"Unlocking the Future"

TKAT Health and Safety Policy

Policy Level and Description:	1	<u>TKAT Statutory Policy</u> NO CHANGES TO THE CORE TEXT ALL Schools require a policy on this topic/area. Only changes to highlighted sections are allowed to the core text – changes will be limited to school name and very limited school-specific details - LGBs to adopt, implement and monitor this policy.	
Reviewed by: (Trust Officer)	Amanda Snow COO	Reviewed by: (School representative)	(name, role)
Approved by: (Trust Committee/Trust Board)	Premises	Approved by: (LGB/LGB Committee)	
Trust approval date: *(dd/mm/yyyy)*	26/02/2026	LGB/LGB Committee approval date: *(dd/mm/yyyy)*	
Review due: (*mm/yyyy)*	02/2027		

Version	DATE	DESCRIPTION
1	February 2026	Policy in line with The Key template policy

Contents

1. Vision **5**

2. Aim **5**

3. Legislation **5**

4. Policy Statement **6**

5. Responsibilities **6**

5.1 The Keys Academy Trust (TKAT) 6

5.2 Local Governing Body and Executive Head Teacher /Headteacher/Head of School 7

5.3 Duties of the School Safety Coordinator 8

5.4 Responsibilities of Line Managers 8

5.5 Responsibilities of Staff 9

5.6 Responsibilities of Classroom Teachers 10

Classroom Teachers will in addition to Staff responsibilities: 10

5.7 Parents and Pupils - awareness of health and safety 10

6. Planning and Risk Control **10**

6.1 Risk Assessment 10

6.2 COSHH Assessment 11

6.3 Display Screen Equipment Assessment 11

6.4 Fire Risk Assessment 11

6.5 New and Expectant Mothers 11

6.6 Educational Visits 12

7. Competence and Training **12**

7.1 Training and Development for Health and Safety 12

7.2 Health and Safety Advice 12

8. Communication and Consultation **13**

8.1 Information Dissemination 13

8.2 Staff Consultation 13

8.3 Reporting Deficiencies or Concerns 13

9. Emergency Preparedness **14**

9.1 Fire Detection, Alarms and Firefighting Equipment 14

9.2 Fire and Emergency Evacuation Procedures 14

9.3 First Aid Provision 14

10. Health **14**

10.1 Administration of Medicines 14

10.2 Employee Health and Wellbeing 14

10.3 Infection Prevention and Control 15

10.4 Pupils Vulnerable to Infection 15
10.5 Exclusion Periods for Infectious Diseases 15
11. Premises 15
11.1 Access, Egress and Housekeeping 15
11.2 Asbestos Management 15
11.3 Contractors on Site 16
11.4 Control of Hazardous Substances 16
11.5 Electrical Distribution Systems 17
11.6 Gas Safety 17
11.7 Grounds 17
11.8 Legionella 17
11.9 Lettings 17
11.10 Site Security 18
11.12 Smoking and Vaping 18
11.13 Swimming Pool Management 18
11.14 Vehicle Movement 18
11.15 Weather Extremes - Snow and Ice, Heavy Rain and Flooding 18
11.16 Working Environment 18
12. Equipment 19
12.1 Display Screen Equipment 19
12.2 Electrical Testing 19
12.3 PE and Playground Equipment 19
12.4 Personal Protective Equipment 19
12.5 Work Equipment 19
13. School Activities 20
13.1 Food Technology 20
13.2 Forest School 20
13.3 Lone Working 20
13.4 Manual Handling 20
13.5 Off-Site Activities 21
13.6 Supervision of Pupils 21
13.7 Violence at Work 21
13.8 Visitors 21
13.9 Working at Height 22
14. Checking 22
14.1 Monitoring Arrangements 22
14.2 Audit 22

14.3 Accident Investigation and Reporting 22
14.4 Reporting to the Health and Safety Executive 23
14.5 Notifying Parents 24
14.6 Reporting to the Trust 24
14.7 Reporting to Child Protection Agencies 24
14.8 Reporting to Ofsted 24
15. Management Review **24**
15.1 Annual Review 24
16. Links with Other Policies **24**
APPENDICES **25**
Appendix 1 – COSHH Assessment 25
Appendix 2 –Annual Refresher Briefing 27
Appendix 3 – Fire Evacuation Plan and Evacuation Points 28
Appendix 4 - Fire safety checklist 31
Appendix 5 - Infection Prevention and Control 32
Appendix 6 - Recommended absence periods for preventing the spread of infection 33
Appendix 7 Accident Report and Investigation 36
INCIDENT REPORT FORM **36**

1. Vision

We are a family of distinctive schools at the heart of the diverse communities we serve. In line with our Christian ethos, we aspire to excellent learning and pastoral care for pupils and staff and are committed to being open and welcoming to all.

2. Aim

The health, safety and welfare of our staff, students and visitors is of paramount importance. The Keys Academy Trust (TKAT), through the individual school, seeks to provide and maintain a safe and healthy environment, where students can learn and achieve their full potential, and where employees are supported to ensure work related ill-health is avoided.

This Health and Safety Policy, outlines measures in place to ensure the health, safety and welfare of those in all our schools.

3. Legislation

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
- Workplace (Health, Safety and Welfare) Regulations 1992 They require employers to ensure the working environment is safe, as free from risk as is reasonably possible and that appropriate equipment is provided where necessary.
- 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.
- Manual Handling Operations Regulations 1992, apply to a wide range of manual handling activities, including lifting, lowering, pushing, pulling or carrying.
- The Gas Safety (Installation and Use) Regulations 1998, which require work on gas equipment 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 and carry out a fire risk assessment on their premises to ensure the safety of the occupants.
- The Work at Height Regulations 2005, which requires employers to protect their staff from falls from height.
- The Provision and Use of Work Equipment Regulations 1998 place duties on businesses and organisations who own, use or operate work equipment.

The School follows national guidance published by Public Health England when responding infection control issues. 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.

4. Policy Statement

TKAT is committed to achieving, as far as is reasonably practicable, the following objectives:

1. Provide a safe and healthy working environment for all.
2. Ensure that all members of the school community are aware of their health and safety responsibilities, what is expected of them and what they need to do to discharge them.
3. Ensure that all staff have access to appropriate training and resources to enable them to play an active part in achieving a safe and healthy working environment.
4. Have an effective system for communicating and consulting on health and safety matters.
5. Effectively plan, implement, monitor and review the arrangements in place to ensure we have a safe and healthy working environment.
6. Encourage, promote and continuously improve the School's health and safety performance.
7. Ensure that we protect the environment.
8. Seek advice from the Competent Persons as necessary to achieve these objectives.

5. Responsibilities

5.1 The Keys Academy Trust (TKAT)

TKAT has ultimate responsibility for health and safety matters in the School, but will delegate day-to-day organisation and arrangements to the Executive Head Teacher/Headteacher/Head of School as appropriate.

TKAT 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, as the employer, also has a duty to:

1. 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
2. Inform employees about risks and the measures in place to manage them
3. Ensure that adequate health and safety training is provided

5.2 Local Governing Body and Executive Head Teacher /Headteacher/Head of School

The Local Governing Body 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. Where appropriate, advice from a Competent Person will be sought to advise the School and tasks will be delegated to suitable staff members in order to assist the Trust in carrying out its duties.

TKAT will hold the Executive Head Teacher /Headteacher/Head of School to account in respect of the requirements set out in this policy

The Governors and Executive Head Teacher/Headteacher/Head of School will:-

1. ensure that adequate and appropriate risk assessments are carried out and reviewed prior to any activity either on-site or off-site;
2. assign members of staff to clearly defined roles in the management of health and safety at the School;
3. ensure that all staff are fully trained and equipped to implement the School health and safety procedures appropriate to their roles, and to deal with health and safety issues and emergencies
4. draw the attention of all staff to the School's safety policies and procedures and of any relevant safety guidelines and information;
5. ensure that pupils and other users of the School, Contractors and Visitors are appropriately informed of relevant health and safety procedures;
6. consult directly with staff on matters of health and safety at least termly
7. prepare emergency procedures for the School and arrange for periodic practice evacuation drills (normally at least once a term) to take place and for the results of these to be recorded;
8. ensure that regular safety inspections are undertaken, involving the Operations Manager or Premises Manager with the Chair of Finance and Premises Committee or Health & Safety Governor and Executive Head Teacher/Headteacher/Head of School as appropriate. All School premises and property will be inspected at least once a term;
9. monitor the activities of contractors, hirers and other organisations present on site, as far as is reasonably practicable, in order to ensure that they adhere to the School health and safety requirements and comply with relevant legislation;
10. carry out an annual audit of the School's health and safety arrangements with the assistance of an external Competent Person and report the findings to The Keys Academy Trust;
11. make arrangements for the implementation of the School's accident reporting procedure and draw this to the attention of all staff at the School as necessary;
12. arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe during Health and Safety inspections;
13. report to The Keys Academy Trust, any defect in the state of repair of the buildings or their surrounds which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed;
14. monitor the effectiveness of the Health and Safety Policy and the safe working practices described within it and revise and amend it, as necessary, on a regular basis.

5.3 Duties of the School Safety Coordinator

The Operations Manager is the person delegated to assist in the management of health and safety (the School Safety Coordinator) and shall:

1. assist the Executive Head Teacher/Headteacher/Head of School in the implementation, monitoring and development of the Health and Safety Policy within the School;
2. co-ordinate arrangements for the design and implementation of safe working practices within the School and its grounds;
3. co-ordinate arrangements for the dissemination of information and for the instruction of employees, students, pupils, contractors and visitors on safety matters and to make recommendations on the extent to which staff are trained;
4. monitor general advice on safety matters given by the Trust, Local Authority, Diocese and other relevant Competent Persons and, with the assistance of the Premises Manager/Site Controller/relevant person, advise on its application to the school and its grounds;
5. with the Premises Manager/Site Controller/relevant person, investigate any specific health and safety problem identified within the School and its grounds and take or recommend (as appropriate) remedial action;
6. formalise the on-site communication of health and safety matters with contractors that are appointed;
7. ensure safe methods of working are provided by contractors, when appropriate, and to stop activity on a temporary basis for further consideration by the Governors and Executive Head Teacher/Headteacher/Head of School should additional measures be thought to be needed;
8. assist in carrying out regular health and safety inspections of the School and its activities and make recommendations on methods of resolving any problems identified;
9. ensure that staff with control of resources (both financial and other) give due regard to health and safety.

5.4 Responsibilities of Line Managers

Line Managers are responsible for the health and safety arrangements in relation to staff, pupils and volunteer helpers under their supervision. In particular, they will monitor their areas of responsibility and take all reasonable steps to:

1. exercise effective supervision over all those for whom they are responsible, including pupils;
2. be aware of and implement safe working practices and set a good example personally;
3. ensure that all relevant training and preparation is carried out for all on- and off-site activities;
4. identify actual and potential hazards within their areas of responsibility and introduce procedures to minimise the possibility of mishap;
5. ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards;
6. provide written job instructions, warning notices and signs as appropriate;
7. provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required;

8. minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process;
9. evaluate promptly and, where appropriate, report health and safety concerns through appropriate channels;
10. provide the opportunity for discussion of health and safety arrangements;
11. investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action;
12. where private vehicles are used to transport children to and from school events, staff should ensure that child restraints and seats appropriate to the age of the children concerned are used and business insurance is in place.

5.5 Responsibilities of Staff

1. take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work;
2. co-operate with the Governors and Executive Head Teacher/Headteacher/Head of School and others in meeting statutory requirements;
3. not interfere with or misuse anything provided in the interests of health, safety and welfare;
4. make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; where in doubt they must seek immediate clarification from their line manager;
5. ensure that tools and equipment that they use are in good condition and report any defects to the School Safety Coordinator;
6. use protective clothing and safety equipment provided and ensure that these are kept in good condition;
7. ensure that offices, classrooms, general accommodation and vehicles are kept tidy;
8. ensure that any accidents, whether or not an injury occurs, and potential hazards are reported in accordance with School procedures.

WHENEVER AN EMPLOYEE IS AWARE OF ANY POSSIBLE DEFICIENCIES IN HEALTH AND SAFETY ARRANGEMENTS, THEY MUST DRAW THESE TO THE ATTENTION OF THE EXECUTIVE HEADTEACHER/HEADTEACHER/HEAD OF SCHOOL.

Please also note the following:

1. Newly appointed employees are particularly vulnerable to any risk and should be briefed on all relevant health and safety matters at an early stage.
2. Employees who themselves in unfamiliar environments should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards.
3. All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of staff and be briefed on relevant health and safety matters.

5.6 Responsibilities of Classroom Teachers

Classroom Teachers will in addition to Staff responsibilities:

1. lead by example;
2. exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out;
3. follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant risk assessments;
4. give clear oral and written instructions and warnings to pupils when necessary;
5. require the use of protective clothing and guards where necessary;
6. make recommendations to their line manager regarding equipment and improvements to plant, tools, or equipment;
7. integrate all relevant aspects of safety into the teaching process.

5.7 Parents and Pupils - awareness of health and safety

All pupils are expected, within their expertise and ability, to:

1. exercise personal responsibility for the safety of themselves and their fellow pupils;
2. adhere to the School uniform policy; ensuring clothing is in appropriate condition e.g., footwear is in suitable condition to avoid slipping
3. observe all the safety rules of the School and in particular the instructions of the teaching staff in the event of an emergency;
4. use and not wilfully misuse, neglect or interfere with things provided safety purposes.

N.B. The Local Governing Body and Executive Head Teacher/Headteacher/Head of School will make pupils (and where appropriate the parents) aware of these responsibilities through direct instruction, notices and the School's Health and Safety Policy.

6. Planning and Risk Control

6.1 Risk Assessment

The responsibilities for the risk assessments are maintained in the Trust's Risk Assessment Policy. Suitably trained staff carry out risk assessments across all of the School's activities

- The School maintains a comprehensive set of risk assessments that cover curriculum-based activities in school; school visits and the running of the school buildings and grounds;
- They are all available on the School's Sharepoint system for staff and governors to inspect and refer to as necessary;
- The management team will take steps to ensure that appropriate staff are aware of the risk assessments appropriate to their role and will monitor compliance with control measures specified in the risk assessments.

All risk assessments are reviewed on an annual basis, except risk assessments for school trips which should be reviewed each time a trip takes place.

6.2 COSHH Assessment

All TKAT schools are required to control substances hazardous to health, which could be in the form of dusts, gases or fumes that you breathe in, liquids, gels or powders that come into contact with your mouth, eyes or skin. There could also be harmful micro-organisms present that can cause infection (e.g. legionella), an allergic reaction or are toxic. Harmful substances can be present in anything from paints and cleaners to flour dust, or generated by the work activity such as wood dust, solder fume, or encountered during as part of work such as blood or waste matter.

The Operations Manager/School Business Manager will maintain an inventory of hazardous substances and obtain the current manufacturers Safety Data Sheets for all cleaning and maintenance products used by the School.

Control of substances hazardous to health (COSHH) risk assessments are completed by the Operations Manager for each activity in which hazardous substances will be encountered (see Appendix 1) and ensure that the necessary precautions are circulated to all employees who work in those activities.

The Operations Manager/School Business Manager will also ensure that Cleaning Contractors who store materials on the school premises keep a copy of the Safety Data Sheets and COSHH Assessments that they produce in the relevant storeroom.

A Legionella risk assessment is undertaken by an external specialist and procedures put in place to manage the hot and cold-water systems in the School.

6.3 Display Screen Equipment Assessment

For members of staff with 'desk-based jobs' (i.e. those who use a computer screen continuously for more than an hour), a workstation self-assessment will be completed when they are first employed and when there are significant changes to their workstation. Thereafter they will be reviewed at regular intervals not exceeding 2 years. Staff with desk based DSE jobs are entitled to a basic eye-test please refer to the Trusts DSE User Eye Examination Policy

Assessments will be reviewed by the Operations Manager/School Business Manager who will determine if any further actions are required.

6.4 Fire Risk Assessment

Fire risk assessments are completed by a competent external service provider after significant changes to the premises and at least every 5 years. The school will carry out any further actions required and review the Fire Risk Assessment annually.

6.5 New and Expectant Mothers

Risk assessments will be carried out whenever any employee or pupil notifies the School that they are pregnant. (refer to the TKATs Maternity Guidance)

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.

6.6 Educational Visits

All off site trips will be subject to risk assessment and the advice of the Local Authority Educational Visits Adviser will be closely followed and recorded via the EVOLVE system.

Staff planning off-site visits will provide all necessary information and risk assessments to the Education Visit Co-ordinator for recording on the EVOLVE system.

All staff taking part in Educational Visits offsite will ensure that they attend the necessary briefings by the Trip Leader, are aware of the risks identified and the proposed protective measures. Refer to the Trust Educational Visits Policy.

For schools <u>without</u> Early Years Foundation Stage provision:

4. There will always be at least 1 first aider on school trips and visits

For schools <u>with</u> Early Years Foundation Stage provision:

5. 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

7. Competence and Training

7.1 Training and Development for Health and Safety

All staff and work experience students are provided with general health and safety training as part of their induction process. A refresher briefing is provided at the start of each academic year (see Appendix 2). Staff in particular roles will as appropriate be given training for risk assessment, working at height, manual handling, display screen equipment workstations, first aid or handling of hazardous substances.

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

Strategic Health and Safety Management and Premises Management Training is provided for key staff.

All health and safety training will be recorded and refresher training provided at the necessary intervals.

7.2 Health and Safety Advice

Staff should seek advice on Health and Safety matters from the School Operations Manager/School Business Manager, TKAT Chief Operating Officer or the designated Competent Person at the Local Authority Health & Safety Team. Contact details are given on the Health & Safety Law Poster displayed in the School Office and/or Staff Room of each school/site.

8. Communication and Consultation

8.1 Information Dissemination

Information and instructions on health and safety matters are available and given to teachers, non-teaching staff, pupils, governors and visitors as follows:

Employees - Each staff member, including temporary staff, receive a Staff Induction, which contains health and safety guidance. An annual briefing is given at the start of each school year.

Health & Safety is a standing item on the agenda of staff meetings. Any information given is recorded in the minutes.

All health and safety documentation is readily available on the School Sharepoint System.

Pupils - are briefed on health and safety requirements by their class teachers in lessons and school assemblies. As necessary Parents/ Carers are informed by letter or by text.

Governors - The Operations Manager/School Business Manager briefs Governors on Health & Safety at each full governor meeting. The Health & Safety Governor reports back to Governors after Health & Safety visits as necessary.

Visitors – All visitors, contractors and delivery drivers are briefed on safety requirements when they sign in at the School Office or will be escorted while on site by a staff member.

8.2 Staff Consultation

All staff are consulted directly on Health & Safety. It is a standing item at all Staff Meetings. This is a forum for discussing any changes that may impact on staff or pupil health and wellbeing. Staff are encouraged to raise issues of concern directly with line managers and to make suggestions. If a Staff Union Representative is appointed, they will also be included in the consultation process.

All staff are encouraged to contribute to the annual audit on concerns and or additional training requirements. The Operations Manager/School Business Manager liaises with the designated Competent Person on issues raised and disseminates advice on changes in working procedures or training.

8.3 Reporting Deficiencies or Concerns

All staff are encouraged to report unsafe conditions, near misses and unsafe behaviours to their line managers or the Operations Manager/School Business Manager/Site controller as soon as possible and if required, cordon off the area.

Staff should report or record any repairs required via the designated School electronic reporting channel.

Where necessary the Headteacher/Head of School will set priorities for action and allocate necessary resources.

The Operations Manager/School Business Manager will keep a log of such reports and the actions taken to correct the situation and prevent a recurrence.

9. Emergency Preparedness

9.1 Fire Detection, Alarms and Firefighting Equipment

Fire Detection and Warning Systems are provided and maintained throughout school buildings. These are regularly inspected and tested by appropriate specialist contractors. Fire extinguishers and sprinkler systems, where installed, are serviced and tested at least annually by specialist contractors.

In addition, the School undertakes regular monitoring of the fire precautions and condition of firefighting and fire detection systems and equipment.

9.2 Fire and Emergency Evacuation Procedures

The School's procedures for fire and emergency evacuation are appended in Appendix 3. They are also posted throughout the school site. These procedures will be updated as appropriate.

Fire exits have appropriate signage.

Plans showing exit routes are displayed by the door of each classroom.

A fire drill is practised and documented once a term by trained fire wardens and the Executive Head Teacher/Headteacher/Head of School.

The log book for the recording and evaluation of practice and evacuation drills is maintained by the Operations Manager/School Business Manager. Evacuation times and any issues which arise are reported to the Governors.

The Fire Safety checklist is shown in Appendix 4.

9.3 First Aid Provision

The School has carried out a first aid risk assessment to ascertain the required number of first aiders and the location and number of first aid kits and other equipment such as defibrillators.

The names of the first aiders and appointed persons are detailed on the school Health and Safety Policy Statement. First Aid Notices posted around the school identify First Aiders and the location of first aid boxes and defibrillator(s).

All accidents should be recorded on Meditracker.

Portable first aid kits are taken on all educational visits. If the risk assessment dictates that it is necessary, qualified first aider(s) will also be present on the trip.

10. Health

10.1 Administration of Medicines

Details of how TKAT schools administer medicines can be sourced in the TKAT Medicine Administration Policy.

10.2 Employee Health and Wellbeing

TKAT schools will utilise a variety of occupational health support. Staff are referred as outlined in the Trust's Managing Stress and Promoting Wellbeing Policy.

We are committed to promoting high levels of health and well-being and recognise the importance of identifying and reducing workplace stressors through risk assessment. TKAT is:

- Proactive – TKAT schools work with staff with the intention to reduce stress and anxiety levels where possible
- Reactive – individuals who are identified to be suffering from excessive levels of stress (caused by work or personal issues) are supported in accordance with the TKATs Managing Stress and Promoting Wellbeing Policy and, if necessary, by accessing the Staff Absence Insurance - Employee Health and Wellbeing Service.

Senior leaders will talk to staff and listen to their concerns and opinions about stress in the workplace as well as checking sickness absence records, staff turnover data, exit interviews and incident reports to identify any problems

10.3 Infection Prevention and Control

We follow national guidance published by Public Health England when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined in Appendix 5, where applicable.

10.4 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 either 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.

10.5 Exclusion Periods for Infectious Diseases

The School will follow recommended exclusion periods outlined by Public Health England, summarised in Appendix 6.

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

11. Premises

The Operations Manager/School Business Manager will ensure that routine maintenance and periodic statutory inspections are carried out on all plant and equipment installed in the school premises. Test certificates, insurance and records of inspections will be kept readily available.

11.1 Access, Egress and Housekeeping

All entrances, main circulation and fire exit routes are kept clear and regularly inspected for trip and slip hazards.

There are absorbent floor mats near entrances and working procedures for cleaning up spillages during the school day, mopping floors, and regular hazard spotting inspections.

Staff will clear up any broken glass or sharp objects as soon as they are discovered or reported.

All staff are required to keep their workplace or classroom clean and tidy in order to prevent slips and falls. Rubbish should be placed in the appropriate bins.

11.2 Asbestos Management

For all buildings constructed before 2000, the School maintains a Register of Asbestos Containing Materials. These are identified from an Asbestos Management Survey carried out by

a specialist contractor. The purpose is to avoid disturbing building materials that contain asbestos fibres, which can cause serious harm when inhaled.

Where appropriate, asbestos containing materials are marked with a red asbestos sticker. The Asbestos Management Plan is readily available to staff and contractors in the School Office. All contractors are briefed on any asbestos materials that may present in their area of work.

No activity should be undertaken that is likely to disturb asbestos. Before fixing any displays or fixings to walls or ceilings, staff must obtain approval from the Operations Manager/School Business Manager. Only the Site Controller may drill or hammer fixings into walls.

Prior to any building works, which might disturb asbestos, the School will ensure that a Refurbishment or Demolition Survey is undertaken. Where necessary, a licensed asbestos contractor will be employed to remove asbestos containing materials prior to building works.

11.3 Contractors on Site

TKAT Schools will employ competent contractors with the right skills, knowledge, training and experience to carry out their work. Refer to the Trusts Competent Contractors guide.

When contractors are on site, the Operations Manager and or Site Controller will ensure that they are aware of and following TKAT health and safety procedures.

In particular they will be briefed on Fire Evacuation Procedures; the presence of Asbestos Containing Materials; First Aid and Accident Reporting; and the location of the nearest Accident & Emergency Department.

Before starting work, contractors should provide the Operations Manager with a programme for their work and safety method statements to say how they will be carrying out the work and protecting themselves, pupils and staff from harm. All contractors should ensure that their working and material storage areas are secure and exclude pupils and unauthorised staff, where appropriate by use of 2m high site fencing.

For construction projects, the School will ensure that it complies with the Construction Design and Management Regulations (CDM). They will employ competent contractors, who will provide a written construction phase plan. Where required TKAT will appoint a Principal Designer and Principal Contractor for the project.

When a Health and Safety File is provided at the end of the project, the School will keep this readily available to contractors who may need to plan and carry out work on or adjacent to works completed.

11.4 Control of Hazardous Substances

Our staff use and store hazardous products in accordance with instructions on the product label, Manufacturer's Safety Data Sheets and the safety measures outlined in the School's COSHH assessments. The labels display:

- A pictogram to identify the type of hazard,
- A signal word – 'Danger' or 'Warning' for lesser hazards,
- Hazard and Precautionary statements
- Instructions for use

All hazardous products are kept in their original containers, with clear labelling and product information.

Hazardous products will be stored in locked cupboards with appropriate warning signs.

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

Emergency procedures, including procedures for dealing with spillages, are contained in the product Safety Data Sheets kept by the Operations Manager/School Business Manager.

Cleaning contractors will be required to keep a current copy of their Safety Data Sheets and COSHH risk assessments in the locked cupboard provided for their cleaning materials.

11.5 Electrical Distribution Systems

All electrical distribution systems, small power and lighting circuits are tested by a specialist contractor at 5-year intervals.

11.6 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 that they have adequate ventilation.

11.7 Grounds

The School should ensure that they have produced a plan of the site that identifies particular hazards, including ponds, timber structures, storage sheds, internal fences, footpaths, tall and old trees, animal or insect hazards. Their risk assessments should identify the control measures required to keep the grounds safe.

These will include regular inspections, specialist inspections of trees and structures, removal of dead branches, removal of wasps nests, and securing certain areas and outbuildings to prevent access from pupils without proper supervision.

11.8 Legionella

Hot and cold water systems throughout the School are monitored on a regular basis. As necessary, parts of the system that are infrequently used are flushed through to prevent the development of legionella bacteria and results documented.

11.9 Lettings

The School will ensure that:

- The booking form is completed by hirers, accompanied with relevant documents as outlined in KCSIE, see the Trusts Premises Hire Policy.
- the means of access and exits are safe for the use of hirers, and that all plant and equipment made available to and used by the hirers is safe. Any hazard associated with the these, should be made known to the hirers;
- fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness;
- hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms and firefighting equipment. Notices regarding emergency procedures are prominently displayed;
- hirers using any equipment or facility provided by the School are familiar with its safe use and, if necessary, briefed accordingly;

- arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer or his staff.

11.10 Site Security

The Operations Manager/ School Business Manager/Premises Manager/School Admin Staff are responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, entrance gates, and for the intruder and fire alarm systems.

Our Premises Manager/Grounds Maintenance Company is the key holder and will respond to an emergency.

11.12 Smoking and Vaping

Smoking and Vaping is not permitted anywhere on the school premises. (See TKAT No Smoking/No Vaping Policy)

11.13 Swimming Pool Management

When a TKAT school operates a swimming pool on site, it will ensure that Pool Safe Operating Procedures are put in place based on information from the risk assessment. This will include normal operations and emergency actions, to ensure that the pool operates safely and without risks to health.

Staff in charge of bather supervision will have the necessary training, including first aid. Sufficient numbers of staff will be used for each session and they will ensure that pupils using the pool are briefed on required behaviour in the pool and the response to emergency situations.

The School will ensure that the water treatment system and heating are operational and carry out the necessary daily and other periodic checks necessary to keep the pool safe and operational.

When not in use, the School will ensure that the pool and associated plant room are secure from unauthorised entry.

11.14 Vehicle Movement

Where possible, vehicle movement (car parking and deliveries) should be away from footpaths, crossings, gates and doorways. Traffic entering the school site will be controlled, particularly at the start and end of the school day, when large numbers of pupils and parents will be moving around.

Pupils, staff and parents are reminded to be extra vigilant when crossing roads adjacent to the School. Pupils should be particularly careful to avoid distractions such as wearing headphones or using a mobile phone alongside roadways near school

11.15 Weather Extremes - Snow and Ice, Heavy Rain and Flooding

The School has a risk assessment outlining School actions during adverse weather conditions. Wherever possible the School will endeavour to stay open.

11.16 Working Environment

The School will maintain appropriate temperatures as follows:

- Classrooms – 21^{o}C
- Offices – minimum 16^{o}C

Good ventilation will be maintained throughout working areas.

All areas will be regularly cleaned and maintained in good decorative order. Rubbish will be removed daily to on-site storage bins in a dedicated area well clear of pupil areas. Bins or the storage area should be secured to prevent access by unauthorised persons.

12. Equipment

12.1 Display Screen Equipment

For members of staff provided with portable devices (e.g., laptops, tablets) staff will be encouraged to adhere to current DSE (Display Screen Equipment) guidance provided by the Health and Safety Executive. They will be provided with the necessary information to adopt good postures, layout their workspace and working routine to avoid musculoskeletal, backache, fatigue and other health problems.

12.2 Electrical Testing

All items of portable electrical equipment in school are inspected and tested at no more than 18month intervals. Labels are affixed to indicate the date when the next test is due.

12.3 PE and Playground Equipment

- Playground equipment and its use is supervised during all breaks during the school day.
- A decision is made, recorded and enforced if inclement weather (damp/icy) means that equipment becomes unsafe to use on a particular day.
- Equipment is assessed daily as part of routine inspections by the Site Controller.
- Any permanent playground equipment will be risk assessed.
- 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 Operation Manager/School Business Manager

12.4 Personal Protective Equipment

Personal protective equipment (PPE) in schools includes gloves, eye protection, hearing protection, dust masks, shoes/boots, hard hat, high-viz jacket, etc.

Risk assessments will identify the type of PPE required for particular lessons in the classroom or Forest School activities, on cleaning or maintenance tasks, or when monitoring construction work.

Staff and pupils should be provided with the appropriate PPE, and instructed on how and when to wear it. Sufficient stocks should be maintained for the expected usage.

Teachers and line managers should ensure that it is worn for the designated tasks or activities.

12.5 Work Equipment

Work equipment includes hand tools, power tools, trollies, steps and ladders, etc. Equipment will be provided that is suitable for the task, environment and the user. It will be maintained in safe condition and safety features will be checked on a regular basis.

Testing and checking will be carried out as specified by the manufacturer, statutory requirements and as relevant for a school environment. Items such as ladders should be identified with a serial number to aid the checking and recording of inspections.

13. School Activities

13.1 Food Technology

Cooking equipment including ovens and hobs will only be used if fire precautions, appropriate risk assessments and personal protective equipment are in place.

Staff must ensure that the tasks undertaken are appropriate for the pupils concerned.

Close supervision will be appropriate for riskier parts of the cooking process, i.e., taking food in or out of hot ovens.

Those leading classes where food is prepared will ensure that they provide instruction and set a personal example in following food hygiene protocols. These include hand washing, avoidance of cross contamination, chilled storage of certain foods, and wearing appropriate protective clothing

13.2 Forest School

Forest School sessions will be led be a suitably qualified Forest School Practitioner, assisted by staff who are fully briefed on the risk assessment and the session plan. All staff involved will be first aid trained.

Pupils and staff will be briefed on the clothing and footwear that will be suitable for each session.

Equipment used will be maintained in good condition and kept in a secure place when not in use. The Forest School area will be left in a safe condition at the end of each session.

13.3 Lone Working

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site Controller 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 outside normal working hours, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

Managers of lone workers will ensure that they are medically fit to work alone.

See also **Lone Working Policy**.

13.4 Manual Handling

Manual handling describes activities, which involve lifting, carrying, moving, holding, pushing, lowering, pulling or restraining an object or person. The School will provide the necessary instruction and training to staff who need it as part of their day-to-day task. See the Health and

Safety Executive Guidance on Manual Handling and their risk filter diagrams for identifying lower risk lifting and carrying weights.

Manual handling operations that involve a risk of injury will be avoided. 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 suitable mechanical lifting aids and equipment are available in school and that staff, who need to use them, 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;
- When carrying, 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.

13.5 Off-Site Activities

When taking pupils off the school premises, the School 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, a portable first aid kit, information about the specific medical needs of pupils, along with the parents' contact details,
- For trips and visits with pupils in the Early Years Foundation Stage, there will always be at least one first aider with a current paediatric first aid certificate,
- For other trips, there will always be at least one first aider.

13.6 Supervision of Pupils

- Sensible, safe behaviour will be promoted to pupils by all members of staff
- Dangerous or risky behaviour displayed by pupils will be addressed and dealt with according to the school rules
- Pupils will only be allowed into or stay in classrooms under adult supervision
- Appropriate supervision of cloakrooms and toilet access will be in place at busy times
- Appropriate levels of supervision will be maintained in playgrounds.

13.7 Violence at Work

At TKAT, 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 the Executive Headteacher/Headteacher/Head of School immediately. This applies to violence from pupils, visitors or other staff.

13.8 Visitors

All visitors and other users of the premises (e.g., contractors and delivery people) are expected, as far as reasonably possible, to observe the safety rules of the School. Visitors should generally be accompanied by a member of staff.

13.9 Working at Height

Working at height should be avoided where possible, however there will be occasions where it is unavoidable. Where this this the case, any work at height must be planned, supervised an carried out by competent people and includes the right type of equipment is used e.g. ladder/ tower. Where working at height cannot be avoided the following applies:

Working at heights risk assessments have been completed for the School

- Appropriate record keeping and safe systems of work are kept in the working at heights file.
- All site staff who undertake working at heights have been on a half day training course.
- Teaching and other staff who assist in putting up displays in school have been given appropriate in-house training and advised that they must:
    - Use appropriate access equipment - step ladders, kick stools etc.,
    - Wear flat shoes whilst putting up displays,
    - Not climb on furniture to put up displays.

14. Checking

14.1 Monitoring Arrangements

Regular safety inspections are undertaken and findings recorded:

- Daily, Weekly and Monthly site/premises/equipment/fire precautions/legionella inspections by the Operations manager/Site Controller;
- Termly – Health and safety internal and external walks by Headteacher/Operations Manager and Health & Safety Governor;
- Termly – Health and Safety reports to the Local Governing Body;
- Annual – Asbestos Management, Fire Risk Assessment reviews by Operations Manager (with Health & Safety Governor as appropriate);
- Statutory Inspections of Fire Alarm Systems, Emergency Lighting, Fire Fighting Equipment, Pressure Equipment, Lifts – by Specialist Contractors.

14.2 Audit

A biennial audit of the School's health and safety arrangements and inspection of the premises is undertaken by the Competent Person. The report and findings are reported to the Local Governing Body and the Trustees. Corrective actions where required are agreed by the Headteacher and Operations Manager and timescales agreed for completion.

14.3 Accident Investigation and Reporting

- 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 7.
- As much detail as possible should be supplied when reporting an accident.

- All accidents will be investigated by a member of the TKAT/ School Senior Leadership Team to ensure that the root causes are identified and appropriate actions are taken to prevent a recurrence.
- Information about injuries will also be kept in the pupil's educational record.
- Records held in the first aid log (Meditracker) 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. (records may need to be kept for longer for civil actions, refer to the Trusts Data Protection Policy).

14.4 Reporting to the Health and Safety Executive

The Executive Headteacher/Headteacher/Head of School will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation. These include injuries and ill health to employees, injuries to pupils and others not at work, and dangerous occurrences.

The Executive Headteacher/Headteacher/Head of School will report these to the Health and Safety Executive. Death and specified injuries must be reported without delay. Other incidents should be reported within 10 days of the incident. Reportable injuries, diseases or dangerous occurrences include:

6. Death
7. Specified injuries to employees. 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) which cover more than 10% of body or damage to eyes or respiratory 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
8. Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
9. Where an accident leads to a pupil or visitor being taken directly to hospital for treatment
10. Dangerous Occurrences or near-miss events that do not result in an injury, but could have. 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: http://www.hse.gov.uk/riddor/report.htm

14.5 Notifying Parents

The Executive Headteacher/Headteacher/Head of School will inform parents 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.

14.6 Reporting to the Trust

All accidents reportable to the HSE should be reported to the Trust, completing the Accident and Incident Report Form (**Appendix 7**) via an email to r.marrison@keysacademytrust.org.

14.7 Reporting to Child Protection Agencies

The Executive Headteacher/Headteacher/Head of School will notify Berkshire West Safeguarding Children Partnership (BWSCP) 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.

14.8 Reporting to Ofsted

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

15. Management Review

15.1 Annual Review

This policy will be reviewed by the Executive Headteacher/Headteacher/Head of School every year, taking into account the accident and ill-health statistics, audit reports, maintenance logs, premises condition, staff feedback and Governor comments. They will seek to ensure that in the management of health and safety:

- All areas of risk to staff and pupils are adequately controlled,
- Working practices are safe and without harm to health,
- Staff are aware of the hazards and dangers at work,
- Staff are competent for the activities they carry out, and
- Staff behaviour is suitable.

Any proposed amendments to the Policy will be forwarded to the Board of Trustees for approval and implementation.

16. Links with Other Policies

This health and safety policy links to the following policies:

- Administration of Medicine
- Educational visits and offsite events
- Employee Maternity and Paternity Guidance (TKAT)
- Intimate Care
- Lone working
- Managing sickness absence (TKAT)
- Code of conduct (TKAT)
- Medical Needs in Education
- No smoking/No vaping (TKAT)
- Business Continuity Plan (TKAT)
- Risk assessment (TKAT)
- Data Protection Policy (TKAT)
- DSE User Eye Examination (TKAT)
- Premises Hire Policy (TKAT)
- Sexual Harassment in the Workplace (TKAT)

APPENDICES

Appendix 1 – COSHH Assessment

Activity: • •	Date assessed: Discussed with employees: See Inventory of Hazardous & Flammable Substances and Safety Data Sheets

Step 1 Substance **What's the hazard?**	**Step 2** **What harm, and who?**	**Step 3** **What are you doing already?**	**What improvements are needed?**	**Step 4 Action** **Who**	**When**	**Check**

Also:	**Action taken**	**Action needed**			
Thorough examination & test LEV- COSHH					
Supervision					
Instruction and training					
Emergency plans					
Health surveillance					
Monitoring					

Step 5 **Planned review date:**	1) Review assessment and working practices – are risks avoided/minimised? 2) Any significant change in the work or substances used? Check the assessment and change it if necessary
Other hazards needing attention: •	
Signed:- **Date:-**	

COSHH Assessment Process

Identify the activities that expose people to hazardous substances, for example:-

- Use of cleaning products
- Clearing up spillages of chemicals or bodily fluids
- Minor maintenance tasks, using circular saw to cut timber and or sander to smooth down walls prior to painting, using white spirit or WD40
- Site Controllers workshop/store
- STEM room science demonstration

Start to complete the COSHH Assessment Form

- Write a description of the activity and the frequency with which it occurs.
- Insert the date of the assessment

Step 1 – What's the hazard?:-

- List the different substances that are likely to be used during the activity, use one row for each substance
- Underneath the substance identify the hazard

Step 2 – What harm, and who?:-

- Insert a brief description of the harm caused by the substance (refer to the Safety Data Sheet section 2 for hazard statements and section 7 for precautions)
- Underneath, identify who is likely to be harmed

Step 3 - What are you doing already? And What Improvements are needed?:-

- List what protective measures you are already taking (
- In the next column, list what improvements or further actions are needed, if any

Step 4 - Action – Who, When, Check?:-

- Insert name of who will take action
- Insert date to complete action by or a timescale e.g. 1 month
- Insert date when checked as complete

Also

Record what actions have been taken to carry out or put in place for this activity:

- Thorough examination and test of Local Exhaust Ventilation (LEV) [*very unlikely in a primary school*]
- Supervision – who?
- Instruction and training – formal instruction or verbal briefing (insert date at top of sheet

- Emergency plans – could identify spillage kit, closure of a room, location of SDS sheets, who to call, etc.
- Health surveillance [*again unlikely in a Primary School*]
- Monitoring – checks by Operations Manager, Headteacher or H&S Governor, termly or annually?

Again in each case, consider if further action is needed and complete Who?, When? Check?

Step 5:- Planned Review Date

- Insert date

Appendix 2 –Annual Refresher Briefing

[insert School Health and Safety Refresher Briefing

Appendix 3 – Fire Evacuation Plan and Evacuation Points

FIRE EVACUATION PLAN

This document sets out the emergency evacuation procedure followed by The Coombes CE Primary School. It details how the occupants of the building will respond to an alarm activation, roles and responsibilities of staff, equipment and documentation needed and records to be maintained to fulfill requirements set out in the Health & Safety policy.

EQUIPMENT & MATERIALS

- Fire log book – kept in operations manager office
- Fire Emergency pack – to contain the following
    - Maps of the School with details of alarm panels, plant rooms, kitchens, utility shutoffs, fire equipment, door lock codes, emergency lights and electrical distribution panel locations, lift, assembly points
    - Keys to fire alarm panels
- Emergency Bags – located in School Office and Nursery
- Class Fire Registers – located in each classroom on red clipboard and updated by office manager when required for new admissions and leavers
- Registers of pupils in school that day for each class. Printed daily by School Office Manager. KS2 registers located in School Office, KS1 registers located in Nursery
- Roll call of staff on site – accessed on Sign-In app on phones
- List of Visitors on site – accessed on Sign-/in app on phones
- Pupil Sign in/Sign out book
- Radios

ROLES & RESPONSIBILITIES

- Fire Marshal – overall responsibility of evacuation. To coordinate between staff and fire authorities.
- Alarm Responder – to go to the alarm panel and identify the location of the activation and investigate if it is a real fire or false alarm and communicate with the Fire Marshal
- Information Collector – takes the emergency pack to the assembly point, collects register info from teachers
- Fire Warden – to sweep allocated zone for any persons not evacuated
- Teachers and other classroom staff – responsible for getting children to the assembly point

NOMINATED PERSONS

ROLE	PRIMARY	SECONDARY
Fire Marshal		
Information Collector		
Alarm Responder		
Fire Warden		
Fire Warden		
Fire Warden		
Fire Warden		
Fire Warden		
Fire Warden		
Fire Warden		
Fire Warden		

INSERT EVACUATION PROCEDURE

Appendix 4 - 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?	

Appendix 5 - Infection Prevention and Control

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

2. Coughing and Sneezing

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

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 chemical
- Cleaning of the environment
- Clean the environment, including toys and equipment, frequently and thoroughly

4. 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

5. 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

6. 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

7. 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

Appendix 6 - Recommended absence periods for preventing the spread of infection

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

Infection or complaint	Recommended period to be kept away from school or nursery
Athlete's foot	None.
Campylobacter	Until 48 hours after symptoms have stopped.
Chicken pox (shingles)	Cases of chickenpox are generally infectious from 2 days before the rash appears to 5 days after the onset of rash. Although the usual exclusion period is 5 days, all lesions should be crusted over before children return to nursery or school. A person with shingles is infectious to those who have not had chickenpox and should be excluded from school if the rash is weeping and cannot be covered or until the rash is dry and crusted over.
Cold sores	None.
Rubella (German measles)	5 days from appearance of the rash.
Hand, foot and mouth	Children are safe to return to school or nursery as soon as they are feeling better, there is no need to stay off until the blisters have all healed.
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
Measles	Cases are infectious from 4 days before onset of rash to 4 days after so it is important to ensure cases are excluded from school during this period.
Ringworm	Exclusion not needed once treatment has started.
Scabies	The infected child or staff member should be excluded until after the first treatment has been carried out.
Scarlet fever	Children can return to school 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the school or nursery, the health protection team will assist with letters and factsheet to send to parents or carers and staff.

Slapped cheek syndrome, Parvovirus B19, Fifth's disease	None (not infectious by the time the rash has developed).
Bacillary Dysentery (Shigella)	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.
Diarrhoea and/or vomiting (Gastroenteritis)	Children and adults with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and there is no further diarrhea or vomiting for 48 hours after the course is completed. For some gastrointestinal infections, longer periods of exclusion from school are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, school health advisor or environmental health officer will advise. If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.
Cryptosporidiosis	Until 48 hours after symptoms have stopped.
E. coli (verocytotoxigenic or VTEC)	The standard exclusion period is until 48 hours after symptoms have resolved. However, some people pose a greater risk to others and may be excluded until they have a negative stool sample (for example, pre-school infants, food handlers, and care staff working with vulnerable people). The health protection team will advise in these instances.
Food poisoning	Until 48 hours from the last episode of vomiting and diarrhoea and they are well enough to return. Some infections may require longer periods (local health protection team will advise).
Salmonella	Until 48 hours after symptoms have stopped.
Typhoid and Paratyphoid fever	Seek advice from environmental health officers or the local health protection team.
Flu (influenza)	Until recovered.
Tuberculosis (TB)	Pupils and staff with infectious TB can return to school after 2 weeks of treatment if well enough to do so and as long as they have responded to anti-TB therapy. Pupils and staff with non-pulmonary TB do not require exclusion and can return to school as soon as they are well enough.
Whooping cough (pertussis)	A child or staff member should not return to school until they have had 48 hours of appropriate treatment with antibiotics and they feel well enough to do so or 21 days from onset of illness if no antibiotic treatment.

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

Appendix 7 Accident Report and Investigation

INCIDENT REPORT FORM

USE THIS FORM TO REPORT WORK-RELATED ACCIDENTS, INCIDENTS, ILLNESS, DISEASE OR DANGEROUS OCCURRENCES. REFER TO THE HEALTH AND SAFETY POLICY FOR GUIDANCE.

Completing and signing this form does not constitute an admission of liability of any kind, either by the person making the report or any other person.

<table>
<tr><td rowspan="5">INJURED PERSON</td><td colspan="3">First name(s)</td><td colspan="3">Surname</td><td colspan="2">Title (Miss, Mrs, Ms, Mr)</td></tr>
<tr><td colspan="3" rowspan="3">Home address

Telephone</td><td colspan="3" rowspan="3">Employer’s name and address if other than TKAT (The Keys Academy Trust)</td><td>Male ☐</td><td>Female ☐</td></tr>
<tr><td colspan="2">Date of birth</td></tr>
<tr><td colspan="2">Occupation</td></tr>
<tr><td colspan="9">TICK BOX</td></tr>
<tr><td>Employee</td><td>Student</td><td>Pupil</td><td>Contractor</td><td>Agency worker</td><td>Trainee/Work Experience</td><td>Member of public</td></tr>
<tr><td>☐</td><td>☐</td><td>☐</td><td>☐</td><td>☐</td><td>☐</td><td>☐</td></tr>
<tr><td rowspan="2">LOCATION</td><td colspan="4">Name, address and telephone number of School</td><td colspan="4">Incident site</td></tr>
<tr><td colspan="2">Date of Incident</td><td>Time of Incident
AM / PM</td><td>Normal working hours
From:
To:</td><td colspan="3">Time stopped work
AM / PM</td></tr>
<tr><td>THE ACCIDENT / INCIDENT / DANGEROUS</td><td colspan="8">Description of injury, work related illness or disease. State injury type e.g., cut indicating the part of body affected and left or right as appropriate.</td></tr>
</table>

	Describe the incident and how it happened including details of the activity at the time. Continue on separate sheet if required.

Medical attention / action	TICK BOX(ES)							
	None required ☐	First aid ☐	Returned to work ☐	Sent/taken home ☐	Sent/taken to doctor ☐	Sent/taken to hospital ☐	Detained in hospital for over 24 hours ☐	Next of Kin Informed ☐

LOST TIME & RISK ASSESSMENT			
	Did this incident result in absence from work?	YES ☐	NO ☐
	If so, specify the duration:	Start date	End date or ongoing
	Is there an existing risk assessment in place?	YES ☐	NO ☐
	Has the assessment been reviewed following the incident?	YES ☐	NO ☐

investigation FINDINGS	Key observations by person investigating the incident. Provide details of first aid treatment. Provide photos where helpful and appropriate. Continue on separate sheet if required.

ACTION TAKEN TO PREVENT A RECURRANCE	For example, risk assessment reviewed, equipment taken out of service for repair etc. Continue on separate sheet if required.
OTHER DETAILS	Who was the incident first reported to and on what date?
	Witnesses' names (give address and telephone numbers if not TKAT employees)

Report completed by	Print name and title	Signature	Date
Approved by Headteacher / Line Manager or School Safety Co-ordinator			

School to retain the original form in a confidential and secure manner

Send a scanned copy to The Keys Academy Trust by email to: **r.marrison@keysacademytrust.org**