

HEALTH & SAFETY POLICY

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| School Role: | Head of School |
| Date: | 01.12.2025 |

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| Reviewer: | Niall Kelly / Lynette Edwards |
| School Role: | Proprietor |
| Date: | 01.12.2025 |

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| Next review date: | 01.12.2026 |
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1. Policy statement of intent

The senior management team of this school are committed to ensuring the highest standards of care for their staff, pupils, visitors and others who work on behalf of Young Foundations.

As part of this commitment, minimising the risks posed by our activities is inseparable from all our other objectives.

We plan to achieve our goals by developing, implementing and maintaining our school's health and safety management system.

Our senior management team is committed to:

- The continual improvement of our health and safety performance.
- Complying with all our legal and other regulatory requirements.

We will achieve these key objectives by:

- **Effective risk management** – ensuring that our current and future health and safety issues that impact on our school are managed effectively.
- **Involving and developing our people** – ensuring the involvement of all staff in the success of the school, and that people's knowledge and skills are developed to meet their own needs and the needs of our organisation.
- **Effective school management** – ensuring that all key activities, and associated resources are managed and maintained.
- **Developing and maintaining supplier relationships** – ensuring that we manage the selection and performance of all our service providers.

This policy is communicated to all persons working on behalf of this school and is subject to regular review. A copy of our health and safety policy manual is available to interested parties on request.

2. 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

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

3. Roles and responsibilities

2.1 Head Teacher

The Head Teacher is responsible for the health, safety and welfare of the staff, pupils and visitors to the school and in respect of all school activities carried out both on and off school premises. The Head Teacher is also responsible for developing and maintaining the schools' health and safety management system in accordance with Young Foundations' policies and systems.

Specific responsibilities are listed below, however some of these may be delegated to others as stated within this document:

- To ensure that standards of health and safety are regularly reviewed and monitored to ensure that all areas, facilities and equipment, working practices and procedures are safe and in compliance with legal requirements.
- To develop and maintain an effective health and safety committee.
- To develop a training matrix of all competencies required to ensure all staff are competent in their roles and to keep records of all training completed.
- To develop and maintain a schedule of all servicing, maintenance and inspections required to maintain building and equipment safety, and to ensure all scheduled activities are completed.

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- To ensure that a school risk assessment system is developed and regularly reviewed, that controls are implemented, and significant information arising from the risk assessments is provided to those affected.
- To ensure that accidents, incidents and any safety related concerns are reported, recorded and investigated. Where possible, actions are taken to prevent them reoccurring; and to ensure where necessary incidents are reported to the HSE under the RIDDOR.
- To develop and maintain an emergency plan for reasonably foreseeable risks.
- To develop and maintain an Educational Visits Management Plan. To ensure all Type A activities are subject to approval and to ensure all Type B activities are approved by the Director of Education.
- To complete a 1st aid needs assessment, appoint first aiders and provide appropriate first aid equipment and facilities, which are checked regularly.
- To undertake the duties of 'The Responsible Person' as laid down in the Regulatory Reform (Fire Safety) Order 2005.
- To develop and maintain a contractor management system so that the work of all contractors on site can be effectively managed. Where higher risk tasks are required, a permit to work system will be implemented.
- To ensure the safe storage, use and disposal of hazardous substances, in compliance with Trust procedures and statutory regulations.
- To ensure, as far as is reasonably practicable, that preventative health measures are taken to address occupational illnesses, such as work-related stress, and to ensure that staff are aware of our Employee Assistance Programme.

2.2 Health and Safety Coordinator

The nominated Health and Safety Coordinator is the School Administrator.

The Coordinator will support the Head Teacher with administration of the schools' health and safety management system. This will include the administration of:

- General record and document management.
- Training records.
- Accident and ill health reports on Medical Tracker.
- Coordination of maintenance work and contractor management
- Assistance with emergency drills and practices.

2.3 Site Manager / Maintenance Personnel

The Site Manager role is essential in maintaining a safe school environment.

The Site Manager will support the Head Teacher and Health and Safety Coordinator by:

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- Completing daily site walks to identify potential health and safety issues and to help ensure the school environment is safe.
- To manage and the schools' fire logbook and ensure all records are maintained and available.
- To bring to the attention of the Head Teacher any health and safety concerns involving the school premises or any of its activities.

2.4 All Staff

All school staff hold personal responsibilities. All staff are required to:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work.
- Co-operate with the school on all health and safety matters.
- Follow health and safety training and instructions.
- Inform the Head Teacher of any situation representing a serious and immediate danger so that remedial action can be taken. This also includes completing the schools' health and safety concern form so that the school can take appropriate action.
- Model safe and hygienic practice for students.
- Understand emergency evacuation procedures and feel confident in implementing them.

2.5 Students and parents

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

2.6 Contractors

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

3. Arrangements

The following information is a summary of our significant arrangements for health and safety in our school. Further detail will be recorded within individual risk assessments and reports.

3.1 Site security

The School Administrator and Site Manager are responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

The School Administrator and Site Manager are key holders and will organise a response to any intruder or fire alarm.

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3.2 Fire

A fire risk assessment has been completed by a competent person. Any actions identified in the assessment will be completed and signed off. The fire risk assessment will be reviewed annually and in light of any significant events.

All fire safety equipment including detection, emergency lighting, fire doors and fire extinguishers are subject to a schedule of testing, maintenance and servicing. These are all recorded in our fire logbook.

Fire drills are completed and recorded at least termly; an emergency plan has been developed for the school.

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices.

Fire Marshals have been nominated and trained, all staff complete fire safety awareness training.

The school has 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.

3.3 Chemicals

The school keeps an inventory of all substances used on site. these are limited to lower risk cleaning chemicals supplied to most schools, there may be at times substances used on site for site maintenance or pest control purposes. All substances are subject to safe storage and used by trained staff. Risk assessments for all substances are maintained by the Site Manager.

Any 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.

3.4 Gas safety

Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer.

Gas pipework, appliances and flues are regularly maintained.

All rooms with gas appliances are checked to ensure that they have adequate ventilation.

3.5 Legionella

A legionella risk assessment has been completed by a competent contractor. The school has a monthly maintenance and monitoring regime to record temperatures and to service and maintain our water quality. The Site Manager will ensure that any little used outlets are flushed through on a weekly basis.

3.6 Equipment

All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules have identified equipment requiring maintenance and servicing.

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3.7 Electrical safety

The building is subject to a five yearly electrical inspection (EICR) completed by a competent contractor. All issues raised by the inspection are completed and signed off. Fixed and movable appliances are subject to manufacturers service requirements.

Portable appliances are subject to annual testing by a competent contractor. All portable appliances are subject to pre-use visual inspection by staff.

Maintenance, repair, installation, and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.

3.8 Personal protective equipment

Students are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely.

Any concerns about the condition of the gym floor or other apparatus will be reported to the Health and Safety Coordinator.

3.8 Asbestos

This school was constructed in the last 10 years, this is after asbestos was banned in the UK. The school therefore does not contain any asbestos containing materials.

3.9 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)

3.10 Lone working

Potentially dangerous activities 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. Lone working tasks may include late working, home visits and maintenance tasks such as work at height. All lone working activities will be subject to a formal risk assessment.

3.11 Working at height

Work at height will be properly planned, supervised, and carried out by competent people with the skills, knowledge, and experience to do the work. Where possible, work at height will be eliminated, where this cannot be achieved, the selection of equipment will be to prevent a person falling. Day to day practices will involve limiting display materials to heights where staff can reach them from the ground. The use of ladders and roof access is not permitted by any staff members. Roof access will only be permitted by competent and approved contractors.

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3.12 Manual handling

The school will identify all manual handling tasks in school so that appropriate measures can be used to prevent injury. In accordance with the Manual Handling Regulations 1992, where possible manual handling tasks will be eliminated, where this cannot be done, the task, load, individual and environment will be changed to manage this risk. This means the use of trolleys and sack trucks will be used and storage boxes kept to below 7kg.

3.13 Off-site visits

School off site activities are classed as either 'Type A', which are lower risk activities. Type A activities require approval of the Head Teacher. 'Type B' activities involve activities near open and moving water, residential activities, adventurous activities and overseas trips. Type B activities are subject to approval by the Director of Education for Young Foundations.

Risk assessment will be completed for all offsite activities.

3.14 Violence at work

We believe that staff should not be in any danger at work and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/Headteacher/equivalent immediately. This applies to violence from students, visitors, or other staff.

3.15 Smoking and vaping

Smoking is not permitted anywhere on the school premises. However, given the trauma our students have suffered – when students are caught smoking, they will be challenged and will be offered an opportunity to take part in the smoking cessation programme.

3.16 Infection prevention and control

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

3.17 New and expectant mothers

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

3.18. Occupational stress

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment. The school has developed a wellbeing program that includes staff awareness training, wellbeing surveys and an employee assistance program.

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3.19 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

3.20 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.

3.21 Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by Public Health England, summarised in appendix 4.

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

3.22 Accident reporting

All accident and incidents will be recorded and logged via our internal reporting platform for both pupils and our staff. All events will be logged as soon as possible after the accident occurs by the member of staff or first aider who deals with it. The school will ensure the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) are met. Information about injuries will also be kept in the pupil's educational record. Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979.

3.20 Notifying parents

The School Administrator will inform parents of any accident or injury sustained by a student at Edan Court School, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

3.21 Reporting student protection agencies

The School Administrator will notify the relevant local student protection agencies linked to the student of any serious accident or injury to, or the death of, a student at Howard House School while in the school's care.

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3.22 Reporting to Ofsted

The Headteacher will notify Ofsted of any serious accident, illness, or injury to, or death of, a student at Edan Court School while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

3.23. Training

Our staff are provided with health and safety training as part of their induction process. Staff who work in high-risk environments, such as in science labs or with woodwork equipment, or work with students with special educational needs (SEN), are given additional health and safety training.

3.24 Monitoring

This policy will be reviewed by the Headteacher/equivalent every year.

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Appendix 4. 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.

| Infection or complaint | Recommended period to be kept away from school or nursery |
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| 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. |

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| Ringworm | Exclusion not needed once treatment has started. |
| Scabies | The infected child or staff member should be excluded until after the first treatment has been carried out. |
| Scarlet fever | Children can return to school 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the school or nursery, the health protection team will assist with letters and factsheet to send to parents or carers and staff. |
| Slapped cheek syndrome, Parvovirus B19, Fifth's disease | None (not infectious by the time the rash has developed). |
| Bacillary Dysentery (Shigella) | Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school. |
| Diarrhoea and/or vomiting (Gastroenteritis) | <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. |

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| 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. |

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| Typhoid and Paratyphoid fever | Seek advice from environmental health officers or the local health protection team. |
| Flu (influenza) | Until recovered. |
| Tuberculosis (TB) | Pupils and staff with infectious TB can return to school after 2 weeks of treatment if well enough to do so and as long as they have responded to anti-TB therapy. Pupils and staff with non-pulmonary TB do not require exclusion and can return to school as soon as they are well enough. |
| Whooping cough (pertussis) | A child or staff member should not return to school until they have had 48 hours of appropriate treatment with antibiotics and they feel well enough to do so or 21 days from onset of illness if no antibiotic treatment. |
| Conjunctivitis | None. |
| Giardia | Until 48 hours after symptoms have stopped. |

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

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| Rotavirus | Until 48 hours after symptoms have subsided. |
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