

CHULMLEIGH ACADEMY TRUST

HEALTH & SAFETY POLICY

Approved by Directors: Autumn Term 2025

HEALTH AND SAFETY POLICY

1. STATEMENT OF INTENT

Chulmleigh Academy Trust Board of Directors and Senior Leadership Team are committed to doing all that is reasonably practicable to protect the health, safety and welfare of our employees and others affected by our activities. It will lead and embed a positive attitude towards health & safety throughout the Trust and ensure that its duties under the Health & Safety at work Act 1974 are complied with, alongside other relevant legislation.

This policy sets out how we will establish and maintain safe working procedures amongst staff, pupils and visitors to the school site. This includes procedures for emergency situations.

The specific responsibilities at all levels of the academy's organisation are defined within this policy.

This policy will be brought to the attention of all members of staff at induction stage and on an annual basis. A copy is located on the intranet and available to all staff. Additional training will support any specific needs.

This policy statement will be reviewed annually by the board of directors

Signed:



Chair of the Board of Directors

19th November 2025



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Executive Head Teacher

19th November 2025

2. Legislation

This policy is based on advice from the Department for Education on health and safety in schools, guidance from the Health and Safety Executive (HSE) on incident reporting in schools, and the following legislation:

- Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards employees and duties relating to lettings
- The Management of Health and Safety at Work Regulations 1992, which require employers to assess the risks to the health and safety of their employees
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, plan 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 states that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register
- The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff
- The Work at Height Regulations 2005, which require employers to protect their staff from falls from heights.

Within the trust we provide services to preschool age children and so follow the statutory framework for the Early Years Foundation Stage.

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

3. Roles & responsibilities

The Governing Board of Directors

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 governing board has a duty to take reasonable steps to ensure that staff

and pupils are not exposed to risks to their health & safety both on and off school premises, whilst under the care of the school.

The governing board will:

- Regularly review the Health & Safety Policy for the academy.
- Monitor both compliance with, as well as the effectiveness of, this policy
- Provide adequate resources to meet the academy's legal responsibilities as well as compliance with this policy
- Provide a nominated governor to oversee health & safety.

The Duties of the Executive Headteacher

The Executive Headteacher has day-to-day responsibility for health and safety management and will take all reasonably practicable steps to ensure the health and safety of pupils, staff and others using the academy premises or participating in academy sponsored activities.

In particular, the Executive Headteacher will:

- Ensure that suitable and sufficient risk assessments of work activities are undertaken, that a written record of the significant findings of these assessments is kept and that these assessments are subject to regular review
- Co-operate with the governing board to ensure that this policy and its associated arrangements are implemented and complied with
- Communicate the policy and other appropriate health and safety information to all relevant people including contractors
- Report to the governing board on health and safety performance and to monitor both compliance with, as well as the effectiveness of, this policy
- Ensure that the premises, plant and equipment are maintained in a safe and serviceable condition
- Report to the governing board about any significant risks or policy requirements which cannot be met within the establishment's budget
- Identify the training needs of pupils and staff and hence ensure that all pupils and staff are competent in carrying out their roles and are provided with adequate information, instruction and training
- Ensure consultation arrangements are in place for staff and their trade union representatives.
- Monitor purchasing and contracting procedures to ensure health and safety is included in specifications and contract conditions
- Receive reports from enforcement officers and advisory bodies and, where appropriate, take relevant actions to address issues raised
- Promote a positive health and safety culture by leading by example

Whilst overall responsibility for health and safety cannot be delegated the Executive Headteacher may choose to delegate certain tasks to the Health & Safety Coordinator which is fulfilled by the Estate Manager.

Within departments this task is further delegated to the Department lead or in

the case of the Primary schools the Head of School.

The Duties of the Health and Safety Coordinator

The health and safety coordinator has the delegated task of assisting the Executive Headteacher discharge their duties in relation to day-to-day health and safety management

To do this the health and safety coordinator will:

- co-ordinate and manage the risk assessment process for the academy
- co-ordinate general workplace monitoring inspections and performance monitoring processes and report findings to the Executive Headteacher
- coordinate records of external inspections and maintenance to plant or facilities and ensure that remedial actions identified are either addressed without delay or brought to the attention of the Executive Headteacher if funds are not available
- assist with the identification of training needs and training delivery across the academy to ensure that staff and pupils are adequately instructed
- collate accident and incident information and, when necessary, carry out accident and incident investigations
- arrange periodic health and safety audits and liaise with the Executive Headteacher and Directors in relation to findings and any associated remedial actions

The Duties of Heads of Departments/Supervisory Staff/Subject Leaders

The Heads of Departments and Head of Schools have specific delegated tasks in relation to health & safety management within their departments / subject areas

They must ensure that:

- They apply the arrangements described in this health and safety policy to their own department or area of work, including the arrangements described in any associated guidance notes
- Staff under their control are aware of and follow any externally adopted health and safety guidance such as CLEAPSS, AfPE etc. Risk assessments are undertaken for the work areas for which they are responsible and that identified control measures are implemented
- They ensure that appropriate safe working procedures are brought to the attention of all staff under their control and are enforced effectively
- They take appropriate action on health, safety and welfare issues referred to them, informing the Estates Manager of any problems they are unable to resolve within the resources available to them
- They carry out regular inspections of their areas of responsibility and report / record these inspections to the Estates Manager
- They ensure the provision of sufficient information, instruction, training and supervision to enable staff and pupils to avoid hazards and contribute positively to their own health and safety

- all accidents (including near misses) occurring within their area of responsibility are promptly reported to the Estates Manager and investigated

The Duties of all Members of Staff

Under the *Health and Safety at work Act etc 1974* all employees have general health and safety responsibilities. All employees are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions. This also applies to volunteers who are under the control of the Academy.

Specifically, all employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Work in accordance with training and instruction
- Comply with the academy's health and safety policy arrangements at all times
- Report all accidents and incidents in line with the reporting procedure
- Co-operate with school management on all matters relating to health and safety
- Not intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Not bring in electrical equipment from home which has not been PAT tested if more than a year old.
- Report all defects in the condition of premises or equipment and any health and safety concerns immediately to their line manager
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons
- Be familiar with emergency procedures

Pupils

Pupils, in accordance with their age and aptitude, are expected to:

- Exercise personal responsibility for the health and safety of themselves and others
- Observe standards of behaviour and dress consistent with safety and/or hygiene.
- Observe all the health and safety rules of the academy and, in particular, the instructions of staff given in an emergency
- Not willfully misuse, neglect or interfere with facilities or equipment provided for their and others' health and safety

Contractors

All contractors who work on the academy premises are required to identify and control any risks arising from their activities and inform the Executive Headteacher of any risk that may affect the staff, pupils and visitors.

All contractors must be aware of this policy and the associated emergency procedures and comply with these requirements at all times.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or take measures to make them safe, the Executive Headteacher will take such actions as are necessary to prevent staff, pupils and visitors being put at risk from injury.

4. ARRANGEMENTS

The arrangements for health & safety and specific measures put in place to manage particular risks are outlined in this section.

- Accident/Incident Reporting
- Asbestos
- Communication & Training
- Consultation
- Contractors
- COSHH
- Curriculum Activities
- Display Screen Equipment
- Fire Safety
- First Aid
- Infection Control
- Legionella
- Lettings
- Maintenance of plant and equipment
- Manual Handling
- Medication
- Monitoring
- New & Expectant Mothers
- Offsite Visits
- Personal Safety and Security
- Radioactive Sources
- Radon
- Risk Assessment
- Site Security
- Smoking
- Stress/Wellbeing
- Tree Safety
- Work Experience
- Working at Height
- Workplace Safety

The above list is not exhaustive. These arrangements may be guided by the Health & Safety Service's Arrangements Notes HSA01-62.

The specific arrangements adopted by the academy are guided by the Health & Safety Arrangements Notes provided by the Health & Safety Service. Details can be accessed via the OSHENS system Document Library. Key Health and Safety Arrangement notes will be saved on the intranet for ease of access for teaching staff.

This policy should be read in conjunction with the Premises Management Policy which sets out how we will maintain and service the Trust facilities and equipment.

The Academy Trust also has a subscription to CLEAPSS via the Health & Safety Service. CLEAPSS guidance has been adopted to guide arrangements in Science, D&T and Art.

In addition, the following publications have been adopted to guide arrangements for safety in specific curriculum areas:

- Safe Practice in Physical Education and School Sport' Association of Physical Education 'AfPE' <http://www.afpe.org.uk/>

Accident/Incident Reporting

All employee accidents must be reported to the Estates Manager, who will submit the accident details onto the OSHENS on-line accident reporting system. Reports to the estate manager can be done using the online form found on the intranet [Accident Report Proforma.docx](#).

The following types of accidents need to be reported:

- All work-related accidents and near misses to employees
- All accidents involving pupils, visitors or contractors on site where a fault with the estate has caused the accident / injury, near miss etc. e.g. electric shock, building failure has caused injury or near miss
- All accidents, incidents and medical episodes where anyone on the premises has had to be taken to hospital.

If you are unsure whether you should report an accident, incident or medical episode, please speak to the Estate Manager.

Accidents will be monitored for trends, and a report will be made to the Board of Directors termly.

The Executive Headteacher or Estates Manager will investigate accidents and take remedial steps to avoid similar instances recurring.

All accidents which fall within the scope of the Reporting of Diseases Injuries and Dangerous Occurrence Regulations 2013 will be reported to the HSE via the OSHENS on-line accident reporting system. This will be undertaken by the Health & Safety Service.

For full details relating to accident reporting arrangements, reference should be made to the HSA01 Arrangements Note.

Asbestos

The arrangements for the management of asbestos on the site are detailed in the Asbestos Management Plan (AMP) for each school. This can be located on the Trust intranet [Staff-CAT-Health&Safety - Documents - Asbestos - All Documents](#).

The Asbestos Register for each school is also found on the Trust intranet in the folder above. These will be made available to all contractors prior to **any** work commencing on the fabric of the building or fixed equipment containing asbestos. No work can commence until permission to work has been given by the authorising manager named in the AMP.

The authorising manager shall ensure:

- The AMP is reviewed annually and that any changes are approved by the Executive Headteacher
- That the Asbestos Register is consulted at the earliest possible opportunity in the planning process and that **all** work on the fabric of the building or fixed equipment is approved via the completion of the ASB1(A) form
- A visual inspection of those asbestos containing materials remaining on site is conducted and recorded according to the frequencies identified in the AMP
- All changes to asbestos containing materials on site, whether due to removal works or accidental damage, will be recorded in the Register

All parties will ensure that any damage to materials known or suspected to contain asbestos should be reported to the Estates Manager at the earliest opportunity.

For full details relating to the management of asbestos, reference should be made to the HSA04 Arrangements Note as well as the Asbestos Management Plan.

Communication and Training

Detailed guidance and information about health and safety issues can be found in the Health & Safety Service's Arrangements Notes which are located in the OSHENS Document Library and on the Trust intranet [Staff-CAT-Health&Safety - Supporting DCC Guidance - All Documents](#). The Health & Safety Service also provide competent health and safety advice for Academy staff and can be contacted on 01392 382027 or on healthandsafety@devon.gov.uk

The Health and Safety Law poster is displayed in the reception of each school

Health and Safety Training

All employees will be provided with:

- induction training in the requirements of this policy
- updated training in response to any significant change
- training in specific skills needed for certain activities as identified by the relevant risk assessment
- annual refresher training

Training records will be kept by personnel, The Deputy Executive Headteacher is responsible for coordinating health and safety training needs. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

Each member of staff is also responsible for drawing the relevant line manager's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence. All employees shall undertake work tasks as instructed and trained.

For full details relating to staff training, reference should be made to the HSA55 Training Arrangements Note.

Consultation

Members of staff with concerns should raise them initially with their departmental head or the Health & Safety Coordinator/ Estates Manager. If required, requests for external advice should then be sought from the Health & Safety Service for concerns of employees which cannot be resolved locally.

Staff should feel free to contact the appropriate trade union appointed Safety Representative. The Directors welcome the support of trade unions in health and safety matters.

For full details relating to staff consultation, reference should be made to the HSA08 Arrangements Note.

Contractors

All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice.

All contractors must report to *reception* where they will be asked to sign the visitors' book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions. Where necessary, contractors will also be requested to sign to confirm that they have read and understood the Asbestos Register.

To ensure contractor competency, the Estates Manager will undertake appropriate competency checks prior to engaging a contractor. Contractors will be asked to provide risk assessments and method statements specific to the site and works to be undertaken. The academy, contractor(s) and any

subcontractor(s) involved will agree the risk assessment and safe systems of work to be used prior to works commencing on site.

The Estate Manager is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work. The Estate Manager will also ensure that the specific client requirements of the Construction (Design & Management) Regulations 2007 have been complied with.

For full details relating to the control of contractors, reference should be made to the HSA07 CDM Arrangements Note.

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 Estate Manager for site staff, for work related activities and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

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

Any hazardous products used for curriculum activities will be stored and handled in line with guidance provided by CLEAPPS

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.

Curriculum Activities

Risk assessments for curriculum activities will be carried out by the relevant Heads of Department / Head of *School* using the appropriate Health & Safety

Service's model risk assessments listed above.

Within science, CLEAPSS *Hazcards* and *Recipe Cards* are used as model risk assessments to manage the risks within practical activities. The specific controls adopted in these activities will be checked against these models and significant findings incorporated into schemes of work / lesson plan / technicians requisition sheets. (Please refer to the specific Science H&S policy for further details)

For full details relating to the higher risk curriculum areas, reference should be made to the HSA03, HSA11, HSA42 and HSA49 Arrangements Notes.

Display Screen Equipment (DSE)

All staff who use computers daily for continuous spells of an hour or more, or a total daily time of 3 hours or more will have a DSE assessment carried out. This will be achieved by completing the OSHENS DSE online training and assessment.

Staff identified as DSE users are entitled to an eyesight test for DSE use every 2 years by a qualified optician and corrective glasses (if required specifically for DSE use) subject to a total cost of standard single vision spectacles

For full details relating to DSE, reference should be made to the HSA12 DSE Arrangements Note.

Fire Safety

The Executive Headteacher is responsible for ensuring the academy's fire risk assessment is undertaken using the RAA08 document and controls implemented accordingly. The fire risk assessment is located on the intranet and reviewed annually. Every three years an external provider will carry out fire risk assessments to audit our fire safety practice and ensure that our buildings comply with required standards.

Fire and emergency evacuation procedures can be found on the intranet [Staff-CAT-Health&Safety - Documents - Fire Evacuation Procedures - All Documents](#). A summary Fire Action notice will be posted at the exit point of each room. These procedures will be communicated to all staff as part of the school's induction process.

All staff will be briefed on the importance of fire safety on an annual basis. This will be augmented by fire drills which will be undertaken termly and results recorded in the Fire Log book. Additional specific fire safety training will be undertaken as identified in the Fire Risk Assessment.

Evacuation procedures are also made known to all contractors / visitors.

Emergency contact and key holder details are held in reception

The premises management policy sets out the servicing and maintenance requirements for all fire safety related equipment.

Procedures for other critical incidents and off-site emergencies are contained within the Business Continuity Plan which is located in the shared folder and will be reviewed annually.

For full details relating to fire safety, reference should be made to the HSA18 Fire Safety Arrangements Note.

First Aid

The trust has risk assessed the need for first aid provision and this is recorded on the RAA09 risk assessment document and set out in the First Aid Policy. All records relating to qualified first aiders can be found on the intranet [Staff-CAT-FirstAid - Documents - All Documents](#).

Infection prevention and control

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

Personal Hygiene

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

Personal protective equipment

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

Cleaning of the environment

- Clean the environment frequently and thoroughly. This includes toys for the Primary Schools within the Trust

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

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

Animals

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

Infectious disease management

We will ensure adequate risk reduction measures are in place to manage the spread of acute respiratory diseases, and carry out appropriate risk assessments, reviewing them regularly and monitoring whether any measures in place are working effectively.

We will follow local and national guidance on the use of control measures.

We will use risk assessments to identify rooms or areas with poor ventilation and put measures in place to improve airflow, including opening external windows, opening internal doors and mechanical ventilation

Pupils vulnerable to infection

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

exposed to any of these, the parent/carer will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by the UK Health Security Agency and other government guidance as set out in Appendix A.

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

Legionella

The arrangements for the management of legionella on the site are detailed in the Water Management Plan (WMP). This can be found on the intranet

A water risk assessment for the academy has been completed by Rock Compliance for each site, and the Estates Manager is responsible for ensuring that the identified operational controls are being conducted and recorded in the water hygiene log book. This risk assessment will be reviewed where significant changes have occurred to the water system.

For full details relating to the control of legionella, reference should be made to the HSA28 Legionella Arrangements Note.

Lettings/shared use of premises

The Directors will ensure that the hirer/tenant has public liability insurance and will share with the hirer/tenant all relevant Academy health and safety information. The hirer/tenant will be required to provide a copy of their risk assessment where their activities present a significant hazard either to the building itself or to the safety or health of the occupants within it.

Maintenance of Plant and Equipment

The maintenance requirements of all plant and equipment are set out in the Premises Management Policy.

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 lifting an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The trust will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

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

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help

- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

Medication Arrangements

Please refer to our policy on supporting pupils with medical conditions for details of medication arrangements within the Trust.

Monitoring

The Executive Headteacher, assisted by the Estates Manager, will put in place procedures to monitor compliance with the arrangements described in this policy. The central component of this is the 3 yearly Health & Safety Review process undertaken by the Health & Safety Service. Feedback from this process is to be referred to the Directors

A general inspection of the site will be conducted termly and be undertaken by premises staff. Inspections of individual departments will be carried out by Heads of Department/Heads of School or nominated staff.

For full details relating to monitoring, reference should be made to the HSA05 Audit & Monitoring Arrangements Note.

New and Expectant Mothers

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

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

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

Offsite Visits

The Academy has adopted the current Devon County Council (DCC) and Torbay document Outdoor Education, Visits and Off-site Activities Health & Safety Policy as its own policy.

Chulmleigh Academy Trust has local arrangements for offsite visits. These are detailed in the separate Management of Outdoor Education, Educational Visits Policy and Standard Operating Procedures which are reviewed annually. A copy of these documents can be found in staff resources.

Personal Safety and Security

The academy believes that staff should not be expected to put themselves in danger and will not tolerate violent / threatening behaviour to its staff. A separate specific behaviour policy is in place at the Academy.

Staff will report any such incidents on the OSHENS system in accordance with agreed accident/incident reporting procedures.

Working alone will be avoided wherever possible. Work carried out unaccompanied or without immediate access to assistance will be risk assessed by the relevant line manager in order to identify and implement control measures.

Staff working outside normal school hours must obtain permission of the Executive Headteacher or Head of School.

The requirement to undertake a lone working risk assessment will also extend to working alone off-site where staff conduct home visits.

Risk assessments will be reviewed annually or after significant change and recorded by amending the RAA13 risk assessment document.

Radioactive Sources

The Academy has adopted the CLEAPSS guidance L93 '*Managing Ionising Radiations and Radioactive Substances in Schools & Colleges*' as its policy arrangements for the use of radioactive sources. The separate Standard Operating Procedures outline the precise procedures to be followed.

- CLEAPSS provide the Radiation Protection Adviser (RPA). The name and contact details are contained within the Standard Operating Procedures document
- The Health & Safety Service provide the Radiation Protection Officer role and contact details are contained within the Standard Operating Procedures document
- The Trust has a nominated Radiation Protection Supervisor (RPS). The RPS is responsible for ensuring that the Use Log is kept up to

date and, where required, leak tests are conducted and recorded annually in the relevant Source History and that their training is current.

For full details relating to the safe use of radioactive sources, reference should be made to the L93 '*Managing Ionising Radiations and Radioactive Substances in Schools & Colleges*' document.

Radon Gas The academy is located in a radon affected area as defined by Public Health England (PHE). Consequently, radon gas levels will be measured on a 10 year cycle and detectors returned to PHE for analysis. Radon gas levels were measured across the Trust in 2023 and all schools were below the action level at that time.

If readings exceed the 300 Bq/m³ action level threshold a Radiation Protection Adviser (RPA) may be engaged and a risk assessment of staff exposure undertaken in consultation with the RPA. Based upon the findings of this assessment, suitable mitigation systems will be identified and installed to reduce the radon level. These systems will be maintained.

Risk Assessment

The underlying process which informs safety management is risk assessment. Assessments of significant risks will be made with those persons responsible for the activity/area affected and the significant findings of these decisions will be recorded in writing. This will be achieved by amending and adopting the model risk assessments provided by the Health & Safety Service.

Where model risk assessments do not address all the significant hazards of the academy, the RAA01 format will be used to record the significant findings of risk assessment decisions.

Risk assessments are available for all staff to view and are held centrally on the intranet. Wherever possible, affected staff will be included in the risk assessment process. Staff and other affected parties will be briefed in the risk assessment findings.

Risk assessment records will be reviewed either annually or every 3 years depending upon the levels of risk. This will be identified on the RAA model risk assessments.

For full details relating to risk assessment arrangements, reference should be made to the HSA47 Arrangements Note.

Site Security

The Estates Manager is responsible for undertaking a risk assessment for site security in order to identify and implement control measures in this area. This will be reviewed annually or after significant change and recorded by amending the RAA24 risk assessment.

For full details relating to security and lone working issues, reference should be made to the HSA31 Lone Working and HSA50 Security Arrangements Notes.

Smoking

Smoking is not permitted anywhere on the Trust premises.

Stress/Wellbeing

The Academy is committed to promoting high levels of health and well being and recognises the importance of identifying and reducing workplace stressors through risk assessment in line with the HSE's management standards.

Where appropriate, risk assessment findings will be recorded on the RAA25 document.

For full details relating to staff wellbeing, reference should be made to the HSA24 Health Issues for Staff Arrangements Note.

Tree Safety

The academy will ensure that formal tree inspections are undertaken for trees which present a significant risk because of their age, condition or proximity to pedestrian routes or busy areas. The academy will also arrange for an inspection following severe weather conditions.

Where the tree inspection process makes recommendations for remedial actions, the academy will implement them as described.

Records of tree inspections and associated remedial works are kept on the intranet within the Estates folder.

Work Experience

The Deputy Head teacher is responsible for managing and coordinating work experience placements for pupils.

All placements are subject to pre-placement checks where the suitability of the placement will be determined. The Trust will maintain a list of suitable host employers. No work experience placement will go ahead if deemed unsuitable.

- If significant hazards exist within the work tasks of any work placement, these will be risk assessed by the host employer and findings will be communicated to the student and their parents/guardians
- All students are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities
- Arrangements will be made to visit/monitor students during the placement
- Emergency contact arrangements are in place (including out of school hours provision) in order that a member of school staff can be contacted

should an incident occur

- All incidents involving students on work placement activities will be reported by the employer to the Academy at the earliest possible opportunity.

If the Academy *hosts* a work experience placement, any significant hazards within the planned work tasks will be risk assessed by the host employer and findings will be communicated to the student and their parents/guardians. This assessment will be recorded on the RAA28 risk assessment document.

Working at Height

Working at height will be avoided wherever possible. Work carried out at height where a significant injury could result will be risk assessed by the relevant line manager in order to identify and implement control measures. Staff who work at height will be briefed in risk assessment findings. When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff *must not* climb onto tables and chairs etc.

Formal training on work at height will be undertaken where the need is identified in the work at height risk assessment. Such training will also be undertaken by those who line manage staff who work at height. The Academy's nominated person responsible for work at height is the Estate Manager.

The nominated person(s) shall ensure:

- all work at height is risk assessed and properly planned and organised
- all those involved in work at height are trained and competent to do so
- the use of access equipment is restricted to authorised users
- a register of access equipment is maintained and all equipment is regularly inspected and maintained
- access to fragile surfaces is not allowed without consulting the Executive Headteacher and Estates Manager

For full details relating to the control of work at height, reference should be made to the HSA60 Work at Height Arrangements Note.

Workplace safety

The Estates Manager is responsible for undertaking a risk assessment for general sites and buildings safety in order to identify and implement control measures for the following site workplace hazards:

- Slips, trips and falls
- Glazing
- Trees
- Waste storage and disposal
- Vehicle/pedestrian conflict
- Vehicle operation

This will be reviewed annually or after significant change and recorded by

amending the RAA03 risk assessment document.

For full details relating to the control of hazards within the premises, reference should be made to the HSA44 Premises Arrangements Note.

Appendix A. Recommended absence period for preventing the spread of infection

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

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.
Respiratory infections including coronavirus (COVID-19)	Children and young people should not attend if they have a high temperature and are unwell. Anyone with a positive test result for COVID-19 should not attend the setting for 3 days after the day of the test.
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 a 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)	<p>Children and adults with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course is completed.</p> <p>For some gastrointestinal infections, longer periods of exclusion from school are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, school health adviser or environmental health officer will advise.</p> <p>If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.</p>
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.