



Part of T4 Trust

# Health and Safety Policy

## Version Control

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Prepared by	Kimberley Bailey	February 2020
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## 1. Introduction

When students arrive at Ian Mikardo High School they often have little experience of safety and many of them come from families where poor health is endemic. As a supportive community that strives to support students' welfare, we seek to promote the good health and safety of our students and staff in all our work.

This is supported by our curriculum which educates students about the health benefits of exercise and nutrition and ongoing risk assessments relating to the safety of individual students and the impact their behaviour can have on others.

We believe that maximising our students' learning opportunities involves taking risks. This does not mean that we subject our students to risk, rather that we take great care to manage potential risk so that students have educational opportunities that would otherwise be closed to them because of their emotional difficulties.

This policy applies to all employees, students, volunteers, visitors and contractors at Ian Mikardo High School. The employer is T4 Trust (The Trust) and it is the intention of the employer and the school to provide a healthy and safe working environment.

## 2. Aims

Our school aims to:

- Promote good health and safety to all students and staff
- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, students and all visitors to the school site
- Have robust procedures in place in case of emergencies
- Have an induction programme that covers Health and Safety issues for all the school's new employees
- Ensure that the premises and equipment are maintained safely, and are regularly inspected
- Make appropriate budgetary and resource provisions for health and safety

## 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
- Employers' Health and Safety Policy Statements (Exception) Regulations 1975
- Safety Representatives and Safety Committees Regulations 1977
- 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
- Health and Safety (Consultation with Employees) Regulations 1996
- 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
- Health and Safety (Miscellaneous Amendments) Regulations 2002

- The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health – Please refer to the COSHH policy
- Chemicals (Hazard Information and Packaging for Supply) Regulations 2009
- 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
- School Premises (England) Regulations 2012
- The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- Provision and Use of Work Equipment Regulations 1998
- The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register
- The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff
- Education (school Premises) Regulations 1999
- The Work at Height Regulations 2005, which requires employers to protect their staff from falls from height
- Special Educational Needs and Disability Act 2001
- Equality Act 2010

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

This policy follows above guidance and contains some additional material that relates specifically to the complex needs and vulnerability of the school's students.

From time to time the Department for Education and Employment, the Health and Safety Executive and other regulatory or advisory bodies will issue documents on particular topics for the guidance of Executive Headteacher's and others who are in control of educational premises. In such cases, the Trust Board will provide information together with a management action sheet to address any such requirements.

#### 4. Definitions

The Trust Board	The board of directors of the Trust (including any committee of the board duly appointed by it), who may also be referred to as trustees. The Trust Board have overall strategic responsibility for the health and safety of all employees, visitors, students and others. This responsibility is delegated to the CEO, COO and Executive Headteacher.
The Executive Headteacher	The teacher in charge of the school who may also be referred to as Head or Principal. The Executive Headteacher is responsible for the

	overall day to day operation of the school and takes a strategic overview of Health and Safety policies and practise. The implementation of these may be delegated to specified individuals.
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## **5. The Roles and responsibilities**

### **5.1 The Trust Board**

The governing board has ultimate responsibility for health and safety matters in the school but will delegate day-to-day responsibility to the Executive Headteacher.

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

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

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

### **5.2 The Executive Headteacher**

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

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

In the Executive Headteacher's absence, the Deputy/Assistant Head assumes the above day-to-day health and safety responsibilities.

### **5.3 Health And Safety Lead**

The nominated Health and Safety lead is the Executive Headteacher.

### **5.4 Staff**

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

Staff will:

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

### **5.5 Students and Parents**

Students 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.

### **5.6 Contractors**

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

## **6. First Aid Appointees**

First Aid Kits are located in the following departments:

Reception	Art Room
Kitchen	Welfare
Sport's Hall	Flat
Science Room	Staff Room

The Assistant Office Manager is responsible for ensuring that they are appropriately stocked at all times.

### **The current appointed persons for first aid are:**

- Hazera Begum (First Aid Lead)
- Khaled Ahmed
- Rachel Roberts
- Karen Raftery
- Max Makaka
- Laura Haggan

## 7. Site Security

The Premises Manager and third party security contractors are responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

The school has an entry system for security purposes. The screens and buzzer systems are located in the reception office.

Parents, visitors, volunteers and contractors must report to reception when entering the premises during opening hours. They will be asked to sign the visitors' book and sign out when they leave the premises. As stated above, information about basic Health and Safety information will be clearly displayed in the school's lobby.

If any unauthorised person is seen on the premises, they should be asked to report to the office. If the challenger feels unsure or suspicious, they should seek back-up prior to action. Back-up is available through the school's reception office by phoning the Premises Manager or Premises Assistant.

Office staff should monitor all persons entering the school through the entry system.

At home time, staff ensure that students who are not independent travellers are collected by a known responsible adult. If the adult is unknown, staff must check with the office before letting a student go.

The Premises Manager and/or third party security contractor will respond to an emergency.

See School Security Policy and Procedures for more information.

## 8. Fire and Emergency Procedures

### 8.1 Fire Call points

The Premises Manager will test a call point each week, and rotate the points tested.

### 8.2 Fire drills

False activations of the fire alarm system by students are treated as Fire Drills and recorded in the Red Fire log kept in the Premises Manager's office.

### 8.3 Procedure:

- UPON HEARING THE ALARM, students should stop work, line up quickly and quietly, WALK TO THE NEAREST DESIGNATED ESCAPE ROUTE AND EXIT, closing doors behind them, following their tutor to the designated assembly point for their tutor group in the car parking area near the football pitch
- UPON DISCOVERING A FIRE, sound the alarm by activating the nearest break glass unit and proceed to the nearest safest fire exit. Do not waste time collecting personal possessions. In the event of a PE class being in progress, students should put on their shoes and a jumper and leave immediately for the assembly point

Passenger lifts **must not** be used during evacuation

In the case of evacuation for a bomb scare, suspicious parcel, gas leak or fire, everyone in the school should be taken off site, away from the building, to the second assembly point at the entrance of William Guy Gardens. See Fire/Emergency Evacuation Plan.



Registers - Class registers are to be taken to the assembly point by office staff so that all students can be accounted for. The visitor's book and staff register should also be taken to the assembly point by office staff to account for all visitors and staff.

The Executive Headteacher and the Deputy Executive Headteacher will check that all students and adults are accounted for.

Fire drills to be completed every 6 months and recorded.

### **Designated Fire Wardens**

- Karen Raftery
- Hazera Begum
- Christiana Davis
- David Lightman

### **8.4 Alarms**

Fixed tone sound whistles in the event of alarm failure.

### **8.5 Fire Notices**

Must be displayed in corridors, at the school entrance, in classrooms and by all alarm call points in the building.

### **8.6 Notification**

The Office Manager or another member of office staff are to phone the Fire Brigade immediately (999) except in known fire drills.

### **8.7 Re-entering**

When the Police or Fire Brigade are called and present on the premises, permission to re-enter the building can only be given by the officer in charge.

### **8.8 Reporting**

A report of all fire drills and evacuations, including false fire alarms, will be made by the Assistant Office Manager. These reports are passed to the Premises Manager for safekeeping. Drills and evacuations will be discussed as is necessary at Senior Leadership meetings and with the whole staff.

## **9. Fire Precaution Rules**

### **9.1 Smoking**

Is not allowed anywhere on school premises or in the grounds. See Smoking policy.

### **9.2 Obstruction**

Entrances and exits must be kept clear and unobstructed. Visibility panels in doors must not be covered. Fire doors must not be propped open or locked during school time. It is the responsibility

of the Premises Manager to ensure that all Fire Exits are operational on a daily basis.

### **9.3 Signage**

All signage must comply with the present legislation and are securely fixed, any defaced or removed signage should be re-secured or replaced when discovered.

### **9.4 Cleaning**

All bins will be emptied at the end of each day.

### **9.5 Flammable substances**

These should not be used in classrooms when students are in the room and their presence in the building should be cleared with the Premises Manager, who is responsible for ensuring that they are correctly and safely stored. (Refer to COSHH Policy)

### **9.6 Displays/Furniture**

Great care should be taken when using paper and flimsy material for display and all displays should be appropriately attached and kept to a minimum. Displayed artwork on the means of escape is treated with non-hazardous fire retardant spray that complies with BS 5438. Nothing should be hung from or near a light. Ceilings should not be used for display. There should be no display material by fire alarm call points or above high risk equipment. Reasonable care should be taken when displaying material near doors. All soft furnishings and textile covered furniture at the school must comply with BS 7176 for resistance to ignition.

### **9.7 Prevention of Arson**

In addition to the precautions outlined above, it is the responsibility of all members of staff to identify potential arson, take action to prevent it and report to the senior management team. This includes staff being aware of students who may have brought smoking material and/or lighters to the school site. All staff have a responsibility to ensure that the premises are kept tidy.

The following practices are also paramount:

- Rooms which present an enhanced fire hazard are kept locked and access is restricted to authorised members of staff and contractors. These rooms include cleaners' stores, the kitchen, server cupboard, electrical intake areas, boiler rooms, roof spaces etc.
- If the school is open to facilitate activities outside normal school hours, areas not required by the visitors are locked and closed to them
- Prior to closure of the site each day, the Premises Manager or Security Contractor will check all rooms and public areas, close all windows and doors and switch off all unnecessary electrical appliances including lights (except emergency lighting)
- They will then switch on the security alarm and secure the external door
- Restriction of entry: All visitors must sign in and out at the school office. Members of staff must be alert to identifying strangers in school. Anyone who is not recognised should be politely challenged and reported to the school office immediately
- The Premises Manager will ensure that the perimeter fencing is maintained in good order
- The Premises Manager will ensure that all graffiti on the school site is removed promptly to avoid the school being seen as a legitimate target for any damage

Should the Senior Management team become aware that the school faces a high risk of arson, it should consider commissioning 24-hour security cover.

Fire Risk Assessments will include areas at risk of possible arson, and actions to be taken in order to eliminate the risk. Fire Safety Training will include arson awareness and prevention training. Risk assessments must also be carried out for the design & technology wood working room usage and all the teaching subject classes' activities and the hairdressing saloon room usage, storage of chemicals including peroxide and the teaching subject class activities.

Any incidents of attempted arson or any such behaviour will be recorded internally and reported to the appropriate authorities. Should arson result in the outbreak of fire, staff will investigate the incident and if necessary, contact the Police or Fire services. All related evidence of the incident must be preserved as best as possible, for investigation from the appropriate service.

## **9.8 Fire Equipment**

Staff should be made familiar with the positioning of fire alarm call points and extinguishers. All new staff will receive formal fire awareness and a training session will be held every two years, provided by Tower Hamlets' Health and Safety department which all staff will attend. Such training will be recorded in the minutes of appropriate meetings.

The Premises Manager should ensure that fire equipment is maintained and serviced according to the makers' recommendations and in line with policy.

The Premises Manager is responsible for keeping records of weekly checks on firefighting equipment and call points. They should also make daily checks on all fire doors, fire exit doors and fire signs. The Premises Manager shall arrange for annual inspection of equipment to British Standards specifications and quarterly checks of fire alarms by relevant competent bodies. If any fire equipment is found to be faulty it should be reported to the Premises Manager immediately. All fire equipment should be unobstructed and easily accessible.

In the event of known fire alarm failure, the guidelines laid down by the Health & Safety advisor for fire safety should be followed.

## **10. Emergency Evacuation**

In the case of evacuation for a bomb scare, suspicious parcel or gas leak evacuation, procedures should follow those designed for Fire Emergencies, as detailed above. In the case of water leaks, areas affected should be evacuated and students found alternative accommodation elsewhere in the building. If no clear area is available then procedures are followed as above.

Unlike fire evacuations it is difficult to define clear, mandatory guidelines that must be followed. Some decisions must be made at the time in question depending upon the actual circumstances. Therefore the Crisis Management Team will make decisions, liaising with the Police and the Fire and Rescue Service where possible. Actions required will then be communicated to staff, students, visitors, etc. by an appropriate means.

Any member of staff who receives information regarding a bomb on-site must immediately inform the Executive Headteacher or a member of SLT in their absence.

In case of evacuation, students should evacuate to the parking area near the football pitch.

See Fire/Emergency Evacuation Plan.

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

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

See Appendix 2 for COSHH register and how products must be stored.

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.

## 12. 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

## 13. Legionella

- A water risk assessment has been completed December 2019 by GEM our external provider for water assessments. The Premises Manager is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book
- This risk assessment will be reviewed every year and when significant changes have occurred to the water system and/or building footprint
- The risks from Legionella are mitigated by the following: temperature checks, disinfection of showers, etc. and the water trays are soaked in Milton every holiday

## 14. Asbestos

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

## 15. 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
- Craft tools and any piece of equipment that could be used to cause injury must not be left unattended where they may be misused. Their use should be carefully monitored and appropriate safety precautions should be employed by staff to ensure that they are stored safely and securely when not in use
- Any member of staff who becomes aware that an item that could be used to cause injury has gone missing must immediately report this to a member of the Senior Management Team. This includes kitchen and maintenance equipment as well as items used for educational purposes. Safe practice relating to items that could be used to cause injury applies in all areas of the school
- Television sets and pianos or other heavy equipment must not be moved by students or adults unless they are on appropriate trollies
- During sports activities involving bats, staff must ensure that no one (except the person batting) enters the defined batting area, and that equipment is used safely
- All staff have a collective responsibility to report any faulty apparatus or furniture to the Premises Manager. These items will be taken out of use until repaired or replaced. The Premises Manager will notify the COO of any items taken out of use which need to be removed from the asset log

### 15.1 Electrical Equipment

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely
- Students should not plug in electrical equipment and must not touch mains switches
- Any potential hazards will be reported to the Premises Manager immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs

- Where necessary a portable appliance test (PAT) will be carried out by a competent person
- Staff should not bring their own items of electric/electronic equipment into school unless these have been similarly tested and approved. Staff should only use electrical equipment that has been checked and approved by DOBAS Electrical Division (green sticker approved) fixed electrical installation inspection and testing certificate to be carried out and ensure the service record is kept up-to-date and on site
- Staff must not bring personal electrical equipment into the school, e.g. toaster, kettles etc. Even if these comply with British Standards, they are not covered by the school's insurance policy and any damage that they might cause is NOT covered, e.g. fires
- The competent person will ensure all electrical equipment, physical education apparatus and equipment, tools and machinery are serviced and maintained by suitably qualified contractors;
- ensure all maintenance records are kept up to date and readily available for any health and safety inspections;
- 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
- Washing machines, tumble dryers and dishwashers are the most likely electrical items to cause fires based on government figures; fires included in these statistics, included those appliances that were faulty or incorrectly installed or improperly maintained
- Always read and follow the manufacturer's instructions
- Never leave the appliance unattended or running overnight
- Never overload the washing machine or dryer
- Keep the dryer well ventilated ensuring the vent pipe is kink free, not blocked or crushed in any way
- Clean the filter in the dryer after every use
- Have the washing machine, tumble dryer and dishwasher etc. serviced regularly by a qualified Engineer

## 15.2 PE Equipment

- Students 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 Premises Manager

## 16. Display Screen Equipment

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time

- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)

## **17. Specialist Equipment**

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

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

## **18. Lone working**

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 working may include:

- Late working
- Home or site visits
- Weekend working
- Site Manager duties
- Site cleaning duties
- Working in a single occupancy office

## **19. Working at Height**

All staff and students are prohibited from using ladders, if a ladder is needed only external contractors are permitted to do so.

## **20. 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 students 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

## **21. Off-site Visits**

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

- Risk assessments will be completed where off-site visits and activities require them
- All off-site visits are appropriately staffed
- Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of students along with the parents' contact details
- There will always be at least one first aider on school trips and visits

## **22. Lettings**

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

## **23. 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/Executive Headteacher immediately. This applies to violence from students, visitors or other staff.

## **24. Smoking**

Smoking is not permitted anywhere on the school premises.

See Smoking Policy.

## **25. Medicines**

See Medical Conditions Policy.

## **26. 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 students to follow this good hygiene practice outlined below, where applicable.



### **26.1 Handwashing**

- Wash hands with liquid soap and warm water and dry with paper towels
- Always wash hands after using the toilet, before eating, handling food and after handling animals
- Cover all cuts and abrasions with waterproof dressings
- Coughing and sneezing
- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues
- Spitting is discouraged

### **26.2 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

### **26.3 Cleaning of the Environment**

- Clean the environment frequently and thoroughly

### **26.4 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

### **26.5 Laundry**

- 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

### **26.6 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

### **26.7 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 students
- Supervise students when playing with animals
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet

### **26.8 Students Vulnerable to Infection**

Some medical conditions make students vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to 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.

### **26.9 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.

## **27. New and Expectant Mothers**

Risk assessments will be carried out whenever any employee or student 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

## **28. 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.

See Staff Sickness Policy.

## 29. Accident Reporting

### 29.1 Online Accident Record Book

- All accidents are completed via Medical Tacker as soon as possible after the accident occurs by the member of staff or first aider who deals with it.
- As much detail as possible will be supplied when reporting an accident
- Information about injuries will also be kept in the student's educational record
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

## 30. Reporting to the Health and Safety Executive

**Health and Safety Executive:** Edward Farrelly – LBTH Corporate Health and Safety Services –  
Email: [Edward.Farrelly@towerhamlets.gov.uk](mailto:Edward.Farrelly@towerhamlets.gov.uk)

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

The Executive Headteacher will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These are:
  - Fractures, other than to fingers, thumbs and toes
  - Amputations
  - Any injury likely to lead to permanent loss of sight or reduction in sight
  - Any crush injury to the head or torso causing damage to the brain or internal organs
  - Serious burns (including scalding)
  - Any scalping requiring hospital treatment
  - Any loss of consciousness caused by head injury or asphyxia
  - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days

- Where an accident leads to someone being taken to hospital
- Where something happens that does not result in an injury, but could have done
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
  - The collapse or failure of load-bearing parts of lifts and lifting equipment
  - The accidental release of a biological agent likely to cause severe human illness
  - The accidental release or escape of any substance that may cause a serious injury or damage to health
  - An electrical short circuit or overload causing a fire or explosion

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

How to make a RIDDOR report – <http://www.hse.gov.uk/riddor/report.htm>

**Health and Safety Competent Person:** Silvester Okwuadi

Reporting to Ofsted.

The Executive Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a student 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 Executive Headteacher will also notify the Trust's Safeguarding and Compliance Reporting Lead (Lisa Tharpe) of any serious accident or injury to, or the death of, a student while in the school's care.

## 31. Training

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

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

## 32. Monitoring and Reviewing

This policy will be reviewed and updated in accordance with the Trust policy review schedule and from time to time may be updated more frequently in response to changes in guidance, legislation or under instruction from the Trust.

## 33. Links with Other Policies

This health and safety policy links to the following policies:

- Fire/Emergency Evacuation plan
- Risk assessment/Management
- Medical conditions Policy
- Accessibility Policy
- Smoking Policy
- Taxi Hire Policy

- Child Protection and Safeguarding Policy
- Educational visits Policy
- School Security Policy and Procedures
- Disaster Recovery Plan

### 35. Appendix - COSHH register

Area	Product	Content	Risk	Storage
The Flat	Dishwasher Detergent	Sodium Carbonate Deroxide	Corrosive	Kept in the cupboard. (The flat door to be locked at all times when there is no teacher in the room)
	Washing up liquid	Anionic Surfactants Methylisothiazolinone Benzisotriaz	Harmful	
	Anti-bac multi surface cleaner	Chloride	Irritant	
	Versatile hard surface cleaner	Alcohol Ethoxylate Cocamidopropylate	Corrosive	
	Dishwasher cleaner	Non-ironic Surfactants Perfume	Corrosive	
My World	Copper Sulphate	Copper Sulphate	Corrosive	Locked safe
	Trypsin powder	Trypsin powder		
	Sodium Chloride	Sodium Chloride		
	Trioxoboric Acid	Trioxoboric Acid		

	Box of 14 Alka Seltzer	Aspirin tablets		
	Bicarbonate of soda	Bicarbonate of soda		
	Sunflower oil	Sunflower oil		
	Distilled vinegar	Distilled vinegar		
	Pine toilet			
	Chemsorb			
My multi use/Myself (Art and Design)	Oils			Locked cupboard
	Paints	Water based		
	Glues		Flammable	
	Varnishes		Flammable	
	Spray paints		Flammable/Irritant	
	Solvents	Methanol	Flammable/Harmful	
	Crème Peroxide	Hydrogen Peroxide	Irritant	
The Salon	Olive oil spray	Olive/Coconut oil	Flammable	Locked safe
	Hairspray	Alcohol	Flammable	
	Clipper spray	Solvent	Flammable	
	Mousse wax		Flammable	
	Mousse spray		Flammable	
	Clipper oil	Petroleum	Harmful if swallowed	
Maintenance	Disinfectant		Irritant	Locked in cupboards on both floors
	Toilet cleaner		Irritant	
Main Kitchen	Dishwashing detergent		Irritant	The kitchen is kept locked

				when students are on site
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