DIOCESE OF WORCESTER MULTI ACADEMY TRUST

TO LOVE | TO LEARN | TO SERVE

# HEALTH AND SAFETY POLICY

2026-2027

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| Last Review: | July 2026 |
| Next Review: | Summer 2027 |
| Member of Staff Responsible: | CEO |

# DoWMAT Vision and Values

## Our Vision

DOWMAT's vision is to foster an inclusive, nurturing environment where everyone flourishes - academically, spiritually, and personally. Rooted in Christian values, we prioritise the vulnerable, promote work-life balance, and strive to deliver exceptional education, while celebrating each academy's unique identity—reflecting the fullness of life promised in John 10:10.

**'To love, to learn, to serve - through collaboration, honesty, and hope.'**

## Our Values

### Love

We are committed to **Compassion and Care**: As Christ commands, we strive to love one another deeply, fostering empathy, respect, and kindness. We create a culture where we genuinely care for each other, supporting personal, professional and spiritual growth, as we walk in His love.

### Learn

We are committed to **Continuous Growth and Wisdom**: Following the call to grow in knowledge and understanding, we cultivate a culture of curiosity, adaptability, and continual improvement. We encourage all to seek wisdom and learning, guided by God's truth, that we might serve more effectively.

### Serve

We are committed to **Service and Impact**: Inspired by Christ's example of humble service, we dedicate ourselves to serving others, contributing to the well-being of our schools, communities, and beyond, bringing His light and love into all we do.

### Collaboration

We are committed to **Unity in Purpose**: We value working together in mutual respect, knowing that through collaboration, we can have a greater impact supporting each other to achieve our shared vision.

### Honesty

We are committed to **Integrity and Truth**: Following Christ's call to live in truth, we foster a culture of honesty, transparency, and trust, ensuring that our actions reflect His integrity in all dealings, upholding the highest ethical standards.

### Hope

We are committed to **Inspiring Hope and Faith**: As bearers of Christ's hope, we instil in every individual the belief in their God-given potential to achieve great things, trusting in His plan to bring good out of all circumstances, and inspiring hope for a future filled with His promises.



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## 1. AIMS

Our school aims to:

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

## 2. LEGISLATION

- This policy is based on advice from the Department for Education (DfE) on health and safety in schools, guidance from the Health and Safety Executive (HSE) on incident reporting in schools, and the following legislation:
- The Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards employees and duties relating to visitors on your premises
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive (HSE) and set out the timeframe for this and how long records of such accidents must be kept
- The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register
- The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff
- The Work at Height Regulations 2005, which require employers to protect their staff from falls from height

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



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

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

## 3. ROLES AND RESPONSIBILITIES

### 3.1. The trust board

The trust board has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to [the headteacher/name of role].

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

The trust board as the employer, also has a duty to:

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

The governor who oversees health and safety is Ian Craigan.

**3.1. Headteacher (**where there is a head of school in post they maintain responsibility for operational responsibilities. The Executive Head has strategic oversight and is to ensure Health and Safety procedures are of the highest standard, rapidly alerting the DoWMAT and appropriate advisors of concerns, where these are identified).

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



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In the headteacher's absence, the Assistant Heafassumes the above day-to-day health and safety responsibilities.

**3.2. Health and safety**

The nominated health and safety lead is Julia Randall - Headteacher.

The nominated competent person is: Julia Randall

**3.3. Staff**

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

Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Co-operate with the school on health and safety matters
- Work in accordance with training and instructions
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe and hygienic practice for pupils
- Understand emergency evacuation procedures and feel confident in implementing them

**3.4. 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.

**3.5. 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. SITE SECURITY

The Headteacher and Assistant Headteacher are responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems. The Headteacher and Assistant Headteacher are key holders and will respond to an emergency.

Lock down procedures are practised at least yearly. There is an updated emergency plan in place. Partial Lockdown (when an incident is happening outside the premises e.g., stray animals, severe weather, or local police incidents). External doors and gates are locked, but internal movement continues, and classes generally proceed as normal. Full Lockdown would be initiated when a direct threat or intruder



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is inside the building. Staff and pupils must stay in the nearest secure room, lock or barricade doors, close blinds, turn off lights, and remain completely silent beneath desks or in safe corners until police give the "all clear". The lock down alarm procedures are: The school's lockdown signals are: Continuous short blasts on a whistle. **Signal for the all-clear:** Email and text message from the school office and a **long sustained whistle** from the designated persons: Headteacher, Assistant Headteacher or Office Staff.

## 5. FIRE

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

Emergency evacuations are practised at least once a term.

The fire alarm is a loud continuous bell. Fire alarm testing is weekly.

New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
- Staff and pupils will congregate at the assembly points. These are on the playground.
- Form tutors/class teachers will take a register of pupils, which will then be checked against the attendance register of that day
- The Headteacher or Assistant Headteacher will take a register of all staff
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter

The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

A fire safety checklist can be found in appendix 1.



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# 6. COSHH

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

- 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 the Headteacher and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

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

Hazardous products are locked in cleaner's cupboard and therefore not accessible to pupils.

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

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

### 6.1. Gas safety

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

### 6.2. Legionella

- A water risk assessment has been completed Oct 2025. The Headteacher is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book
- This risk assessment will be reviewed every two years and when significant changes have occurred to the water system and/or building footprint



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- The risks from legionella are mitigated by the following: temperature checks, heating of water, disinfection of showers, etc.

**6.3. Asbestos**

- Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work
- Contractors will be advised that if they discover material that they suspect could be asbestos, they will stop work immediately until the area is declared safe
- A record is kept of the location of asbestos that has been found on the school site

## 7. EQUIPMENT

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

When new equipment is purchased, it is checked to ensure it meets appropriate educational standards. All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

**7.1. Electrical equipment**

- All staff are responsible for ensuring they use and handle electrical equipment sensibly and safely
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported to the Headteacher immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs
- Where necessary, a portable appliance test (PAT) will be carried out by a competent person
- All isolator switches are clearly marked to identify their machine
- 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



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### 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 Headteacher

### 7.3. Display screen equipment

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

### 7.4. Specialist equipment

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

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

## 8. LONE WORKING

- Lone working may include:
- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office
- Remote working, self-isolation and/or remote learning

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.



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The lone worker will ensure they are medically fit to work alone.

## G. 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.

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

In addition:

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

## 10. MANUAL HANDLING

The procedures related to manual handling apply to activities where there is a foreseeable risk of injury. It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they must seek further assistance.

We will ensure that a risk assessment is undertaken to identify the nature of manual handling in the school, and that those who may be involved in manual handling activities are required to read it. We will make sure proper mechanical aids and lifting equipment are available in the school, and that staff are trained in how to use them safely.

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

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, 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



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- 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

## 11. OFF-SITE VISITS

When taking pupils off the school premises, we will ensure that:

- Risk assessments will be completed where off-site visits and activities require them
- All off-site visits are appropriately staffed
- Staff will take a school mobile phone, an appropriate portable first aid kit, information about the specific medical needs of pupils, along with the parents/carers' contact details
- For trips and visits with pupils in the Early Years Foundation Stage, there will always be at least 1 first aider with a current paediatric first aid certificate
- For other trips, there will always be at least 1 first aider on school trips and visits

## 12. LETTINGS

This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy, and will have responsibility for complying with it.

## 13. VIOLENCE AT WORK

We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed at themselves to their line manager/headteacher immediately. This applies to violence from pupils, visitors or other staff.

## 14. SMOKING

Smoking is not permitted anywhere on the school premises.

## 15. INFECTION PREVENTION AND CONTROL



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

**15.1. Handwashing**

- Wash hands with liquid soap and warm water, and dry with paper towels
- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with waterproof dressings

**15.2. Coughing and sneezing**

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

**15.3. Personal protective equipment**

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (e.g. nappy or pad changing)
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals
- Use personal protective equipment (PPE) to control the spread of infectious diseases where required or recommended by government guidance and/or a risk assessment

**15.4. Cleaning of the environment**

- Clean the environment, including toys and equipment, frequently and thoroughly

**15.5. Cleaning of blood and body fluid spillages**

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately, and wear personal protective equipment
- When spillages occur, clean using a product that combines both a detergent and a disinfectant, and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses, and suitable for use on the affected surface
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below
- Make spillage kits available for blood spills

**15.6. Laundry**

- Wash laundry in a separate dedicated facility



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- 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

**15.7. Clinical waste**

- Always segregate domestic and clinical waste, in accordance with local policy
- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins
- Remove clinical waste with a registered waste contractor
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

**15.8. Animals**

- 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 school pet

**15.G. 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

**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



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### 15.10. Pupils vulnerable to infection

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to any of these, the parent/carer will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

### 15.11. Exclusion periods for infectious diseases

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

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

In addition to general cleaning guidance:

### 15.12. Preventing and controlling infections in EYFS

In addition to general cleaning guidance, we will:

- Ensure all toys carry a BS, BSI or CE mark and where possible buy toys and equipment that can be easily cleaned
- Store toys in a clean container
- Not let children take toys into toilet areas
- Store reusable equipment that has been cleaned but is not in use separately from used equipment and away from where equipment cleaning takes place



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

Where potties are used:

- Have a designated sink for cleaning these (which is not a hand wash basin) and wash them in hot soapy water and dry
- Wear disposable gloves to flush contents down the toilet
- Store potties upside and not inside each other
- Wash hands using soap and warm water and dry after removing disposable gloves

## 16. NEW AND EXPECTANT MOTHERS

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

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to an antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles



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- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly
- Some pregnant women will be at greater risk of severe illness from COVID-19

## 17. OCCUPATIONAL STRESS

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

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

## 18. ACCIDENT REPORTING

### 18.1. Accident record book

- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. An accident form template can be found in appendix 2
- As much detail as possible will be supplied when reporting an accident
- Information about injuries will also be kept in the pupil's educational record
- Records held in the first aid and accident book will be retained by the school 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.

### 18.2. Reporting to the Health and Safety Executive

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

The Headteacher will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

**School staff: reportable injuries, diseases or dangerous occurrences**

These include:



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- Death
- Specified injuries, which are:
    - Fractures, other than to fingers, thumbs and toes
    - Amputations
    - Any injury likely to lead to permanent loss of sight or reduction in sight
    - Any crush injury to the head or torso causing damage to the brain or internal organs
    - Serious burns (including scalding) which:
        - Covers more than 10% of the whole body's total surface area; or
        - Causes significant damage to the eyes, respiratory system or other vital organs
    - Any scalping requiring hospital treatment
    - Any loss of consciousness caused by head injury or asphyxia
    - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the Headteacher will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include, but are not limited to:
    - Carpal tunnel syndrome
    - Severe cramp of the hand or forearm
    - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
    - Hand-arm vibration syndrome
    - Occupational asthma, e.g from wood dust
    - Tendonitis or tenosynovitis of the hand or forearm
    - Any occupational cancer
    - Any disease attributed to an occupational exposure to a biological agent
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
    - The collapse or failure of load-bearing parts of lifts and lifting equipment
    - The accidental release of a biological agent likely to cause severe human illness



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

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

These include:

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

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

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

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

### 18.3. Notifying parents/carers

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

### 18.4. Reporting to child protection agencies

The Headteacher will notify WCC of any serious accident or injury to, or the death of, a pupil in the Early Years Foundation Stage while in the school's care.

### 18.5. Reporting to Ofsted

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

## 1G. TRAINING

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



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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.

## 20. MONITORING

This policy will be reviewed by the Headteacher every year.

At every review, the policy will be approved by the Local Academy Board.

## 21. LINKS WITH OTHER POLICIES

This health and safety policy links to the following policies:

- First aid
- Risk assessment
- Supporting pupils with medical conditions
- Accessibility plan
- Remote learning
- Emergency or critical incident plan
- Stress at work
- Supporting pupils with medical conditions



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## APPENDIX 1. Fire safety checklist

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



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## APPENDIX 2. Recommended absence period for preventing the spread of infection

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

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

| Infection or complaint | Recommended period to be kept away from school or nursery |
|---|---|
| **Athlete's foot** | None. |
| **Bacillary Dysentery (Shigella)** | Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school. |
| **Campylobacter** | Until 48 hours after symptoms have stopped. |
| **Chicken pox (shingles)** | Cases of chickenpox are generally infectious from 2 days before the rash appears to 5 days after the onset of rash. Although the usual exclusion period is 5 days, all lesions should be crusted over before children return to nursery or school.<br>A person with shingles is infectious to those who have not had chickenpox and should be excluded from school if the rash is weeping and cannot be covered or until the rash is dry and crusted over. |
| **Cold sores** | None. |
| **Conjunctivitis** | None. |
| **Cryptosporidiosis** | Until 48 hours after symptoms have stopped. |



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| Infection or complaint | Recommended period to be kept away from school or nursery |
|---|---|
| | If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea. |
| **Diarrhoea and/or vomiting (Gastroenteritis/norovirus)** | Children and adults with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course is completed.<br>For some gastrointestinal infections, longer periods of exclusion from school are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, school health adviser or environmental health officer will advise. |
| **Diptheria** | Exclusion is essential. Contact your local UKHSA health protection team about any cases in your setting.<br><br>For toxigenic Diphtheria, only family contacts must be excluded until cleared to return by your local UKHSA health protection team. |
| **E. coli (verocytotoxigenic or VTEC)** | The standard exclusion period is until 48 hours after symptoms have resolved. However, some people pose a greater risk to others and may be excluded until they have a negative stool sample (for example, pre-school infants, food handlers and care staff working with vulnerable people). The health protection team will advise in these instances. |
| **Flu (influenza)** | Until recovered. |



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| Infection or complaint | Recommended period to be kept away from school or nursery |
|---|---|
| **Food poisoning** | Until 48 hours from the last episode of vomiting and diarrhoea and they are well enough to return. Some infections may require longer periods (local health protection team will advise). |
| **Giardiasis (giardia)** | Until 48 hours after symptoms have stopped. |
| **Glandular fever** | None (can return once they feel well). |
| **Hand, foot and mouth** | Children are safe to return to school or nursery as soon as they are feeling better, there is no need to stay off until the blisters have all healed. |
| **Head lice** | None. |
| **Hepatitis A** | Exclude cases from school while unwell or until 7 days after the onset of jaundice (or onset of symptoms if no jaundice), or if under 5, or where hygiene is poor. There is no need to exclude well, older children with good hygiene who will have been much more infectious prior to diagnosis. |
| **Hepatitis B** | Acute cases of hepatitis B will be too ill to attend school and their doctors will advise when they can return. Do not exclude chronic cases of hepatitis B or restrict their activities. Similarly, do not exclude staff with chronic hepatitis B infection. Contact your local health protection team for more advice if required. |
| **Hepatitis C** | None. |
| **Impetigo** | Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment. |



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| Infection or complaint | Recommended period to be kept away from school or nursery |
|---|---|
| **Measles** | Cases are infectious from 4 days before onset of rash to 4 days after, so it is important to ensure cases are excluded from school during this period. |
| **Meningitis** | Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed. |
| **Meningitis viral** | Until recovered. |
| **Meningococcal meningitis/ septicaemia** | If the child has been treated and has recovered, they can return to school. |
| **Mpox** | Until recovered and deemed safe to return by their clinician or in line with current guidance. |
| **MRSA (meticillin resistant Staphylococcus aureus)** | None. |
| **Mumps** | 5 days after onset of swelling (if well). |
| **Respiratory infections including coronavirus (COVID-1G)** | Children and young people should not attend if they have a high temperature and are unwell. Anyone with a positive test result for COVID-19 should not attend the setting for 3 days after the day of the test. |
| **Ringworm** | Exclusion not needed once treatment has started. |
| **Rotavirus** | Until 48 hours after symptoms have stopped. |
| **Rubella (German measles)** | 5 days from appearance of the rash. |
| **Salmonella** | Until 48 hours after symptoms have stopped. |



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| Infection or complaint | Recommended period to be kept away from school or nursery |
|---|---|
| **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 B1G, Fifth's disease** | None (not infectious by the time the rash has developed). |
| **Threadworm** | None. |
| **Tuberculosis (TB)** | Pupils and staff with infectious TB can return to school after 2 weeks of treatment if well enough to do so and as long as they have responded to anti-TB therapy. Pupils and staff with non-pulmonary TB do not require exclusion and can return to school as soon as they are well enough. |
| **Typhoid and Paratyphoid fever** | Inform your local health protection team as soon as possible. Seek advice from environmental health officers or the local health protection team on required exclusion periods. |
| **Whooping cough (pertussis)** | A child or staff member should not return to school until they have had 48 hours of appropriate treatment with antibiotics and they feel well enough to do so, or 21 days from onset of illness if no antibiotic treatment. |



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# APPENDIX 3. Local School Arrangements

## LOCAL HEALTH AND SAFETY ARRANGEMENTS for Broadheath CE Primary School

### Recording of Health and Safety

All Health and Safety is recorded on SMARTLOG. This includes 'near misses'.
All serious accidents/incidents are reported to Worcestershire County Council Health & Safety Team, including any RIDDOR.

### First Aid

First Aider details are displayed in all communal areas

| Name | Qualification |
|---|---|
| Mrs Holly West | Fully Qualified including paediatrics |
| Miss Laura Edmonds | Fully Qualified including paediatrics |
| Mrs Michelle Wright | Fully Qualified including paediatrics |
| Mrs Tracey Manning | Fully Qualified including paediatrics |
| Mrs Gill Smith | Fully Qualified including paediatrics |
| Mrs Helen Simpson | Fully Qualified including paediatrics |
| Mrs Nicky Phillips | Fully Qualified including paediatrics |
| Miss Sue Rothwell | Fully Qualified including paediatrics |
| Mrs Angi Stones | Fully Qualified including paediatrics |
| Mrs Ana Beard | Fully Qualified including paediatrics |
| Mr Ben Clements | Fully Qualified including paediatrics |
| Mr Callum Taylor | Emergency First Aider for adults |

All first aid qualifications are renewed every 3 years in line with guidance. The office is responsible for maintaining training records and ensuring refresher training takes place. First aids kits are kept in the school office as well as in every classroom and at pre-school. Nicola Phillips is responsible for restocking these kits. Should it be necessary to summon an ambulance it will be called by a qualified first aider. If a parent or guardian is not available the child/children would be accompanied to the hospital by a qualified first aider and one other staff member. The lead first aider, Nicola Phillips gives regular updates to staff and ensures termly that all medicine and care plans are in date.

### Premises Inspection termly

A full premises inspection is carried out termly by the Headteacher. Actions are noted and rectified. A defect book is available in the staffroom for staff to report concerns.



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## Outdoor Play Equipment

We currently have no fixed outdoor play equipment.

## Pond

The pond is located in the garden at on the school playground. The pond is fenced off with gated access. The pond is used for science lessons, gardening club and during Forest School sessions. Access is supervised by a member of staff at all time. A risk assessment has been written with regard to the use of the pond.

## Swimming lessons (Public Pool)

Swimming lessons take place at Perdiswell for children in Eagle Class. Swimming is taught by qualified teachers. The pool is private and operating procedures (including emergency procedures) are put in place by the swimming pool.

## School Security

Entrance to school is through a secure entrance. All visitors should report to reception and sign in logging their time of arrival. They should wear the visitor lanyards at all times and sign out when they leave. All visitors will be told about Fire Evacuation and Safeguarding procedures upon entry.

## Contractors

Contractors arriving at the school will agree health and safety practices with the Headteacher and administrator before starting work. Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work and will sign the asbestos register. Contractors will wear a visitor lanyard. A letter of assurance will be obtained for all contractors or full supervision will be in place.

## Fire

The Fire Wardens at Broadheath CE Primary School are Julia Randall, Nicola Phillips and Laura Edmonds. Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessments of the premises are reviewed regularly. The last fire risk assessment was on 1st July 2026. All actions carried out.

Emergency evacuations are practiced at least once a half term. The fire alarm at Broadheath CE Primary School is a loud continuous bell. Fire alarm testing will be undertaken once a week by the Fire Warden. New staff will have a full induction into health and safety and fire procedures.

In the event of a fire:

The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately. Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk. Staff and pupils will congregate at the assembly points which is on the school playground. Class teachers will take a register of pupils, which will then be checked against the attendance register of that day. The administrator will take a register of all staff. Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter the school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments



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will also pay particular attention to those with disabilities. Details of specific escape routes and who is responsible for assisting them will be in place if needed in a personal emergency evacuation plans (PEEPs).

## Lockdown

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- a reported incident/disturbance in the local community (with the potential to pose a risk to staff and students)
- an intruder on the school site (with the potential to pose a risk to staff and students)
- a warning being received regarding a risk occurring locally, such as of air pollution (smoke plume, gas cloud, etc)
- a major fire in the vicinity of one or both of the school site
- the close proximity of a dangerous dog roaming loose

In an internal lockdown continuous short blasts on a whistle will alert staff. The staff and pupils should remain in the school building and all doors leading outside should be locked. No one should be allowed to enter or leave the building. Pupils will hide under the tables and the blinds will be shut. Mobile phones should be on silent.

In an external lockdown (playtimes/lunchtimes) staff will be alerted by other staff – a lasso action with arm and/or continuous short blast on a whistle. Staff escort pupils to the nearest school door and continue with lockdown procedure. In the event of having to evacuate the school site. Children will be escorted to The Paddock. Mobile phones should be on silent.

## COSHH

Hazardous products will be stored in the cleaning cupboard and will not be accessible to pupils. Risk assessments and data safety sheets will be checked and signed by all staff annually. These are kept in the cleaning cupboard.

## Legionella

A water risk assessment has been completed in October 2025 by EMS. The Headteacher and administrator, are responsible for ensuring that the identified operational controls are conducted and recorded in the school's waterlog book. There is a trained legionella member of staff on site.

## Asbestos

At induction staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it.

An asbestos file holds the register and latest risk assessment. The latest risk assessment was completed in Nov 2025 and has recommended remedial work to be carried out which is planned for this year. There is a trained member of staff -Headteacher.



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### Electrical equipment

All staff are responsible for ensuring they use and handle electrical equipment sensibly and safely and carry out a visual inspection. A portable appliance test (PAT) will be carried out by a competent person annually – staff should not be using personal equipment in school that is not PAT tested. The last PAT test took place on: June 2025 and all electrical products will be retested annually.

### 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 and carry out a visual inspection before use. Any concerns about the condition of the gym floor or other apparatus will be reported to the head of school and administrator. The PE equipment was last tested on: 10th October 2025 and will be tested annually.

### Display screen equipment

Mrs Randall, Mrs Phillips and Mrs Smith use computers daily as a significant part of their normal work. For that reason, they 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. Mrs Phillips and Mrs Smith are identified as DSE users and for that reason are entitled to an eyesight test for DSE by a qualified optician (and corrective glasses provided if required specifically for DSE use)

### Lone working

Lone working will take place on occasion at Broadheath CE Primary school. 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.

## Document History

| Date | Author | Summary Changes | Approved by |
|---|---|---|---|
| 17.06.2026 | M Spence | 1. Annual Review - The Key Policy Adopted | Trust Board |



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| | | | |
|---|---|---|---|
| 01.07.2025 | F Ali | 2. Annual Review<br>3. Changed reporting of HCS to Trust (removing Director of Ops.)<br>4. Added Appendix 1 – Local Arrangements.<br>5. Change LAB responsibility from managing HCS issues to 'Provide oversight and monitoring of HCS issues.'<br>6. Add under the HT responsibility: 'Manage day to day operational health and safety issues'. | Trust Board |
| 17.07.2024 | C Roberts/M Spence | Annual Review | Trust Board |
| 04.07.2023 | C Davies | Annual Review | FCA Committee |
| 13.05.2022 | C Davies | Annual Review | Trust Board |
| July 2020 | C Davies | Annual Review | Trust Board |



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