



**EDGEWOOD
ACADEMY**



EDGEWOOD ACADEMY

Health and Safety Policy

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Signed by:			
Kate Manning, Headteacher	Date:	12 th February 2026	



EDGEWOOD ACADEMY

CONTENTS

1. Introduction	- 3 -
2. Aims of the Policy	- 3 -
3. Legislation	- 3 -
4. Responsibilities	- 4 -
5. Organisation	- 6 -
6. Accidents and Incident Reporting	- 8 -
7. Notifying Parents	- 9 -
8. Reporting to OFSTED and Child Protection Agencies	- 10 -
9. Administration of Medicines	- 10 -
10. Control of Hazardous Substances	- 11 -
11. Covid-19	- 11 -
12. Display Screen Equipment	- 11 -
13. Educational Visits	- 12 -
14. Electrical Equipment	- 12 -
15. Equipment	- 13 -
-	
16. Fire Safety and Evacuation of the Building	- 13 -
17. First Aid Provision	- 14 -
18. Food Technology	- 14 -
19. Gas/Heating Systems	- 14 -
20. Health and Safety Audit	- 15 -
21. Infection Prevention and Control	- 15 -
22. Legionella	- 16 -
23. Lone Working	- 17 -
24. Manual Handling	- 17 -
25. Monitoring and Workplace Inspections	- 17 -
26. Occupational Stress	- 18 -
27. Play/ Sports Equipment	- 18 -
28. Pregnant Members of Staff	- 18 -
29. Risk Assessment	- 19 -
30. Security	- 19 -
31. Slips, Trips and Falls	- 20 -
32. Smoking, Drugs and Alcohol	- 20 -
33. Supervision of Pupils	- 20 -
34. Stacking and Storage	- 21 -
35. Training and Development	- 21 -
36. Violence and Aggression at Work	- 21 -
37. Working at Height	- 21 -
38. Appendices	- 22 -



EDGEWOOD ACADEMY

1. INTRODUCTION

Edgewood Academy is committed to the effective management of health and safety across the company. This policy sets out the responsibilities and management arrangements for health and safety.

2. AIMS OF THE POLICY

This policy covers staff, pupils, visitors, contractors and other users of our school premises. It aims to show how the Directors and Senior Leadership Team discharge their duties under the Health and Safety at Work etc Act 1974.

The Directors and Leadership Team are committed to ensuring the Health and Safety of everybody involved at Edgewood Academy. We aim to:

- Ensure that all reasonable steps are taken to ensure the health, safety and welfare of users of the premises and all participants in school trips.
- Complete relevant risk assessments ensuring actions required are carried out to remove/control any risks identified.
- Review Risk assessments annually or when the activity changes, whichever is soonest.
- Establish and maintain safe working procedures for staff and pupils.
- To provide and maintain safe school buildings and safe equipment for use in school
- Develop safety awareness, by appropriate training if necessary, amongst staff, pupils and others who help in school.
- Formulate and implement effective procedures for use in the event of fire and other emergencies.
- Investigate accidents and take steps to prevent a re-occurrence

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
- ***The Management of Health and Safety at Work Regulations 1992***, which require employers to make an assessment of the risks to the health and safety of their employees
- ***The Management of Health and Safety at Work Regulations 1999***, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training



EDGEWOOD ACADEMY

- ***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 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 requires employers to protect their staff from falls from height

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

4. RESPONSIBILITIES

Directors are responsible for ensuring the health, safety and welfare at work of all who work at the Company and those connected with its undertakings. It is possible to delegate some tasks, though not the duty, to managers and other specialist employees. Specific responsibilities include:

- Ensuring health and safety management systems are implemented, and that local arrangements are prepared (or available) for day-to-day activities, adequately resourced and appropriately delegated.
- Ensuring competent health and safety advice and assistance is available and that those with health and safety duties are competent and have received an appropriate level of training.
- Ensuring that the school provides adequate training, information, instruction, induction and supervision to enable everyone in the school to be safe.
- Planning appropriately for health and safety by setting targets for continuous improvement, and enabling regular monitoring of performance against targets.
- Deciding policy, giving strategic guidance and monitoring and reviewing health and safety issues.
- Maintaining the premises in a condition that is safe and without significant risk.
- Providing a working environment that is safe and healthy.
- Providing adequate welfare facilities for staff & pupils.
- In their critical friend role, maintaining an interest in all the health and safety matters.
- Reviewing and monitoring the effectiveness of this policy.



EDGEWOOD ACADEMY

The **Head Teacher and Senior Leadership Team** are responsible for the day to day running of the school and maintaining high standards of health, safety and welfare.

Furthermore, managers will:

- Promote a positive, open health and safety culture in school
- Report to Directors on key health and safety issues
- Seek advice from other organisations or professionals, such as the Local Authority, Health and Safety Executive, safety advisers etc. as and when necessary
- Keep up to date with new developments in Health and Safety issues for schools
- Demonstrate visible leadership and commitment in relationship to health and safety matters.
- Ensure that risks arising from all work activities are effectively identified, evaluated and controlled. Equipment and property should be maintained.
- Ensure there are adequate processes for communicating and consulting with employees on matters relating to health and safety.
- Ensure adherence to all relevant health and safety policies and provide guidance and instruction that is relevant to the risks and work activities being undertaken.
- Ensure that standards of health and safety are monitored by regular housekeeping and equipment checks being undertaken and by incidents and near misses being reported and investigated.
- Ensure there are arrangements in place to deal with emergencies, including fire and first aid, and the arrangements are communicated to employees.
- Ensure that appropriate training, briefing and information is given to all employees and is appropriately recorded.

Some managers may have additional responsibilities that will be detailed and agreed separately.

Safety representatives, health and safety law recognises two types of worker representatives:

1. Those appointed by recognised trade unions under the Safety Representatives and Safety Committees Regulations 1977.
2. Those elected by the workforce under the Health and Safety (Consultation with Employees) Regulations 1996 (ACoP para 247).

Both types of representatives are entitled to be paid time off in order to carry out their functions and for training to enable them to play a full and active part in securing health and safety provisions.

The roles and safety representatives include:

- Being consulted 'in good time' over a large range of health and safety issues
- Representing the workforce in discussions with the employer on health, safety or welfare
- Inspecting the workplace for potential hazards, and being involved with risk assessment procedures
- Attending safety committee meetings
- Investigating notifiable accidents, cases of diseases or ill health, and dangerous occurrences



EDGEWOOD ACADEMY

- Receiving information from health and safety inspectors
- Having access to relevant health and safety information

Trade union safety representatives will usually receive training from the trade unions. Training for those who are representatives under the 1996 Regulations must be paid for by their employer (ACoP para 247)

Employees have specific responsibilities to:

- Take reasonable care of their own health and safety.
- Take reasonable care for the safety of anyone else who might be affected by their acts or omissions.
- Work in accordance with the information, instructions and training given.
- Report every accident, incident, near miss or concern as soon as it happens or as soon as is reasonably practicable to their Supervisor or Manager
- Follow the accident reporting procedure (which is a separate document)
- All accidents must be recorded in the Accident Book located in the First Aid cupboard in the staffroom.
- Attend Health and Safety training sessions (e.g. Fire Lectures, Safety Training) as required.
- Use personal protective clothing, equipment, etc. provided by EES or available at collection/delivery sites and report any defects with such items immediately to their manager or supervisor.
- Leave the classroom / playground / office in a reasonably tidy and safe condition
- Follow safety instructions when using equipment
- Supervise pupils and advise them on how to use equipment safely
- Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate member of staff
- Contribute to and highlight any gaps in the school's risk assessments

Furthermore, no employee shall:

- Intentionally interfere with, or misuse anything that has been provided in the interests of health, safety and welfare at work.
- Undertake any work for which authorisation and or training has not been given.
- Bring to work any item of equipment (including electrical appliances) or any substance for which authority has not been given.

In accordance with the School's Positive Behaviour Policy, **Pupils** will:

- Follow safety and hygiene rules intended to protect the health and safety of themselves and others
- Follow safety instructions of teaching and support staff, especially in an emergency

5. ORGANISATION



EDGEWOOD ACADEMY

1. Consultation

Local compliance groups are tasked with ensuring that health and safety is discussed and reviewed by local management and trade union and employee representatives. Employees are encouraged to speak with their line manager in the first instance about all safety concerns, however if it is necessary to escalate an issue then employees should speak to senior management or representatives to discuss at the local compliance group. Employees will also be consulted in 1-to-1 discussions with line managers about safety at work.

Edgewood Academy also has regular team meetings where staff will be given the opportunity to raise safety concerns and any relevant safety information passed to staff. This will be recorded in the minutes of meetings. The Senior Leadership Team meets regularly and safety is an agenda item. This will also be recorded in minutes of meetings.

2. Communication

Safety information will be provided to all members of staff. A copy of this policy will be available at school. It is the responsibility of the Head Teacher to ensure that the information in this policy is understood and complied with.

- A copy of the Statement of Policy will be posted on notice boards as used as bases by school staff.
- School staff will also be made aware of any local Health and Safety rules and protocols by their line managers

3. Competency

Health & Safety Training will be provided for every employee. The type of training provided will be decided by such factors as:

- The nature of the work associated with each post
- The training needs identified by risk assessment
- Any particular needs of the employee required to carry out the work specified by the post.

Health & Safety training should be provided in the following circumstances:

- Induction of new employee
- When new responsibilities are assigned.
- When new equipment is introduced.
- When procedures of work are changed.
- After a prolonged absence from work.
- After a case of work related ill health.
- After an accident or near miss.
- In the light of changes in health and safety legislation.
- At such times as may be decided by management.

Records of health and safety training will be kept in respect of each and every employee. The understanding of, and practical application of health and safety training by employees will be checked periodically by the employee's supervisor or manager during appraisals and a record of such checks will be kept.



EDGEWOOD ACADEMY

4. Planning

A requirement of the Management of Health and Safety at Work Regulations is to plan for safety. Resources for improving and maintaining safety must be managed very carefully and the company will produce an annual health and safety plan to prioritise usage of resources. Site level health and safety plans will not be required. The contents of the plan should come from a number of sources:

- The regular scheduled activities that take place through the year, such as: fire drills, safety training, portable appliance testing and maintenance of fire safety equipment etc.
- Action points that have arisen as a result of risk assessments being carried out: this includes risk assessments, COSHH assessments, DSE assessments and manual handling checks.
- Points that have been raised in housekeeping checks.
- Points that have been raised by external agencies such as fire officers, environment health officers and external consultants.

5. Monitoring

The business will monitor safety performance in a number of ways:

- Plans should be reviewed annually by senior management as part of the consultative process.
- There should be regular inspections of the workplace by managers and employee representatives.
- Accidents and incidents will be reported and investigated.
- Audits of the business will be undertaken periodically to evaluate safety management and safety performance.
- An annual review of safety performance will be undertaken by the national compliance group.

6. Review of this Policy

This policy will be reviewed annually and as circumstances dictate, and if such reviews determine that the policy should be revised, then such revisions will take place after due consultation with the national compliance group. Revisions to this policy document will be brought to the attention of employees.

7. Scope

This policy applies to all staff employed at Edgewood Academy. This policy also applies to all contractors, subcontractors, visitors and others undertaking work on behalf of Edgewood Academy.

6. ACCIDENTS AND INCIDENT REPORTING



EDGEWOOD ACADEMY

The accident reporting procedure can be found in the staff handbook and all the associated paperwork can be found in the school office.

- An incident/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.
- As much detail as possible will be supplied when reporting an accident
- Information about injuries will also be kept in the pupil's CPOMS 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.

Reporting to the Health and Safety Executive

The Responsible Individual and Head Teacher 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 RI/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:
 - o Fractures, other than to fingers, thumbs and toes
 - o Amputations
 - o Any injury likely to lead to permanent loss of sight or reduction in sight
 - o Any crush injury to the head or torso causing damage to the brain or internal organs
 - o Serious burns (including scalding)
 - o Any scalping requiring hospital treatment
 - o Any loss of consciousness caused by head injury or asphyxia
 - o 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:
 - o The collapse or failure of load-bearing parts of lifts and lifting equipment
 - o The accidental release of a biological agent likely to cause severe human illness



EDGEWOOD ACADEMY

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

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

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

7. NOTIFYING PARENTS

The class teacher will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable, via direct phone call with parents.

8. REPORTING TO OFSTED AND CHILD PROTECTION AGENCIES

The Head Teacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident. The Head Teacher will also notify social care and health and safety teams at the local authority.

9. ADMINISTRATION OF MEDICINES

Medications prescribed 'four times a day' will be administered and witnessed by school staff following the completion of a short term Individual Health Care Plan. All prescribed medicines must be signed in and out. Prescribed medicines should only be brought into the school when essential; that is, where it would be detrimental to a child's health if the medicine were not administered during the school day.

Medicines prescribed 'three times a day' should be administered "before the start of the day, at the end of the day and at night".) In extreme cases, this can be discussed with the Head Teacher. However, parents and carers are all permitted to attend the school to administer medication if they so desire. BASC staff may need to administer medicine in certain cases, there will be a comprehensive plan for this. Edgewood Academy will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber and are presented in the original container dispensed by a pharmacist and include the pupil's name, prescriber's instructions for administration and dosage. It is not usual policy to administer prescribed Calpol unless for the purpose of a long term medical need.

- NON-PRESCRIBED MEDICINES



EDGEWOOD ACADEMY

Non-prescribed medicines will only be administered with prior written permission from parents/carers in extreme circumstances such as residential trips or day trips, e.g. travel sickness medication. Staff will check the medicine has previously been administered without adverse effect and a short term Individual Healthcare Plan (see appendices in First Aid and Medical Care Policy) must be completed.

- **ADMINISTERING MEDICINES**

This school recognises that no child under 16 should be given medicines without their parent/carer's written consent. Following written consent using an Individual Healthcare plan, any member of staff administering medicines to a pupil should check:

The child's name

Name of medication

The prescribed dose

Expiry date

Written instructions provided by the prescriber on the label or container.

That administering of medicine is witnessed.

If in doubt about any procedure, staff will check with parents/carers or a health professional before taking further action. Where staff are administering prescribed medicines they will follow the flow chart detailed in the First Aid and Medical Care Policy.

10. CONTROL OF HAZARDOUS SUBSTANCES

The use of hazardous substances in school will be kept to a minimum.

Schools are required to control hazardous substances, which can take many forms, including:

- o Chemicals
- o Products containing chemicals
- o Fumes
- o Dusts
- o Vapours
- o Mists
- o Gases and asphyxiating gases
- o Germs that cause diseases, such as leptospirosis or legionnaires disease

- 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.
- All hazardous products are kept in locked cupboards or store rooms to which pupils have no unsupervised access.
- Any hazardous products are disposed of in accordance with specific disposal procedures.



EDGEWOOD ACADEMY

- Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.
- The associated procedures and control measures will be funded and enforced
- External cleaning contractors are responsible for their own COSHH assessments and a copy is retained by the Senior Leaders.

11. COVID 19

In recognition of the previous circumstances around to Covid-19, a supplementary document, which can be found in appendix 2 of this document, details relevant procedures and safety advice. This sets out the arrangements at Edgewood Academy in relation to the health and safety of our children, staff and the wider community during this time.

12. 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)
- For members of staff provided with portable devices (e.g. laptops, tablets) staff will be issued with current guidance on their use.

13. EDUCATIONAL VISITS

The school recognises that educational visits, away from the safety of the school site, expose school employees, pupils and non-employee volunteers to potentially unknown risk. Therefore special arrangements are required which are found in the Educational Visits Policy. For all educational visits, a competent Group Leader is appointed by the Head Teacher. The Group Leader will ensure all arrangements are made and that all appropriate requirements of the Educational Visits Policy are met.

Documentation required for the particular type of visit will fall into four categories.

- 1) Residential (R)
- 2) Adventurous (A)
- 3) Off Island (O)
- 4) Local (L) – these are lower risk

Visits which fall into categories R, A & O may require approval by the LA prior to commencement. Category L visits require parental consent and risk assessments to be carried out. Injuries occurring during an off site visit must be handled as those at school. Information about injuries must be



EDGEWOOD ACADEMY

relayed back to the school as soon as possible so that the Local Authority requirements for accident reporting are met within specified timescales.

NB - any visit risk assessments will reflect latest DfE guidance for schools relating to coronavirus.

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

- All off site trips will be subject to risk assessment and recorded appropriately
- Risk assessments will be completed where off-site visits and activities require them
- All off-site visits are appropriately staffed
- Staff will take a mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parent/carer contact details
- For any school trip or visit, there will always be at least one first aider present

14. ELECTRICAL EQUIPMENT

All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely

- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported to the Senior Leadership Team immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs
- Where necessary a portable appliance test (PAT) will be carried out by a competent person
- All 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

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 the appropriate educational standards
- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard signs and contents



16. FIRE SAFETY AND EVACUATION OF THE BUILDING

- Fire exits have appropriate signage
- Plans showing exit routes are displayed by the door of each classroom
- Emergency evacuations are practised at least once a term
- The fire alarm is a loud bell/buzzer
- Evacuation times and any issues which arise are reported to the Directors
- Site staff complete weekly fire alarm testing
- Monthly fire door inspections are completed by Directors
- Six monthly fire alarm service is completed by external contractors
- Directors complete monthly emergency lighting testing
- Annual emergency lighting is tested by the external contractors
- Fire extinguishers are checked annually by external contractors
- A separate fire safety risk assessment is completed every 2 years

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

In the event of a fire:

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

Emergency Evacuation Planning (GEEPs and PEEPs)

The school recognises its duty to ensure the safe evacuation of all occupants in the event of an emergency.

General Emergency Evacuation Plans (GEEPs) are in place for the safe evacuation of all staff, pupils and visitors. These plans apply to a large majority of students and staff and include clearly marked escape routes, alarm systems, assembly points and staff responsibilities. GEEPs are communicated to staff and pupils and are practised through regular fire and emergency drills.

Personal Emergency Evacuation Plans (PEEPs) are developed for individuals who may require additional support to evacuate safely in an emergency. This may include pupils, staff or regular visitors with mobility difficulties, sensory impairments, medical needs or other specific requirements.

PEEPs are:



EDGEWOOD ACADEMY

- Developed in consultation with the individual (and parents/carers where appropriate)
- Documented and reviewed regularly, and whenever circumstances change
- Communicated to relevant staff while maintaining confidentiality
- Tested where practicable to ensure effectiveness

The school will ensure that appropriate training, resources and reasonable adjustments are in place to support the effective implementation of both GEEPs and PEEPs.

17. FIRST AID PROVISION

Edgewood Academy has carried out a first aid risk assessment to ascertain the required number of first aiders and the location / number of first aid kits

- Portable first aid kits are taken on educational visits
- Our school has several appointed First Aiders, a list of which is kept by the Senior Leadership Team and is displayed at various points around school.
- Training is reviewed regularly and updated as necessary through appropriate external services, e.g. NHS, St John Ambulance etc.

18. FOOD TECHNOLOGY

- Cooking equipment including ovens and hobs will only be used if fire precautions and appropriate risk assessments are in place
- Staff must be satisfied 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, using knives for chopping and cutting etc
- All appropriate health and hygiene measures will be undertaken when preparing and cooking food, including correct storage of food items.

19. GAS/ HEATING SYSTEMS

- A Gas Safe competent engineer should be used to install, maintain or repair any gas appliance or heating system at the school
- The Gas Safe Register should be checked to complete due diligence/vet any Gas Engineer before any work takes place on any gas appliance at school
- Gas Installations, appliances and their flues shall be installed in such a way that they will be safe to use, and installations, appliances and their flues shall be maintained in a safe condition so as to prevent risk of injury to any person



EDGEWOOD ACADEMY

- Appliances and flues should be checked for safety at intervals of no more than 12 months. A certificate (referred to as the Gas Safety Certificate), confirming the findings must be provided when any work takes place on any gas appliances.
- All gas appliances should have adequate ventilation – don't block air inlets to prevent draughts, and don't obstruct flues and chimneys

20. HEALTH AND SAFETY AUDIT

Health and safety audits are completed annually by company Health and Safety Lead and a report produced and presented to the Directors and Head Teacher.

21. 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 below, where applicable.

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

Coughing and sneezing

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

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
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals

Cleaning of the environment

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

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

Laundry



EDGEWOOD ACADEMY

- 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

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 pet

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.

Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by Public Health England, summarised in appendix 1. In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

22.LEGIONELLA

- External contractors provide advice and produce a school Legionella risk assessment and also sample water as per the risk assessment
- This risk assessment will be reviewed bi-annually and when significant changes have occurred to the water system and/or building footprint

23.LONE WORKING



EDGEWOOD ACADEMY

It is recognised that staff may at some point be required to work outside of normal working hours. If this is necessary then staff must either ensure there is another person in the building with them or they must use the 'Lone Working' policy. The lone working policy is located in Appendix B.

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office
- Caretaking/Janitorial duties

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 and will have a mobile telephone to be contactable during this time. All staff contact details will be stored in the SLT office at school.

24. MANUAL HANDLING

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance. The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely. Staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out
- Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

25. MONITORING AND WORKPLACE INSPECTIONS

Site Staff complete daily, weekly and monthly site inspections

Annual visits are completed by the local authority health and safety officer.

26. OCCUPATIONAL STRESS



EDGEWOOD ACADEMY

Stress is acknowledged by the school as a potential cause of staff ill health and all efforts are made to reduce it. This is in part done by management openness in counselling and supporting staff with work related problems. The Headteacher is responsible for supporting the Well Being Program. A school employee, who is trained as facilitator, will lead arrangements and support staff in engaging with the program to ensure its effectiveness and ensure records of progress are maintained as evidence. Guidance on stress can be sought from various online sites and local programmes. 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.

27. PLAY/ SPORTS EQUIPMENT

Any equipment and its use is supervised during all breaks times during the school day

If the equipment is used during lesson time, adult supervision is maintained

A decision is made, recorded and enforced if inclement weather (damp / ice) means that equipment becomes unsafe to use on a particular day

28. PREGNANT MEMBERS OF STAFF

Edgewood Academy procedures for pregnant members of staff will be followed, including carrying out a 'Pregnancy Risk Assessment'

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 care 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 care 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
- Risks will be assessed when working with any child presenting with particularly challenging behaviours and reasonable adjustments will be made to support alternative duties/ increased staff ratios etc.
- Regular comfort breaks, appropriate seating, the need for additional snack breaks etc can all be discussed on an individual basis and detailed within a personal risk assessment.



29. RISK ASSESSMENT

The school maintains a comprehensive set of risk assessments that cover curriculum based activities in school; school visits and the running of the school building and grounds. They are all available for staff 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 and events which should be reviewed each time the trip or event takes place)

Risk assessment shall be undertaken for all activities which present a potential to cause harm. The risk assessment will identify the hazard, the risk and the controls which are present or remedial action planned to reduce the likelihood of injury/ill health. Only persons deemed competent carry out risk assessments have authorised to do so by the Headteacher. Areas where risk assessment shall be carried out include:

- 1) Premises (slips & trips)
- 2) Areas on the site with specific hazards present.
- 3) Fire & Arson
- 4) Technology equipment
- 5) Control of Substances Hazardous to Health (COSHH)
- 6) Caretaking activities including working at height.
- 7) PE activities (from BAALPE guidance)
- 8) Educational visits
- 9) Stress
- 10) Manual Handling
- 11) Display Screen Equipment (DSE)
- 12) New and expectant mothers

30. SECURITY

Maintaining a high level of security throughout school is paramount for the safety of all our staff, students and visitors.

- There will be no unauthorised entry into school.
- The school pupil entrance is opened and supervised by staff shortly before the beginning of the day and the end of the day for dismissal but remain closed between these times.
- All external doors must remain locked with the exception of main entrance doors to receptions throughout the day unless there are children outside, who are supervised by an adult
- All visitors must enter the school through the main entrance and report to reception.



EDGEWOOD ACADEMY

- It is a safeguarding requirement that all visitors must sign in upon entry to the school and be given a visitor badge for identification.
- All visitors must be accompanied at all times unless it is known that they are DBS cleared.
- All employees and others who have substantial access to children will have completed the Disclosure and Barring Service Checks in line with the government guidelines.
- If any member of staff has concerns or have encountered an unidentified individual must challenge and they should report it to the Senior Leadership Team immediately

31. SLIPS, TRIPS AND FALLS

The potential for slips trips and falls in school has been risk assessed and appropriate controls have been put in place. This includes working procedures for mopping floors, absorbent floor mats near entrances and regular hazard spotting inspections.

The school site internally and externally shall be assessed at least annually for potential hazards that may cause slip or trip accidents. This assessment may be carried out by a competent person trained in risk assessment and others such as Headteacher and Directors etc.

- 1) Internal and external steps and stairways
- 2) Carpets and floor coverings
- 3) Dining hall cleanliness and spillages
- 4) Caretaking and cleaning activities
- 5) Outside paving, walkways and other hard surfaces
- 6) Grounds
- 7) External lighting effectiveness

Risk assessment results shall be used to identify priority for mitigation of potential injuries and shall be shared with all employees.

32. SMOKING, DRUGS AND ALCOHOL

Smoking/vaping is not permitted anywhere on any school premises. The abuse of alcohol or drugs is a safety hazard and if there is any suspicion that a member of staff or visitor is under the influence of either, then this must be reported to the Headteacher who will take the appropriate disciplinary action.

33. 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 appropriately within the school rules



EDGEWOOD ACADEMY

- 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
- Lunchtimes and break times will be fully supervised by appropriate levels of staff
- Any outdoor activities, trips or visits will require a high staff: student ratio to ensure adequate levels of supervision over all pupils

34. STACKING AND STORAGE

Stacking and Storage Materials, equipment and any other items will be kept in appropriate storage areas. Where this is not possible for temporary reasons, the staff responsible for those materials will ensure that they are stacked tidily, to a height which does not constitute a hazard and in such a way that they do not impede the movement of staff or visitors. Stairs, Cloakrooms and Exits etc., will be kept clear of obstructions (including electrical cables and other trip hazards).

35. TRAINING AND DEVELOPMENT

- New staff are briefed about the Health and Safety arrangements by their line manager upon commencement of employment.
- The school has an induction policy that is adhered to and completed by the employee and their line manager. This establishes minimum health & safety competencies and certain roles identified
- There is an appropriate number of first aid trained staff members working within the school
- Staff will be provided with regular training opportunities and have access to support where needed
- All staff will be expected to undertake appropriate CPD opportunities to ensure that the school complies with Health and Safety Legislation.
- Staff will be trained on how to assess risks specific to their role – this could include having responsibility for the storage and accountability for potentially hazardous materials, risk assessing trips or educational activities etc
- Staff will have training relevant to their role in undertaking risk assessments.
- Health and Safety Training Needs are assessed as part of individual's annual review
- Training needs may also be identified as part of a risk assessment process

36. VIOLENCE AND AGGRESSION AT WORK

Violence and harassment in both physical and verbal forms will not be tolerated within the school, either between employees or between employees and non-employees. We believe that staff should not be in any danger at work and employees shall report all incidents of aggression or violence the Head Teacher/Social Worker. Appropriate action will in the first instance be taken by the school.



EDGEWOOD ACADEMY

Disciplinary action will be taken against employees being the source of such behaviour (see Policy File). Action against non-employees who are the source of violent, harassing or threatening behaviour may be by prohibiting them entry to the school. The Local Authority may be requested to provide advice on the best course of action.

37. WORKING AT HEIGHT

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work. In addition:

- We will ensure the safe storage of ladders for working at height
- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons
- All school staff who undertake working at heights have undertaken training.

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 to climb on chairs or furniture to put up displays

38. APPENDICES



EDGEWOOD ACADEMY

Appendix A –

Safety procedure for visitors and contractors:

No unauthorised entry into school.

All visitors to be signed via reception and must wear a visitor's pass while they are in school.

Regular visitors to the school should provide evidence of DBS check.

Periodic DBS checks will be made of pupil transport providers and logged for reference.

Contractors

Contractors sign in to main reception and explain the reason for their visit and liaise with the Responsible Individual/ Head Teacher on ensuring that they work safely. Contractors will be seen to work in accordance with the present school contractor policy. It is current practice for all LEA contractors to provide both a risk assessment and method of work statement (RAMS) prior to any works. These documents will be checked to ensure compliance with the schools Health and Safety Policy.

Safety of Contractors on site

Contractors are selected and vetted because they are experts in their field. It is their responsibility to assess the risks from their work and operate in a manner that does not put anyone at undue risk.

When they are on site they should:

- Sign in - Report to the Responsible Individual/ Head Teacher
- Explain what work they intend to carry out
- Point out any risks to other people that their work may involve such as: -
 - o Falling items
 - o Power tools in public/pupil areas
 - o Hot work causing potential fire risk etc.
- Agree with the RI/ Head Teacher the right measures to protect all
- Provide the correct equipment to be able to operate safely.

All works to be carried out where possible in school holidays but if this is not possible the area where the contractor is working should be segregated from public access if this work needs to be completed in working hours. These segregated areas are under the control of the contractor, not the teaching staff, for the duration of the works.

Because of the hazardous nature of some contractor's tasks the contractor should ensure that their works are contained within the designated area and have ensured that all fire exit routes remain available.

Chemicals and other hazardous substances used by contractors may affect other parts of the building because of the spread of fumes and/or dust through the air. The risk should be assessed when determining the required segregated area.

If the contractor is required to work above 2 metres high, they should fully describe their method of ensuring safety to the senior teacher before work commences.

Contractor Rules



EDGEWOOD ACADEMY

Contractors employed by the school have a statutory and contractual obligation to ensure the health and safety of their operation when working on school premises. This document sets out the obligations arising from the operations undertaken by contractors and subcontractors on or about the premises and sites under the control of the school which may give rise to hazards to those people in work, pupils or others who may be in the vicinity of the work. It is the policy of the school to endeavour to secure and maintain a high standard of safety.

- Contractors and subcontractors must ensure that their employees are adequately supervised whilst on site
- All instructions issued to the designated supervisor by the school will be deemed to have been issued to all contractors and subcontractors accordingly
- Contractors and subcontractors must supply and maintain all necessary warning signage, along with any information notices to alert anyone visiting the site or working on the site to any potential hazards of the work being undertaken

Teacher Roles

Teacher's expertise is the delivery of education. They are not expected to know the finer points of safety systems of work involving electricity, roof work, welding equipment etc. They do have a detailed knowledge of the school environment, the behaviour of staff and pupils and the school rules and procedures. Therefore it will be expected that they should stop the work if the safety of any staff, pupils or visitor is put at undue risk.

Housekeeping

The housekeeping standards employed must be as good. Housekeeping and hygiene go hand in hand with safe working practices. All work areas should be maintained in a clean and tidy manner throughout the work period and at the end of each work period. Special attention should be given to potential fire hazards from the build-up of waste materials. Work equipment must not be left unattended or in a hazardous position/condition. The contractor or subcontractor shall provide and use adequate safety barriers and warning notices to effectively prevent persons entering the work area. This includes securing areas below work at height. The buildings will be cleaned by an employed cleaner every evening. Though the responsibility for ensuring the work environment is kept clean and tidy is applied to all staff. The disposal of small amounts of waste can be treated as ordinary household waste i.e. placed in appropriate bins within the building and its surrounds, and removed each day by the cleaners to the designated storage area for disposal.

Appendix B – Lone Working Policy

Lone Worker Policy & Procedure:

What is a Lone Working?

To be classed as working alone does not mean that a person has to be working in complete isolation all of the time. An employee may, for example, be the only/last person in the office,



EDGEWOOD ACADEMY

working one to one with a service user, travelling between appointments/locations or working from home.

Who is responsible for putting this policy in place?

It is the responsibility of Senior Management to ensure this policy and procedure is put in place for all lone workers under their supervision.

Hazards of working alone:

People who work alone face the same day to day hazards whilst at work as other employees. However, for lone workers the risk of harm is greater because of the degree of isolation. It is therefore crucial that the specific hazards of lone working are taken into account when risk assessments are carried out.

Examples of specific hazards are:

- Accidents/emergencies arising out of work
- Fire
- Inadequate provision of rest, hygiene and welfare facilities.
- Violence
- Moving and handling
- Travelling
- Sudden Illness
- Stress due to isolation.

Senior Management Duties:

To safeguard the health and safety and welfare of its employees whilst at work. It is the senior management team's duty to ensure "suitable and sufficient" risk assessments are in place for lone workers, including the monitoring of the measures which may be needed to eliminate or reduce any risks which have been identified.

Employees Duties:

Employees have to take reasonable care of them and other people affected by their work activities and co-operate with the SLT in meeting its legal duties under health and safety legislation. If an employee identifies a hazard or task that is not covered by existing risk assessments, then it is their duty to highlight this to the SLT immediately.

Is an employee suitable to work alone?

SLT should confirm that existing or potential lone workers do not have any medical conditions which may make them unsuited for working alone. Potential limitations should be discussed with the employee. Considerations should be given to types of work and any emergency situations which may impose additional physical and mental burdens. Equally, employees who work alone should inform their SLT of any medical condition which affects their safety whilst working alone. However, if an employee has got a medical condition it does not mean that they should automatically be excluded



EDGEWOOD ACADEMY

from work. Discussion with the employee is vital for realistic work parameters to be set and the relevant risk assessments to be accurately reviewed.

Training Lone Workers:

- Health and Safety Awareness
- Child Protection training
- Personal Safety Training
- Dealing with Challenging behaviour/violence
- Full First Aid training
- Risk assessment awareness

Additional Management Support for Lone Workers:

In addition to policies and procedures designed to ensure the safety of employees, there are extra measures that need to be put into place to ensure the continued safety of employees working alone.

- Provide a Buddy system
- Provide advice guidance or additional resources that may be required for both routine and emergency situations.
- Ensure that the Lone worker has either arrived or left the workplace with a regularly updated contact list of on call support if needed.
- Dairy/Rota management, where Lone workers may be out of base on a regular basis, it is important for managers to be in possession of accurate information on the whereabouts of the Lone worker.
- Supervision on a regular basis with the SLT, to support the Lone worker and address issues including work load, child protection issues and time scales of projects.
- The SLT have a responsibility to ensure all Risk assessments are current and are reviewed within a relevant timescale.

Additional equipment for Lone Workers:

- Personal Alarm
- First Aid Kit
- Mobile phone
- Accident and Incident Book
- Contact details of Support Network (Buddies, SLT)

Assessing the Risk to Lone workers:

- Whether the working environment is safe
- Whether the work can be carried out safely by one person
- Check and monitor risk assessments



EDGEWOOD ACADEMY

Appendix C - 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 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.



EDGEWOOD ACADEMY

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)	<p>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.</p> <p>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.</p>
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	None (not infectious by the time the rash has developed).



EDGEWOOD ACADEMY



EDGEWOOD ACADEMY

syndrome, Parvovirus B19, Fifth's disease	
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 advisor 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.



Appendix D – Covid 19

1. Introduction

Edgewood Academy recognises the requirements of the Health & Safety at Work Act 1974 (and associated Regulations) and has an existing Health, Safety Policy which sets out how we do this. However, in recognition of the current circumstances due to COVID-19, this supplementary document sets out the arrangements in relation to the health and safety of our children, staff and the wider school community during this time. This document has been written in accordance with guidance from the DfE and the Local Authority in relation to managing risk associated with COVID-19. In order to ensure that our school continues to operate in a safe way, thorough risk assessments are undertaken and any necessary adjustments to ensure the safety of children, staff and the wider community are implemented across our provision.

2. Risk assessment

As part of the preparation for wider opening of our school, a detailed risk assessment has been undertaken and an action plan to make any necessary adjustments to mitigate risk has been produced. The risk assessment and accompanying action plan cover the following Health and Safety elements:

• Buildings & Facilities	• Catering
• Emergency Evacuation	• PPE
• Cleaning & Waste Disposal	• Response to suspected/confirmed Covid-19 cases
• Classrooms	• Curriculum/learning environment
• Staffing	• Communication
• Group Sizes	• School events (including trips)
• Social Distancing	



EDGEWOOD ACADEMY

The risk assessment and action plan are dynamic and are regularly reviewed to ensure they meet current needs. All appropriate documentation is shared with staff and any necessary training to support implementation of the plan is provided.

3. Roles and responsibilities

The Senior Leadership Team will:

- Regularly assess the effectiveness of the policy, risk assessment and action plan
- Ensure all documentation is regularly reviewed to meet current need and any updated guidance from the Government or Local Authority
- Ensure staff have access to any training or instruction required to implement the action plan
- Prioritise the wellbeing of all pupils and staff and ensure there is appropriate support in place

The Head Teacher will:

- Have overall responsibility for the development and implementation of the policy, risk assessment and action plan
- Ensure all documentation is regularly reviewed to meet current need and any updated guidance from the Government or Local Authority
- • Prioritise the wellbeing of all pupils and staff and ensure there is appropriate support in place

All staff will:

- Carry out all work in accordance with the policy, risk assessment and action plan, including additional tasks as part of the response to COVID-19
- Take the opportunity to contribute to the risk assessment and action planning process
- Be responsible for reporting any (potential or actual) Health and Safety risks related to COVID-19 to the Head Teacher
- Undertake any training to support implementation of the action plan and to identify any individual needs which may impact on the delivery of the plan
- Prioritise the wellbeing of all pupils and other staff

Parents and carers will:

- Adhere to any recommendations from the school to help reduce the risk of transmission
- Keep their child at home if they or anyone within the household is displaying symptoms of COVID-19, or if otherwise advised to by the school or another appropriate Body (GP or NHS Track and Trace, for example)
- Adhere to drop-off and collection arrangements set by the school



- Ensure their child is aware of any protective measures put in place by the school and to encourage them to comply
- Adhere to government guidance at all times to reduce the risk of transmission

Pupils will:

- Observe the Health and Safety rules at school, including new arrangements in response to COVID-19 pandemic
- Make staff aware if feeling unwell
- Report any Health and Safety concerns to a member of staff

Relevant Health and Safety information has been communicated to all staff and the wider school community. Regular staff meetings are held to update staff on any changes to the school Covid-19 risk assessment.

Appendix E – Sustainability

Whole School food approach.

The school uses external catering for its pupils and staff. Using local businesses and supporting the community businesses. The school is committed to sourcing locally sourced food.

Review Date	March 2027
Reviewed By	Tom Bourne & Kate Manning
Next Review	
Summary of Changes	

CONTENTS

1. Introduction

- 3 -



EDGEWOOD ACADEMY

2. Aims of the Policy	- 3 -
3. Legislation	- 3 -
4. Responsibilities	- 4 -
5. Organisation	- 6 -
6. Accidents and Incident Reporting	- 8 -
7. Notifying Parents	- 9 -
8. Reporting to OFSTED and Child Protection Agencies	- 10 -
9. Administration of Medicines	- 10 -
10. Control of Hazardous Substances	- 11 -
11. Covid-19	- 11 -
12. Display Screen Equipment	- 11 -
13. Educational Visits	- 12 -
14. Electrical Equipment	- 12 -
15. Equipment	- 13 -
-	
16. Fire Safety and Evacuation of the Building	- 13 -
17. First Aid Provision	- 14 -
18. Food Technology	- 14 -
19. Gas/Heating Systems	- 14 -
20. Health and Safety Audit	- 15 -
21. Infection Prevention and Control	- 15 -
22. Legionella	- 16 -
23. Lone Working	- 17 -
24. Manual Handling	- 17 -
25. Monitoring and Workplace Inspections	- 17 -
26. Occupational Stress	- 18 -
27. Play/ Sports Equipment	- 18 -
28. Pregnant Members of Staff	- 18 -
29. Risk Assessment	- 19 -
30. Security	- 19 -
31. Slips, Trips and Falls	- 20 -
32. Smoking, Drugs and Alcohol	- 20 -
33. Supervision of Pupils	- 20 -
34. Stacking and Storage	- 21 -
35. Training and Development	- 21 -
36. Violence and Aggression at Work	- 21 -
37. Working at Height	- 21 -
38. Appendices	- 22 -



EDGEWOOD ACADEMY

1. INTRODUCTION

Edgewood Academy is committed to the effective management of health and safety across the company. This policy sets out the responsibilities and management arrangements for health and safety.

2. AIMS OF THE POLICY

This policy covers staff, pupils, visitors, contractors and other users of our school premises. It aims to show how the Directors and Senior Leadership Team discharge their duties under the Health and Safety at Work etc Act 1974.

The Directors and Leadership Team are committed to ensuring the Health and Safety of everybody involved at Edgewood Academy. We aim to:

- Ensure that all reasonable steps are taken to ensure the health, safety and welfare of users of the premises and all participants in school trips.
- Complete relevant risk assessments ensuring actions required are carried out to remove/control any risks identified.
- Review Risk assessments annually or when the activity changes, whichever is soonest.
- Establish and maintain safe working procedures for staff and pupils.
- To provide and maintain safe school buildings and safe equipment for use in school
- Develop safety awareness, by appropriate training if necessary, amongst staff, pupils and others who help in school.
- Formulate and implement effective procedures for use in the event of fire and other emergencies.
- Investigate accidents and take steps to prevent a re-occurrence

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
- ***The Management of Health and Safety at Work Regulations 1992***, which require employers to make an assessment of the risks to the health and safety of their employees
- ***The Management of Health and Safety at Work Regulations 1999***, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- ***The Control of Substances Hazardous to Health Regulations 2002***, which require employers to control substances that are hazardous to health
- ***The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013***, which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept



EDGEWOOD ACADEMY

- ***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 requires employers to protect their staff from falls from height

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

4. RESPONSIBILITIES

Directors are responsible for ensuring the health, safety and welfare at work of all who work at the Company and those connected with its undertakings. It is possible to delegate some tasks, though not the duty, to managers and other specialist employees. Specific responsibilities include:

- Ensuring health and safety management systems are implemented, and that local arrangements are prepared (or available) for day-to-day activities, adequately resourced and appropriately delegated.
- Ensuring competent health and safety advice and assistance is available and that those with health and safety duties are competent and have received an appropriate level of training.
- Ensuring that the school provides adequate training, information, instruction, induction and supervision to enable everyone in the school to be safe.
- Planning appropriately for health and safety by setting targets for continuous improvement, and enabling regular monitoring of performance against targets.
- Deciding policy, giving strategic guidance and monitoring and reviewing health and safety issues.
- Maintaining the premises in a condition that is safe and without significant risk.
- Providing a working environment that is safe and healthy.
- Providing adequate welfare facilities for staff & pupils.
- In their critical friend role, maintaining an interest in all the health and safety matters.
- Reviewing and monitoring the effectiveness of this policy.

The **Head Teacher and Senior Leadership Team** are responsible for the day to day running of the school and maintaining high standards of health, safety and welfare.

Furthermore, managers will:

- Promote a positive, open health and safety culture in school
- Report to Directors on key health and safety issues



EDGEWOOD ACADEMY

- Seek advice from other organisations or professionals, such as the Local Authority, Health and Safety Executive, safety advisers etc. as and when necessary
- Keep up to date with new developments in Health and Safety issues for schools
- Demonstrate visible leadership and commitment in relationship to health and safety matters.
- Ensure that risks arising from all work activities are effectively identified, evaluated and controlled. Equipment and property should be maintained.
- Ensure there are adequate processes for communicating and consulting with employees on matters relating to health and safety.
- Ensure adherence to all relevant health and safety policies and provide guidance and instruction that is relevant to the risks and work activities being undertaken.
- Ensure that standards of health and safety are monitored by regular housekeeping and equipment checks being undertaken and by incidents and near misses being reported and investigated.
- Ensure there are arrangements in place to deal with emergencies, including fire and first aid, and the arrangements are communicated to employees.
- Ensure that appropriate training, briefing and information is given to all employees and is appropriately recorded.

Some managers may have additional responsibilities that will be detailed and agreed separately.

Safety representatives, health and safety law recognises two types of worker representatives:

1. Those appointed by recognised trade unions under the Safety Representatives and Safety Committees Regulations 1977.
2. Those elected by the workforce under the Health and Safety (Consultation with Employees) Regulations 1996 (ACoP para 247).

Both types of representatives are entitled to be paid time off in order to carry out their functions and for training to enable them to play a full and active part in securing health and safety provisions.

The roles and safety representatives include:

- Being consulted 'in good time' over a large range of health and safety issues
- Representing the workforce in discussions with the employer on health, safety or welfare
- Inspecting the workplace for potential hazards, and being involved with risk assessment procedures
- Attending safety committee meetings
- Investigating notifiable accidents, cases of diseases or ill health, and dangerous occurrences
- Receiving information from health and safety inspectors
- Having access to relevant health and safety information

Trade union safety representatives will usually receive training from the trade unions. Training for those who are representatives under the 1996 Regulations must be paid for by their employer (ACoP para 247)



EDGEWOOD ACADEMY

Employees have specific responsibilities to:

- Take reasonable care of their own health and safety.
- Take reasonable care for the safety of anyone else who might be affected by their acts or omissions.
- Work in accordance with the information, instructions and training given.
- Report every accident, incident, near miss or concern as soon as it happens or as soon as is reasonably practicable to their Supervisor or Manager
- Follow the accident reporting procedure (which is a separate document)
- All accidents must be recorded in the Accident Book located in the First Aid cupboard in the staffroom.
- Attend Health and Safety training sessions (e.g. Fire Lectures, Safety Training) as required.
- Use personal protective clothing, equipment, etc. provided by EES or available at collection/delivery sites and report any defects with such items immediately to their manager or supervisor.
- Leave the classroom / playground / office in a reasonably tidy and safe condition
- Follow safety instructions when using equipment
- Supervise pupils and advise them on how to use equipment safely
- Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate member of staff
- Contribute to and highlight any gaps in the school's risk assessments

Furthermore, no employee shall:

- Intentionally interfere with, or misuse anything that has been provided in the interests of health, safety and welfare at work.
- Undertake any work for which authorisation and or training has not been given.
- Bring to work any item of equipment (including electrical appliances) or any substance for which authority has not been given.

In accordance with the School's Positive Behaviour Policy, **Pupils** will:

- Follow safety and hygiene rules intended to protect the health and safety of themselves and others
- Follow safety instructions of teaching and support staff, especially in an emergency

5. ORGANISATION

1. Consultation

Local compliance groups are tasked with ensuring that health and safety is discussed and reviewed by local management and trade union and employee representatives. Employees are encouraged to speak with their line manager in the first instance about all safety concerns, however if it is necessary to escalate an issue then employees should speak to senior management or



EDGEWOOD ACADEMY

representatives to discuss at the local compliance group. Employees will also be consulted in 1-to-1 discussions with line managers about safety at work.

Edgewood Academy also has regular team meetings where staff will be given the opportunity to raise safety concerns and any relevant safety information passed to staff. This will be recorded in the minutes of meetings. The Senior Leadership Team meets regularly and safety is an agenda item. This will also be recorded in minutes of meetings.

2. **Communication**

Safety information will be provided to all members of staff. A copy of this policy will be available at school. It is the responsibility of the Head Teacher to ensure that the information in this policy is understood and complied with.

- A copy of the Statement of Policy will be posted on notice boards as used as bases by school staff.
- School staff will also be made aware of any local Health and Safety rules and protocols by their line managers

3. **Competency**

Health & Safety Training will be provided for every employee. The type of training provided will be decided by such factors as:

- The nature of the work associated with each post
- The training needs identified by risk assessment
- Any particular needs of the employee required to carry out the work specified by the post.

Health & Safety training should be provided in the following circumstances:

- Induction of new employee
- When new responsibilities are assigned.
- When new equipment is introduced.
- When procedures of work are changed.
- After a prolonged absence from work.
- After a case of work related ill health.
- After an accident or near miss.
- In the light of changes in health and safety legislation.
- At such times as may be decided by management.

Records of health and safety training will be kept in respect of each and every employee. The understanding of, and practical application of health and safety training by employees will be checked periodically by the employee's supervisor or manager during appraisals and a record of such checks will be kept.

4. **Planning**

A requirement of the Management of Health and Safety at Work Regulations is to plan for safety. Resources for improving and maintaining safety must be managed very carefully and the company



EDGEWOOD ACADEMY

will produce an annual health and safety plan to prioritise usage of resources. Site level health and safety plans will not be required. The contents of the plan should come from a number of sources:

- The regular scheduled activities that take place through the year, such as: fire drills, safety training, portable appliance testing and maintenance of fire safety equipment etc.
- Action points that have arisen as a result of risk assessments being carried out: this includes risk assessments, COSHH assessments, DSE assessments and manual handling checks.
- Points that have been raised in housekeeping checks.
- Points that have been raised by external agencies such as fire officers, environment health officers and external consultants.

5. Monitoring

The business will monitor safety performance in a number of ways:

- Plans should be reviewed annually by senior management as part of the consultative process.
- There should be regular inspections of the workplace by managers and employee representatives.
- Accidents and incidents will be reported and investigated.
- Audits of the business will be undertaken periodically to evaluate safety management and safety performance.
- An annual review of safety performance will be undertaken by the national compliance group.

6. Review of this Policy

This policy will be reviewed annually and as circumstances dictate, and if such reviews determine that the policy should be revised, then such revisions will take place after due consultation with the national compliance group. Revisions to this policy document will be brought to the attention of employees.

7. Scope

This policy applies to all staff employed at Edgewood Academy. This policy also applies to all contractors, subcontractors, visitors and others undertaking work on behalf of Edgewood Academy.

6. ACCIDENTS AND INCIDENT REPORTING

The accident reporting procedure can be found in the staff handbook and all the associated paperwork can be found in the school office.

- An incident/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.
- As much detail as possible will be supplied when reporting an accident



EDGEWOOD ACADEMY

- Information about injuries will also be kept in the pupil's CPOMS 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.

Reporting to the Health and Safety Executive

The Responsible Individual and Head Teacher 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 RI/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:
 - o Fractures, other than to fingers, thumbs and toes
 - o Amputations
 - o Any injury likely to lead to permanent loss of sight or reduction in sight
 - o Any crush injury to the head or torso causing damage to the brain or internal organs
 - o Serious burns (including scalding)
 - o Any scalping requiring hospital treatment
 - o Any loss of consciousness caused by head injury or asphyxia
 - o 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:
 - o The collapse or failure of load-bearing parts of lifts and lifting equipment
 - o The accidental release of a biological agent likely to cause severe human illness
 - o The accidental release or escape of any substance that may cause a serious injury or damage to health
 - o An electrical short circuit or overload causing a fire or explosion

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



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

7. NOTIFYING PARENTS

The class teacher will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable, via direct phone call with parents.

8. REPORTING TO OFSTED AND CHILD PROTECTION AGENCIES

The Head Teacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident. The Head Teacher will also notify social care and health and safety teams at the local authority.

9. ADMINISTRATION OF MEDICINES

Medications prescribed 'four times a day' will be administered and witnessed by school staff following the completion of a short term Individual Health Care Plan. All prescribed medicines must be signed in and out. Prescribed medicines should only be brought into the school when essential; that is, where it would be detrimental to a child's health if the medicine were not administered during the school day.

Medicines prescribed 'three times a day' should be administered "before the start of the day, at the end of the day and at night".) In extreme cases, this can be discussed with the Head Teacher. However, parents and carers are all permitted to attend the school to administer medication if they so desire. BASC staff may need to administer medicine in certain cases, there will be a comprehensive plan for this. Edgewood Academy will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber and are presented in the original container dispensed by a pharmacist and include the pupil's name, prescriber's instructions for administration and dosage. It is not usual policy to administer prescribed Calpol unless for the purpose of a long term medical need.

• NON-PRESCRIBED MEDICINES

Non-prescribed medicines will only be administered with prior written permission from parents/carers in extreme circumstances such as residential trips or day trips, e.g. travel sickness medication. Staff will check the medicine has previously been administered without adverse effect and a short term Individual Healthcare Plan (see appendices in First Aid and Medical Care Policy) must be completed.



- **ADMINISTERING MEDICINES**

This school recognises that no child under 16 should be given medicines without their parent/carer's written consent. Following written consent using an Individual Healthcare plan, any member of staff administering medicines to a pupil should check:

The child's name

Name of medication

The prescribed dose

Expiry date

Written instructions provided by the prescriber on the label or container.

That administering of medicine is witnessed.

If in doubt about any procedure, staff will check with parents/carers or a health professional before taking further action. Where staff are administering prescribed medicines they will follow the flow chart detailed in the First Aid and Medical Care Policy.

10. CONTROL OF HAZARDOUS SUBSTANCES

The use of hazardous substances in school will be kept to a minimum.

Schools are required to control hazardous substances, which can take many forms, including:

- o Chemicals
- o Products containing chemicals
- o Fumes
- o Dusts
- o Vapours
- o Mists
- o Gases and asphyxiating gases
- o Germs that cause diseases, such as leptospirosis or legionnaires disease

- 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.
- All hazardous products are kept in locked cupboards or store rooms to which pupils have no unsupervised access.
- 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.
- The associated procedures and control measures will be funded and enforced
- External cleaning contractors are responsible for their own COSHH assessments and a copy is retained by the Senior Leaders.



11.COVID 19

In recognition of the previous circumstances around to Covid-19, a supplementary document, which can be found in appendix 2 of this document, details relevant procedures and safety advice. This sets out the arrangements at Edgewood Academy in relation to the health and safety of our children, staff and the wider community during this time.

12.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)
- For members of staff provided with portable devices (e.g. laptops, tablets) staff will be issued with current guidance on their use.

13.EDUCATIONAL VISITS

The school recognises that educational visits, away from the safety of the school site, expose school employees, pupils and non-employee volunteers to potentially unknown risk. Therefore special arrangements are required which are found in the Educational Visits Policy. For all educational visits, a competent Group Leader is appointed by the Head Teacher. The Group Leader will ensure all arrangements are made and that all appropriate requirements of the Educational Visits Policy are met.

Documentation required for the particular type of visit will fall into four categories.

- 1) Residential (R)
- 2) Adventurous (A)
- 3) Off Island (O)
- 4) Local (L) – these are lower risk

Visits which fall into categories R, A & O may require approval by the LA prior to commencement. Category L visits require parental consent and risk assessments to be carried out. Injuries occurring during an off site visit must be handled as those at school. Information about injuries must be relayed back to the school as soon as possible so that the Local Authority requirements for accident reporting are met within specified timescales.

NB - any visit risk assessments will reflect latest DfE guidance for schools relating to coronavirus.

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

- All off site trips will be subject to risk assessment and recorded appropriately
- Risk assessments will be completed where off-site visits and activities require them



EDGEWOOD ACADEMY

- All off-site visits are appropriately staffed
- Staff will take a mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parent/carer contact details
- For any school trip or visit, there will always be at least one first aider present

14. ELECTRICAL EQUIPMENT

All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely

- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported to the Senior Leadership Team immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs
- Where necessary a portable appliance test (PAT) will be carried out by a competent person
- All 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

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 the appropriate educational standards
- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard signs and contents

16. FIRE SAFETY AND EVACUATION OF THE BUILDING

- Fire exits have appropriate signage
- Plans showing exit routes are displayed by the door of each classroom
- Emergency evacuations are practised at least once a term
- The fire alarm is a loud bell/buzzer



EDGEWOOD ACADEMY

- Evacuation times and any issues which arise are reported to the Directors
- Site staff complete weekly fire alarm testing
- Monthly fire door inspections are completed by Directors
- Six monthly fire alarm service is completed by external contractors
- Directors complete monthly emergency lighting testing
- Annual emergency lighting is tested by the external contractors
- Fire extinguishers are checked annually by external contractors
- A separate fire safety risk assessment is completed every 2 years

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

In the event of a fire:

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

Emergency Evacuation Planning (GEEPs and PEEPs)

The school recognises its duty to ensure the safe evacuation of all occupants in the event of an emergency.

General Emergency Evacuation Plans (GEEPs) are in place for the safe evacuation of all staff, pupils and visitors. These plans apply to a large majority of students and staff and include clearly marked escape routes, alarm systems, assembly points and staff responsibilities. GEEPs are communicated to staff and pupils and are practised through regular fire and emergency drills.

Personal Emergency Evacuation Plans (PEEPs) are developed for individuals who may require additional support to evacuate safely in an emergency. This may include pupils, staff or regular visitors with mobility difficulties, sensory impairments, medical needs or other specific requirements.

PEEPs are:

- Developed in consultation with the individual (and parents/carers where appropriate)
- Documented and reviewed regularly, and whenever circumstances change
- Communicated to relevant staff while maintaining confidentiality
- Tested where practicable to ensure effectiveness

The school will ensure that appropriate training, resources and reasonable adjustments are in place to support the effective implementation of both GEEPs and PEEPs.



EDGEWOOD ACADEMY

17. FIRST AID PROVISION

Edgewood Academy has carried out a first aid risk assessment to ascertain the required number of first aiders and the location / number of first aid kits

- Portable first aid kits are taken on educational visits
- Our school has several appointed First Aiders, a list of which is kept by the Senior Leadership Team and is displayed at various points around school.
- Training is reviewed regularly and updated as necessary through appropriate external services, e.g. NHS, St John Ambulance etc.

18. FOOD TECHNOLOGY

- Cooking equipment including ovens and hobs will only be used if fire precautions and appropriate risk assessments are in place
- Staff must be satisfied 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, using knives for chopping and cutting etc
- All appropriate health and hygiene measures will be undertaken when preparing and cooking food, including correct storage of food items.

19. GAS/ HEATING SYSTEMS

- A Gas Safe competent engineer should be used to install, maintain or repair any gas appliance or heating system at the school
- The Gas Safe Register should be checked to complete due diligence/vet any Gas Engineer before any work takes place on any gas appliance at school
- Gas Installations, appliances and their flues shall be installed in such a way that they will be safe to use, and installations, appliances and their flues shall be maintained in a safe condition so as to prevent risk of injury to any person
- Appliances and flues should be checked for safety at intervals of no more than 12 months. A certificate (referred to as the Gas Safety Certificate), confirming the findings must be provided when any work takes place on any gas appliances.
- All gas appliances should have adequate ventilation – don't block air inlets to prevent draughts, and don't obstruct flues and chimneys

20. HEALTH AND SAFETY AUDIT



Health and safety audits are completed annually by company Health and Safety Lead and a report produced and presented to the Directors and Head Teacher.

21. 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 below, where applicable.

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

Coughing and sneezing

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

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
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals

Cleaning of the environment

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

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

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

Clinical waste

- Always segregate domestic and clinical waste, in accordance with local policy



EDGEWOOD ACADEMY

- 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 pet

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.

Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by Public Health England, summarised in appendix 1. In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

22. LEGIONELLA

- External contractors provide advice and produce a school Legionella risk assessment and also sample water as per the risk assessment
- This risk assessment will be reviewed bi-annually and when significant changes have occurred to the water system and/or building footprint

23. LONE WORKING

It is recognised that staff may at some point be required to work outside of normal working hours. If this is necessary then staff must either ensure there is another person in the building with them or they must use the 'Lone Working' policy. The lone working policy is located in Appendix B.

Lone working may include:

- Late working
- Home or site visits



EDGEWOOD ACADEMY

- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office
- Caretaking/Janitorial duties

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 and will have a mobile telephone to be contactable during this time. All staff contact details will be stored in the SLT office at school.

24. MANUAL HANDLING

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance. The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely. Staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out
- Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

25. MONITORING AND WORKPLACE INSPECTIONS

Site Staff complete daily, weekly and monthly site inspections
Annual visits are completed by the local authority health and safety officer.

26. OCCUPATIONAL STRESS

Stress is acknowledged by the school as a potential cause of staff ill health and all efforts are made to reduce it. This is in part done by management openness in counselling and supporting staff with work related problems. The Headteacher is responsible for supporting the Well Being Program. A school employee, who is trained as facilitator, will lead arrangements and support staff in engaging with the program to ensure its effectiveness and ensure records of progress are maintained as evidence. Guidance on stress can be sought from various online sites and local programmes. We are committed to promoting high levels of health and wellbeing and recognise the importance



EDGEWOOD ACADEMY

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.

27. PLAY/ SPORTS EQUIPMENT

Any equipment and its use is supervised during all breaks times during the school day

If the equipment is used during lesson time, adult supervision is maintained

A decision is made, recorded and enforced if inclement weather (damp / ice) means that equipment becomes unsafe to use on a particular day

28. PREGNANT MEMBERS OF STAFF

Edgewood Academy procedures for pregnant members of staff will be followed, including carrying out a 'Pregnancy Risk Assessment'

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 care 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 care 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
- Risks will be assessed when working with any child presenting with particularly challenging behaviours and reasonable adjustments will be made to support alternative duties/ increased staff ratios etc.
- Regular comfort breaks, appropriate seating, the need for additional snack breaks etc can all be discussed on an individual basis and detailed within a personal risk assessment.

29. RISK ASSESSMENT

The school maintains a comprehensive set of risk assessments that cover curriculum based activities in school; school visits and the running of the school building and grounds. They are all available for staff 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



EDGEWOOD ACADEMY

All risk assessments are reviewed on an annual basis (except risk assessments for school trips and events which should be reviewed each time the trip or event takes place)

Risk assessment shall be undertaken for all activities which present a potential to cause harm. The risk assessment will identify the hazard, the risk and the controls which are present or remedial action planned to reduce the likelihood of injury/ill health. Only persons deemed competent carry out risk assessments have authorised to do so by the Headteacher. Areas where risk assessment shall be carried out include:

- 1) Premises (slips & trips)
- 2) Areas on the site with specific hazards present.
- 3) Fire & Arson
- 4) Technology equipment
- 5) Control of Substances Hazardous to Health (COSHH)
- 6) Caretaking activities including working at height.
- 7) PE activities (from BAALPE guidance)
- 8) Educational visits
- 9) Stress
- 10) Manual Handling
- 11) Display Screen Equipment (DSE)
- 12) New and expectant mothers

30. SECURITY

Maintaining a high level of security throughout school is paramount for the safety of all our staff, students and visitors.

- There will be no unauthorised entry into school.
- The school pupil entrance is opened and supervised by staff shortly before the beginning of the day and the end of the day for dismissal but remain closed between these times.
- All external doors must remain locked with the exception of main entrance doors to receptions throughout the day unless there are children outside, who are supervised by an adult
- All visitors must enter the school through the main entrance and report to reception.
- It is a safeguarding requirement that all visitors must sign in upon entry to the school and be given a visitor badge for identification.
- All visitors must be accompanied at all times unless it is known that they are DBS cleared.
- All employees and others who have substantial access to children will have completed the Disclosure and Barring Service Checks in line with the government guidelines.



EDGEWOOD ACADEMY

- If any member of staff has concerns or have encountered an unidentified individual must challenge and they should report it to the Senior Leadership Team immediately

31. SLIPS, TRIPS AND FALLS

The potential for slips trips and falls in school has been risk assessed and appropriate controls have been put in place. This includes working procedures for mopping floors, absorbent floor mats near entrances and regular hazard spotting inspections.

The school site internally and externally shall be assessed at least annually for potential hazards that may cause slip or trip accidents. This assessment may be carried out by a competent person trained in risk assessment and others such as Headteacher and Directors etc.

- 1) Internal and external steps and stairways
- 2) Carpets and floor coverings
- 3) Dining hall cleanliness and spillages
- 4) Caretaking and cleaning activities
- 5) Outside paving, walkways and other hard surfaces
- 6) Grounds
- 7) External lighting effectiveness

Risk assessment results shall be used to identify priority for mitigation of potential injuries and shall be shared with all employees.

32. SMOKING, DRUGS AND ALCOHOL

Smoking/vaping is not permitted anywhere on any school premises. The abuse of alcohol or drugs is a safety hazard and if there is any suspicion that a member of staff or visitor is under the influence of either, then this must be reported to the Headteacher who will take the appropriate disciplinary action.

33. 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 appropriately within 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
- Lunchtimes and break times will be fully supervised by appropriate levels of staff
- Any outdoor activities, trips or visits will require a high staff: student ratio to ensure adequate levels of supervision over all pupils



34. STACKING AND STORAGE

Stacking and Storage Materials, equipment and any other items will be kept in appropriate storage areas. Where this is not possible for temporary reasons, the staff responsible for those materials will ensure that they are stacked tidily, to a height which does not constitute a hazard and in such a way that they do not impede the movement of staff or visitors. Stairs, Cloakrooms and Exits etc., will be kept clear of obstructions (including electrical cables and other trip hazards).

35. TRAINING AND DEVELOPMENT

- New staff are briefed about the Health and Safety arrangements by their line manager upon commencement of employment.
- The school has an induction policy that is adhered to and completed by the employee and their line manager. This establishes minimum health & safety competencies and certain roles identified
- There is an appropriate number of first aid trained staff members working within the school
- Staff will be provided with regular training opportunities and have access to support where needed
- All staff will be expected to undertake appropriate CPD opportunities to ensure that the school complies with Health and Safety Legislation.
- Staff will be trained on how to assess risks specific to their role – this could include having responsibility for the storage and accountability for potentially hazardous materials, risk assessing trips or educational activities etc
- Staff will have training relevant to their role in undertaking risk assessments.
- Health and Safety Training Needs are assessed as part of individual's annual review
- Training needs may also be identified as part of a risk assessment process

36. VIOLENCE AND AGGRESSION AT WORK

Violence and harassment in both physical and verbal forms will not be tolerated within the school, either between employees or between employees and non-employees. We believe that staff should not be in any danger at work and employees shall report all incidents of aggression or violence the Head Teacher/Social Worker. Appropriate action will in the first instance be taken by the school. Disciplinary action will be taken against employees being the source of such behaviour (see Policy File). Action against non-employees who are the source of violent, harassing or threatening behaviour may be by prohibiting them entry to the school. The Local Authority may be requested to provide advice on the best course of action.

37. WORKING AT HEIGHT



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We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work. In addition:

- We will ensure the safe storage of ladders for working at height
- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons
- All school staff who undertake working at heights have undertaken training.

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 to climb on chairs or furniture to put up displays

38.APPENDICES

Appendix A –

Safety procedure for visitors and contractors:

No unauthorised entry into school.

All visitors to be signed via reception and must wear a visitor's pass while they are in school.

Regular visitors to the school should provide evidence of DBS check.

Periodic DBS checks will be made of pupil transport providers and logged for reference.



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Contractors

Contractors sign in to main reception and explain the reason for their visit and liaise with the Responsible Individual/ Head Teacher on ensuring that they work safely. Contractors will be seen to work in accordance with the present school contractor policy. It is current practice for all LEA contractors to provide both a risk assessment and method of work statement (RAMS) prior to any works. These documents will be checked to ensure compliance with the schools Health and Safety Policy.

Safety of Contractors on site

Contractors are selected and vetted because they are experts in their field. It is their responsibility to assess the risks from their work and operate in a manner that does not put anyone at undue risk. When they are on site they should:

- Sign in - Report to the Responsible Individual/ Head Teacher
- Explain what work they intend to carry out
- Point out any risks to other people that their work may involve such as: -
 - o Falling items
 - o Power tools in public/pupil areas
 - o Hot work causing potential fire risk etc.
- Agree with the RI/ Head Teacher the right measures to protect all
- Provide the correct equipment to be able to operate safely.

All works to be carried out where possible in school holidays but if this is not possible the area where the contractor is working should be segregated from public access if this work needs to be completed in working hours. These segregated areas are under the control of the contractor, not the teaching staff, for the duration of the works.

Because of the hazardous nature of some contractor's tasks the contractor should ensure that their works are contained within the designated area and have ensured that all fire exit routes remain available.

Chemicals and other hazardous substances used by contractors may affect other parts of the building because of the spread of fumes and/or dust through the air. The risk should be assessed when determining the required segregated area.

If the contractor is required to work above 2 metres high, they should fully describe their method of ensuring safety to the senior teacher before work commences.

Contractor Rules

Contractors employed by the school have a statutory and contractual obligation to ensure the health and safety of their operation when working on school premises. This document sets out the obligations arising from the operations undertaken by contractors and subcontractors on or about the premises and sites under the control of the school which may give rise to hazards to those people in work, pupils or others who may be in the vicinity of the work. It is the policy of the school to endeavour to secure and maintain a high standard of safety.



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- Contractors and subcontractors must ensure that their employees are adequately supervised whilst on site
- All instructions issued to the designated supervisor by the school will be deemed to have been issued to all contractors and subcontractors accordingly
- Contractors and subcontractors must supply and maintain all necessary warning signage, along with any information notices to alert anyone visiting the site or working on the site to any potential hazards of the work being undertaken

Teacher Roles

Teacher's expertise is the delivery of education. They are not expected to know the finer points of safety systems of work involving electricity, roof work, welding equipment etc. They do have a detailed knowledge of the school environment, the behaviour of staff and pupils and the school rules and procedures. Therefore it will be expected that they should stop the work if the safety of any staff, pupils or visitor is put at undue risk.

Housekeeping

The housekeeping standards employed must be as good. Housekeeping and hygiene go hand in hand with safe working practices. All work areas should be maintained in a clean and tidy manner throughout the work period and at the end of each work period. Special attention should be given to potential fire hazards from the build-up of waste materials. Work equipment must not be left unattended or in a hazardous position/condition. The contractor or subcontractor shall provide and use adequate safety barriers and warning notices to effectively prevent persons entering the work area. This includes securing areas below work at height. The buildings will be cleaned by an employed cleaner every evening. Though the responsibility for ensuring the work environment is kept clean and tidy is applied to all staff. The disposal of small amounts of waste can be treated as ordinary household waste i.e. placed in appropriate bins within the building and its surrounds, and removed each day by the cleaners to the designated storage area for disposal.

Appendix B – Lone Working Policy

Lone Worker Policy & Procedure:

What is a Lone Working?

To be classed as working alone does not mean that a person has to be working in complete isolation all of the time. An employee may, for example, be the only/last person in the office, working one to one with a service user, travelling between appointments/locations or working from home.

Who is responsible for putting this policy in place?

It is the responsibility of Senior Management to ensure this policy and procedure is put in place for all lone workers under their supervision.



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Hazards of working alone:

People who work alone face the same day to day hazards whilst at work as other employees. However, for lone workers the risk of harm is greater because of the degree of isolation. It is therefore crucial that the specific hazards of lone working are taken into account when risk assessments are carried out.

Examples of specific hazards are:

- Accidents/emergencies arising out of work
- Fire
- Inadequate provision of rest, hygiene and welfare facilities.
- Violence
- Moving and handling
- Travelling
- Sudden Illness
- Stress due to isolation.

Senior Management Duties:

To safeguard the health and safety and welfare of its employees whilst at work. It is the senior management team's duty to ensure "suitable and sufficient" risk assessments are in place for lone workers, including the monitoring of the measures which may be needed to eliminate or reduce any risks which have been identified.

Employees Duties:

Employees have to take reasonable care of them and other people affected by their work activities and co-operate with the SLT in meeting its legal duties under health and safety legislation. If an employee identifies a hazard or task that is not covered by existing risk assessments, then it is their duty to highlight this to the SLT immediately.

Is an employee suitable to work alone?

SLT should confirm that existing or potential lone workers do not have any medical conditions which may make them unsuited for working alone. Potential limitations should be discussed with the employee. Considerations should be given to types of work and any emergency situations which may impose additional physical and mental burdens. Equally, employees who work alone should inform their SLT of any medical condition which affects their safety whilst working alone. However, if an employee has got a medical condition it does not mean that they should automatically be excluded from work. Discussion with the employee is vital for realistic work parameters to be set and the relevant risk assessments to be accurately reviewed.

Training Lone Workers:

- Health and Safety Awareness
- Child Protection training



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- Personal Safety Training
- Dealing with Challenging behaviour/violence
- Full First Aid training
- Risk assessment awareness

Additional Management Support for Lone Workers:

In addition to policies and procedures designed to ensure the safety of employees, there are extra measures that need to be put into place to ensure the continued safety of employees working alone.

- Provide a Buddy system
- Provide advice guidance or additional resources that may be required for both routine and emergency situations.
- Ensure that the Lone worker has either arrived or left the workplace with a regularly updated contact list of on call support if needed.
- Dairy/Rota management, where Lone workers may be out of base on a regular basis, it is important for managers to be in possession of accurate information on the whereabouts of the Lone worker.
- Supervision on a regular basis with the SLT, to support the Lone worker and address issues including work load, child protection issues and time scales of projects.
- The SLT have a responsibility to ensure all Risk assessments are current and are reviewed within a relevant timescale.

Additional equipment for Lone Workers:

- Personal Alarm
- First Aid Kit
- Mobile phone
- Accident and Incident Book
- Contact details of Support Network (Buddies, SLT)

Assessing the Risk to Lone workers:

- Whether the working environment is safe
- Whether the work can be carried out safely by one person
- Check and monitor risk assessments



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Appendix C - 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 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.



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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)	<p>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.</p> <p>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.</p>
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	None (not infectious by the time the rash has developed).



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syndrome, Parvovirus B19, Fifth's disease	
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 advisor 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.



Appendix D – Covid 19

1. Introduction

Edgewood Academy recognises the requirements of the Health & Safety at Work Act 1974 (and associated Regulations) and has an existing Health, Safety Policy which sets out how we do this. However, in recognition of the current circumstances due to COVID-19, this supplementary document sets out the arrangements in relation to the health and safety of our children, staff and the wider school community during this time. This document has been written in accordance with guidance from the DfE and the Local Authority in relation to managing risk associated with COVID-19. In order to ensure that our school continues to operate in a safe way, thorough risk assessments are undertaken and any necessary adjustments to ensure the safety of children, staff and the wider community are implemented across our provision.

2. Risk assessment

As part of the preparation for wider opening of our school, a detailed risk assessment has been undertaken and an action plan to make any necessary adjustments to mitigate risk has been produced. The risk assessment and accompanying action plan cover the following Health and Safety elements:

• Buildings & Facilities	• Catering
• Emergency Evacuation	• PPE
• Cleaning & Waste Disposal	• Response to suspected/confirmed Covid-19 cases
• Classrooms	• Curriculum/learning environment
• Staffing	• Communication
• Group Sizes	• School events (including trips)
• Social Distancing	



The risk assessment and action plan are dynamic and are regularly reviewed to ensure they meet current needs. All appropriate documentation is shared with staff and any necessary training to support implementation of the plan is provided.

3. Roles and responsibilities

The Senior Leadership Team will:

- Regularly assess the effectiveness of the policy, risk assessment and action plan
- Ensure all documentation is regularly reviewed to meet current need and any updated guidance from the Government or Local Authority
- Ensure staff have access to any training or instruction required to implement the action plan
- Prioritise the wellbeing of all pupils and staff and ensure there is appropriate support in place

The Head Teacher will:

- Have overall responsibility for the development and implementation of the policy, risk assessment and action plan
- Ensure all documentation is regularly reviewed to meet current need and any updated guidance from the Government or Local Authority
- • Prioritise the wellbeing of all pupils and staff and ensure there is appropriate support in place

All staff will:

- Carry out all work in accordance with the policy, risk assessment and action plan, including additional tasks as part of the response to COVID-19
- Take the opportunity to contribute to the risk assessment and action planning process
- Be responsible for reporting any (potential or actual) Health and Safety risks related to COVID-19 to the Head Teacher
- Undertake any training to support implementation of the action plan and to identify any individual needs which may impact on the delivery of the plan
- Prioritise the wellbeing of all pupils and other staff

Parents and carers will:

- Adhere to any recommendations from the school to help reduce the risk of transmission
- Keep their child at home if they or anyone within the household is displaying symptoms of COVID-19, or if otherwise advised to by the school or another appropriate Body (GP or NHS Track and Trace, for example)
- Adhere to drop-off and collection arrangements set by the school



EDGEWOOD ACADEMY

- Ensure their child is aware of any protective measures put in place by the school and to encourage them to comply
- Adhere to government guidance at all times to reduce the risk of transmission

Pupils will:

- Observe the Health and Safety rules at school, including new arrangements in response to COVID-19 pandemic
- Make staff aware if feeling unwell
- Report any Health and Safety concerns to a member of staff

Relevant Health and Safety information has been communicated to all staff and the wider school community. Regular staff meetings are held to update staff on any changes to the school Covid-19 risk assessment.

Appendix E – Sustainability

Whole School food approach.

The school uses external catering for its pupils and staff. Using local businesses and supporting the community businesses. The school is committed to sourcing locally sourced food.

Review Date	March 2027
Reviewed By	Tom Bourne & Kate Manning
Next Review	
Summary of Changes	