



**ST JOSEPH**  
Catholic Multi Academy Trust

## Health & Safety Policy

Reviewed By	Approved By	Date of Approval	Version Approved	Next Review Date
Andrew Truby / Gail Khan / Peter Whitfield	Trust Board	May 2022	1.5	31.12.24



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Abstract	
Updated H&S Policy ensuring roles and responsibilities across the trust estate are distributed effectively across the organisation.	

Version History			
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31 March 22	1.0	Approved	Rebranded and formatted by Gail Khan Associates
20 April 22	1.1	Draft	Trustee amends
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30 June 22	1.3	Draft	Head of Estates Clarity inserts
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For the purpose of this policy the following representatives need to sign off this document:	
Role & Responsibilities	Name
CEO	Andrew Truby
Chair of the Board	Ann Connor OBE
Head of Estates	Pamela Di Scala

Website:
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Yes/No	Yes, Trust only
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## 1. Aims

St Joseph Catholic Multi Academy Trust aims to:

- Provide and maintain a safe and healthy environment across the Trust Estate
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the Trust estate
- Have robust procedures in place in case of emergencies
- Ensure that the premises, equipment and vehicles are maintained safely, and are inspected in line with statutory requirements set out in this policy and Every Compliance Checker (monitored through the We are Every system)

## 2. Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties' employers have towards employees and duties relating to lettings
- [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

St Joseph Catholic Multi Academy Trust follows [national guidance published by Public Health England](#) when responding to infection control issues.

Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#) and [Ofsted report a serious childcare incident](#)

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

- St Joseph Catholic Multi Academy Trust will consult employees on health and safety issues. Consultation will be either direct or through a safety representative that is either elected by the workforce or appointed by trade unions. As set out in: [The Health and Safety \(Consultation with Employees\) Regulations 1996](#) and [The Safety Representatives and Safety Committees Regulations 1977](#)

### **3. Roles and responsibilities - Across the Trust Estate**

#### **3.1 The Trust Board**

The Trust Board has responsibility for health and safety across the Estate through the CEO, who delegates day-to-day responsibility to the Head of Estates and to Headteachers at each Academy through the scheme of delegation.

The Trust Board has a duty to take reasonable steps to ensure that staff, pupils and visitors are not exposed to risks to their health and safety. This applies to activities on or off all academy premises.

St Joseph Catholic Multi Academy Trust, as the employer, also has a duty to:

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

#### **3.2 Health and safety lead**

The nominated health and safety lead / Competent Person at St Joseph Catholic Multi Academy Trust is Pamela Di Scala

The nominated health and safety lead will:

- > As the designated 'competent person' for health and safety, maintain strategic oversight of Health & Safety across the Trust Estate.
- > Ensure that the relevant legislation and good practices are in place and continually observed.
- > Ensure our compliance system (We are Every) and our health and safety services contractor are being managed and are delivering a high quality product and service which meets the needs of academies.
- > Develop and implement policies, procedures and processes concerning Health and Safety (including risk/emergency management).
- > Promote and monitor safe working practices within the MAT and provide regular reports to the Executive Team and Trustees where required.
- > Actively monitor developments and changes in legislation in respect of health and safety requirements and advise on appropriate action as required.

### **3.3 Headteacher**

The headteacher of an academy is responsible for that academy's health and safety, day-to-day and annually must feedback to the Trust on areas for improvement to policy/procedure. This involves:

- Implementing the Trust health and safety policy
- Ensuring there is enough staff to safely supervise pupils
- Ensuring that the academy buildings and estate are safe and inspected in line with statutory requirements ensuring the We are Every system is maintained and up to date
- Use of Trust standardised templates and compliance systems (any supplementary policies or templates should be approved by the Trust)
- Providing adequate training for academy staff as advised by the Head of Estates.
- Reporting to the local governing board and Head of Estates on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed

In the headteacher's absence, each academy will designate a member of SLT or site FM to assume the above day-to-day health and safety responsibilities.

### **3.4 Local Governing Body (LGB)**

Monitors academy compliance with Health and Safety Policy and statutory obligations as well as challenging academies to ensure best practice is followed. LGB's should also have an oversight of Health and Safety risk.

### **3.5 Staff**

Academy staff have a duty to take care of pupils in the same way that a prudent parent /guardian would do so.

Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Co-operate with the academy and 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 pupils
- Understand emergency evacuation procedures and feel confident in implementing them

### 3.6 Pupils and parents/guardians

Pupils and parents/guardians are responsible for following each academy's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

### 3.7 Contractors

Contractors will agree health and safety practices with the headteacher or site Facilities Manager/caretaker at each academy before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

## 4. Site security - Across the Trust Estate

St Joseph Catholic Multi Academy Trust are responsible for the security of the academy estate sites in and out of school hours. They are responsible for ensuring the intruder and fire alarm systems are maintained at each academy.

Each academy is responsible for daily visual inspections of their respective site.

The Headteacher and Deputy Headteacher will maintain a list of key holders for emergencies and will inform the Executive Team of who they are.

## 5. Fire - Across the Trust Estate

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. The fire risk assessment and inspections of the premises will be monitored through We Are Every with statutory checks facilitated through the appointed body to the Trust and site responsible persons.

Emergency evacuations are practiced at least once a term and managed by each academy Headteacher

The fire alarm is a loud continuous bell/buzzer – academies to confirm this in their own local policy.

Fire alarm testing call point testing must be completed once a week as determined by each academy.

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

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk. ***Do not fight a fire, get out, stay safe.***
- Staff and pupils will congregate at the assembly points. These are to be determined locally by each academy and relayed to staff and pupils.
- Form tutors/class teachers will take a register of pupils, which will then be checked against the attendance register of that day

- The headteacher or nominated person will take a register of all staff
- Staff and pupils will remain outside the building until the emergency services, headteacher or nominated person with responsibility say it is safe to re-enter

Each academy 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. Academies will determine this in their emergency plans or personal emergency evacuation plans (PEEPs).

A fire safety checklist can be found in appendix 1 as a guide if required.

## **6. COSHH - Across the Trust Estate**

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

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

Control of substances hazardous to health (COSHH) risk assessments are completed by the academy nominated person and audited by the trust, these are to be circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

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

Any hazardous products are to be disposed of in accordance with specific disposal procedures, and all waste disposal certificates kept locally at each academy.

Emergency procedures, including procedures for dealing with spillages, are to be displayed near where hazardous products are stored and in areas where they are routinely used.

### **6.1 Gas safety**

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer as per the trust approved suppliers list
- Gas pipework, appliances and flues are regularly inspected and maintained in line with statutory requirements



- All rooms with gas appliances are checked by the Trust's approved provider/named individual to ensure that they have adequate ventilation

## **6.2 Legionella**

- A water risk assessment will be completed for each individual academy and building across the estate, by a reputable water hygiene services contractor chosen by the trust. Each academy is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book.
- Each risk assessment will be audited annually by the Head of Estates and a member of the academy, and when significant changes have occurred to the water system and/or building footprint
- The risks from legionella are mitigated by the following: A fully comprehensive service agreement with an appropriate service provider as defined by the trust. Academy Facilities Manager/Caretaker will be responsible for the weekly low usage flushing and monthly temperature checks.

## **6.3 Asbestos**

- Academy site teams and responsible persons are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it
- Arrangements are in place across each academy 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 and not recommence until the area is declared safe
- A survey/record is kept of the location of asbestos that has been found on the school site and reviewed annually or as required after any intrusive works.

## **7. Equipment - Across the Trust Estate**

- All equipment, machinery and vehicles are maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place, the trust will support all academies with maintenance planning.
- 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

### **7.1 Electrical equipment**

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them

- Any potential hazards will be reported to the relevant nominated person at each academy immediately
- Only trained staff members can manually check plugs visual checks should be carried out each time they are used.
- Portable appliance testing (PAT) will be carried out by a qualified person and a register maintained
- 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

## **7.2 PE equipment**

- Pupils are taught how to carry out and set up PE equipment safely and efficiently. Academy staff to check that equipment is set up safely
- Any concerns about the condition of the gym floor or other apparatus will be reported to the nominated person at each academy
- Internal and external fixed equipment, eg climbing bars will be inspected in line with guidelines and legislation

## **7.3 Display screen equipment**

- All trust staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment arranged by the School Business Manager Via Smartlog system. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)

## **7.4 Specialist equipment e.g for mobility impaired users**

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

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

Specialist hoists shall only be used by trained staff and will be inspected and maintained by nominated contractor.

## **7.5 Vehicles (Minibuses & Private Vehicles)**

The list of topics below is aimed at reducing personal injury risk to vehicle occupants or those in third party vehicles. It is also intended to reduce liability risk for the Trust in the event of third party injury involving a collision with SJCMAT owned vehicle.

**Drivers:**

- As per Expenses policy each driver must have relevant license checked by the academy business manager
- . Persons or classes of persons entitled to drive:
- Any person who is driving on the order or with the permission of the policyholder.
- Provided that the person driving holds a licence to drive the vehicle or has held and is not disqualified from holding such a licence.
- A second driver would need to be available if the journey is longer than 3.5hrs in any one direction with a minimum break of 2 hours before return journeys

**Vehicle:**

- Vehicle(s) should be serviced and have an valid MOT at least annually and also additionally in accordance with manufacturer's instructions. Evidence of the service should be shared with the academy business manager
- Should be fitted with working seatbelts on all seats
- Vehicle should have clear seating capacity and configuration which is understood by the driver
- A pre-journey checklist is available and should be filled in and also filed in school office on the day of journey (or sent via smart phone before setting off)
- In addition to the checklist, clarify who is separately responsible for water, screenwash, oil and fueling on a regular basis
- Form of navigation to be used should be communicated in advance of travel and in line with new 2022 legislation on devices being in a cradle with single presses required by the driver

**Route and Weather Planning:**

- The driver must familiarise themselves with the planned route and any known hazards prior to setting off on the journey
- Conduct met office weather warning check one day before and also on the day of the journey.
- There are a number of new smart motorways in the North West (M62 J10-12, M6 J16-J19. M60/M62 J18-20) and elsewhere. The driver must be clear on how to drive on a smart motorway

**8. Lone working - Across the Trust Estate**

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Caretaker 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 across any academy. 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.

## **9. Working at height - Across the Trust Estate**

Academies will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work. The trust can support with this if required.

In addition:

- The site FM/caretaker retains ladders for working at height
- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons

## **10. Manual handling - Across the Trust Estate**

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.

Each academy will ensure that proper mechanical aids and lifting equipment are available on site, and that staff are trained in how to use them safely.

Staff 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

## **11. Off-site visits - Across the Trust Estate**

When taking pupils off the academy premises, academies will ensure that:

- Risk assessments are completed where off-site visits and activities require them
- All off-site visits are appropriately staffed

- Staff will take an academy mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents'/guardian's contact details
- For academies without Early Years Foundation Stage there will always be at least one first aider on school trips and visits
- Schools with Early Years Foundation Stage provision, for trips and visits with pupils in the Early Years Foundation Stage, there will always be at least one first aider with a current pediatric first aid certificate
- For other trips, there will always be at least one first aider on school's trips and visits
- All trips and visits will be recorded on Evolve and signed off by the appropriate EVC at least four weeks before the trip date.

## **12. Lettings - Across the Trust Estate**

This policy applies to lettings. Those who hire any aspect of an academy site or any facilities will be made aware of the content of the trust/academies health and safety policy and will have responsibility for complying with it.

## **13. Violence at work - Across the Trust Estate**

St Joseph Catholic Multi Academy Trust believe that staff should not be in any danger at work and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/headteacher/HR immediately including reporting on We Are Every. This applies to violence from pupils, visitors or other staff.

## **14. Smoking - Across the Trust Estate**

Smoking or vaping is not permitted anywhere across the Trust Estate

## **15. Infection prevention and control - Across the Trust Estate**

The Trust follows national guidance published by Public Health England and The Department for Education when responding to infection control issues. We will encourage staff and pupils across the trust to follow the good hygiene practice, outlined below, where applicable.

**Reference appendix 4** - for recommended absence periods for preventing the spread of infection

### **15.1 Handwashing**

- Wash hands regularly for 20 seconds with liquid soap and warm water, or use a hand sanitiser 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

### **15.2 Coughing and sneezing**

- Cover mouth and nose with a tissue, dispose of tissue immediately, do not reuse.
- Wash hands for 20 seconds with liquid soap and warm water, or use a hand sanitiser after using or disposing of tissues
- Spitting is forbidden and will be dealt with in line with the trust's disciplinary procedures.

### **15.3 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, face shield and or face masks if there is a risk of splashing to the face or contamination via air borne particles. The minimum PPE to be worn for cleaning an area where a person with possible or confirmed coronavirus (COVID-19) is disposable gloves and an apron.
- Use the correct personal protective equipment for the task or incident being dealt with

### **15.4 Cleaning of the environment**

- Secondary Academies - Clean the environment frequently and thoroughly
- Primary Academies - Clean the environment, including toys and equipment, frequently and thoroughly
- Where a member of staff or student shows symptoms of a contagious viral infection, all surfaces must be cleaned and disinfected.
- Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues) should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a suitable and secure place and marked for storage until the individual's test results are known.

### **15.5 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
- Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.

### **15.6 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
- Do not shake dirty laundry, this minimises the possibility of dispersing any contamination through the air.
- Bag children's soiled clothing to be sent home, never rinse by hand
- Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above.

### **15.7 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
- Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas if you feel there is a risk of wider contamination or until the waste has been stored for at least 72 hours.
- If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment.
- All waste disposal certificates to be retained on site and available for inspection at any time.

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

### **15.9 Pupils vulnerable to infection**

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/guardian will be informed promptly, and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

### **15.10 Exclusion periods for infectious diseases**



All academies will follow recommended exclusion periods outlined by Public Health England, summarised in appendix 4. In the event of an epidemic/pandemic, St Joseph Catholic Multi Academy Trust and all academies will follow advice from Public Health England about the appropriate course of action.

## **16. New and expectant mothers - across the Trust Estate**

Risk assessments will be carried out and logged whenever any employee or pupil notifies the school that they are pregnant, these are to be completed by the responsible Health & Safety lead or Line Manager.

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
- In order to protect their own health and that of their unborn child, women who are, or who may be, pregnant should avoid close contact with livestock animals.

## **17. Occupational stress - across the Trust Estate**

St Joseph Catholic Multi Academy Trust and its academies 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 each academy for responding to individual concerns and monitoring staff workloads. The Trust also provides Employee Assistance via email [hr@stjosephmat.org.uk](mailto:hr@stjosephmat.org.uk) who can give staff access to Occupational Health or face to face or telephone counselling.

## **18. Accident reporting**

### **18.1 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 (this includes accidents whether injury is immediately known or not). An accident form template can be found in appendix 2
- As much detail as possible will be supplied when reporting an accident
- Information about injuries will also be kept in the pupil's educational record
- The academy is responsible for copying the accident book information and entry on to the We are Every system within 48 hours of the accident taking place



- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.
- Accidents linked to a road traffic incident whilst using a school mode of transport whether mini bus, taxi or private vehicle should be reported immediately to the academy and the points above followed

The nominated person at each academy 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) and report these to the trust Health & Safety lead and LA as required. This will also be reported on the Trust's We are Every system.

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

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These are:
  - Fractures, other than to fingers, thumbs and toes
  - Amputations
  - Any injury likely to lead to permanent loss of sight or reduction in sight
  - Any crush injury to the head or torso causing damage to the brain or internal organs
  - Serious burns (including scalding)
  - Any scalping requiring hospital treatment
  - Any loss of consciousness caused by head injury or asphyxia
  - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where an accident leads to someone being taken to hospital
- Where something happens that does not result in an injury, but could have done
- Near-miss events that do not result in an injury but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
  - The collapse or failure of load-bearing parts of lifts and lifting equipment
  - The accidental release of a biological agent likely to cause severe human illness
  - The accidental release or escape of any substance that may cause a serious injury or damage to health
  - Electrical short circuit or overload causing a fire or explosion

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

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

### **18.3 Notifying parents/guardians - Academies with Early Years Foundation Stage**

The nominated person at each academy will inform parents/guardians of any accident or injury sustained by a pupil in the Early Years Foundation Stage, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

### **18.4 Reporting to child protection agencies - Academies with Early Years Foundation Stage**

The nominated person at each academy will notify the relevant local child protection agencies of any serious accident or injury to, or the death of, a pupil in the Early Years Foundation Stage while in the school's care.

### **18.5 Reporting to Ofsted**

The nominated person at each academy will notify Ofsted of any serious accident, illness or injury (including food poisoning affecting at least 2 children) to, or death of, a pupil in the Early Years (Nursery only) while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

## **19. Training - Across the Trust Estate**

Staff at St Joseph Catholic Multi Academy Trust 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 pupils with special educational needs (SEN), are given additional health and safety training.

Staff who are responsible for driving school vehicles are appropriately qualified to drive vehicles, documentation is checked annually and training records are monitored and updated each year in line with policy.

## **20. Monitoring - Across the Trust Estate**

This policy will be reviewed by the trust Head of Estates annually.

At every review, the policy will be approved by the Trust Board.

## **21. Links with other policies**

This health and safety policy links to the following policies and documents:

- First aid
- Risk assessment
- Supporting pupils with medical conditions
- Accessibility plan
- Educational Visits



## 22. Sign off

<b>Presented &amp; Approved by Trust Board</b>	26.09.2023
<b>Signed by Chair of Trust Board</b>	<i>A Connor</i>
<b>Name of Chair of Trust Board</b>	Ann Connor OBE
<b>Date</b>	26.09.23
<b>Version</b>	1.5
<b>Date of Review</b>	31.12.24



## Appendix 1. Fire safety checklist (example only)

ISSUES TO CHECK	YES/NO
Are fire regulations prominently displayed?	Yes
Is fire-fighting equipment, including fire blankets, in place?	Yes
Does fire-fighting equipment give details for the type of fire it should be used for?	Yes
Are fire exits clearly labelled?	Yes
Are fire doors fitted with self-closing mechanisms?	Some not all
Are flammable materials stored away from open flames?	Yes
Do all staff and pupils understand what to do in the event of a fire?	Yes
Can you easily hear the fire alarm from all areas?	Yes
ISSUES TO BE CHECKED ON EVERY ONLINE	YES/NO
Fire Alarm System checks Weekly, 6 Monthly, Annually	Yes
Fire Doors Monthly	Yes
Fire Evacuation Practices Termly	Yes
Fire Evacuation Routes check daily	Yes
Fire Extinguishers, Fire blankets Weekly Annually.	Yes
Emergency Lighting Monthly, Annually.	Yes

## Appendix 2. Accident report (Staff)



### How to use this book

Accident books contain personal data. Remember that it is essential in order to comply with General Data Protection Regulation (GDPR) that the details of employees are kept confidential and in accordance with your GDPR policy. The wishes of those who want to remain anonymous to safety representatives should be adhered to. Ensure that after correct completion, pages are removed and stored in a safe location as specified by your Data Protection Officer or relevant individual. You must also keep the cover of this book for 3 years after completion, or for the time specified in your data retention policy.

It is essential that the Book Number, Page Number, Date Completed and Person Completed sheet handed to matches on each row - this is to allow the records to be identified correctly.

Book Number	Page Number	Date Completed	Person Completed sheet handed to
Book Number	Page Number	Date Completed	Person Completed sheet handed to

A SEPARATE SHEET SHOULD BE COMPLETED FOR EACH PERSON INVOLVED IN THE ACCIDENT. Once completed, the sheet should be removed and passed to the person or department on the front of this book for secure safekeeping. The employee who had the accident, may wish to make a copy of this form for their own records before handing it in.

ACCIDENT REPORT FORM	
<b>Details about the person who had the accident</b> Name: ..... Address: ..... Postcode: ..... Occupation: ..... Department: .....	
<b>Details about you, the person completing this record - Please complete if you are not the person who had the accident</b> Name: ..... Address: ..... Postcode: ..... Occupation: ..... Department: .....	
<b>About the accident - Please use the back of this form if you require more space</b> Time when the accident occurred: ..... Date of accident: / / Where the accident occurred - Please include department / room / area ..... How the accident took place - Include the cause if known ..... Details of any injury suffered by the person involved ..... Please tick if a risk assessment is required <input type="checkbox"/>	
The person involved in the accident should tick the box and sign and date below if they consent to their details on this form being disclosed and made available to safety representatives and representatives of employee safety when requested. <input type="checkbox"/> Signature: ..... Date: / /	
Complete this box if the accident is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) How was it reported: ..... Date reported: / / Print Name: ..... Signature: .....	
This section should be signed by the data protection officer (DPO) or a relevant contact to acknowledge receipt of the record and that it has/will be stored as per GDPR documentation. Signed: ..... Dated: .....	

One form must be completed for each person involved in the accident. This section should include information on the individual. If you are the person involved complete as instructed. If you are completing on behalf of the injured person please fill out with the information that is available to you.

Enter here as much information about the incident as possible. Give an accurate description of the event as you understand it. If you require more space please use the back of this form.

The employee should tick the box and sign and date the form if they agree for their information to be available to safety representatives. If they wish to remain anonymous then they should not tick and sign this section.

This is to be completed in the event that you are not the person involved in the incident but are filling out the form on their behalf.

Certain accidents must be reported to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). For more information please visit: [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)

All the information given within this book should be used for guidance only and should not be treated as a complete or authoritative statement of the law.





## Appendix 2. Accident report (Student)



## How to use this book

It is essential that all personal information entered in accident books remains confidential. In order to comply with the General Data Protection Regulations (GDPR), ensure that individual record sheets are removed following completion and stored securely, as documented in your school's GDPR policy.

It is important to keep a record of people reporting accidents. They will be able to help assess possible dangers or risks and first aid requirements and provisions.

Describe how and where the accident took place, what activity the pupil was doing at the time, any equipment, machinery or other pupils involved, the cause plus details of any injuries sustained.

Certain accidents must be reported to the Health & Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). For more information visit [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor). All information in this book is for guidance only and should not be treated as a complete or authoritative statement of the law.

### About the pupil who had the accident

Name .....  
Year ..... Form .....

Fill out one form for each injured; fill in their full name and/or form.

### About you, the person filling in this record

Teacher ☐ Pupil ☐ Other ☐  
Name .....  
Department/Form .....

### Accident Details

Date ..... Time .....  
Place .....

Fill in the date, time and place that the accident occurred. Information may be important if the pupil is hospitalised.

### Description of Accident and Cause

.....  
.....  
.....  
Pupil treated by .....  
Position .....  
Action taken .....

Record any first aid treatment given, if an ambulance was called, if the pupil was sent home with parents or returned to class.

Parents informed? Yes ☐ No ☐ How? .....

Tick if risk assessment required ☐

Signed ..... Date .....

This report should be signed by the person reporting the accident.

<b>Complete this box if the accident is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).</b>		
How was it reported?		
Date reported	Print Name	Signature
This section should be signed by the data protection officer (DPO) or a relevant contact to acknowledge receipt of the record and that it has/will be stored as per GDPR documentation.		
Signed	Dated	



**ST JOSEPH**  
Catholic Multi Academy Trust

### Appendix 3. Asbestos record

Held on site

#### Appendix 4. Recommended absence period for preventing the spread of infection

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

Infection or complaint	Recommended period to be kept away from school or nursery
<b>Athlete's foot</b>	None.
<b>Campylobacter</b>	Until 48 hours after symptoms have stopped.
<b>Chicken pox (shingles)</b>	<p>Cases of chickenpox are generally infectious from 2 days before the rash appears to 5 days after the onset of rash. Although the usual exclusion period is 5 days, all lesions should be crusted over before children return to nursery or school.</p> <p>A person with shingles is infectious to those who have not had chickenpox and should be excluded from school if the rash is weeping and cannot be covered or until the rash is dry and crusted over.</p>
<b>Cold sores</b>	None.
<b>Pandemic</b>	St Joseph Catholic Multi Academy Trust follows guidelines from the DfE and Public Health England. All academies in the Trust have individual risk assessments and these should be referred to along with current guidelines.
<b>Rubella (German measles)</b>	5 days from appearance of the rash.
<b>Hand, foot and mouth</b>	Children are safe to return to school or nursery as soon as they are feeling better, there is no need to stay off until the blisters have all healed.
<b>Impetigo</b>	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
<b>Measles</b>	Cases are infectious from 4 days before onset of rash to 4 days after so it is important to ensure cases are excluded from school during this period.





<b>Infection or complaint</b>	<b>Recommended period to be kept away from school or nursery</b>
<b>Ringworm</b>	Exclusion not needed once treatment has started.
<b>Scabies</b>	The infected child or staff member should be excluded until after the first treatment has been carried out.
<b>Scarlet fever</b>	Children can return to school 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the school or nursery, the health protection team will assist with letters and factsheet to send to parents or guardians and staff.
<b>Slapped cheek syndrome, Parvovirus B19, Fifth's disease</b>	None (not infectious by the time the rash has developed).
<b>Bacillary Dysentery (Shigella)</b>	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.
<b>Diarrhoea and/or vomiting (Gastroenteritis)</b>	<p>Children and adults with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course is completed.</p> <p>For some gastrointestinal infections, longer periods of exclusion from school are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, school health advisor or environmental health officer will advise.</p> <p>If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.</p>
<b>Cryptosporidiosis</b>	Until 48 hours after symptoms have stopped.
<b>E. coli (verocytotoxigenic or VTEC)</b>	The standard exclusion period is until 48 hours after symptoms have resolved. However, some people pose a greater risk to others and may be excluded until they have a negative stool sample (for example, pre-school infants, food handlers, and care staff working with vulnerable people). The health protection team will advise in these instances.



<b>Infection or complaint</b>	<b>Recommended period to be kept away from school or nursery</b>
<b>Food poisoning</b>	Until 48 hours from the last episode of vomiting and diarrhoea and they are well enough to return. Some infections may require longer periods (local health protection team will advise).
<b>Salmonella</b>	Until 48 hours after symptoms have stopped.
<b>Typhoid and Paratyphoid fever</b>	Seek advice from environmental health officers or the local health protection team.
<b>Flu (influenza)</b>	Until recovered.
<b>Tuberculosis (TB)</b>	Pupils and staff with infectious TB can return to school after 2 weeks of treatment if well enough to do so and as long as they have responded to anti-TB therapy. Pupils and staff with non-pulmonary TB do not require exclusion and can return to school as soon as they are well enough.
<b>Whooping cough (pertussis)</b>	A child or staff member should not return to school until they have had 48 hours of appropriate treatment with antibiotics and they feel well enough to do so or 21 days from onset of illness if no antibiotic treatment.
<b>Conjunctivitis</b>	None.
<b>Giardia</b>	Until 48 hours after symptoms have stopped.
<b>Glandular fever</b>	None (can return once they feel well).
<b>Head lice</b>	None.
<b>Hepatitis A</b>	Exclude cases from school while unwell or until 7 days after the onset of jaundice (or onset of symptoms if no jaundice, or if under 5, or where hygiene is poor. There is no need to exclude well, older children with good hygiene who will have been much more infectious prior to diagnosis.



<b>Infection or complaint</b>	<b>Recommended period to be kept away from school or nursery</b>
<b>Hepatitis B</b>	Acute cases of hepatitis B will be too ill to attend school and their doctors will advise when they can return. Do not exclude chronic cases of hepatitis B or restrict their activities. Similarly, do not exclude staff with chronic hepatitis B infection. Contact your local health protection team for more advice if required.
<b>Hepatitis C</b>	None.
<b>Meningococcal meningitis/ septicaemia</b>	If the child has been treated and has recovered, they can return to school.
<b>Meningitis</b>	Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed.
<b>Meningitis viral</b>	None.
<b>MRSA (meticillin resistant Staphylococcus aureus)</b>	None.
<b>Mumps</b>	5 days after onset of swelling (if well).
<b>Threadworm</b>	None.
<b>Rotavirus</b>	Until 48 hours after symptoms have subsided.