm. Planning is not required to be handed in for scrutiny, staff are not compelled to run after school clubs.

Swimming lessons (Public Pool)

- Currently the school use Lower Wick Swimming Pool
- Trained life guards and a swimming instructor will be present during all sessions.
- Lifesaving equipment will be available at the pool.
- Normal operating and emergency operating procedures are in place and the pupils are made aware of these during their first session.
- Pupils are accompanied at all times to minimise risk from members of the public

Training and Development related to Health and Safety

The Head of School/Executive Headteacher is responsible for Health & Safety Training and the induction of new staff. More specialist training e.g. for First Aid, manual handling, COSHH is undertaken with specialised providers as necessary.

Violence to staff and school security

- Access is restricted by the use of a security door, school staff are issued with a security fob to gain access.
- All school staff wear red coloured lanyards. Visitors and volunteers wear yellow colour coded lanyards. Governors wear blue lanyards. Pupils are aware of this and can distinguish between visitors and school staff.
- No pupils may exit via the main doors without being 'buzzed' out by the office or through a member of staff wearing a security lanyard.
- Staff are required to report all incidents of verbal or physical violence
- Risk assessments are carried out for any individual circumstances which may pose a risk of violence.

Teaching University Placement Students

Teaching students are given an induction, a health and safety briefing and a safeguarding leaflet by the mentor/head of school. These students are always monitored and supervised by a member of staff. University provide DBS checks for all students.

Working at Height

Under no circumstances should staff or pupils climb on chairs, tables or other items of furniture.

Vehicles on Site/car park arrangements

Rushwick CE Primary School has a staff carpark. This carpark is closed at 8.30am once the pupils have arrived in school. This gate remains closed for the remainder of the day and opened for deliveries and closed again. The car park is not accessible to parents.

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.

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. Where not possible hand sanitizer will be provided.
- Cover all cuts and abrasions with waterproof dressings

Coughing and sneezing

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

Personal protective equipment

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (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

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
- Supervise pupils when playing with animals

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

- We will regularly clean equipment and rooms, and ensure surfaces that are frequently touched are cleaned daily

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

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.

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 I.

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

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 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

Reporting to the Health and Safety Executive

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

The head of school 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
 - 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 scalding 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 headteacher 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:
 - 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
 - Tendinitis 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](#)

Notifying parents/carers

The EYFS teacher or lead will inform parents/carers of any accident or injury sustained by a pupil in the Early Years Foundation Stage, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

Reporting to child protection agencies:

The EYFS lead/head of school will notify Worcester Children’s First of any serious accident or injury to, or the death of, a pupil in the Early Years Foundation Stage while in the school’s care.

Reporting to Ofsted

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

Training

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

Staff who work in high-risk environments i.e. work with pupils with special educational needs (SEN), are given additional health and safety training. All staff have received Team Teach training.

Monitoring

This policy will be reviewed by the Executive Headteacher/Head of school every 2 years.

At every review, the policy will be approved by the local governing body and the health and safety governor.

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
- Emergency or critical incident plan

Appendix I. 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, including COVID-19, 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.
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.
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.
Rubella (German measles)	5 days from appearance of the rash.
Hand, foot and mouth	Children are safe to return to school or nursery as soon as they are feeling better, there is no need to stay off until the blisters have all healed.
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
Measles	Cases are infectious from 4 days before onset of rash to 4 days after, so it is important to ensure cases are excluded from school during this period.
Ringworm	Exclusion not needed once treatment has started.
Scabies	The infected child or staff member should be excluded until after the first treatment has been carried out.

Scarlet fever	Children can return to school 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered, the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the school or nursery, the health protection team will assist with letters and 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).
Bacillary Dysentery (Shigella)	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.
Diarrhoea and/or vomiting (Gastroenteritis)	Children and adults with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course is completed. For some gastrointestinal infections, longer periods of exclusion from school are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, school health adviser or environmental health officer will advise. If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.
Cryptosporidiosis	Until 48 hours after symptoms have stopped.
E. coli (verocytotoxigenic or VTEC)	The standard exclusion period is until 48 hours after symptoms have resolved. However, some people pose a greater risk to others and may be excluded until they have a negative stool sample (for example, pre-school infants, food handlers, and care staff working with vulnerable people). The health protection team will advise in these instances.
Food poisoning	Until 48 hours from the last episode of vomiting and diarrhoea and they are well enough to return. Some infections may require longer periods (local health protection team will advise).
Salmonella	Until 48 hours after symptoms have stopped.
Typhoid and Paratyphoid fever	Seek advice from environmental health officers or the local health protection team.
Flu (influenza)	Until recovered.
Tuberculosis (TB)	Pupils and staff with infectious TB can return to school after 2 weeks of treatment if well enough to do so and as long as they have responded to anti-TB therapy. Pupils and staff with non-pulmonary TB do not require exclusion and can return to school as soon as they are well enough.
Whooping cough (pertussis)	A child or staff member should not return to school until they have had 48 hours of appropriate treatment with antibiotics and they feel well enough to do so, or 21 days from onset of illness if no antibiotic treatment.
Conjunctivitis	None.

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