



Health and Safety Policy

Introduction

This policy replaces any previous policy and follows DfE regulations. All staff members of the Tithe Multi Academy Trust (MAT) are affected by and are expected to adhere to this policy.

In line with all of our Equal Opportunities and Special Educational Needs policies, we aim to give all students equal opportunities to take part in all aspects of School and College life, as far as is appropriate, practicable and compatible with giving regard to health and safety and the efficient education of other students.

This policy takes account of the Government's aim for children to have the support they need under Every Child Matters:

- to be healthy
- to stay safe
- to enjoy and achieve
- to make a positive contribution
- to achieve economic well-being

The policy will follow the five principles of the Children's Plan:

- to support parents and families;
- to allow children to reach their full potential
- to enable children to enjoy their childhood whilst preparing for adult life
- to provide services in response to children and family needs
- to use preventative measures to help students to avoid the possibility of failure

This policy is founded in the Trust's commitment to the development and maintenance of good behaviour and a positive and inclusive ethos for all members of the Tithe community. It reflects our commitment to safeguard children, as well to encourage diversity in all aspects of School and College life.

1 Contents

1. Foreword.....	5
2. Aims.....	5
3. Legislation.....	6
4. Statement of Policy	7
5. Roles and responsibilities.....	8
5.1. The Board of Trustees	8
5.2. The Academy trust, as the employer, also has a duty to:.....	8
5.3. Headteacher	8
5.4. Health and Safety Lead	9
5.5. Staff.....	10
5.6. Senior Managers (Includes Heads of Departments)	10
5.7. Consultation with Employees.....	10
5.8. Competency	10
5.9. Joint Consultative Committee (JCC.).....	11
5.10. Employees	11
5.11. Site Staff	11
5.12. Induction	11
5.13. Volunteer Helpers	11
5.14. Outsourced Resources: Catering and Cleaning	12
5.15. Parents	12
5.16. Students	12
5.17. Contractors	12
6. Trust Structure and lines of Communication	13
7. Site security	14
7.1. Window and Door Safety	14
7.2. Visitors to the Site.....	14
7.3. Contractors on Site	15
7.4. Service Contractors	15
7.5. Building Contractors	15
7.6. Small Scale Building Works	16
7.7. Large Scale Works	16
8. Fire	17
8.1. Fire Drills	18
8.2. Fire Alarm.....	18
8.3. Fire Extinguishers.....	18

Tithe Academy – Health and Safety Policy

8.4.	Fire Prevention	18
9.	Noise	19
10.	Safeguarding	19
11.	Transport.....	19
12.	Work Related Learning/Work Experience.....	19
13.	Control of Substances Hazardous to Health (COSHH).....	21
14.	Gas safety	21
15.	Legionella.....	21
16.	Asbestos	21
17.	Equipment	22
17.1.	Electrical equipment.....	22
17.2.	Electrical Safety	22
17.3.	Portable Electrical Equipment.....	22
17.4.	Use of personal electrical appliances.....	23
17.5.	Portable Appliance Testing, (PAT).....	23
17.6.	User checks & visual inspection	23
17.7.	Display screen equipment Assessments	24
17.8.	Computers	24
17.9.	Lap Top Computers	24
18.	E-Safety	24
19.	Lone working	24
20.	Working at height.....	25
20.1.	Specialist Operations	25
21.	Manual handling	25
21.1.	Guidance on Manual Handling	26
21.2.	Manual Handling of Students	26
21.3.	Specialist equipment	26
22.	Off-site visits	26
23.	Lettings.....	27
24.	Violence at work	27
25.	Smoking	27
26.	Infection prevention and control	28
26.1.	Handwashing	28
26.2.	Coughing and sneezing.....	28
26.3.	Personal protective equipment	28
26.4.	Cleaning of the environment.....	28
26.5.	Cleaning of blood and body fluid spillages	28
26.6.	Laundry.....	28

Tithe Academy – Health and Safety Policy

26.7.	Clinical waste	28
26.8.	Animals	29
26.9.	Students vulnerable to infection.....	29
26.10.	Exclusion periods for infectious diseases	29
26.11.	Medical Needs & Intimate Care	29
27.	New and expectant mothers	29
28.	Occupational stress	29
29.	Wellbeing.....	30
30.	Accident reporting and First Aid	30
30.1.	First Aid.....	30
30.2.	Accident record book.....	31
30.3.	Accident/Incident Recording/Reporting.....	31
30.4.	Reporting to the Health and Safety Executive.....	31
30.5.	Notifying parents	32
30.6.	Reporting to Ofsted and child protection agencies.....	32
31.	Risk Assessment	32
31.1.	Specific Arrangements	33
31.2.	Art and Design	33
31.3.	Design and Technology.....	33
31.4.	Drama and Music.....	33
31.5.	English, Humanities, ICT, Mathematics and Languages	34
31.6.	Offices – Admin.....	34
31.7.	Reprographics Rooms and Learning Resource Centre (LRC).....	34
31.8.	Science.....	34
31.9.	Site Management.....	35
31.10.	Sport and Physical Education.....	35
32.	Traffic Routes	35
33.	Catering and Nutritional Standards	36
34.	Training	36
35.	Monitoring.....	36
36.	Links with other policies	36
37.	Abbreviations.....	37
38.	Appendix 1. Fire safety checklist.....	38
39.	Appendix 2. Incident report	39
40.	Appendix 3. Asbestos record	41
41.	Appendix 4. Recommended absence period for preventing the spread of infection	42
42.	Appendix 5 Risk Assessment Register.....	49

1. Foreword

Rooks Heath College has been delivering education graded as Ofsted ‘Outstanding’ to 11 to 18 year old girls and boys for fifteen consecutive years. The College has a unique profile and is culturally, linguistically and religiously diverse. It has a reputation for excellent pastoral support and promotes an ethos of inclusion and opportunity for learning for everyone. The College is located in the London Borough of Harrow, close to the borders with Hillingdon and Ealing. Rooks Heath is at the centre of a Multi Academy Trust, named the Tithe Academy, which links the College to Earlsmead Primary School.

Earlsmead Primary School provides a stimulating educational environment for children aged between 4 and 11 years old. The School has a dedicated staff who are committed to encouraging children to explore, create and develop a culture of achievement and a real love of learning through an engaging curriculum. The School has a strong community spirit to help students become positive, active and responsible citizens in the future.

This policy is formulated by the Director of Business, in consultation with staff, and is monitored by other members of the Trust’s Leadership and Management Group. The policy is subject to annual review by the Trust’s Leadership and Management Group and is subject to approval by the Governors of the Schools within the Trust and the Board of Trustees. It reflects the Trust’s commitment to encourage and reflect diversity across all aspects of the Trust.

2. Aims

Our Trust aims to:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, students and all visitors to any Trust site
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely, and are regularly inspected

The prevention of accidents and the identification of hazards is a key responsibility for every member of the Trust community.

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
- [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 Trust follows [national guidance published by Public Health England](#) when responding to infection control issues. This policy complies with our funding agreement and articles of association.

4. Statement of Policy

The Trust recognises its responsibility to promote a culture where Health and Safety issues are discussed in an open and positive way to achieve improved standards and safe methods of work.

Without prejudice to the generality of the above the Trust will ensure, so far as is reasonably practicable, that:

1. Plant, equipment and systems of work are safe and without risks to health
2. The handling, storage or transport of articles and substances will be safe and without risk to health
3. Information, instruction, training and supervision will be provided as necessary, to ensure the health and safety of employees, and those who are affected by the work of the Trust
4. The site is maintained in a safe condition and without risks to health
5. Access to and egress from the site and to all places of work on site are maintained in a condition that is safe and without risks to health
6. A working environment is provided that is safe and without risks to health
7. There are adequate arrangements for staff welfare at work and the welfare of students and other visitors
8. Emergency procedures are in place and reviewed regularly
9. Accidents and near misses will be recorded in the manner stated in this policy and will be investigated and reported to the Governors and Board of Trustees at regular intervals
10. This policy will be reviewed annually to ensure that it is updated with any legislative changes and that suggestions for improvement are implemented
11. This Policy will be shared with the Trust Community via the website, VLE, email and announcements to staff.

The persons with specific responsibilities for Health and Safety are identified in this policy along with the arrangements implemented to meet the above requirements.

5. Roles and responsibilities

5.1. The Board of Trustees

The Board of Trustees has ultimate responsibility for Health and Safety matters in the Trust, but will delegate responsibility for the Trust to the Chief Executive Officer. Responsibility for the day to day Health and Safety of the individual schools within the Trust will be delegated to the respective Headteacher.

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

The Board of Trustees will ensure that:

- a) Competent Health and Safety advice is obtained to support the Trust management
- b) A Health & Safety Policy is in place and that the Policy is regularly reviewed
- c) Risk assessments of work activities are undertaken and a written record of the assessments is kept
- d) Sufficient funding is allocated for health and safety, e.g. in respect of training, personal protective clothing etc.
- e) Regular safety inspections, at least three per year, are undertaken and that the findings are recorded and progressed
- f) A positive health and safety culture is established and maintained.

5.2. The Academy trust, as the employer, also has a duty to:

- Assess the risks to staff and others affected by Trust activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Adopt safe systems of work, identified from risk assessments or to comply with national standards/guidance, are monitored to ensure they are being followed and are effective;
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided.

The Governor who oversees Health and Safety at Rooks Heath College is Taposh Rahman

The Governor who oversees Health and Safety at Earlsmead Primary School is

5.3. Headteacher

The Headteacher of the respective sites is responsible for Health and Safety day-to-day. This involves:

- Implementing the Health and Safety Policy

Tithe Academy – Health and Safety Policy

- Ensuring there are enough staff to safely supervise students
- Ensuring that the Trust buildings and premises are safe and regularly inspected
- Providing adequate training for Trust staff
- Reporting to the governing board on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff.
- Ensuring that health and safety duties are clearly defined, the person is competent to carry them out and that they have been provided with any necessary training, equipment or other resources to enable the task to be undertaken safely.
- Ensuring all risk assessments are completed and reviewed
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary
- Producing an annual report that summarises accident/incidents that have occurred, what health and safety specific policies and risk assessments have been revised and any significant health and safety issues that have been identified
- Ensure that employees are competent to undertake the tasks required of them and in the Chief Executive Officer's absence, the Headteacher assumes the above day-to-day health and safety responsibilities at the respective sites.

5.4. Health and Safety Lead

The nominated Health and Safety lead at Rooks Heath College is the Director of Business, Jacqueline Wright.

The nominated Health and Safety lead at Earlsmead Primary School is The Business Support Officer, Despo Georgiou.

The Director of Business/Business Support Officer will:

- Receive all health and safety information sent to the Trust and disseminate the information to Staff/Governors/Trustees as necessary
- Advise the Headteacher and Governors on action required to comply with relevant Health and Safety Legislation
- In consultation with Head Teacher/Governors, set timescales/ensure work is carried out to meet the requirements of Health and Safety Legislation
- Carry out the regular safety inspections
- Update and circulate evacuation procedures annually and as required
- Maintain a Critical Incident (Business Continuity) Plan
- Carry out health and safety duties delegated by the Headteacher.

5.5. Staff

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

Staff will:

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

5.6. Senior Managers (Includes Heads of Departments)

The Senior Managers will:

- Ensure that health and safety is a standard item on the agendas of Departmental Meetings;
- Where necessary, produce a Departmental Health and Safety Policy, which follows the conventions of the Trust Health and Safety Policy, i.e. it will include a statement indicating it supplements the Trust Health and Safety Policy, include any specific Health and Safety responsibilities and any specific arrangements or standards followed
- Assist the H&S Lead in identifying competent persons/carrying out risk assessments
- Ensure that health and safety requirements, e.g. staff training, provision of Personal Protective Equipment (PPE), are adequately catered for in the Department budget or brought to the attention of Headteacher/H&S Lead/Governors as appropriate
- Ensure that staff are made aware of Health and Safety information relevant to them and have access to the Health and Safety publications provided or referred to as standards.

5.7. Consultation with Employees

The Trust complies with the H&S (Consultation with Employees) Regulations 1996 by:

- Having Health and Safety as a standard item on the agenda of Wellbeing Voice meetings
- Consulting with the Trade Unions through the JCC on all Health and Safety issues. JCC minutes are reported back to the full Governing Body and Board of Trustees.

5.8. Competency

All employees appointed are considered to be competent to perform the tasks they are given. Specifically with regards to Health and Safety, competency is viewed as one of the key elements of risk management and is essential in respect of the control of dynamic work situations, e.g. teaching a class of students.

For each job/role basic competency requirements are included in the job description but for Health and Safety there is additionally a competencies list for each role which identifies what Health and Safety Competencies are required. Employees appointed to the roles will be assessed against this list and where competency requirements are not already met, how the person will be made competent must be identified, e.g. work shadowing, reading up of technical manual, attendance on training course.

5.9. Joint Consultative Committee (JCC.)

The Joint Consultative Committee will:

- Promote and assist in the establishment of good health and safety practice
- Participate in health and safety discussions affecting the Trust community

5.10. Employees

All employees will:

- Take reasonable care for their health and safety at work and that of other persons who might be affected by their acts or omissions at work;
- Make regular inspections of their work areas and report immediately, or as soon as practicable, any defects noted with plant equipment machinery or the workplace generally to their line manager or other designated person
- Not misuse anything provided for health and safety purposes, and only use equipment they are competent to use
- Report any accident, near miss incident, dangerous occurrence or case of ill health arising out of work and cooperate with management in investigating such accidents or incidents
- Cooperate with management in respect of training and complying with the Health and Safety Policy and procedures.

5.11. Site Staff

Have the responsibilities indicated for all employees together with those indicated in supplemental safety policies. Site Staff must make themselves aware of current Health and Safety regulations and attend all required Health and Safety training.

5.12. Induction

All staff will, when they first start at the Trust, be provided with information on Health and Safety, including being told where to access this policy and that it contains specific information to them on Health and Safety.

5.13. Volunteer Helpers

Volunteer helpers have the same duties as those indicated for employees.

Employees can only transport students / equipment in their own cars in an emergency unless a Form OSA 6 has been completed and agreed in advance. Permission should be sought from the Educational Visits Coordinator. Employees who use their own cars must confirm that their insurance policy covers them for this purpose and need to hold Business Class insurance for the vehicle they use. Staff are advised to ensure that their own vehicle insurance covers them for any use of the vehicle for work purposes. The Trust does not hold insurance to cover the use of private vehicles.

5.14. Outsourced Resources: Catering and Cleaning

Staff employed through outsourced companies are expected to comply with Trust Health and Safety procedures and have the same duties as those indicated for employees. Before work begins the company will provide evidence that they have completed an adequate risk assessment of all their planned work. Training records will be made available to the Trust at regular intervals to confirm that information is being passed to their employees and, where English language skills are lacking, that appropriate care is being taken to ensure that safety information is understood.

5.15. Parents

Parents are responsible for following the Trust's Health and Safety advice and for reporting any health and safety incidents to a member of staff.

5.16. Students

(Although students are not employed and have no specific responsibilities in legislation, other than the requirement on all persons not to interfere with items provided for health and safety, the Trust will have expectations as to what is appropriate behaviour.)

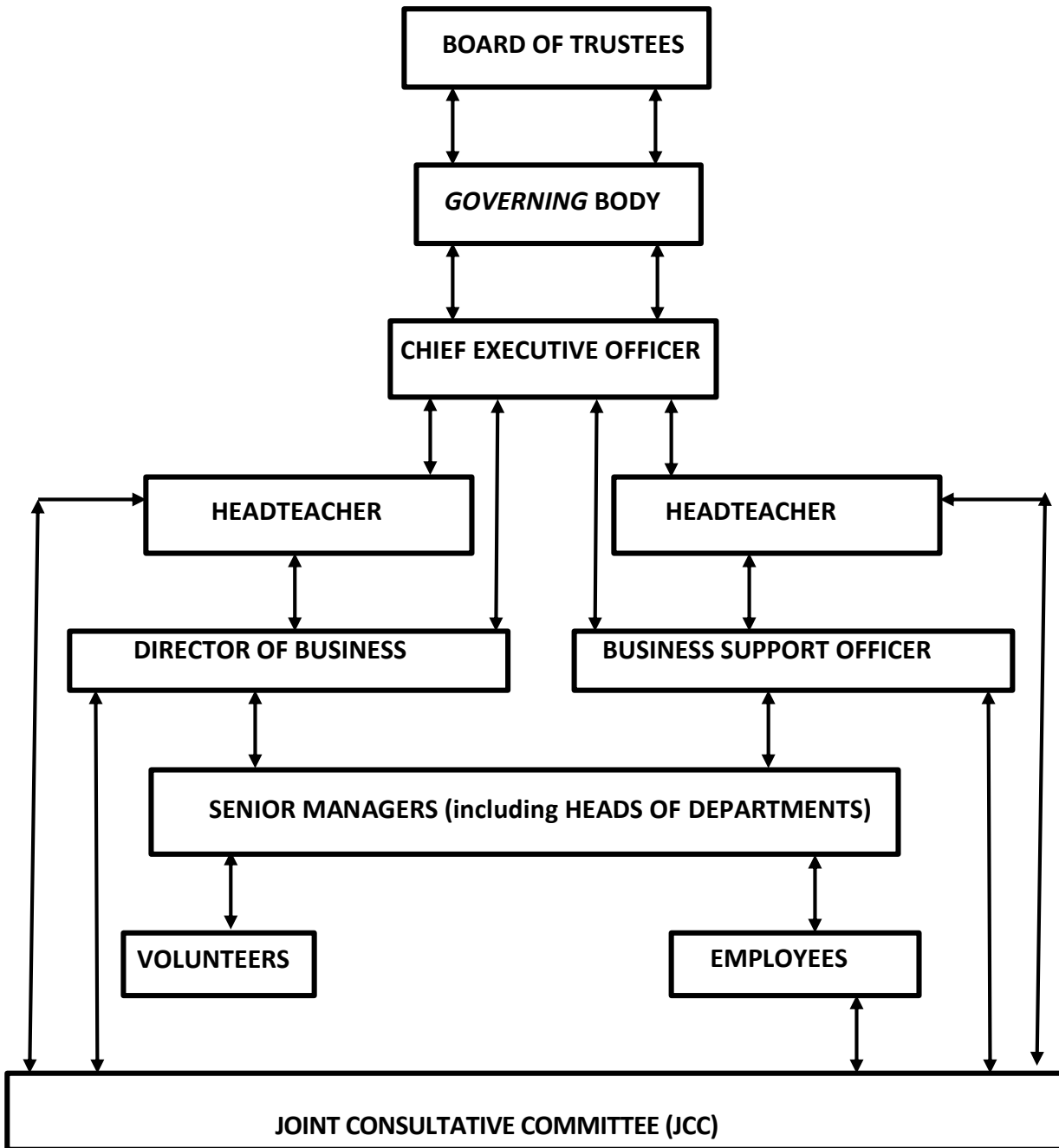
Students are expected to:

- Comply with Trust rules relating to Behaviour for Learning
- Take note of and comply with information provided for safety with regards to activities undertaken
- In cases of emergency to remain quiet, listen and obey instructions given by staff
- Not to misuse anything provided for health and safety reasons.

5.17. 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.

6. Trust Structure and lines of Communication



7. Site security

The Site Team are responsible for the security of the Trust sites in and out of school/college hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

The Site Team are key holders and will respond to an emergency.

The Trust sites have been risk assessed against the following criteria, Security of Boundary, Security of Buildings, Security of Property, Security of personnel and belongings and security issues relating to students. If employees have any questions on Security they should initially speak to their Line Manager.

Site staff maintain the CCTV and alarm systems in good working order, reporting any long standing issues to their line managers. Staff are issued with Safety at Work guidelines in the Staff Handbook.

7.1. Window and Door Safety

Doors, which can be pushed from either side, should have a viewing panel fitted, as should doors to any room where an adult may be in a room on their own with a student. Viewing panels must be kept clear. Fire doors should be closed at all times, to provide a fire barrier, such doors are clearly marked. Broken windows should be replaced at the first opportunity and any jagged edges should be made safe. Replacement glass should meet the recommended regulation and be fitted by a competent person.

7.2. Visitors to the Site

Visitors are asked to sign in and out at Reception where they will be given a Visitors Pass. Visitors should be able to recognise other members of staff as they all wear staff ID badges. Staff should advise Reception of any expected visitors, the time they are to arrive etc. Details of the evacuation procedure are included on the reverse of the pass. Visitors and staff entering the premises outside normal working hours and during holiday times should report their visit to an appropriate member of staff i.e. Site Team Leader, Director of Business, Headteacher, Assistant Business Manager, Business Support Officer, Reception staff etc.

Contractors/Workmen must complete a Permit to Work Document – Low or High Risk before commencing any jobs on site. Completion of permits must be under the supervision of Site Staff, (please see section on Contractors for details).

Longer term visitors, such as work experience students, must also complete the appropriate paperwork including the completion of a risk assessment in advance and considering the possibility of being in a supervisory role and the need for a List 99 and DBS checks as advised by the Trust's HR Officer or the Director of Business.

It is recognised that, on rare occasions staff may feel it is necessary to bring their children on to site with them. In this instance, the member of staff concerned must complete a Risk Assessment beforehand, or at the very latest, on arrival at School/College. This must then be brought to the H&S Lead by the staff member.

The H&S Lead must be satisfied that all risks have been considered, and are sufficiently low, and also consider whether allowing the child on site is likely to result in an unacceptable

conflict of interests. The H&S Lead will then decide if the child is allowed on site.

If permission is given, and to comply with insurance requirements, the staff member must sign the child in as a visitor (if not already done), and ensure that the child wears a visitor badge. The H&S Lead will ensure that the staff member explains the Evacuation Procedures to the child. The staff member must ensure that the child behaves appropriately at all times. The child must not be left unattended under any circumstances, and is the responsibility of the parent at all times.

7.3. Contractors on Site

There are two distinct types of contractors who will have access to site. These will be service contractors who regularly work on the site and building contractors who work on an 'as and when' basis.

7.4. Service Contractors

Service contractors have regular access to site as specified by a contract. Such contractors' visits can vary from an annual visit, e.g. to service boilers, check fire extinguishers etc., to those on site daily, e.g. cleaning or catering staff. The service contract specifies what work is expected of them and what they can expect from the Trust.

Their personnel will follow their own safe systems of work but their working methods do take into account how they will impact upon staff, students and other visitors on site. The Trust has/will provide details of its safe systems of work to the contractors where relevant and in the case of the cleaning/catering contractors they have been consulted over emergency arrangements. A copy of this policy will/has also been provided to them.

7.5. Building Contractors

These are contractors who attend site to undertake building works, which can vary from simply replacing a broken window to remodelling a room or building a new block. The following is the general risk assessment on these activities that identifies the potential hazards and how these will be minimised/eliminated.

Hazards associated with building work relate to personal injury or damage to health caused by:

- Slips/trips/falls as a result of contamination of surfaces by spillages, trailing leads or unprotected edges;
- Being hit by falling objects dropped by persons working above head height;
- Inhalation of smoke/fumes through heating substances or use of same, i.e. paint/varnish/tar etc.
- Coming into contact with machinery or vehicles.

The above is only a brief outline of the hazards associated with this activity that may occur in areas where staff and students have access. Such hazards are controlled by the arrangements listed below and by the effective supervision of students.

7.6. Small Scale Building Works

This will include day-to-day maintenance work and all work undertaken on site where a pre site meeting has not taken place.

- All contractors must report to the Reception office on their arrival and under no circumstances are they to commence work until given approval to do so by the Site Team Leader / staff and the Permit to Work has been completed.
- Before any work is commenced, it is essential that the Site Team Leader and Assistant Business Manager are made aware of:
 - what work is to be undertaken,
 - where the work is to be carried out,
 - an indication of the likely timescale,
 - what equipment is to be used,
 - what services are required.
- Before work is to commence, the contractors must be advised by the Site Team Leader/ staff
 - where they can gain access to services,
 - what the fire precautions are for the building, i.e. upon hearing the alarm, which is a continuous bell, they must exit the building immediately and report to the Fire Assembly Point.
 - any particular problems with the work, e.g. access may still be required to the area.
- Any contractor must be issued with a visitor's pass and advised that it must be worn at all times whilst on site.
- The contractors must be advised who to contact on site if they have a problem.

7.7. Large Scale Works

This encompasses all work where a pre site meeting is required. In normal circumstances this will involve work where part of the site is completely handed over to the contractors. Such work usually coming under the requirements of the Construction Design and Management Regulations and the Trust must exercise the duties of the Client as contained therein.

For all large scale works a pre site meeting will take place and the Head Teacher, Director of Business / H&S Lead, Assistant Business Manager will attend the meeting. This meeting will identify timescales for work, methodology (e.g. noisy work done when school/college is unoccupied wherever possible), access requirements, emergency access requirements, etc.

8. Fire

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.

Emergency evacuations are practised at least once a term.

The fire alarm is a loud continuous bell.

Fire alarm testing will take place once a week.

New staff will be trained in fire safety and all staff and students 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 students will congregate at the assembly points.
 - At Rooks Heath College these are located at the rear of the College in D Block and S Block Playgrounds
 - At Earlsmead Primary School this is located in the KS2 Playground
- Form tutors will take a register of students, which will then be checked against the attendance register of that day
- The Reception staff will take a register of all associate staff and visitors
- Staff and students will remain outside the building until the Site Team say it is safe to re-enter.

Individual schools within the Trust 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.

A fire safety checklist can be found in appendix 1.

A fire risk assessment has been undertaken in line with the requirements of the Regulatory Reform (Fire Safety) Order and this identified the physical fire precautions in place, the measures to prevent fires starting and the measures to ensure everyone can escape from the buildings in the event of a fire. Evacuation instructions based on the outcomes have been produced and these are as displayed.

The Site Team Leader will meet with the Assistant Business Manager bi-annually to discuss fire risk assessment and ensure that suggestions are implemented and procedures monitored. Governors will receive a report following these meetings.

8.1. Fire Drills

Fire drills are required in order to familiarise persons with the systems in place. Fire drills are carried out a minimum of three times a year. Planned fire drills may however be cancelled in the event of accidental/malicious sounding of the alarm in order to reduce disruption. Updated procedures are circulated annually.

Students are checked off against registers, visitors and some staff against signing in books, and attached staff by year groups leaders

NB: Registers and signing in books must be completed promptly and fully by staff and visitors as these are legal requirements (registers) and used to safeguard students, staff and visitors in the event of an evacuation. The health and safety of others may be put at risk if documents are incomplete.

8.2. Fire Alarm

The Trust has a modern fire alarm system incorporating detection and break points.

8.3. Fire Extinguishers

Fire extinguishers are subject to an annual check by contractor and on a weekly basis the extinguishers are visually checked, by the caretaker, to ensure that they are in position and that the pins are in place.

NB All staff are reminded that in the event of a fire the priority is to raise the alarm and ensure that everyone gets out of the building, fire extinguishers are provided to aid escape if required but are not otherwise intended to be used.

8.4. Fire Prevention

Arson is a particular problem with schools/colleges. The majority of deliberate fires are likely to occur at night or when the School/College is closed during holiday periods and may be started by students, ex-students or their friends or others with knowledge of the Trust sites. Fires are often started outside school/college buildings using material found easy to hand (such as bins or skips).

The following measures will be taken to reduce the risk of arson:

- deter unauthorised entry to the site by limiting site entrances, providing appropriate boundary security and implementing controlled site access
- thoroughly secure all entry points to the premises, including windows and the roof, but making sure that this does not compromise people's ability to use the escape routes
- maintain adequate external lighting
- make sure that all combustible rubbish is removed regularly
- do not place rubbish skips adjacent to the building
- do not fix external waste bins to walls and secure large portable waste bins in a compound separated from the building
- discourage combustible displays or storage on the internal window sills of ground floor rooms
- secure all rooms against intrusion at the end of the working day

- secure flammable liquids so that intruders cannot use them
- maximise the use of CCTV surveillance
- encourage staff to report people acting suspiciously

Further detailed information can be found in a guide to fire safety risk assessment in educational premises available from Gov.uk at

<https://www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises>

9. Noise

The noise at work legislation identifies specific noise levels at which specified action is required and also a general duty to reduce noise levels. The Health and Safety reviews at Rooks Heath College and Earlsmead Primary School have not identified any areas or activities as likely to exceed the action levels. If employees have any questions on noise levels they should initially speak to their Line Manager.

10. Safeguarding

The Trust has a separate policy dealing with the safeguarding of children and young people and a designated Child Protection Officer (and assistants) have been appointed. All employees need to be aware of the policy, a copy of which is kept on Canvas.

11. Transport

The options for transporting students, etc. are:

- **Use of Employees vehicles** – Employees can only transport students / equipment in their own cars in an emergency unless a Form OSA 6 has been completed and agreed in advance. Permission should be sought from the Educational Visits Coordinator. Employees who use their own cars must confirm that their insurance policy covers them for this purpose and need to hold Business Class insurance for the vehicle they use.
- **Use of Trust Minibus** - Employees who hold an up to date Minibus Driver Assessment Scheme (MIDAS) Certificate approved by the Trust, or who have completed appropriate training are allowed to drive the minibus after conducting and recording a pre-driver safety checklist. The Trust minibuses cannot be used for hire or reward.
- **Use of Professional Transport (including public transport)** - The transport and driver are hired in from a reputable source. This is the usual practice for educational activities.
- **Parent's Transport (for their own children)** – If needing to use this option the parent(s)/guardian(s) of the students are advised of the venue and time of activity and that their son(s)/daughter(s)/ward(s) are required to be there at that time.

12. Work Related Learning/Work Experience

Whenever students are out of School/College for work related learning / work experience, the placement they are attending is assessed in order to meet the duty of care requirement on the Trust. Whenever a student is on placement for work experience, they are treated by

Tithe Academy – Health and Safety Policy

the placement as an employee whilst with them but for such placements a Health and safety check must have been completed and the company assessed as suitable.

Tithe Academy

13. Control of Substances Hazardous to Health (COSHH)

The requirement to assess hazardous substances either in use or created by Trust operations is a requirement of the Control of Substances Hazardous to Health (COSHH) Regulations. Hazardous substances are those identified as corrosive, irritant, toxic, harmful and any with a Workplace Exposure Limit (WEL), which will include dusts, e.g. pottery, wood etc. and biological hazards.

The Trust COSHH assessments are kept in the Curriculum Areas and summary information is kept where substances are stored /used. If employees have any questions on hazardous substances they should initially speak to their Line Managers.

14. 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

15. Legionella

- A water risk assessment has been completed on 16/02/2018 by Hydraclean. The Site Team Leader is responsible for ensuring that the identified operational controls are conducted and recorded in the School/College's water log book
- This risk assessment will be reviewed every two years and when significant changes have occurred to the water system and/or building footprint
- The risks from legionella are mitigated by the following: Monthly temperature checks, running of water during holiday periods to prevent stagnation, disinfection of showers, etc.

16. Asbestos

A survey has been undertaken of the Trust sites to identify asbestos and where asbestos has been identified/strongly presumed/presumed to be present this information has been summarised in the Asbestos Management Plan (AMP). The AMP is kept in the Site office (and a copy in Reception) and condition checks as necessary are carried out by the Site Team Leader and Assistant Business Manager.

- A record is kept of the location of asbestos that has been found on the Trust site.
- Staff are briefed on the hazards of asbestos, the location of any asbestos in the Trust and the action to take if they suspect they have disturbed it. All staff are advised that asbestos containing materials in the Trust are not labelled and it is therefore essential to check before pinning, drilling or otherwise potentially damaging walls, ceilings, floors etc. Staff must never assume that asbestos is not present.
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work. Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe. Any building contractors or contractors who might need to access

This Edition: March 2018

To be Ratified by Governors: March 2018

To be reviewed annually by the Assistant Business Manager

roof voids or drill into ceilings/floors/walls will be notified of where asbestos is identified/strongly presumed/presumed and will sign the Permit to Work sheet to confirm they have been made aware.

17. Equipment

- All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place
- When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards
- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents

17.1. Electrical equipment

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely
- Any student 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 Site Team Leader 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

17.2. Electrical Safety

Fixed Electrical circuit testing

The Trust has fixed electrical installation checked and certificated once every 5 years in line with the electricity at work regulations.

17.3. Portable Electrical Equipment

A portable or movable electric appliance is any item that can be moved, either connected or disconnected from an electrical supply. This includes any electrical equipment that staff use at work, whether it is their own or supplied by the Trust. Portable and movable equipment includes the following:

- Electrical equipment that can be easily moved around, such as kettles, vacuum cleaners, floor polishers, portable heaters, fans, desk lamps, some TVs, radios, PC projectors, small

appliances such as irons, hair dryers and kitchen equipment including food mixers, toasters etc.

- larger items that could be moved (but only rarely), e.g. water chillers, fridges
- Microwaves, photocopiers, vending machines, washing machines, electric cookers, fax machines, desktop computers etc. are considered to be movable items
- Mobile phone and other battery-charging equipment that is plugged into the mains (but the phones themselves and any other battery-operated equipment would not be included)
- Extension leads, multi-way adaptors and connection leads.

17.4. Use of personal electrical appliances

Personal equipment with heating elements (e.g. kettles, toasters and other cooking equipment) must not be brought into the Trust under any circumstances without the consent of the Assistant Business Manager or the Site Team Leader.

Staff and students are discouraged from bringing personal electrical equipment into the workplace. However, the Trust recognises that it is impractical to prevent the use of items such as mobile phone chargers and therefore the following guidelines apply.

17.5. Portable Appliance Testing, (PAT)

Portable electrical appliances do not all require a PAT test every year. However, portable electrical equipment is subject to a regular check in line with HSE guidance.

Staff also have the option of having their own personal equipment, such as mobile phone chargers, included in any testing regime. The cost per item is generally very low and opportunities for having these tests carried out are announced to staff on an annual basis.

17.6. User checks & visual inspection

It is important to continue to carry out user checks on electrical equipment that has been tested. This is because portable appliance testing can only give an indication of the safety of an appliance at the time of the test and does not imply that the item will be safe for a further period of time. These checks should be carried out before most electrical equipment is used, with the equipment disconnected.

Staff should look for:

- Damage to the lead including fraying, cuts or heavy scuffing, e.g. from floor box covers,
- Damage to the plug, e.g. to the cover or bent pins
- Tape applied to the lead to join leads together
- Coloured wires visible where the lead joins the plug (the cable is not being gripped where it enters the plug)
- Damage to the outer cover of the equipment itself, including loose parts or screws
- Signs of overheating, such as burn marks or staining on the plug, lead or piece of equipment
- Equipment that has been used or stored in unsuitable conditions, such as wet or dusty environments or where water spills are possible

- Cables trapped under furniture or in floor boxes.

Any damaged or faulty equipment will be removed from use without delay and will either be repaired by someone competent (i.e. with suitable training, skills and knowledge for the task to prevent injury to themselves or others), or disposed of to prevent its further use.

17.7. Display screen equipment Assessments

- 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. Any employee who is classed as a 'user' as defined by the Display Screen Equipment (DSE) regulations, which lays down specific requirements for workstations incorporating computers etc., must complete a 'user audit' for the workstation where they work. A 'user' is someone who is habitually employed to work on a computer and does so for more than an hour at a time more or less on a daily basis. Such employees are also entitled to a free eye test, information is distributed to employees in Eduhealth packs. Where eye tests identify a need for glasses for work related computer use only, employees may claim for payment for a basic set of glasses. Usual petty cash claim procedures apply. User audit forms are available from designated DSE assessors.
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use).

17.8. Computers

All computers in use within the Trust, whether PCs or Lap Tops, together with associated equipment such as projectors are purchased from reputable suppliers and installed in line with relevant guidance.

17.9. Lap Top Computers

A lap top is not designed to be used for extended periods but may end up being used this way. If staff are likely to spend extended lengths of time working on the lap top then consideration needs to be given to measures that will reduce the possibility of 'repetitive strain' type injuries. Specifically use of a separate keyboard, setting the lap top up on a surface so the top of the screen is at eye level and sitting in a supportive seat are recommended.

18. E-Safety

The Trust has separate policy's for 'E-safety' and 'Acceptable Use', copies of which can be found on the School and College Websites and VLE's. These policies indicate there is a whole Trust approach to E-safety and details the ways ICT facilities can and cannot be used by the networks users.

19. Lone working

Lone working may include:

- Late working
- Home or site visits
- Weekend working

- Site manager duties
- Site cleaning duties
- Working in a single occupancy office

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed then the task will be postponed until other staff members are available.

If lone working is to be undertaken, 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.

20. Working at height

Work at height legislation identifies work at height as any work where someone or something can fall a distance likely to cause injury. This will include putting up displays if not able to stand on the ground to do so, accessing high level storage if not able to reach when stood on the floor and any work where access equipment is needed, e.g. step ladder, ladders, scaffolds. Most employees will therefore undertake an element of work at height and any frequent operations or any involving use of equipment must be covered by a written work at height risk assessment. Each department within The Trust must ensure that written assessments are in place for working at height tasks. Copies must be supplied to the Assistant Business Manager for Trust records to be maintained.

Employees who undertake a significant amount of working at height will be provided with training whilst basic information on safe practice is available. All employees must make themselves aware of this information and follow the procedures indicated.

The Trust 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:

- The Site Team Leader retains ladders for working at height
- Students 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.

20.1. Specialist Operations

These are where specific high level access equipment is to be used and where additional information and training will be required. This will include use of access scaffolding and any specialist ladders or towers.

21. Manual handling

Manual handling legislation requires that any manual handling operation that is likely to cause a significant injury needs to be assessed. All employees will undertake an element of manual handling but any frequent operations and any involving even occasional movement of awkward or heavy items, those over 10 kgs, must be covered by a written manual handling risk assessment.

All employees must also ask themselves the question, when considering undertaking any manual

handling operation, **can I move the objects where I need to safely and without risks to health?** Where employees feel the answer is no, or they are unsure, **they must not attempt the operation until they have obtained assistance.** Each department within the Trust must ensure that written risk assessments are in place for manual handling tasks. Copies must be supplied to the Assistant Business Manager for a central file.

Employees who undertake a significant amount of manual handling will be provided with training whilst basic information on safe practice is available. All employees must make themselves aware of this information and follow the procedures indicated.

21.1. Guidance on 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 Trust will ensure that proper mechanical aids and lifting equipment are available in School/College, and that staff are trained in how to use them safely.
- Staff and students are expected to use the following basic manual handling procedure:
- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

21.2. Manual Handling of Students

All students who may need to be lifted or supported are to be risk assessed by completing the manual handling assessment form.

The need for training will form part of the risk assessment but all employees with a significant involvement will receive basic awareness training, whilst instruction will be given on how to use equipment provided for the students use, e.g. standing frames, wheeled chairs and hoists.

21.3. Specialist equipment

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

22. Off-site visits

The Trust undertakes a mix of educational trips in line with its Off Site Activities Policy and Procedures, along with a Handbook for running Off Site Activities, both of which are on Canvas. All local trips are to be approved by the Head of Department and the Educational Visits Co-ordinator (EVC), these are short duration trips, inter school activities or local trips, e.g. to the church. Any residential trip or any "hazardous" trip must be approved by the CoG group. At least one year's notice is usually required in advance of an overseas, residential or hazardous activity.

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

- Risk assessments will be completed where off-site visits and activities require them and for all overseas, residential or hazardous activities
- All off-site visits are appropriately staffed
- Staff will take a College/School mobile phone, a portable first aid kit where necessary, information about the specific medical needs of students along with the parents' contact details. Photographs of students are not allowed to be taken on non- College/School mobile phones.

Early Years Foundation Stage

- There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

23. Lettings

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

Part of the premises (e.g. the theatre) may be hired out to another organisation for a separate function. The responsible person for each individual unique, occasional or separate event or function and those of the remainder of the site, will be clearly established. This will be documented, in advance, as part of the contract of hire and the hirers legal duties will be made clear to them. In particular, and where necessary, the responsible person will need to take account of their own lack of familiarity with the layout of the premises, the fire safety provisions, and the duties of other responsible persons within the premises.

It is general practice to only open those parts of premises which are in use. However, all relevant escape routes will remain open in these areas and adequate escape signage will be available to those who may be unfamiliar with the layout of the building.

In an emergency, a site team member of staff will be available to identify the source of an alarm or potential fire and deal with the practicalities, calling emergency services when necessary. The hirer will take responsibility for evacuating staff and visitors to the designated assembly point. The responsible person and the site team staff will ensure clear communication until the building is checked and deemed safe to return.

Further details on Lettings can be found in the Lettings Policy

24. 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 the Headteacher or H&S Lead immediately. This applies to violence from students, visitors or other staff.

25. Smoking

The Trust is a designated No Smoking site. This must be reinforced at all times. This covers all smoking, including e-cigarettes and shisha pens.

26. Infection prevention and control

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

26.1. Handwashing

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

26.2. Coughing and sneezing

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

26.3. Personal protective equipment

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals

26.4. Cleaning of the environment

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

26.5. Cleaning of blood and body fluid spillages

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below
- Make spillage kits available for blood spills

26.6. 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

26.7. Clinical waste

- Always segregate domestic and clinical waste, in accordance with local policy
- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins
- Remove clinical waste with a registered waste contractor
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

26.8. Animals

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

26.9. Students vulnerable to infection

Some medical conditions make students vulnerable to infections that would rarely be serious in most children. The Trust 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. Advise these children to have additional immunisations, for example for pneumococcal and influenza.

26.10. Exclusion periods for infectious diseases

The Trust 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.

26.11. Medical Needs & Intimate Care

The Trust will try to accommodate students with medical and intimate care needs wherever practicable in line with its approved Welfare procedures. Please see the Medical Needs and Intimate Care Policy for further details.

27. New and expectant mothers

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

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

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

If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation

Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly

28. Occupational stress

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the Trust for responding to individual concerns and monitoring staff workloads.

29. Wellbeing

The wellbeing of employees is seen as an integral part of the Trust's H&S responsibilities. The Governing Body and Head Teacher have statutory obligations under a duty of care but also wish to promote an ethos of mutual respect and support across the Trust community as a whole.

All employees have the right to a reasonable work life balance and to expect appropriate support or intervention when they experience health or personal difficulties. Employees are encouraged to raise any concerns with the Head Teacher or line manager but also have access to a confidential counselling service through an Employee Assistance Programme (EAP). Sickness absence or health concerns will be dealt with under the Trust's Management of Sickness Absence policy.

The Trust must provide Welfare facilities to staff and students which include a suitable welfare room, adequate toilet facilities for numbers on site, wash basins, and drinking water.

The Governing body endorses the principals set out in the HSE's Management Standards as a framework to support employees' wellbeing. Regular wellbeing surveys are conducted as part of this support.

30. Accident reporting and First Aid

30.1. First Aid

The School/College has been assessed as a low risk in terms of first aid requirements and will have a minimum of two first aid at work qualified first aiders on site during the normal school day. The contact details for which are displayed or are available via the office. Other employees have been trained to deal with issues within their work areas, e.g. science employees know how to irrigate eyes in case of chemical splashes. The following are the general principles followed.

- **Following an Accident** - In all cases where an accident involves a serious injury, e.g. broken bone, or where there is any doubt about the injury the injured person is not to be moved, unless in danger, until assessed by the first aider. The first aider will then decide what action is to be taken but where they are in doubt as to the severity of the injury the advice is to **obtain immediate medical attention by dialling 999 and asking for an ambulance**. In cases involving students, their parent/guardian will be contacted as soon as possible, but this should not result in a delay obtaining medical attention.
For cases involving injuries that are less serious but still of concern, e.g. sprains, strains, cuts etc. the parents/guardians will be contacted and advised of the situation and asked if they would like to collect their daughter/son or if happy for them to remain in School/College. In other cases, e.g. where no injury is visible, the student will be kept under observation. If concerns increase however medical attention may need to be obtained but in all cases the parents will be advised of the incident.

NB in the event of a bump to the head it is essential that the person is monitored and not left alone or unsupervised as appropriate.

- **First Aid Boxes/Materials** - First aid boxes are kept on site and these only contain approved materials. The boxes are available for use by all employees/adult visitors on site. Usage should be reported to Welfare staff who monitor and replenish.
- **Injuries Involving Bleeding** - Employees dealing with injuries involving bleeding must wear appropriate protective clothing. Disposable gloves are provided for this purpose and kept in the first aid box.

30.2. Accident record book

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

30.3. Accident/Incident Recording/Reporting

Recording - Any accident where first aid is administered to students is to be recorded initially on the accident reporting standard sheet in the Welfare Room and if more serious by using the online incident reporting system. Copies of all accident forms need to be sent to the Assistant Business Manager/Business Support Officer.

- **Students** – All accidents to students involving injury are to be recorded. This will initially be by using the accident reporting standard sheet in the Welfare Room.

Reportable incidents are any fatality, any major injury, which is a break/fracture of any bone with the exception of a toe or finger and any injury where the student is taken direct from site to hospital, whether by ambulance, member of staff or relative. In addition any reportable incident will immediately be input on to the online incident reporting system.

- **Staff/Visitors** All accidents to staff are to be recorded. This will initially be by using the accident reporting standard sheet in the Welfare Room, and followed up using the online incident reporting system.
- **Near Miss Incidents** – Where an incident has the potential to have caused injury to a person or damage to property, an online accident/incident form is to be completed. An incident report will be given to the H&S Lead to be signed off when any remedial measure have been taken to prevent reoccurrence.

30.4. Reporting to the Health and Safety Executive

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

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)

Tithe Academy – Health and Safety Policy

- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where an accident leads to someone being taken to hospital
- Where something happens that does not result in an injury, but could have done
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to Trusts include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

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

[How to make a RIDDOR report, HSE
http://www.hse.gov.uk/riddor/report.htm](http://www.hse.gov.uk/riddor/report.htm)

Early Years Foundation Stage provision only

30.5. Notifying parents

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

30.6. Reporting to Ofsted and child protection agencies

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

The Headteacher will also notify local child protection agencies of any serious accident or injury to, or the death of, a student while in the school's care.

31. Risk Assessment

Risk Assessments are designed to identify hazards in the workplace and enable judgements to be made to control and quantify risks. These are carried out on a regular basis for areas where hazards have been identified. A register of current risk assessments is available, (please see Appendix 5). This register will be updated and reported to the Governors on a regular basis throughout the year to ensure that reviews are continuous and that appropriate changes are implemented where necessary. In teaching, schemes of work contain safe practice relating to specific teaching activities and there are specific risk assessments for areas where the risk may be higher than a basic classroom. Classroom risk assessments are completed on an annual basis with any remedial action recorded in the site management system, 'Every'. All risk assessments are reviewed periodically by the respective Head of Department and they are then checked by a member of the Senior Leadership Team. Both parties will sign and date the risk assessment to evidence that the review has taken place and been approved.

31.1. Specific Arrangements

The specific arrangements for individual areas will be contained in the paperwork that each area holds in respect of Health and Safety. Below is an overview assessment of what is in place to manage Health and Safety

31.2. Art and Design

The Art Department has been assessed as a medium risk area. Activities undertaken include two and three dimensional art, photography, pottery / ceramics, screen printing and textiles.

The area generally follows the guidance provided by 'The National Society for Education and Art' and has a supplemental statement of policy in place which highlights specific competencies, e.g. for use of kiln (HSE Guidance).

The key health and safety issues relate to:

- COSHH, i.e. there are a mix of hazardous substances in use and dusts are created
- Manual Handling, will move large displays and raw materials, and work at height, putting up or taking down displays.
- Area also requires specific room risk assessments.

31.3. Design and Technology

The Design and Technology Department has been assessed as a higher risk area. Activities undertaken include design, food activities, resistant materials and textiles.

The area generally follows the guidance provided by CLEAPSS and has a supplemental statement of policy in place which highlights specific competencies, e.g. staff to be DATA accredited, and the site specific arrangements, e.g. regular safety checks on machinery.

The key H&S Issues relate to:

- COSHH, will use a number of hazardous substances and create dusts
- Manual Handling, will move raw materials
- Provision and Use of Work Equipment Regulations, there is a mix of hazardous equipment and machinery in use
- Work at Height, can have storage at high level
- Area also requires specific room risk assessments.

31.4. Drama and Music

The Drama and Music Departments have been assessed as Medium/Low risk areas. Activities take place in classrooms, smaller music rooms, drama studio and hall.

The area has supplemental statements of policy in place which highlights specific competencies, e.g. safety checks on stage lighting.

The key H&S issues relate to:

- COSHH, a mix of adhesives and paints in use when making scenery
- Noise, playing of musical instruments, putting on shows and use of recording studio
- Manual Handling, movement of instruments, scene shifting and setting out of chairs/theatre seating
- Work at Height, flying type scenery; work on stage or scenery and stage lighting. Areas also require specific room risk assessments.

31.5. English, Humanities, ICT, Mathematics and Languages

The English, Humanities, ICT, Mathematics and Language Departments have been assessed as low risk areas. Activities undertaken are mainly classroom based.

The Heads of Departments will ensure health and safety is a standard item on departmental meetings, and that the room risk assessments are completed annually. There are no major health and safety issues but there will be a statement covering responsibility for H&S with some general safe practice points, i.e. ensure electrical equipment is checked, make certain you are aware of fire evacuation route, remember to use stepladders etc.

31.6. Offices – Admin

The admin offices and associated facilities have been assessed as low risk, the activities mainly being sedentary.

The H&S Lead will ensure health and safety is a standard item on associate staff meetings and that the room risk assessments are completed annually. Through the H&S Policy, staff are aware of the statement covering responsibility for H&S, and statements covering the key H&S issues which relate to Computers and Manual Handling.

31.7. Reprographics Rooms and Learning Resource Centre (LRC)

The Reprographics Room and LRC have been assessed as Medium/Low risk areas. Activities take place in enclosed and controlled areas.

Staff receive training from suppliers for equipment being used.

The key H&S Issues relate to:

- Manual Handling, will move a range of resources
- Noise, areas can be noisy due equipment or student numbers
- Area also requires specific room / area risk assessments.

31.8. Science

The Science Department has been assessed as a higher risk area. Activities undertaken include biology, chemistry and physics.

The area generally follows the guidance provided by CLEAPSS and has a supplemental statement of policy in place which highlights specific competencies, e.g. Radiation Protection Adviser/Officer/Supervisor, and the site specific arrangements, e.g. how use of radioactive sources would be recorded – if used.

The key H&S Issues relate to:

- COSHH, will use or create a number of hazardous substances and use LEV
- Manual Handling, will move quantities of substances and equipment
- Personal Protective Equipment, will need a mix of eye protection
- Provision and Use of Work Equipment Regulations, there is a mix of equipment in use
- Work at Height, can have storage at high level
- Area also requires specific room risk assessments.

31.9. Site Management

The Site Management Area has been assessed as a higher risk area. Activities undertaken include cleaning, opening/closing, DIY and maintenance tasks, grounds maintenance and portage.

Site Staff ensure that maintenance issues are dealt with promptly, and appropriate warning signs and barriers are used. This includes uneven floors, vandalism and graffiti, security lighting defects, and spillages. Site Staff also ensure that areas of flaking paint on walls and ceilings are dealt with promptly, and that any decoration is DDA compliant.

The area has a supplemental statement of policy in place which highlights specific competencies, e.g. Manual Handling training, and the site specific arrangements, e.g. checks on fire alarms and emergency lighting.

The key H&S issues relate to:

- COSHH, a mix of adhesives, cleaning substances and paints in use
- Noise, use of machinery
- Manual Handling, movement of equipment, furniture and resources
- Personal Protective Equipment, will need a mix of protective equipment and clothing
- Provision and Use of Work Equipment Regulations, there is a mix of equipment in use
- Work at Height, tend to use ladders/step ladders.
- Area also responsible for completing specific equipment, room or area risk assessments.

31.10. Sport and Physical Education

The Physical Education Department has been assessed as a higher risk area. Activities undertaken include netball, athletics, and trampolining.

The area generally follows the guidance provided by AfPE as contained in publication 'Safe Practice in PE' and has a supplemental statement of policy in place which highlights specific competencies, e.g. Qualified BG Coach/Teacher to lead on trampolining, and the site specific arrangements, e.g. regular safety checks on posts. Staff driving the mini bus must adhere to the Mini Bus Policy – linked to the Off Site Activities Policy, and have appropriate licences, mini bus and first aid training.

- 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 Site Team.

The key H&S Issues relate to:

- First Aid, activities mean higher risk of injuries
- Manual Handling, will move a range of equipment
- Noise, sports halls can be noisy due to reverberation
- Provision and Use of Work Equipment Regulations, mix of equipment in use.
- Area also requires specific room / area risk assessments.

32. Traffic Routes

The Trust needs to cater for the access, egress and movement of staff, students and visitors either as pedestrians or in vehicles. Deliveries to the School/College are included in this category as are

refuse vehicles. Where possible pedestrians and vehicles should be separated. Vehicles must use marked parking bays only.

Areas around the College should be hazard free, any spillages, waste materials, humps, wear and tear of carpets, snow, ice, wet and slippery surfaces should be cleaned/removed as soon as possible. Corridors should not be blocked and fire exits must be kept clear at all times. Handrails should be securely in place. Steps and access points to buildings should bear yellow markings to comply with disability access.

33. Catering and Nutritional Standards

The Trust is committed to the Healthy Schools ethos.

Standards of cleanliness in the kitchen and dining areas should be checked regularly by the H&S Lead. The Trust will ensure that students have access to healthy meals at lunchtimes which meet the recommended nutritional standards as outlined by the DfE.

34. 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. A Health and Safety Training Matrix will be used to keep an accurate record of training at each school in the Trust.

35. Monitoring

This policy will be reviewed by the Assistant Business Manager every year.

At every review, the policy will be approved by the Governing Body and the full Governing Board of Trustees.

36. Links with other policies

This Health and Safety Policy links to the following policies:

- First aid
- Risk assessment
- Supporting students with medical conditions
- Accessibility plan
- Safeguarding and Child Protection

37. Abbreviations

The following are used in the policy:

AfPE – Association for Physical Education

ASE – Association for Science Education

BfL - Behaviour for Learning

CLEAPSS - Consortium of Local Education Authorities for the Provision of Science Services

COSHH – Control of Substances Hazardous to Health

DSE – Display Screen Equipment (Computers)

EVC – Educational Visits Coordinator

H&S – Health and safety

HSE – Health & Safety Executive (enforcing body for health and safety legislation in schools.)

JCC – Joint Consultative Committee

RIDDOR – Reporting of Injuries Diseases Dangerous Occurrences Regulations

38. Appendix 1. Fire safety checklist

Issue to check	Yes/No
Are fire regulations prominently displayed?	
Is fire-fighting equipment, including fire blankets, in place?	
Does fire-fighting equipment give details for the type of fire it should be used for?	
Are fire exits clearly labelled?	
Are fire doors fitted with self-closing mechanisms?	
Are flammable materials stored away from open flames?	
Do all staff and pupils understand what to do in the event of a fire?	
Can you easily hear the fire alarm from all areas?	

Tithe Academy

39. Appendix 2. Incident report

Incident details		
Name of person reporting incident	Click her to enter text	<input type="checkbox"/>
Title of person reporting incident	Click her to enter text	<input type="checkbox"/>
Site name	Click her to enter text	<input type="checkbox"/>
Type of incident (Tick one)	Injury Accident – Minor Injury	<input type="checkbox"/>
	Injury Accident – Resulting in 1-7 days lost time	<input type="checkbox"/>
	Injury Accident – Over 7 day reportable injury	<input type="checkbox"/>
	Injury Accident – Major injury	<input type="checkbox"/>
	Injury Accident – Fatality	<input type="checkbox"/>
	Near Miss	<input type="checkbox"/>
	Property Damage	<input type="checkbox"/>
	Road Traffic Accident	<input type="checkbox"/>
	Security Incident – Verbal Abuse	<input type="checkbox"/>
	Security Incident – Physical Abuse	<input type="checkbox"/>
	Security Incident – Offensive weapon used	<input type="checkbox"/>
	Security Incident –Anti-social behaviour	<input type="checkbox"/>
Security Incident –Racial/other harassment	<input type="checkbox"/>	
Date / time	Click her to enter text	<input type="checkbox"/>
Incident details	Click her to enter text	<input type="checkbox"/>
Location of incidents	Click her to enter text	<input type="checkbox"/>

2. Injury Details		
Person involved (tick one)	Contractor	<input type="checkbox"/>
	Employee	<input type="checkbox"/>
	Member of Public	<input type="checkbox"/>
	Visitor	<input type="checkbox"/>
	Other (student)	<input type="checkbox"/>
Name	Click her to enter text	<input type="checkbox"/>
DOB	Click her to enter text	<input type="checkbox"/>
Treatment (Tick one)	No Treatment	<input type="checkbox"/>
	On site first aid	<input type="checkbox"/>
	On site paramedic	<input type="checkbox"/>
	Taken to hospital	<input type="checkbox"/>
Occupation	Click her to enter text	<input type="checkbox"/>
Company	Click her to enter text	<input type="checkbox"/>
Age	Click her to enter text	<input type="checkbox"/>

This Edition: March 2018

To be Ratified by Governors: March 2018

To be reviewed annually by the Assistant Business Manager

Tithe Academy – Health and Safety Policy

3. Further Information		
Weather <i>(Tick One)</i>	Cloudy	<input type="checkbox"/>
	Dusty	<input type="checkbox"/>
	Foggy	<input type="checkbox"/>
	Hail	<input type="checkbox"/>
	Ice	<input type="checkbox"/>
	N/A	<input type="checkbox"/>
	Raining	<input type="checkbox"/>
	Snow	<input type="checkbox"/>
	Sunny	<input type="checkbox"/>
	Windy	<input type="checkbox"/>
What action has already been taken (if any)	Click her to enter text	
Likelihood of incident occurring <i>(Tick one)</i>	Almost certain	<input type="checkbox"/>
	Likely	<input type="checkbox"/>
	Possible	<input type="checkbox"/>
	Unlikely	<input type="checkbox"/>
	Rare	<input type="checkbox"/>
Has the HSE been notified	Click her to enter text	
Injuries Sustained (Describe area and type)	Body area(e.g. left arm) Click her to enter text	Type (e.g. bruising) Click her to enter text
	Asphyxia/Drowning	<input type="checkbox"/>
	Contact with electricity	<input type="checkbox"/>
	Contact with Plant/Machinery	<input type="checkbox"/>
	Contact with Vehicle	<input type="checkbox"/>
	Exposed to Explosion	<input type="checkbox"/>
	Exposed to Fire	<input type="checkbox"/>
	Exposure to Harmful Substance	<input type="checkbox"/>
	Fall from Height	<input type="checkbox"/>
	Handling, Lifting or Carrying	<input type="checkbox"/>
Actual or most likely cause	Hit something, Fixed or Stationary	<input type="checkbox"/>
	Injured by an animal	<input type="checkbox"/>
	Moving/Falling Object	<input type="checkbox"/>
	Natural Causes	<input type="checkbox"/>
	Not Known	<input type="checkbox"/>
	Other	<input type="checkbox"/>
	Physically assaulted by a person	<input type="checkbox"/>
	Slip/Trip	<input type="checkbox"/>
Trapped by something collapsing	<input type="checkbox"/>	
Most foreseeable potential outcome <i>(Tick one)</i>	Fatality	<input type="checkbox"/>
	Injury 1-7 days	<input type="checkbox"/>
	Major Injury	<input type="checkbox"/>
	Minor Injury	<input type="checkbox"/>
	Over 7 Day	<input type="checkbox"/>
	Reportable injury	<input type="checkbox"/>
Is an investigation required?	Yes	<input type="checkbox"/>
	No	<input type="checkbox"/>

Tithe Academy

40. Appendix 3. Asbestos record

Example only

Location	Product	How much	Surface coating	Condition	Ease of access	Asbestos type	Comment
Roof	Asbestos cement	Whole roof	None	Fairly good	Difficult	White	
Store room	Pipes	6 x 3m	Metal case	Good	Medium	Unknown	

41. 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 (PHE).

Rashes and skin infections

Infection or complaint	Recommended period to be kept away from school or nursery	Comments
Athlete’s foot	None	Athlete’s foot is not a serious condition. Treatment is recommended.
Chickenpox	Until all vesicles have crusted over	Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers. These children are particularly vulnerable to chickenpox. Chickenpox can also affect pregnancy if a woman has not already had the infection.
Cold sores (herpes simplex)	None	Avoid kissing and contact with the sores. Cold sores are generally mild and self-limiting.
German measles (rubella)*	Four days from onset of rash (as per “ Green Book ”)	Preventable by immunisation (MMR x2 doses). If a pregnant woman comes into contact with German measles she should inform her GP and antenatal carer immediately to ensure investigation.
Hand, foot and mouth	None	

Tithe Academy – Health and Safety Policy

Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment	Antibiotic treatment speeds healing and reduces the infectious period.
Measles*	Four days from onset of rash	Preventable by immunisation (MMR x2 doses). Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers. These children are particularly vulnerable to measles. Measles during pregnancy can result in early delivery or even loss of the baby. If a pregnant woman is exposed she should immediately inform whoever is giving antenatal care to ensure investigation.
Molluscum contagiosum	None	A self-limiting condition.
Ringworm	Exclusion not usually required	Treatment is required.
Roseola (infantum)	None	
Scabies	Child can return after first treatment	Household and close contacts require treatment.
Scarlet fever*	Child can return 24 hours after starting appropriate antibiotic treatment	Antibiotic treatment is recommended for the affected child.
Slapped cheek syndrome/fifth disease	None (once rash has developed)	Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers. These children are particularly

Tithe Academy – Health and Safety Policy

(parvovirus B19)		vulnerable to parvovirus B19. Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), inform whoever is giving antenatal care as this must be investigated promptly.
Shingles	Exclude only if rash is weeping and cannot be covered	Can cause chickenpox in those who are not immune, i.e. have not had chickenpox. It is spread by very close contact and touch. If further information is required, contact your local PHE centre. Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers. These children are particularly vulnerable to shingles. Shingles can also affect pregnancy if a woman has not already had chickenpox.
Warts and verrucae	None	Verrucae should be covered in swimming pools, gymnasiums and changing rooms.

Diarrhoea and vomiting illness

Infection or complaint	Recommended period to be kept away from school or nursery	Comments
Diarrhoea and/or vomiting	48 hours from last episode of diarrhoea or vomiting	
E. coli O157 VTEC	Should be excluded for 48 hours from the last episode of	Further exclusion is required for children aged 5 years or younger and

Tithe Academy – Health and Safety Policy

Typhoid* [and paratyphoid*] (enteric fever) Shigella (dysentery)	diarrhoea. Further exclusion may be required for some children until they are no longer excreting	those who have difficulty in adhering to hygiene practices. Children in these categories should be excluded until there is evidence of microbiological clearance. This guidance may also apply to some contacts who may also require microbiological clearance. Please consult your local PHE centre for further advice
Cryptosporidiosis	Exclude for 48 hours from the last episode of diarrhoea	Exclusion from swimming is advisable for two weeks after the diarrhoea has settled

Respiratory infections

Infection or complaint	Recommended period to be kept away from school or nursery	Comments
Flu (influenza)	Until recovered	Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers. It may be advisable for these children to have additional immunisations, for example pneumococcal and influenza.
Tuberculosis*	Always consult your local PHE centre	Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers. It may be advisable for these children to have additional immunisations, for example pneumococcal and influenza.

Tithe Academy – Health and Safety Policy

Whooping cough*	Five days from starting antibiotic treatment, or 21 days from onset of illness if no antibiotic treatment	Preventable by vaccination. After treatment, non-infectious coughing may continue for many weeks. Your local PHE centre will organise any contact tracing necessary.
------------------------	---	--

Other infections

Infection or complaint	Recommended period to be kept away from school or nursery	Comments
Conjunctivitis	None	If an outbreak/cluster occurs, consult your local PHE centre.
Diphtheria*	Exclusion is essential. Always consult with your local HPT	Family contacts must be excluded until cleared to return by your local PHE centre. Preventable by vaccination. Your local PHE centre will organise any contact tracing necessary.
Glandular fever	None	
Head lice	None	Treatment is recommended only in cases where live lice have been seen.
Hepatitis A*	Exclude until seven days after onset of jaundice (or seven days after symptom onset if no jaundice)	In an outbreak of hepatitis A, your local PHE centre will advise on control measures.
Hepatitis B*, C*, HIV/AIDS	None	Hepatitis B and C and HIV are bloodborne viruses that are not

Tithe Academy – Health and Safety Policy

		infectious through casual contact. All spillages of blood should be cleaned up immediately (always wear PPE). When spillages occur, clean using a product that combines both a detergent and a disinfectant. Use as per manufacturer’s instructions and 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. A spillage kit should be available for blood spills.
Meningococcal meningitis*/ septicaemia*	Until recovered	Meningitis C is preventable by vaccination There is no reason to exclude siblings or other close contacts of a case. In case of an outbreak, it may be necessary to provide antibiotics with or without meningococcal vaccination to close school contacts. Your local PHE centre will advise on any action is needed.
Meningitis* due to other bacteria	Until recovered	Hib and pneumococcal meningitis are preventable by vaccination. There is no reason to exclude siblings or other close contacts of a case. Your local PHE centre will give advice on any action needed.
Meningitis viral*	None	Milder illness. There is no reason to exclude siblings and other close contacts of a case. Contact tracing is not required.
MRSA	None	Good hygiene, in particular handwashing and environmental cleaning, are important to minimise any danger of spread. If further information is required, contact your local PHE centre.

Tithe Academy – Health and Safety Policy

Mumps*	Exclude child for five days after onset of swelling	Preventable by vaccination
Threadworms	None	Treatment is recommended for the child and household contacts.
Tonsillitis	None	There are many causes, but most cases are due to viruses and do not need an antibiotic.

* denotes a notifiable disease. It is a statutory requirement that doctors report a notifiable disease to the proper officer of the local authority (usually a consultant in communicable disease control). In addition, organisations may be required via locally agreed arrangements to inform their local PHE centre. Regulating bodies (for example, Ofsted/Commission for Social Care Inspection (CSCI)) may wish to be informed.

42. Appendix 5 Risk Assessment Register

Tithe Academy – Health and Safety Policy

School name	Rooks Heath College
Owner	Venetia Griffith
Register last reviewed	Jan-18

	CR Doc No	Your Ref No	Completed by	Completed on	Review date	Notes
Premises						
Asbestos risk register	CR060	11	V Griffith	02/04/2017	02/04/2018	
Building environment risk assessment	CR045					
Electrical safety risk assessment	CR050					
Fire risk assessment	CR002	12	Carstens and Robinson	23/08/2017	23/08/2018	
Legionella risk assessment	N/A	13	Hydraclean	11/03/2016	11/03/2018	
Playground and recreational space risk assessment	CR057					
Premises and site team risk assessment	CR007	10	P Mc Gee	09/01/2018	09/01/2019	
Boiler Rooms	N/A	2	P Mc Gee	20/10/2016	20/10/2019	
Rookery Dining Hall Risk Assessment	N/A	1	V Griffith	17/09/2015	17/09/2018	
Security management risk assessment	CR055					
Slips and trips risk assessment	CR056	19	V Griffith			
Site environment risk assessment	CR058					
Traffic and transport risk assessment	CR035					
Curriculum						
Art and design department risk assessment	CR044	7	I Hargrave	01/01/2018	01/01/2019	
Use of kiln		22	I Hargrave	26/02/2018	26/02/2019	
Design and Technology department risk assessment	CR048	16	V Bennett	01/01/2018	01/01/2019	

Tithe Academy – Health and Safety Policy

Drama and college productions risk assessment	CR049	8	G Capoluongo	01/01/2018	01/01/2019	
Music Practice Rooms risk assessment	CR062	17	A Slater	30/01/2018	30/01/2019	
Music Classrooms risk assessment		17a	A Slater	30/01/2018	30/01/2019	
Music Recording Studio risk assessment		17b	M Pitchforth	23/02/2018	23/02/2019	
PE and Sport risk assessment	N/A	5	G Williams	01/01/2018	01/01/2019	Use AfPE risk assessment templates
Science department risk assessment	CR065	4	S UI Haq	01/01/2018	01/01/2019	
General						
Confined spaces risk assessment	CR047					
COSHH risk assessment	CR066					
Display screen equipment assessment	CR059					
First aid needs assessment	CR051					
Lone working and personal safety risk assessment	CR052	3	V Griffith	20/10/2016	20/10/2017	
New and expectant mothers	CR054	15	V Griffith	09/01/2018	09/01/2019	
Noise risk assessment	CR063					
Manual handling risk assessment	CR053	20				
Stress management	CR036	21	V Griffith	25/01/2018	25/01/2019	
Vibration	CR064					
Working at height risk assessment	CR037	6	V Griffith	12/10/2016	12/10/2017	
Young workers	CR032	18	V Griffith	11/01/2018	11/01/2019	
Schools						
Classroom checklist	CR046	14	V Griffith	20/07/2017	20/07/2018	
Minibus	CR034	9	L Clark	09/01/2018	09/01/2019	
Use of private vehicles	CR033					