

Health and Safety			
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Statement of Intent

The Headteacher and Governing Body recognise and accept that they are responsible for complying with health and safety legislation and for ensuring the health, safety and welfare of their employees and others who may be affected by the school's activities. The headteacher seeks to provide and maintain, so far as is reasonably practicable by the implementation of this School policy, its Arrangements and Procedures, Risk Management and through Information, Instruction and Training:

- A positive culture and management system to ensure health and safety at work.
- Plant and systems of work that are made safe and without risks to health, through the appropriate implementation of this Policy, Arrangements and Procedures to manage the associated risks.
- Arrangements for the safe use, handling, storage and transport of substances and articles.
- Information, instruction, training and supervision that is necessary to ensure adequate health and safety at work.
- A place of work that is safe and without risk to health, where everyone is aware of their accountabilities and responsibilities.
- Adequate resources for carrying out this policy.
- Systems for identifying and assessing all hazards and risks associated with the school's activities including putting in place adequate control measures.

Headteacher signature:



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1. Aims

Great Oaks School recognises and accepts its responsibilities to provide, as far as is reasonably practicable, a safe and healthy environment for children, staff and other users of the premises. Agencies such as the Corporate Health and Safety Unit can provide valuable expert advice in our commitment to providing consultation, training, information and support to all staff in our aim to create this environment. Great Oaks School believes that the prevention of incidents, accidents, injury or loss is essential to the efficient organisation of the school and takes all such steps as are reasonably practicable to meet its responsibility for providing a safe and healthy working and learning environment for staff, learners and visitors.

The Headteacher and Governors of the school will take all reasonable steps to meet this responsibility and expect appropriate support from pupils, staff and visitors. This policy will be reviewed continually in response to new hazards, regulations or reported shortcomings in arrangements.

Health & Safety is everybody's responsibility, and we must all be continuously aware of our own safety and the safety of others in everything we do. It is the responsibility of all the staff to notify the Headteacher, Heads of Schools or Site Manager of any Health & Safety issues and to remain vigilant while on the school premises.

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

- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

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

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

3. Roles and responsibilities

3.1 The Trust / Health & Safety Committee

The Specialist Schools Trust Board have overall responsibility for:

- Ensuring the decisions they make take into account the school's health and safety policies and any applicable statutory provisions.
- Appointing a member of the Trust Board to have responsibility for monitoring the operation of the school's health and safety policies.
- Ensuring that adequate resources are made available for carrying out of this policy.
- Ensuring the Headteacher and the school management team follow their responsibilities detailed within the school's health and safety policies, its arrangements and safe working procedures, holding them to account if they do not.

The Trust, through the H&S Committee, 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 Specialist Schools Trust, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities to identify and introduce health and safety measures necessary to manage those risks. This would include the creation and implementation of relevant policies and procedures.
- Inform employees about risks and measures in place to manage them.
- Ensure that adequate health and safety training is provided and monitored.

3.2 Headteacher

The headteacher is responsible for health and safety day-to-day. This involves:

- Implementing the health and safety policy.
- Ensuring there is enough staff to safely meet learners' needs.
- 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.

3.3 Head of School

Delegated Health and Safety responsibilities. In the Headteacher's absence, the head of school assumes the above day-to-day health and safety responsibilities but is also directly responsible for the following areas:

- Teaching and Learning aspects of Health and Safety ensuring that teachers are complying with their subject specific Health and Safety responsibilities and informing their teams of the regulations and guidelines.
- Working in partnership with the Business Lead – Premises and Estates and Site Manager to ensure site policies and procedures are being complied with across the Great Oaks sites.

3.4 Site Management

Under the guidance of the Trust Health and Safety Lead (Business Lead – Premises and Estates) the site nominated health and safety lead is the Site Manager who has responsibility for the following areas:

- Site Security
- Monthly checks, liaising with appropriate bodies relating, but not limited, to asbestos management, fire safety equipment including alarms, sensors and extinguishers, legionella testing and monitoring, portable appliance testing, lift maintenance, periodic safety checks of minibus fleet.
- Cleanliness of buildings and management of contractors.
- Repairing or arranging repairs to building faults, including heating, electrical and lighting.
- As coordinator for the Control of Substances Hazardous to Health (COSHH), the ordering, distribution, management of and recording of risk assessments, ensuring they are distributed to all employees who work with hazardous substances.

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.
- Not intentionally interfere with or misuse anything provided in the interest of Health & Safety or welfare.
- Co-operate with the school on health and safety matters.
- Be responsible for complying with their subject specific health and safety regulations and guidelines ensuring team members are kept informed.
- 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.

- Understanding and implementing emergency evacuation procedures.

3.5 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.

3.6 Contractors

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

4. Arrangements for health and safety

4.1 Site security and management

The Site Manager and the Site Team are responsible for the security and management of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the CCTV, access control, intruder and fire alarm systems. An approved, qualified and competent engineer undertakes regular servicing and inspection of all systems and makes remedial actions, if required.

An external, out-of-hours security provider is contracted by the school should alarms be activated, however, the Site Team are key holders and will respond to an emergency, if required.

The general site and building of Compass School is managed by the Health, Safety and Site Manager on a daily basis.

Risk assessments are in place to cover activities undertaken within/on the school site/building.

General maintenance and cleaning of the school is monitored and undertaken by the Site Team.

Appropriate professional trades are contracted to undertake specialist tasks.

Large repairs and capital projects are carried out by qualified and competent companies.

Repairs and maintenance is carried out outside of school hours, with the exception of emergency repairs.

4.2 Fire

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. The fire risk assessment of the premises is reviewed regularly.

Emergency evacuations are practiced at least once a term (3 x times a year).

The fire alarm is a loud continuous alarm.

Fire alarm testing takes place weekly with quarterly tests taking place in conjunction with SCC (Term Contractor) and is checked on a regular basis.

New staff are trained in fire safety and all staff and pupils will be made aware of any new fire risks. Where appropriate some identified Great Oaks students will not understand fire risks or have recognized mobility needs; these students will have a Personal Emergency Evacuation Plan detailing their individual needs and procedures to be followed.

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 students will congregate at the assembly points; these are identified in the school fire policy.
- Class teachers will take a register of students, which will then be checked against the attendance register of that day.

- The Head of School will take a register of all staff.
- Staff and Students will remain outside the building until the emergency services or lead staff give the all clear.

4.3 COSHH

All products that may give rise to injury, disease or illness undergo a risk assessment prior to its use, as per the Control of Substances Hazardous to Health Regulations 2002. Hazardous substances 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 our COSHH Coordinator (Site Manager) and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where required.

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.

4.4 Gas safety

The 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.

4.5 Legionella

A biennial water risk assessment is carried out by Freeston Water Treatment. This risk assessment will be reviewed regularly and when significant changes have occurred to the water system and/or building footprint. The Site Manager is responsible for ensuring that the identified operational controls are implemented and recorded in the school's water logbook.

The risks from legionella are mitigated by weekly flushing of low use water outlets, carried out and recorded by in-house staff. Monthly temperature checks and the quarterly disinfection and deep clean

of shower heads are undertaken by Freeston Water Treatment. Any defects are reported directly to an approved contractor for rectification.

4.6 Asbestos

An annual Asbestos Survey is carried out by an approved UKAS accredited contractor under Regulation 4 of the Control of Asbestos Regulations 2012.

The register and a school plan are held electronically on the Maintenance SharePoint and are available to all staff.

Staff are informed of the presence of asbestos in the areas which they undertake their employment and are advised of any actions that may affect this.

Contractors are advised of the presence of asbestos via the Contractor File held in reception and are advised that if they discover suspicious material, they will stop work immediately until the area is declared safe.

4.7 Equipment

Under Provision and Use of Work Equipment Regulations 1998 (PUWER), 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.

4.7.1 Electrical equipment

Fixed electrical installations are tested under the Electricity at Work Regulations 1989 on a 5-yearly basis.

Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed.

Portable appliance testing (PAT) is carried out annually by a competent person.

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

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 a member of staff who directs and instructs them to ensure safe use of equipment.

Any potential hazards will be reported to Site Manager immediately.

4.7.2 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 the Site Manager.

4.7.3 Display screen equipment

All staff using DSE for extended periods (one continuous hour or more as part of everyday work) undertake a DSE assessment to determine a comfortable working position, in accordance with The Health and Safety (Display Screen Equipment) Regulations 2002. Advice and tools are available to help reduce and avoid musculoskeletal and repetitive strain injuries.

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).

4.7.4 Specialist equipment

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

Where applicable Oxygen cylinders are stored in a designated space, and staff are trained in the removal, storage and replacement of oxygen cylinders.

4.8 Lone working

Lone working is limited, where possible, and may include:

- Late working
- Home or site visits
- Weekend working
- Site management 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.

4.9 Working at height

Great Oaks School will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work ensuring that the requirements of The Work at Height Regulations 2005 are adhered to.

In addition:

- The Site Team retains ladders for working at height.
- Ladders are visually inspected prior to use and recorded after a quarterly inspection.
- Only trained personnel are allowed to use ladders. Pupils are prohibited from using ladders.

- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons.
- Kick steps and stools are available for staff to use across the school.
- Tasks, displays and activities are planned and erected in order to reduce the amount of work at height required.
- Any larger tasks that involve the likes of scaffold towers (mobile or static) are planned around appropriate timings when there are as few people in the working area as possible. All mobile towers will be erected and dismantled by competent and training persons.

4.10 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, and that staff are trained in how to use them safely.

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

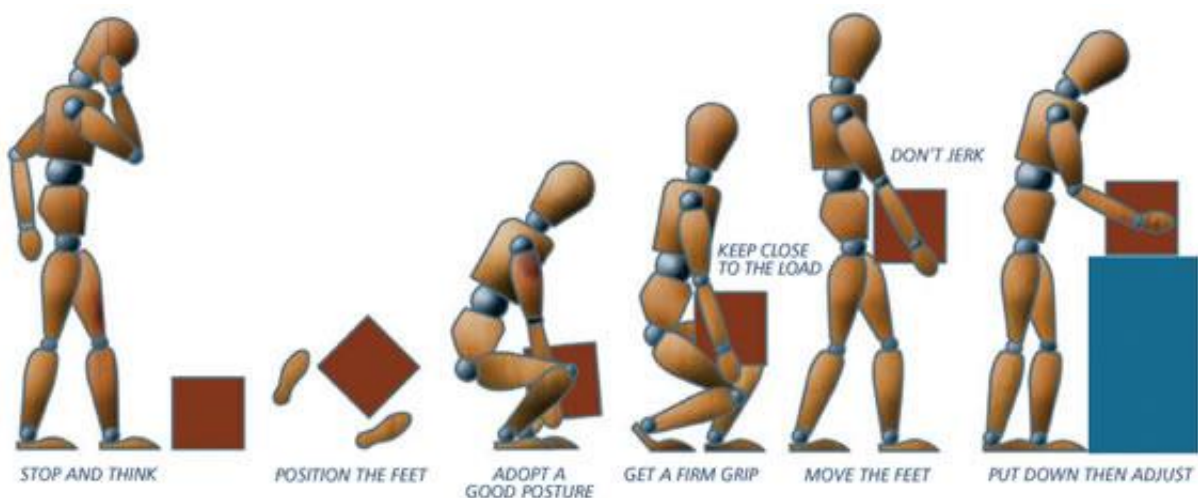
Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help.

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

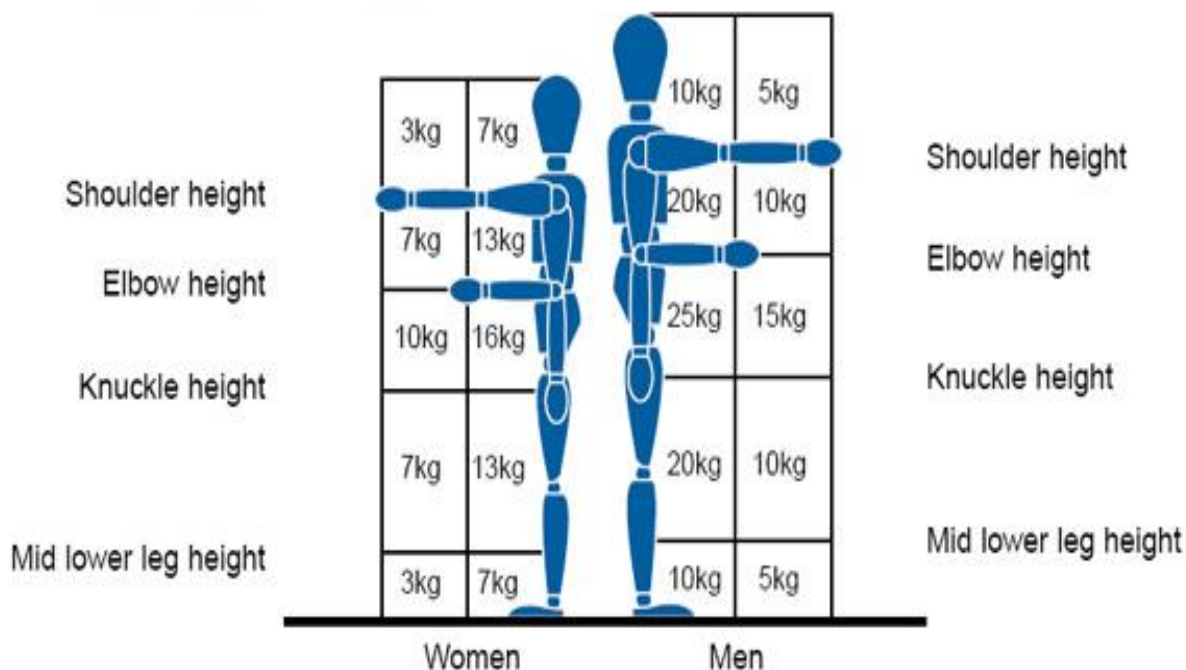
Ensure the area where you plan to offload the load is clear.

Good lifting technique

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.



HSE Manual handling requirements



4.11 Off-site visits

Staff organising or taking part in offsite activities are expected to follow the “Hampshire Guidelines for Off Site Activities” in addition to:

Applying for the Head Teachers approval.

Providing all necessary risk assessments.

Filling in the necessary off-site forms.

Leaving a completed ‘record of pupils/groups off site’ form at reception.

Taking appropriate medication.

4.12 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.

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

4.14 Smoking

For the purposes of this policy smoking includes e-cigarettes/vapes and is not permitted anywhere on the school premises.

4.15 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 in Appendix 1 below, where applicable. Advice is available here - [Managing specific infectious diseases: A to Z - GOV.UK](#)

4.16. New and expectant mothers

In line with The Management of Health and Safety Regulations 1999, regs 16-18, 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.

4.17. Occupational stress

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

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

4.18.1 Accident reporting

All injuries are reported to a first aid trained member of staff and are treated as necessary (see also First Aid section).

Minor pupil accidents are recorded in the School Minor Reporting file with a record of the incident recorded in CPOMS and discussed with the pupil's parent or carer.

Staff accidents, injuries, near misses and more serious pupil accidents are recorded using the Southampton City Council (SCC) Health and Safety Management System (HSMS).

Items added to the HSMS are reviewed by the Headteacher or Head of School and the Corporate Health and Safety Service.

RIDDOR requirements are undertaken by Corporate Health and Safety Service (CHSS) and comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

All reports are followed up and are given actions for remedy as priority, where required.

Accident and injuries monitoring is carried out and reported to the H&S Trust committee

4.18.2 Accident recording systems

An accident report will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it.

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

Details will be held in the first aid file and on nominated system will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

4.18.3 Reporting to the Health and Safety Executive (HSE)

The Head Teacher/Head of School will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

The Head Teacher/Head of School, or delegated person, will report these to the SCC Corporate Health and Safety 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.

Reportable injuries, diseases or dangerous occurrences include, but not limited to:

- Death

Specified injuries, which are:

- Fractures, other than to fingers, thumbs and toes
- Amputation of an arm, hand, finger, thumb, leg, foot or toe
- 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 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

Over-7-day incapacitation of a worker: 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 Head Teacher/Head of School 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
- 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:

[RIDDOR – Reporting of Injuries, Diseases and Dangerous Occurrences Regulations - HSE](#)

4.18.4 Notifying parents/carers

An appropriate member of staff will inform parents/carers of any accident or injury sustained by a student, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

4.18.5 Reporting to child protection agencies

The Designated Safeguarding Lead will notify Southampton Children’s Services (or Hampshire Children’s Services) of any serious accident or injury to, or the death of, a student while in the school’s care.

4.18.6 Reporting to Ofsted

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

4.19. Training

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

Training needs are considered in line with The Management of Health and Safety Work Regulations 1999, and are identified considering the needs of Great Oaks School.

Training includes Fire Safety, Manual handling, General Health and Safety and Food Hygiene.

Staff should not attempt to undertake tasks that they are not competent or qualified to do so.

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

4.20. Monitoring

This policy will be reviewed by the Trust every year.

At every review, the policy will be approved by the Trust's Health and Safety Committee.

4.21. First Aid

In line with the Health and Safety (First Aid) regulations 1981, there is first aid provision across the whole school estate.

There are multiple first aid boxes and equipment which is accessible to trained and qualified First Aid personnel.

Defibrillators are available for use in emergency situations, these are situated in West Site reception, Pathways 2 building, South Site reception and White Building, and Bugle House.

Permissions for medication administration are given by parents by completing the Parental Consent Form which is uploaded to Arbor and placed in their relevant pupil folder.

Medicines are generally kept under lock and key with the exception of 'emergency medicines' (inhalers, EpiPens etc).

Staff record when medicines are administered in the Administering Meds Folder.

First Aid meetings are conducted by the First Aid Lead half termly and are attended by first aiders.

4.22. Outside areas, including playgrounds and supervision

Outside areas are inspected daily with litter and leaves removed to reduce instances of slipping, as required.

Play structures are inspected annually by a qualified and competent person.

Hedges and grassed areas are maintained on a regular basis by the SCC Grounds Maintenance Team (SLA in place).

All pupils are supervised by staff when using outdoor areas.

4.23. Risk Assessment

Under the Management of Health and Safety at Work Regulations 1999, risk assessments are completed for activities undertaken in the school.

Risk assessments include:

The identification of hazards

Assessment of the risks

Control of the risks

Are recorded

Review the controls

Significant findings are recorded and communicated to staff.

Control measures and actions are implemented as a matter of priority.

Risk assessments are generally reviewed annually, when they become ineffective, or when there may have been significant alteration in facilities or processes.

4.24. Travel

There are times when staff and pupils will undertake activities off the main school site. Pupils are transported to offsite activities via the school car, minibus or local bus service.

All drivers of the school car/minibus are vetted to ensure they have the correct and valid licence.

Minibus drivers complete the Minibus Driver Awareness Scheme qualification prior to use.

An inspection of the vehicle will be undertaken prior to use, this is recorded and filed in the appropriate place.

All vehicles are tested and serviced as per the appropriate schedules relative to each vehicle.

Drivers must comply with standard UK law with regard to driving and are accountable for any shortcomings.

A first aid kit and identity badge is carried in event of emergency.

Some staff do use their private vehicle for school use. Private cars must comply with UK law and be in a roadworthy and serviceable condition.

An MOT and business insurance is required for private vehicles, with records held at the school.

4.25. Lifts and lifting equipment

All lifting equipment is supplied, installed and maintained by a qualified and competent person/company under the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER). Lift servicing is organised under SLA with Southampton City Council with servicing carried out by RJ Lifts.

The lifts are key operated with all pupils using the lifts being supervised by a member of school staff.

Emergency calls from the lifts are received by an emergency call centre operated in conjunction with RJ Lifts. Out of hours access is scheduled with the Site Manager.

Lifts are not used in fire evacuation unless with direct support and authorisation from the fire service.

4.26. Visitors

Visitors are signed in and out via reception after providing appropriate identification.

Visitors are accepted only with prior arrangement, unless in emergency.

Visitors are escorted to the point of their contact or chaperoned by a member of staff throughout their visit.

Only known visitors will be allowed to work unsupervised during their visit and whilst no pupils are on site.

4.27. Welfare

Facilities are provided as required by the Workplace (Health, Safety and Welfare) Regulations 1992.

Great Oaks School are responsible for providing or making available suitable welfare facilities for its employees whether they are direct employees, supply staff or contractors.

Welfare facilities are suitable and sufficient for all working on site.

4.28. Links with other policies and procedures

Staff should be familiar with Health and Safety guidelines appropriate to their role. This Health and Safety policy links to the following policies and procedures where the following documents are held in the school office:

First Aid

Risk Assessment

Accessibility Plan

Supporting students with medical conditions

Fire safety in schools' checklist / procedure

Evacuation Plan

Lockdown Policy

Safeguarding and Child protection

Workshop safety code

School workshop safety precautions

Safety and Science

Safety in Physical Education and recreational activities

Health and safety in school workrooms

Safety in audio visual communication

C.O.S.H.H. guidance for schools

Hampshire County Councils guidance for Off Site activities

Managing Medicines in schools

School staff handbook

Manual Handling

Major incident

(All policies and protocols are available on Microsoft Office Sharepoint and through the school's website).

Appendix 1 - 4.19 Infection prevention and control

4.19.1 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

4.19.2 Coughing and sneezing

Cover mouth and nose with a tissue

Wash hands after using or disposing of tissues

Spitting is discouraged

4.19.3 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 (for example, nappy or pad changing)

Wear goggles if there is a risk of splashing to the face

Use the correct personal protective equipment when handling cleaning chemicals

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

4.19.4 Cleaning of the environment

Clean the environment frequently and thoroughly

4.19.5 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

14.9.6 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, never rinse by hand

14.9.7 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

14.9.8 Animals

Wash hands before and after handling any animals

Keep animals' living quarters clean and away from food areas

Dispose of animal waste regularly, and keep litter boxes away from pupils

Supervise pupils when playing with animals

Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet

14.9.9 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

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

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

14.9.10 Pupils vulnerable to infection

Some medical conditions make students 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.

14.9.11 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 2.

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

Appendix 2 - 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)	<p>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.</p> <p>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.</p> <p>If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.</p>
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.