



## Health and Safety Policy

**NUNNEY FIRST SCHOOL**

<b>Review Due:</b>	<b>September 2021</b>
<b>Last Review</b>	<b>September 2020</b>
<b>Applicable to:</b>	<b>All Trust Schools</b>
<b>Reviewed By:</b>	<b>SP</b>
<b>Approved By:</b>	<b>Board of Trustees September 2020</b>

### Comments:

This is an update of the existing Health and Safety Policy, which was approved by Trust Leaders in February 2019. The update includes reference to an appendix, which relates directly to the coronavirus (COVID-19) outbreak.

Otherwise, only minor amendments have been made including reference to the Trust's new Contractor Management and Stress Management Policies as well as reference to the new H&S service level agreement with B&NES and clarification around specific responsibilities. Original Draft approved by external solicitors.

<b>The Bath and Mendip Partnership Trust – named persons</b>	
<b>Health and Safety Trustee</b>	<b>Fiona Randle</b>
<b>Health and Safety Coordinator</b>	<b>Andrew Sellars</b>
<b>Competent Person</b>	<b>Bath and North East Somerset Council Health &amp; Safety Team</b>

<b>Nunney First School – named persons</b>	
<b>Health and Safety Governor</b>	<b>Ray Jones</b>
<b>Health and Safety Duty Holder</b>	<b>Sue Heal</b>
<b>Health and Safety Lead</b>	<b>Sue Heal</b>
<b>Competent Person</b>	<b>Bath and North East Somerset Council Health &amp; Safety Team</b>

**This policy has been updated to include information specific to the COVID-19 pandemic.**

**All information relating to this can be viewed in appendix 1.**

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# 1. The Bath and Mendip Partnership Trust - Policy Statement of Intent

- 1.1 The Bath and Mendip Partnership Trust ('the Trust') is a multi-academy trust. Overall and ultimate responsibility for Health and Safety at each school within the Trust lies with the Trust Board.
- 1.2 Responsibility for ensuring the Trust's Health and Safety policy is implemented and maintained is delegated to the Head Teacher and monitored by the Local Governing Body (LGB) of each school.
- 1.3 The Trust, as the employer, has a duty (The Management of Health and Safety at Work Regulations 1999) to:
- Implement a health and safety policy and advise employees of it
  - Have a critical incident / emergency contingency plan
  - Ensure through monitoring of delegated responsibilities, including through the monitoring activities carried out by LGBs in accordance with the Scheme of Delegation
    - the health, safety and welfare of teachers and other staff
    - the health and safety of pupils in school and on off site visits
    - the health and safety of visitors to the school and volunteers involved in any school activity
    - the risk assessment of all activities, both in school and off-site and introduction of measures to manage these risks, telling all who may be affected about these measures
  - Ensure that staff are competent and trained in their health and safety responsibilities and are actively involved in health and safety
  - Take reasonable steps to make sure that the buildings, equipment and materials are safe and do not put the health of users and visitors at risk.
- 1.4 The Trust will annually monitor the compliance with and effectiveness of this Health and Safety policy and other related policies and procedures, review and update through consultation as established necessary.

## 2. Legislation

- 2.1 This policy is based on advice from the Department for Education on health and safety in schools and the following legislation:
- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
  - [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
  - [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
  - [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
  - [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
  - [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out display 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 with sufficient commercial qualifications
  - [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
- 2.2 The Trust and Schools within it follow [national guidance published by Public Health England](#) when responding to infection control issues.
- 2.3 This policy complies with the funding agreement and articles of association of The Bath and Mendip Partnership Trust.

### **3. Roles and responsibilities**

#### **3.1 Trust Board**

The Trust Board has ultimate responsibility for health and safety. This responsibility is delegated as follows:

#### **3.2 The Local Governing Body**

- The Local Governing Body (LGB) has delegated responsibility set out in the Scheme of Delegation for :
  - Ensuring that the school has in place arrangements for implementing, monitoring and controlling Health and safety measures in accordance with the Health and Safety Policy
  - Monitoring the compliance with and effectiveness of H&S arrangements in the school in line with the school and Trust policies. Health and Safety is a standing agenda item on all LGB agendas
  - Reporting to the Headteacher, Trust Executive and Trust Board any concerns which they may have as a result of their monitoring activities.

#### **3.3 Headteacher**

- The Headteacher has delegated responsible for day-to-day health and safety and reports to the LGB. This involves:
  - Implementing the health and safety policy
  - Ensuring there is sufficient competent 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 LGB 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 competent member of staff with capacity to fulfil the role
  - Ensuring all risk assessments are completed and reviewed and required action taken and recorded
  - Monitoring cleaning contracts, and ensuring that cleaners are appropriately trained and have access to personal protective equipment where necessary.
  
- In the Head's absence, the Teacher in Charge designated by the Headteacher assumes the above day-to-day health and safety responsibilities.

#### **3.4 Health and safety lead**

The nominated health and safety lead is Sue Heal (Headteacher).

#### **3.5 Staff**

- School staff have a duty to take care of pupils in the same way that a prudent parent would.
- Staff have the following delegated responsibilities and will report and be responsible to the Headteacher:
  - 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 Headteacher / Health & Safety Governor 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
  - Undertake adequate training to ensure competency and compliance
  - Complete written risk assessment for activities they are responsible for or seek assistance from the Headteacher as Health and Safety Lead.

### 3.6 Pupils and parents

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

### 3.7 Health and Safety Competent Advice - Service Level Agreement (SLA)

Competent Health and Safety Advice can be sought from the B&NES H&S team as part of the existing SLA. To talk to a Health & Safety Advisor, call 01225 395115 or email [health\\_safety@bathnes.gov.uk](mailto:health_safety@bathnes.gov.uk). Health & Safety information and advice, along with access to accident reporting, the educational visit portal and online training modules can be accessed with the school's login at <https://hsonestop.org.uk/e/elogin.aspx>

If you do not have login information, please call the number above.

### 3.8 Contractors

Contractors will agree health and safety practices with the Head Teacher or their representative 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 at sign in agree to the provided contractor and visitor policy. The school will implement the 'Managing Contractors Policy' and share with contractors prior to any planned work.

## 4. Site security

A member of the staff team designated by the Headteacher is 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 will designate key holders and this/these individual(s) will respond to any emergency.

## 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 termly.
- Fire alarm testing will take place weekly by those designated by the Head Teacher and every 6 months by competent contractor testing
- New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.
- A Fire Safety Management Log will be maintained and kept available at all times.

Refer to the Fire and Emergency Escape Procedures for the school for full details.

## 6. 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 a person designated by the Headteacher and circulated to all employees who work with hazardous substances..

At Nunney First School, Sue Heal (Headteacher) or Karen Haines (Admin Assistant) complete COSHH documentation. Staff will also be provided with protective equipment, where necessary.

- Staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.
- Any hazardous products are disposed of in accordance with specific disposal procedures.
- Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

### **6.1 Gas safety**

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

### **6.2 Legionella**

- A Legionella risk assessment is to be completed by a competent specialist contractor. The Headteacher is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water logbook
- This risk assessment will be reviewed in line with the Legionella risk assessment and when significant changes or events have occurred to the water system and / or building
- The risks from legionella are normally mitigated by thermal control and adequate servicing, maintenance and monitoring.

### **6.3 Asbestos**

- Staff are briefed on the hazards of asbestos, the location of any asbestos-containing material in the school and the action to take if they suspect they or someone has or may disturb 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 which they suspect could be asbestos, they will stop work immediately until the area is declared safe
- A record is kept in the school's Asbestos File of the location of asbestos that has been found on the school site, asbestos register, asbestos management plan, training records and asbestos surveys and reports.

## **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 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

### **7.1 Electrical equipment (portable and fixed)**

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported to the Headteacher or Admin Assistant immediately and the equipment disabled or removed and made safe for disposal or repair

- 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 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.

## **7.2 PE equipment**

- Staff and 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 or Admin Assistant

## **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. Corrective glasses will be provided if required specifically for DSE use. The DSE assessment should highlight the need and any expenses should be approved in advance by the Headteacher (for school staff) or Trust Business Director (for Central Trust staff).

## **7.4 Specialist Equipment**

- Parents are responsible for the maintenance and safety of their children's wheelchairs or other mobility aids. In school, staff promote the responsible use of wheelchairs and other mobility aids.
- 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/caretaking 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.
- Lone worker risk assessments will be completed where necessary, communicated to those involved and reviewed on a regular basis.

## **9. Working at height**

- We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.
- In addition:
  - A competent person (Sue Heal – 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 roofs, is only permitted by trained persons.

## 10. Manual handling

- It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.
- The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.
- Staff and pupils are expected to use the following basic manual handling procedure:
  - Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
  - Take the more direct route that is clear from obstruction and is as flat as possible
  - Ensure the area where you plan to offload the load is clear
  - When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable
  - Risk assessments will be completed for roles and tasks that are identified as needing an assessment.

## 11. Slips and trips

In line with HSE guidance, control measures are in place to effectively control slip and trip risks. The school will use the following procedures:

- Identify the hazards – risk factors considered include:
  - Environmental (floor, steps, slopes, etc.)
  - Contamination (water, food, litter, etc.)
  - Organisational (task, safety, culture, etc.)
  - Footwear (if footwear is supplied as personal protective equipment, it will be supplied free of charge to employees)
  - Individual factors (rain, supervision, pedestrian behaviour, etc.)
- Decide who might be harmed and how
- Slip and trip risk assessments will be completed to decide if existing precautions are sufficient, or if further measures need to be introduced, findings will be recorded and communicated to those involved and reviewed on a regular basis.

## 12. Off-site visits

The school's Off Site Visit Policy will be followed when taking pupils off the school premises. This includes the following:

- 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

- There will always be at least one first aider with a current Paediatric First Aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

### **13. 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 this policy and the school's Lettings Policy and risk assessments.

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

### **15. Smoking**

Smoking is not permitted anywhere on the school premises.

The Trust has a smoking policy.

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

We follow national guidance published by Public Health England (PHE) when responding to infection control issues. We will encourage staff and pupils to follow good hygiene practice, outlined below, where applicable.

**Please refer to appendix 1 for additional information relating to the control and prevention of infection relating to Covid-19.**

#### **16.1 Handwashing**

- Wash hands with liquid soap and warm water, and dry thoroughly with paper towels or electric hand dryers
- 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**

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals.

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

- Clean the environment, including toys and equipment, 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
- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins which are provided through a SLA with a registered controlled waste carrier
- Remove clinical waste with a registered waste contractor
- Contractor to remove all clinical waste bags at agreed intervals

### **16.8 Animals**

- Wash hands before and after handling any animals
- Keep animals' living quarters clean and away from food areas
- Dispose of animal waste regularly, and keep litter boxes away from pupils
- Supervise pupils when playing with animals
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet.

### **16.9 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 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.

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

- The school will follow recommended exclusion periods outlined by Public Health England.
- In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.
- In the event of an epidemic/pandemic, the Head Teacher will report to the Trust CEO the advice from the Public Health England.

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

- Risk assessments will be carried out by the school 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 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

- 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.
- The school will refer to the Trust's Stress Management policy for guidance on occupational stress and use the stress management risk assessment tool contained within it.

## 19. Accident reporting

### 19.1 Reporting to Ofsted and child protection agencies

- The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of a pupil while in the school's care. This will happen as soon as is reasonably practicable and no later than 14 days after the incident.
- The Headteacher will also notify the Trust of any serious accident, illness or injury to, or the death of a pupil while in the school's care via an urgent telephone call to the Trust CEO and a follow up email attaching a copy of the school's own reporting documentation within 24 hours of the incident.

### 19.2 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).
- Significant accidents, incidents or near-misses should be reported through the accident reporting module on the B&NES Health and Safety one-stop site. This will alert the school's representative with accident investigation responsibilities. B&NES H&S advisors will automatically be notified and will advise on required actions such as reporting to HSE for RIDDOR eligible incidents or near-misses. Reports should be generated for these incidents and shared with the LGB and Trust. All incidents should be recorded in the school accident book/log in the usual way and scanned and uploaded to the B&NES reporting module.
- The Headteacher will report significant incidents and near-misses to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.
- The Headteacher will report to the Trust CEO any accident reportable to the Health and Safety Executive via an urgent telephone call to the CEO and a follow up email attaching a copy of the school's own reporting documentation within 24 hours of the accident.
- 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 directly from the school
- 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>

### 19.3 Accident record book

- An accident form/accident log will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it.
- As much detail as possible will be supplied when reporting an accident including the presumed cause of the accident to assist investigation and trend identification.
- Information about injuries will also be kept in the pupil's educational record
- Significant accidents, incidents or near-misses should be reported through the accident reporting module on the B&NES Health and Safety one-stop site. This will alert the school's representative with accident investigation responsibilities. B&NES H&S advisors will automatically be notified and will advise on required actions such as reporting to HSE for RIDDOR eligible incidents or near-misses. Reports should be generated for these incidents and shared with the LGB and Trust. All incidents should be recorded in the school accident book/log in the usual way and scanned and uploaded to the B&NES reporting module.
- Records held in the first aid and accident book will be retained by the school for a minimum of 12 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

### 19.4 Notifying parents

The school will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

## 20. Training

- Our staff are provided with health and safety training as part of their induction process.
- Staff should be issued with a copy of the school's Health and Safety policy as part of the induction process and a record should be kept for staff to sign and date with a declaration that they have received, read and understood the document.
- 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.

- All training records are to be kept for review. This includes written records of induction training provided 'in-house' by the school and all other training received in relation to the role.

## **21. Monitoring**

The school's Health and Safety provision should be reviewed annually or following significant incidents or change. Staff should be issued with any revised versions of the policy as soon as possible and a record kept for staff to sign and date with a declaration that they have received, read and understood the document.

This policy will be reviewed and approved by the Trust Board annually.

## **22. Links with other policies**

This Health and Safety Policy links to the following policies:

Policies belonging to all schools in The Bath and Mendip Partnership Trust

- Alcohol and Drugs
- Contractor Management
- Lettings
- Safe Recruitment Policy
- Safeguarding and Child Protection
- Smoking
- Stress Management

School specific policies and supporting documentation

- Accessibility Plan
- Asbestos Plan
- Behaviour
- Emergency Plan
- Equalities Policy
- Fire and Emergency Escape Procedures (FEEP)
- First Aid
- Lettings
- Off-site Activities
- Residential Visits
- Risk Assessments
- School Development Plan
- Supporting Pupils With Medical Conditions

## **The Bath and Mendip Partnership Trust Health & Safety Policy Appendix One – COVID-19 (updated 29.01.21)**

Please note the following additional information relating to Health and Safety during the coronavirus (COVID-19) outbreak:

### **4. Site Security**

To ensure school sites are safe following any period of closure, school staff should refer to the following information on emerging from lockdown here:

<https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown>

### **6.2 Legionella**

If buildings have been closed or had reduced occupancy during the coronavirus outbreak, water system stagnation can occur due to lack of use, increasing the risks of legionnaires' disease. Advice on this can be found in the guidance on Legionella risks during the coronavirus outbreak here:

<https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm>

### **12. Off-site visits**

During the national lockdown, off-site visits are not permitted.

### **13. Lettings**

When considering the letting of any school site or facility, schools should consult the following guidance and ensure that the hirer is aware of both the Health and Safety policy (including this appendix) and the guidance in advance:

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

### **16. Infection Prevention and Control**

During covid, additional measures are required to prevent the spread of infection. Government requires schools to take the following steps to reduce the risk of infection:

- 1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school**
- 2. Clean hands thoroughly more often than usual**
- 3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach**
- 4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach**
- 5. Minimise contact between individuals and maintain social distancing wherever possible**
- 6. Where necessary, wear appropriate personal protective equipment (PPE)**
- 7. Engage with the NHS Test and Trace process**
- 8. Manage confirmed cases of coronavirus (COVID-19) amongst the school community**
- 9. Contain any outbreak by following local health protection team advice**

Schools should refer to the government guidance for the full opening of schools here:  
<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-5-contingency-planning-for-outbreaks>

And guidance on safe working here:

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

Any pupil or member of staff who develops symptoms of corona virus or lives with someone who has developed symptoms should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' here:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

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

Due to COVID-19, some pupils are more vulnerable to infection and will have been advised if they are either 'clinically vulnerable' or 'clinically extremely vulnerable'. Some may have been advised to 'shield'. Guidance for pupils that fall into these categories is available here:

*Clinically extremely vulnerable:*

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

Additional guidance specific to children and young people who are shielding is available here:

<https://www.rcpch.ac.uk/resources/covid-19-shielding-guidance-children-young-people#children-who-should-be-advised-to-shield>

In addition, some pupils may be 'shielding' family members of people they live with and advice on shielding can also be found here:

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

*Clinically vulnerable:*

The advice for the clinically vulnerable during the national lockdown is to follow the national lockdown: stay at home guidance which can be found here:

<https://www.gov.uk/guidance/national-lockdown-stay-at-home#clinically-vulnerable-people>

### **DfE Cleaning guidelines (government due to update this guidance prior to September 20)**

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

### **HSE guidance on hygiene and hand sanitiser**

<https://www.hse.gov.uk/coronavirus/hand-sanitiser/index.htm>

<https://www.hse.gov.uk/coronavirus/cleaning/index.htm>

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

Staff who are pregnant are generally considered to be in the 'clinically vulnerable' or in some cases the 'clinically extremely vulnerable' category and are advised to follow the guidance here:

<https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees>

### **Additional information and resources related to the coronavirus (COVID-19) outbreak:**

#### **Remote Working**

The Trust has a new policy on remote working which has been shared with Trust Leaders. A copy can be requested via the Central Team through Sam Vernau ([svernau@thepartnershiptrust.com](mailto:svernau@thepartnershiptrust.com)) or Sue Parfitt ([sparfitt1@thebathandmendippartnershiptrust.com](mailto:sparfitt1@thebathandmendippartnershiptrust.com))

#### **HSE Guidance on working safely during the coronavirus (COVID-19) outbreak**

Information for schools on working safely during coronavirus can be found here:

<https://www.hse.gov.uk/coronavirus/working-safely/index.htm>

#### **HSE guidance on ventilation**

<https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm>

#### **Staff who are clinically vulnerable or clinically extremely vulnerable**

*Advice for staff who are clinically vulnerable can be found here:*

<https://www.gov.uk/guidance/national-lockdown-stay-at-home>

*Guidance for staff who are clinically extremely vulnerable can be found here:*

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

#### **Catering guidance**

School kitchens can continue to operate but must comply with the guidance for food businesses on coronavirus (COVID-19) here:

<https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19>

#### **School Transport**

Schools should refer to section 2 of the following guidance for information about transport to and from schools during COVID-19

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#A>

Families using public transport to travel to school should be referred to the 'safer travel guidance for passengers here:

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

**Information on Extra Mental Health support for pupils and teachers relating to the impact of coronavirus can be found here:**

<https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers>

The following documents are available from the Trust Central Team via Sam Vernau ([svernau@thepartnershiptrust.com](mailto:svernau@thepartnershiptrust.com)) or Sue Parfitt ([sparfitt1@thebathandmendippartnershiptrust.com](mailto:sparfitt1@thebathandmendippartnershiptrust.com))

- **Trust Return to Work Assessment Guidance**
- **Trust Return to Work Assessment Template**
- **Trust COVID-19 Home School Agreement**

- **BANES information on supporting settings during COVID-19**
- **Cleaning guidance**
- **Covid safe cleaning schedule template**
- **Trust Risk Assessment Template**
- **BANES PPE Guidance for education settings**