



**Moorlands**  
Learning Trust

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## **Health & Safety and Premises Management Policy**

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	<b>Position/Committee</b>	<b>Date</b>
<b>Prepared by</b>	CFO	May 2020
<b>Approved by</b>	Trustees	May 2020
<b>To be Reviewed</b>	CFO	Summer 2021

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## 1. Moorlands Learning Trust Health & Safety and Premises Management Statement

Moorlands Learning Trust will comply with relevant [Health and Safety Acts](#) and Regulations, Department for Education (DfE) guidance on [Good Estate Management for Schools](#) together with industry standards and best practice relevant to Moorlands Learning Trust operations.

Occupational health and safety policy and arrangements will be proportionate to the level of safety and health risks arising from Moorlands Learning Trust activities.

Moorlands Learning Trust accepts the duty to prevent injury and ill health to employees, visitors, contractors and temporary workers, as well as any members of the public who might be affected by Moorlands Learning Trust operations.

This policy will be communicated to all employees and stakeholders who may be affected by Moorlands Learning Trust operations. In order to ensure that information about how risk will be managed reaches those exposed to risk, Health and Safety policies and procedures have been developed for our activities. All relevant operational information is available from the Trust CFO and Site Manager of each Trust school.

The Trust aims to provide a safe, healthy environment, managing buildings and premises in an effective and legally compliant way. The key health and safety objective is to minimise the number of instances of occupational accidents and illnesses and ultimately achieve an accident-free workplace and activities.

All employees will be provided with relevant equipment, information, training and supervision.

Individuals are responsible for taking reasonable care of their own and other people's welfare and to report any situation that may pose a threat to the well-being of any other person. Non-reporting of risk is subject to disciplinary procedures.

Finances and resources reasonable to implement this policy will be made available.

Accurate records of all statutory tasks will be maintained. All requirements and recommendations highlighted in inspection reports will be reviewed and acted upon as necessary. All significant work-related injuries, incidents and near misses will be reported, investigated and recorded. Accident and investigation records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive.

Moorlands Learning Trust is committed to continual improvement in performance related to the way that premises, safety and health risks are managed. Our Health and Safety and Premises Management Policy will be continually monitored and updated every year, or when there are changes in the nature and scale of Moorlands Learning Trust operations.

**CEO**

**Signed on behalf of Moorlands Learning Trust**

**Date:**

## 1. Aims

### Our Trust aims to:

- Provide and maintain a safe and healthy environment, managing its premises, buildings and equipment in an efficient, legally compliant way
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to school sites
- Consult with our employees on matters affecting their health and safety and provide training and information in all areas relevant to their role
- Have robust procedures in place in case of emergencies
- Ensure that premises and equipment are maintained safely and are regularly inspected, taking into account statutory requirements and best practice recommendations.
- Ensure that plant, machinery and equipment purchased is manufactured to a British, European, or International recognised standard
- Review and revise this policy as necessary having regard to changes within the organisation and, as a minimum, at recognised intervals

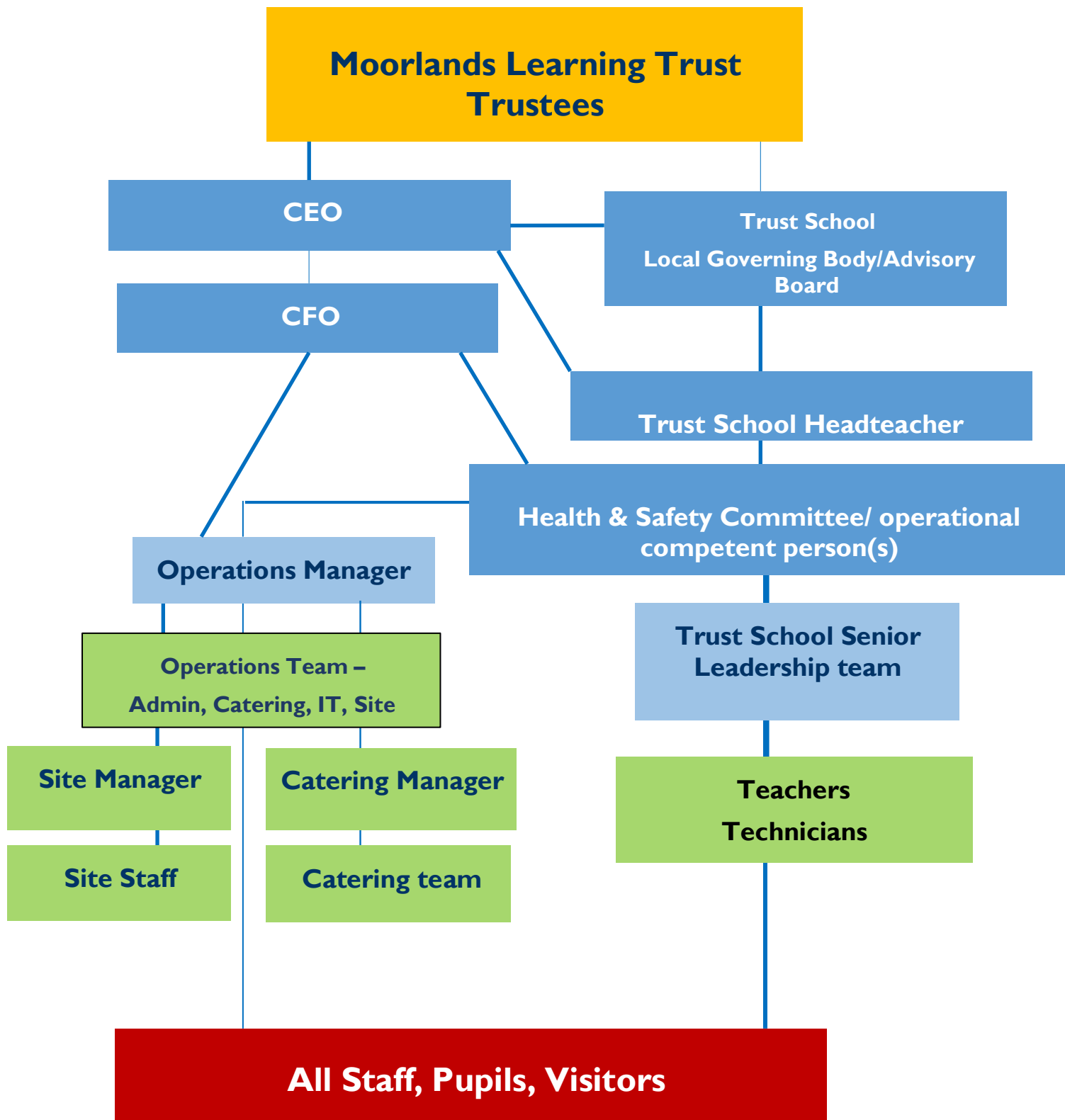
## 2. Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#), and guidance on [Good Estate Management for Schools](#) and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties that employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which requires employers to assess 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 Trust follows [national guidance published by Public Health England](#) when responding to infection control issues, and [updated guidance](#) during school closures during the coronavirus outbreak.

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

### 3. Roles and responsibilities



Responsibility for health and safety within the Trust is held by the Trust at strategic level, and overseen by the Chief Executive Officer (CEO).

### 3.1 The Trust Board

The Trust Board has ultimate responsibility for health and safety and premises matters in all Trust schools, but will delegate day-to-day responsibility to the CEO and Headteacher / Local Governing Body of Trust schools, as per their scheme of delegation (SoD). Each school's SoD should be read in conjunction with this policy to ensure that the correct level of decision making and responsibility under this policy is exercised.

The Trust Board has a duty to comply with the requirements of the [The Education \(Independent School Standards\) Regulations 2014](#). The 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 school premises.

**Moorlands Learning Trust, as the employer, also has a duty to:**

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

### 3.2 CEO / Trust School Headteacher

**The CEO is responsible for health and safety day-to-day, along with Headteachers in Trust schools as per their scheme of delegation and in line with the Trust's use of 'Every' to monitor and manage compliance. 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 Trust school staff
- Reporting to the Trust 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 contracts e.g. cleaning
- In the CEO's absence, the CFO / Headteachers assume the above day-to-day health and safety responsibilities.

### 3.3 Trust and Schools' Health and Safety lead

The CFO is the senior Trust executive officer who acts as the nominated Trust health and safety lead. Each Trust school will also have at least one senior leader nominated as their health and safety lead. They will be supported operationally by relevant other colleagues (e.g. Operations Manager, Site Manager) who will fulfil the on-site role of Competent Person as defined by Management of Health and Safety at Work Regulations since 1974.

Health and Safety Consultants, (currently Arthur J Gallagher) will support Moorlands Learning Trust in its duties. In particular they will:

- Carry out an annual Health and Safety review
- Be available to give expert advice on Health and Safety matters as required
- Assist in the investigation of serious accidents and incidents

### 3.4 Staff

Trust school staff have a duty to take care of pupils in the same way that a prudent parent 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 / Trust on health and safety matters
- Work in accordance with training and instructions
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe and hygienic practice for pupils
- Understand emergency evacuation procedures and feel confident in implementing them

### 3.5 Pupils and parents

Pupils and parents are responsible for following the Trust 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 before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work. Contractors will review relevant site plans and information and use this information to inform their safe system of working. Contractors will work in accordance with the compliance requirements of Construction Design and Management Regulations 2015. Where a project involves specialist contractors or is of a significant size and scope, the advice and support of an external consultant will be engaged.

Contractors are required to sign in and wear a visitor's badge for the duration of their visit. All contractors must review and sign the relevant site's Asbestos Register before commencing works.

### 3.7 Training

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

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

## 4. Risk assessments and other checks

The Trust schools have in place risk assessments relating to all activities on site, which are updated and reviewed as required, and whenever there is a change in circumstances which affects them. A list of statutory and mandatory risks assessments is in Appendix 2. These are supplemented in each school by site-specific and task-specific risk assessments.

The school also ensures further checks are made to confirm the following:

- Correct and up-to-date information is displayed in all notices
- Compliance with the Construction (Design and Management) Regulations 2015 on letting of a construction project
- Contractors have the necessary qualifications to carry out the specified work
- Compliance with the [Equality Act 2010](#) when making changes or alterations to a building or the external environment

## 5. Site security

On-site managers are responsible for the security of each Trust school site both in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems. They are also key holders and will respond to an emergency. Where CCTV is installed on site, this is to support site security and safeguarding.

## 6. Fire

Emergency exits, assembly points and assembly point instructions are clearly identified in Trust schools by safety signs and notices. Summary fire protocol notices are clearly displayed in Trust schools throughout the site. Fire risk assessment of the premises will be reviewed regularly and also in the event of any significant infrastructure changes. An Emergency Evacuation Plan is in place in each Trust school. Guidance from the [Fire Safety Risk Assessment in Educational Premises](#) document is followed.

- Emergency evacuations are practised at least once a term
- The fire alarm is a loud continuous bell
- Fire alarm testing will take place weekly, testing all call points on a rotation basis
- Fire detection and alarm systems, and firefighting equipment, are maintained and inspected by a competent person
- All staff will be trained in fire safety awareness and all staff and pupils will be made aware of any new fire risks
- Personal Evacuation procedures will be implemented for any member of staff, students, or visitors requiring this

### In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire on site and emergency services contacted. Evacuation procedures will also begin immediately
- Fire extinguishers may be used only by staff who are trained in how to operate them and are confident they can use them without putting themselves or others at risk
- Staff and pupils will congregate at the assigned assembly points.
- Form tutors/class teachers will take a register of pupils, which will then be checked against the attendance register of that day
- A register of all staff will be and reported to the Headteacher / designated senior staff colleague.
- Staff and pupils will remain outside buildings until emergency services and the Designated Fire Officer confirm it is safe to re-enter
- Individual Personal Emergency Evacuation Plans (PEEP) are put in place for any staff or students requiring this. Any visitors with mobility, hearing or visual needs must inform the relevant main office on arrival who will liaise with the Site Manager. A notice advising visitors of this is displayed at the main desk. Specific emergency evacuation plans will be agreed for contractors working on site. Hot-work permits are required for any works involving open flames or producing heat and/or sparks and must be prepared by a competent person and signed by the Site Manager.

## 7. 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 designated staff e.g. within curriculum areas, the Site Manager and the Catering Manager. Staff will 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. Areas containing hazardous substances are clearly marked and access restricted. Use of chemicals for teaching will be done in accordance with guidance produced by the CLEAPS Schools Science Service. Any hazardous products are disposed of in accordance with specific disposal procedures. Risk assessments will be reviewed on a regular basis, when the work activity changes, or constituents of the product changes, whichever is the sooner.

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

### **7.1 Gas safety**

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer
- Gas pipework, appliances and flues are regularly maintained, and serviced annually
- All rooms with gas appliances are checked to ensure that they have adequate ventilation

### **7.2 Legionella**

- The Trust is responsible for ensuring that regular water risk assessments take place and that the identified operational controls are conducted and recorded in each school. The risk assessments are carried out by a competent person.
- This risk assessment will be reviewed every two years and when significant changes have occurred to the building infrastructure
- The following actions mitigate the risks from legionella: weekly flush-throughs of little used outlets and monthly temperature control of hot and cold water, water quality tests, tank condition and compliance inspections. All inspections and checks are recorded by the site manager in each Trust school.

### **7.3 Asbestos**

- The Asbestos Management plan is located in each school's Site Manager's office. A copy of the Asbestos Survey is located in each school's main office.
- Asbestos risk assessments and register are produced by specialist contractors
- Asbestos training is provided for relevant staff. All staff are briefed on the hazards of asbestos through their general health and safety training
- Contractors must review and sign the Asbestos Register before commencing any work
- Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe
- A record is kept of the location of asbestos that has been found on each school's site

## **8. Equipment**

- All equipment and machinery are maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place
- When new equipment is purchased, it is checked to ensure that 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

### **8.1 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 using the Trust school's reporting procedures. Urgent issues will be reported to the on- site team using radio, site team mobile or in person
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs
- Portable appliance testing (PAT) will be carried out by a competent person, prioritising high risk items and following the site-specific schedule in place.
- All isolators switches are clearly marked to identify their machine
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

### **8.2 PE equipment**

- A dynamic risk assessment is undertaken by the PE staff member before each lesson
- 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 sports surfaces or any other apparatus will be reported to the Site Team
- PE equipment is inspected annually by a competent person. Surfaces indoor and outside are tested annually by a competent person.
- Where a swimming pool is situated in a Trust school, specific health and safety protocols are followed in relation to the risk assessment of the area and activities and the routines for maintenance. The inspection and servicing of the pool plant equipment is undertaken by a competent person. Daily pool checks are undertaken by trained on-site personnel.

### **8.3 Display screen equipment**

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

## **9. Lone working**

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties

- Site cleaning duties
- Working in a single occupancy office
- Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.
- If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return
- The lone worker will ensure that they are medically fit to work alone

## 10. Working at height

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work. All staff who require to work at height receive working at height training.

### In addition:

- Each on-site team retains ladders for working at height; these are checked regularly, and the checks are recorded in the Site Manager's office
- 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. Contractors are requested to undertake working at height tasks outside of school hours where practicable, or if during school hours, ensure the area is barriered off effectively and with relevant signage for safety.
- Only staff who have received working at height/ladder training are permitted to use ladders. 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

## 11. 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.

Each Trust 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

## 12. Off-site visits

When taking pupils off school premises, the relevant responsible member(s) of staff will ensure that all school Trips & Visits procedures are followed as per the school's guidance and in conjunction with the school Educational Visits Coordinator (EVC) including that:

- Risk assessments will be completed where off-site visits and activities require them.
- All off-site visits are appropriately staffed

- Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details
- There will always be at least one first aider on school trips and visits

### **13. Lettings**

This policy applies to lettings. Those who hire any aspect of a Trust school site or any of its facilities will be made aware of the content of the Trust's health and safety and premises policy and will have responsibility for complying with it as part of their agreed terms and conditions of hire.

### **14. 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 immediately. This applies to violence from pupils, visitors or other staff.

### **15. Smoking**

Smoking is not permitted anywhere on Trust school premises, or in Trust / school vehicles at any time.

### **16. Infection prevention and control**

MLT follows national guidance published by Public Health England when responding to infection control issues. Additional risk assessments are put in place in response to specific issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable. Clear signage is in place around school and protocols are reinforced with students and staff. At the time of reviewing this policy, we are following [current guidance](#) from DfE relating to Covid 19.

#### **16.1 Handwashing**

- Wash hands with liquid soap and warm water, and dry thoroughly 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

#### **16.2 Coughing and sneezing**

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

#### **16.3 Personal protective equipment**

- Use the correct personal protective equipment for the task in hand
- 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. Disposable PPE must be disposed of in the correct manner. Reusable PPE must be managed correctly in accordance with the item's instructions
- Wear goggles if there is a risk of splashing to the face, and a mask where appropriate

#### **16.4 Cleaning of the environment**

- Clean the environment frequently and thoroughly

#### **16.5 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

### **16.6 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

### **16.7 Clinical waste**

- Always segregate domestic and clinical waste, in accordance with local policy
- Remove clinical waste with a registered waste contractor

### **16.8 Animals (none currently on site with the exception of guide dogs)**

- 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

### **16.9 Pupils vulnerable to infection**

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. Each Trust 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/carers will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

### **16.10 Exclusion periods for infectious diseases**

- The Trust will follow recommended exclusion periods outlined by Public Health England, summarised in appendix 1.
- In the event of an epidemic/pandemic, we will follow advice from Public Health England and DfE about the appropriate course of action.

## **17. New and expectant mothers**

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

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

## 18. Occupational stress

MLT is committed to promoting high levels of health and wellbeing and recognises the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within each Trust school for responding to individual concerns and monitoring staff workloads. Access to occupational health assessment and/or counselling services can be arranged through the HR department. Staff in each school are trained as Mental Health First Aiders and a Wellbeing programme is embedded with staff.

## 19. Accident reporting

### 19.1 Accident records

- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. The designated H&S lead in each Trust school oversees the maintenance of the Accident Record Log and reports regularly to Governors / CFO/CEO as per the scheme of delegation.
- As much detail as possible will be supplied when reporting an accident
- Information about injuries will also be kept in the pupil's educational record
- Records held of first aid and accidents will be retained by each Trust 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

### 19.2 Reporting to the Health and Safety Executive

The designated H&S lead 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).

They or the Site Manager will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

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

- The accidental release or escape of any substance that may cause a serious injury or damage to health
- An electrical short circuit or overload causing a fire or explosion

**Information on how to make a RIDDOR report is available here:**

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)

<http://www.hse.gov.uk/riddor/report.htm>

## **20. Monitoring**

This policy will be reviewed by the CEO and CFO every year.

At every review, the policy will be approved by the MLT Trust Board. Health and Safety also forms part of the Internal Audit programme approved by the Trustees.

## **21. Links with other policies**

This health and safety policy links to the following Trust / school policies and procedural documents:

- Trust School premises procedures documents and systems
- First aid procedures
- Risk assessments
- Supporting pupils with medical conditions
- Accessibility plan
- CCTV and Surveillance protocols
- Lettings terms and conditions of hire
- Wellbeing and Mental Health Policy

## Appendix 1. Recommended absence period for preventing the spread of infection

This list of recommended absence periods for preventing the spread of infection is taken from non-statutory guidance for schools and other childcare settings from Public Health England. For each of these infections or complaints, there [is further information in the guidance on the symptoms, how it spreads and some 'do's and don'ts' to follow that you can check](#).

Infection or complaint	Recommended period to be kept away from school or nursery
<b>Athlete's foot</b>	None.
<b>Campylobacter</b>	Until 48 hours after symptoms have stopped.
<b>Coronavirus – Covid 19</b>	At the time of reviewing this policy, the situation is being updated regularly. <a href="#">Current guidance can be accessed here</a>
<b>Chicken pox (shingles)</b>	<p>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.</p> <p>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.</p>
<b>Cold sores</b>	None.
<b>Rubella (German measles)</b>	5 days from appearance of the rash.
<b>Hand, foot and mouth</b>	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.

<b>Impetigo</b>	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
<b>Measles</b>	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.
<b>Ringworm</b>	Exclusion not needed once treatment has started.
<b>Scabies</b>	The infected child or staff member should be excluded until after the first treatment has been carried out.
<b>Scarlet fever</b>	Children can return to school 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the school or nursery, the health protection team will assist with letters and factsheet to send to parents or carers and staff.
<b>Slapped cheek syndrome, Parvovirus B19, Fifth's Disease</b>	None (not infectious by the time the rash has developed).
<b>Bacillary Dysentery (Shigella)</b>	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.
<b>Diarrhoea and/or vomiting (Gastroenteritis)</b>	<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 advisor 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>

<b>Cryptosporidiosis</b>	Until 48 hours after symptoms have stopped.
<b>E. coli (verocytotoxigenic or VTEC)</b>	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.
<b>Food poisoning</b>	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).
<b>Salmonella</b>	Until 48 hours after symptoms have stopped.
<b>Typhoid and Paratyphoid fever</b>	Seek advice from environmental health officers or the local health protection team.
<b>Flu (influenza)</b>	Until recovered.
<b>Tuberculosis (TB)</b>	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.
<b>Whooping cough (pertussis)</b>	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.
<b>Conjunctivitis</b>	None.
<b>Giardia</b>	Until 48 hours after symptoms have stopped.

<b>Glandular fever</b>	None (can return once they feel well).
<b>Head lice</b>	None.
<b>Hepatitis A</b>	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.
<b>Hepatitis B</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.
<b>Hepatitis C</b>	None.
<b>Meningococcal meningitis/ septicaemia</b>	If the child has been treated and has recovered, they can return to school.
<b>Meningitis</b>	Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed.
<b>Meningitis viral</b>	None.
<b>MRSA (meticillin resistant Staphylococcus aureus)</b>	None.
<b>Mumps</b>	5 days after onset of swelling (if well).
<b>Threadworm</b>	None.
<b>Rotavirus</b>	Until 48 hours after symptoms have subsided.

## Appendix 2

### Statutory and mandatory risk assessments

In addition to specific risk assessments held in each Trust school, and curriculum, site-specific or task-specific risk assessments, these are the minimum requirements. The table sets out the minimum areas that need to be covered in each risk assessment.

RISK ASSESSMENT	AREAS TO COVER
Workers under the age of 18	<p>This can form part of other risk assessments relating to health and safety of employees, and doesn't need to be a standalone risk assessment. Any risk assessments that cover workers under 18 must take account of the:</p> <ul style="list-style-type: none"><li>Inexperience, lack of awareness of risks and immaturity of young persons</li><li>Fitting-out and layout of the workplace and the workstation</li><li>Nature, degree and duration of exposure to physical, biological and chemical agents</li><li>Form, range, and use of work equipment and the way in which it is handled</li><li>Organisation of processes and activities</li><li>Extent of the health and safety training provided or to be provided to young persons</li><li>Risks from agents, processes and work listed in the Annex to Council Directive 94/33/EC(1) on the protection of young people at work</li></ul>
Asbestos	<p>Assess whether asbestos is, or is liable to be, present in your school. An asbestos management plan and register must be in place and reviewed annually or whenever any changes take place to the building. A copy of this is made available to all contractors before any work is commenced.</p>
Substances hazardous to health	<p>Take into account:</p> <ul style="list-style-type: none"><li>The hazardous properties of the substance</li><li>Information on health effects provided by the supplier, including information in any relevant safety data sheet</li><li>The level, type and duration of exposure</li><li>The circumstances of the work, including the amount of the substance involved</li><li>Activities, such as maintenance, where there is the potential for a high level of exposure</li><li>Any relevant occupational exposure standard, maximum exposure limit or similar occupational exposure limit</li><li>The effect of preventive and control measures which have been or will be taken</li><li>The results of relevant health surveillance</li></ul>

	<p>The results of monitoring of exposure</p> <p>In circumstances where the work will involve exposure to more than one substance hazardous to health, the risk presented by exposure to such substances in combination</p> <p>The approved classification of any biological agent</p> <p>Any additional information you may need to complete the risk assessment</p>
Display screen equipment	Assess and minimise risks to employees using display screen equipment.
Fire	<p>Identify the risks that people are exposed to and determine the fire precautions you need to take. The Fire Risk assessment is reviewed and updated by a competent person on an annual basis, and when any changes are made that might impact fire safety.</p> <p>If there are, or are likely to be, dangerous substances on your premises, the risk assessment must take into account:</p> <p>The hazardous properties of the substance</p> <p>Information on safety provided by the supplier, including information contained in any relevant safety data sheet</p> <p>The circumstances of the work including:</p> <ul style="list-style-type: none"> <li>○ The special, technical and organisational measures and the substances used and their possible interactions</li> <li>○ The amount of the substance involved</li> <li>○ Where the work will involve more than one dangerous substance, the risk presented by such substances in combination</li> <li>○ The arrangements for the safe handling, storage and transport of dangerous substances and of waste containing dangerous substances</li> </ul> <p>Activities, such as maintenance, where there is the potential for a high level of risk</p> <p>The effect of measures which have been or will be taken to control the risks of fire</p> <p>The likelihood that an explosive atmosphere will occur and its persistence</p> <p>The likelihood that ignition sources, including electrostatic discharges, will be present and become active and effective</p> <p>The scale of the anticipated effects</p> <p>Any places which are, or can be connected via openings to, places in which explosive atmospheres may occur</p> <p>Any additional safety information the responsible person may need to complete the assessment</p> <p>The specific risks of having employees aged under 18</p>
First aid	Determine what first aid provision your school needs to provide in addition to the basic requirements.

Manual handling	<p>Where you can't avoid employees doing manual handling operations which involve a risk of injury, do a risk assessment. This must take into account the following factors and questions.</p> <p><b>Tasks</b></p> <ul style="list-style-type: none"> <li>- Consider the type of task and what is involved, considering weight, movement, effort, time, frequency, distance, rate of work.</li> </ul> <p><b>Loads</b></p> <ul style="list-style-type: none"> <li>- Are they - heavy, bulky or unwieldy, difficult to grasp, unstable, or with contents likely to shift, sharp or hot or otherwise potentially damaging?</li> </ul> <p><b>Working environment</b></p> <ul style="list-style-type: none"> <li>- Consider space constraints preventing good posture, uneven or slippery or unstable floors, variations in level of floors or work surfaces?</li> <li>- Are there extremes of temperature or humidity, conditions causing ventilation problems or gusts of wind, poor lighting conditions?</li> </ul> <p><b>Individuals' capabilities</b> - Does the job:</p> <ul style="list-style-type: none"> <li>- Require unusual strength or height?</li> <li>- Create a hazard to those who might reasonably be considered to be pregnant or have a health problem?</li> <li>- Require special information or training to do it safely?</li> </ul> <p><b>Other factors</b></p> <p>Is movement or posture hindered by personal protective equipment or clothing?</p>
Work at height	Identify the measures you need to put in place to make sure that work at height is done safely. Only members of staff who have undertaken working at height training are authorised to work at height.
Children being drawn into terrorism	The Trust schools follow the statutory guidance on Prevent duty and assess potential risks within individual school context.
Swimming pools	Where a Trust school has a swimming pool, the HSE <a href="#">Health and safety in swimming pools</a> is followed and appropriate risk assessments made relating to workers and users.

## Appendix 3

### Premises Inspections

The table below sets out the issues the Trust is required to inspect and the inspection frequency. Checks, maintenance and inspections are carried out by a suitably qualified person. It covers statutory checks as well as recommended good practice checks from relevant guidance. It is based on the [checks and testing sections of the DfE estates guidance](#). In addition to these items below, individual schools may have additional site-specific Activities which are monitored using the online Every system and form part of annual H&S and Premises KPI reporting.

Issue to inspect	Frequency
Portable appliance testing (PAT)	Variable, according to risk and how the equipment is constructed. Regular visual inspections where PAT is not required. We will refer to <a href="#">HSE guidance</a> on maintaining portable electric equipment for suggested intervals and types of testing/inspection.
Fixed electrical installation tests (including lightning conductors)	Variable, according to the number and severity of faults found at last inspection. Inspection and testing always carried out by a competent person.
Emergency lighting	Monthly flash test. 6-monthly condition test (including 3-hour battery test) by a competent person.
Lifts	At least every 6 months for passenger lifts and lift accessories, every 12 months for other lifts (e.g. goods lifts) – always by a competent person.
Gas appliances and fittings	Routinely, in accordance with manufacturer recommendations (or other professional advice if unavailable). Annual safety checks (in line with good practice / required if the premises are used for residential accommodation). All work carried out by a Gas Safe Registered engineer.
Fuel oil storage (where relevant)	Checks at least weekly, with more detailed annual inspections by qualified inspectors.

Issue to inspect	Frequency
Air conditioning systems	<p>Inspections by an energy assessor at regular intervals (not exceeding 5 years).</p> <p>Annual certificated inspection to ensure no refrigerant leakage.</p> <p>Bi-annual checks and an annual maintenance schedule (in line with good practice).</p>
Pressure systems	<p>No fixed maintenance requirement (our programme takes account of the list on page 44 of the <a href="#">HSE's Safety of Pressure Systems guidance</a>, and an examination of the system is carried out by a competent person by the date set at the previous examination – see pages 35 to 37 of the HSE guidance).</p>
Legionella checks on all water systems	<p>Risk assessment of each site carried out and reviewed regularly by a competent person. The frequency of monitoring checks varies for evaporative cooling systems, hot and cold water systems and other risk systems – specific details can be found in <a href="#">guidance for each type from the HSE</a>.</p>
Asbestos	<p>Regular inspections as part of the asbestos register and management plan.</p> <p>Reviews of the asbestos register annually.</p> <p>Refurbishment and demolition surveys before any refurbishment or demolition work.</p>
Equipment used for working at height	<p>Inspected before use, and at suitable intervals appropriate to the environment it's used in and how it's used.</p> <p>In addition, inspections after anything that may affect the safety or stability of equipment, e.g. adverse weather or accidental damage.</p>
Fire detection and alarm systems	<p>Weekly alarm tests, with a different call point tested each week where applicable.</p> <p>Quarterly and annual inspections and tests by a competent person.</p> <p>Annual fire risk assessment by a competent person also includes the maintenance of fire detection and alarm systems.</p>
Fire doors	<p>Regular checks by a competent person.</p>
Firefighting equipment	<p>Most equipment – extinguishers, fire blankets, hose reels, fixed systems (such as sprinkler systems) and fire service facilities (such as dry risers and access for emergency vehicles) – inspected annually (by a competent person where required) unless manufacturers' guidelines suggest differently.</p>

Issue to inspect	Frequency
Extraction systems	<p>Regular removal and cleaning of grease filters and cleaning of ductwork for kitchen extraction systems.</p> <p>Local exhaust ventilation systems (such as those for working with hazardous substances) examined and tested at least every 14 months by a competent person.</p> <p>More routine checks also set out in system logbooks.</p>
Chemical storage	<p>Inventories are kept up-to-date.</p> <p>Risk assessments for the Control of Substances Hazardous to Health (COSHH) are reviewed on a regular basis, plus whenever it's considered that the original assessment may no longer be valid, or where the circumstances of the work change significantly and may affect employees' exposure to a hazardous substance (in line with <a href="#">HSE guidance on COSHH assessment</a>).</p>
Swimming pools	<p>In addition to inclusion as part of the legionella checks, we follow the operation and maintenance guidance on pages 32 to 43 of the <a href="#">HSE's guide for spa -pool systems</a>. Maintenance and servicing of pool plant equipment is undertaken by specialist contractors. Swimming pools are subject to risk assessments and included in legionella checks and COSHH assessments.</p>
Playground and gymnasium equipment and surfaces	<p>Regular inspections – at least annually, and more regularly where any equipment is used more frequently than normal (e.g. where community use increases how often equipment is used).</p> <p>Outdoor fixed play equipment – periodic and annual inspections by a competent person.</p>
Tree safety	<p>As part of risk assessment responsibilities, periodic visual checks for stability are carried out, with more detailed assessments if suspected structural faults or other risks are found.</p>

Issue to inspect	Frequency
Radon	<p>Risk assessments including radon measurements will be carried out in all of our above-ground workplaces in radon-affected areas, and all of our below-ground workplaces.</p> <p>Radon measurements will last for 3 months, using radon monitors, in line with <a href="#">Public Health England radon guidance for schools</a>.</p> <p>Where measurements show radon levels below 300Bq/m<sup>3</sup>, radon levels will be remeasured at least every 10 years. If significant changes are made to the buildings or work processes, remeasurement will also be considered.</p> <p>For any sites with radon levels above 300Bq/m<sup>3</sup> we will work with a radiation protection adviser to manage reduction and decide on risk assessment and remeasurement frequency.</p>