Grove Learning Trust

# Health and Safety Policy

Ratified by: Finance, Audit & Estates committee
Date: Sept 2025

## Contents


Version Control....3
Review....3
Vision....4
Statement of Intent....4
Legislation....5
Roles and Responsibilities....6
Contractor On Site Management....9
Fire....10
Control of Substances Hazardous to Health (COSHH)....11
Gas Safety....12
Legionella....12
Asbestos....12
Equipment....12
Electrical Equipment....13
PE Equipment....13
Display Screen Equipment....13
Specialist Equipment....13
Lone Working....14
Working at Height....14
Manual Handling....15
Off-site Visits....15
Lettings....15
Violence at Work....15
Smoking....16
Infection Prevention and Control....16
Infection Prevention and Control....17
Keeping rooms well ventilated....18
Occupational stress....19
Accident Reporting....19
Training....21
Monitoring and Review....21

## Version Control

| Version | Date | Status | Author (AU) / Approver (AP) |
|---|---|---|---|
| Draft | June 2025 | Shared with Resources, Audit and Risk Committee for feedback. | AU (AW) |
| 2nd Draft | September 2025 | Additions made to COSHH section following Trustee review in June.<br><br>New section covering contractors on site added following Trustee feedback.<br><br>Name of committee changed on front cover.<br>Reference added to Lettings policy as per trustee advice. | AU (AW)<br><br>SR (AU) |

## Review

| | |
|---|---|
| **Next Review** | Summer 2026 |

## Vision

As one organisation, our vision for Grove Learning Trust is unapologetically bold. We are all about creating remarkable futures. For our children, our people, our places of work, we want the very best. We know that strong connections will enable us to achieve our vision, in a world where purposeful collaboration, based on mutual respect and trust, helps us to achieve more together.

Trust >> Connect >> Collaborate

Our policies underpin our vision and set out clearly our expectations of each other.

## Statement of Intent

Grove Learning Trust (GLT) aims to conduct its operations in such a manner as to ensure the health, safety and welfare of all its employees, contractors, clients, pupils, general public and others whilst working and being educated on its premises and outside those premises on associated activities. Working to the Health & Safety at Work Act 1974 and UK Statutory Instruments, as well as any future national health and safety legislation.

We will achieve this by:

- Creating and encouraging a positive and proactive health and safety culture across GLT.
- Identifying all foreseeable risks that may cause injury or harm to staff, pupils and visitors and identifying all control measures that are reasonably practicable are in place to avoid injury or harm. Ensuring that these risks and control measures are captured in risk assessments that are conducted and reviewed on a regular basis.
- Ensuring so far as is reasonably practical, that all GLT premises provide a healthy and safe working environment and that there are safe systems of work in place to provide this.
- Ensuring so far as is reasonably practical, that all GLT premises follow measures to reduce transmission of infectious diseases. These being:
    - Adequate levels of ventilation WITH windows regularly opened.
    - 'Catch it, bin it, kill it' approach.
    - Hand washing facilities throughout each site.
    - Encourage unwell pupils and staff not to attend the school / place of work.
- Ensuring any outbreak of infectious disease is managed by following the advice published in *Infectious disease in education and childcare settings*, plus additional advice provided by the UK Health Security Agency (UKHSA).
- Ensuring that staff receive appropriate, applicable and up to date training, information, instruction, and supervision.

- Ensuring that suitable and sufficient work equipment is available and maintained and that personal protective equipment is provided for use if such equipment is required.

- Providing access to adequate welfare facilities which include, but are not limited to, toilets, an adequately warm environment, staff room and drinking water.

- Ensuring that when staff operate on behalf of GLT, an assessment of any significant risks specific to the activities or tasks will be made. All reasonably practicable measures will be put in place to manage those risks and ensure the activities or tasks can be conducted in a safe manner.

- Ensuring an adequate number of staff are trained in first aid and mental health first aid for the numbers of staff and pupils at each site.

Whilst the day-to-day management of health and safety can be delegated to individual schools, the ultimate and overall responsibility for ensuring a safe and healthy environment lies with the Board of Trustees.

Employees have a legal duty to act in a safe manner and not to endanger themselves or others by their actions. Staff are encouraged to be proactive in developing and maintaining a healthy and safe working environment and to report health and safety concerns to the appropriate line management, or through the appropriate reporting procedures.

## Legislation

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

- 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 require employers to protect their staff from falls from height
- The school follows national guidance published by UK Health Security Agency (formerly Public Health England) and government guidance on living with COVID-19 when responding to infection control issues.
- For schools with Early Years Foundation Stage (EYFS) provision, the statutory framework for the Early Years Foundation Stage.

## Roles and Responsibilities

### Board of Trustees

The Board of Trustees, as a corporate body, has the responsibility to set the strategic direction and objectives of all health and safety matters across Grove Learning Trust. The board is responsible for ensuring that high standards of corporate governance are maintained. It exercises its powers and functions by addressing such matters as policy and strategic development, agreeing an annual budget, monitoring the GLT safety management system (I am Compliant), managing the trust risk register and making strategic decisions about the direction of GLT. The overall aim of the board is to ensure that a positive health and safety culture is established and maintained throughout the trust.

The Board of Trustees must ensure that all reasonable steps have been taken to reduce the possibility of accident or injury to staff, pupils and visitors. The executive team keep trustees informed of all developments relating to health and safety matters through their reporting to the resources, audit and risk committee.

The GLT Board of Trustees responsibilities are:

- To receive regular, question and understand health and safety related updates in relation to strategic development and associated actions.
- To warrant that all external and third-party contracts that are awarded across GLT have a consistency of approach, the required levels of competence and ensure legal compliance. Any successful contracts awarded by GLT must have been appropriately vetted for health and safety, financial and equality standards and other measures deemed appropriate.
- To ensure a prioritised risk management system is implemented and monitored, in order to assess the risks to pupils, staff and others affected by Trust activities in order to identify and introduce the health and safety measures necessary to manage the risks.
- To ensure effective accident and near miss reporting and investigation procedures are in place across the Trust.
- To ensure monitoring of compliance contracts throughout GLT are undertaken and suitable reports are provided for questioning and understanding e.g., statutory electrical inspections, fire risk assessments, asbestos surveys, water hygiene monitoring.

- To ensure there is an effective critical incident management and business continuity plan in place for GLT sites.
- To ensure there are systems in place to gather, question and understand ongoing health and safety compliance data, leading to full health and safety compliance across the Trust.

**Executive Team**

The Executive Team must support the implementation of health and safety by:

- Implementing and reviewing policies.
- Considering the impact of health and safety in all strategic and operational decision making.
- Implementing ways to reduce the likelihood of people being harmed by GLT activities.
- Taking appropriate actions following health and safety audits, compliance audits, estates surveys, inspection audits and Reporting of Injuries Disease and Dangerous Occurrences (RIDDOR) reports.
- Ensuring systems are in place and adhered to minimise the likelihood of enforcement action, penalties and prosecutions.
- Working alongside headteachers to manage and monitor an informed, proportionate, and prioritised risk management system, ensuring that all risk assessments are completed and reviewed in accordance with GLT risk assessment processes.
- Ensuring there is an emergency plan with procedures for the safe evacuation of all GLT sites.

**Strategic Operations Lead**

The Strategic Operations Lead must:

- Lead the risk management process for estates and health and safety across the Trust.
- Update and recommend for approval the Health and Safety Policy and any local procedure update as a result of local audit or national statutory changes.
- Produce a GEM (good estates management) plan.
- Organise expert advice and guidance to GLT staff regarding health and safety issues where internal expertise are not available.
- Ensure arrangements are made for audits and other visits to take place.
- Review audit reports and ensure sufficient action is taken to ensure improvement.
- Review the status of health and safety compliance across the Trust, ensuring appropriate action is taken where areas of weakness or concern are identified.
- Lead on the estates part of the due diligence process for new schools looking to join GLT.

- Lead the development and delivery of effective and robust health and safety processes and services across GLT, including risk assessment processes.
- Support any action as required following a health and safety incident.
- Implement an effective accident reporting and investigation procedure across the Trust.
- Ensure all relevant internal and external stakeholders participate in key health and safety activities and processes to ensure the development of robust and appropriate systems.
- Maintain the central health and safety records and use them to inform the audit programme.
- Ensure systems are in place for the completion and tracking of statutory health and safety training.
- Engage specialist advisors when required and work with them on specialist activities such as asbestos, fire risk assessments etc.

**Employee Duties**

Under the Health and Safety at Work etc. Act 1974 all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Always comply with the GLT health and safety policy and procedures.
- Report all accidents, incidents and near-miss incidents in line with the Trust's reporting procedure.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager and / or headteacher.
- Report immediately to their line manager and / or headteacher any shortcomings in the Trust's arrangements for health and safety.
- Co-operate with leaders on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Inform their line manager and / or headteacher if something happens that might affect their ability to work e.g., suffering an injury, taking prescribed medications that could affect them, penalty points on a driving license, pregnancy etc.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.
- Ensure that they are fully familiar with the emergency procedures in their area of work, e.g. accidents, first aid, fire, lockdown etc.

## Contractor On Site Management

Grove Learning Trust (GLT) is committed to ensuring that all contractors working on its premises do so in a safe, competent, and legally compliant manner. This section outlines the procedures and responsibilities for managing contractors on site.

**1. Contractor Vetting and Competence**
GLT will ensure that all contractors are vetted for competence prior to engagement. This includes:

- Verification of qualifications, certifications, and registrations (e.g. Gas Safe, NICEIC, CHAS).
- Review of health and safety records, insurance, and previous work history.
- Assessment of suitability for working in educational environments.

**2. Pre-Work Planning and Communication**
Before any work begins, contractors must:

- Attend a pre-work briefing with the Site Manager or Operations Lead.
- Receive site-specific health and safety information, including:
    - Asbestos register
    - Fire evacuation procedures
    - Safeguarding protocols
    - Location of first aid facilities and emergency contacts

**3. Risk Assessments and Method Statements**
Contractors must submit relevant risk assessments and method statements (RAMS) for approval prior to commencing work. These documents must:

- Identify hazards and control measures
- Be specific to the site and task
- Be reviewed and approved by the Site Manager or Operations Lead

**4. Compliance with CDM Regulations**
Where applicable, GLT will comply with the Construction (Design and Management) Regulations 2015. This includes:

- Appointing a Principal Designer and Principal Contractor for notifiable projects
- Ensuring the client duties under CDM are fulfilled
- Maintaining a health and safety file for construction works

**5. Supervision and Monitoring**
Contractors will be monitored throughout their time on site to ensure compliance with health and safety standards. GLT will:

- Designate a responsible person to oversee contractor activities
- Conduct spot checks and audits
- Address any breaches or unsafe practices immediately

**6. Safeguarding and Conduct**
Contractors must adhere to GLT's safeguarding policies. This includes:

- Wearing visible identification at all times
- Avoiding unsupervised contact with pupils
- Immediately reporting any concerns to the Designated Safeguarding Lead (DSL)

**7. Post-Work Review**
Upon completion of work, GLT will:

- Inspect the site to ensure it has been left in a safe condition
- Collect relevant documentation (e.g. completion certificates, warranties)
- Review contractor performance for future reference

## 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 practiced at least once a term.

The fire alarm is a loud bell.

Fire alarm testing will take place once a week.

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 is raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures also begin immediately.
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
- Staff and pupils congregate at the assembly points shown on the site evacuation plan.
- Class teachers take a register of pupils, which is then checked against the attendance register of that day.
- The most senior person on site takes a register of all staff.
- Staff, pupils and visitors remain outside the building until the emergency services say it is safe to re-enter

Some GLT sites have special arrangements in place for the evacuation of people with mobility needs. Site risk assessments pay particular attention to those with disabilities.

## Control of Substances Hazardous to Health (COSHH)

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

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

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information. Secure, lockable, storage facilities are used for items requiring the control of hazardous substances.

Any hazardous products are disposed of in accordance with specific disposal procedures.

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

**Review of COSHH Assessments**
COSHH risk assessments are reviewed annually, or sooner if there are changes to substances, work practices, or evidence that current controls are ineffective.

**Use of Safety Data Sheets (SDS)**
Safety Data Sheets (SDS) for all hazardous substances are obtained from suppliers and used to inform COSHH risk assessments. SDSs are accessible to all relevant staff.

**Health Surveillance**
Where COSHH assessments identify a risk of occupational illness, appropriate health surveillance will be arranged in consultation with a competent health professional.

**Training and Competence**
Staff working with hazardous substances will receive COSHH-specific training, including safe handling, emergency procedures, and use of personal protective equipment (PPE).

**Ventilation and Local Exhaust Ventilation (LEV)**
Where required, LEV systems will be used to control airborne contaminants and tested at least every 14 months by a competent person.

## 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 they have adequate ventilation.

## Legionella

A water risk assessment has been completed at each GLT site and the caretaker / site manager at each site is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book.

This risk assessment is reviewed annually and when significant changes have occurred to the water system and/or building footprint.

The risks from legionella are mitigated by temperature checks, heating of water, disinfection showers, etc.

## Asbestos

Staff are briefed on the hazards of asbestos, the location of any asbestos on a GLT site and the action to take if they suspect they have disturbed it.

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 that they suspect could be asbestos, they will stop work immediately until the area is declared safe.

A record is kept of the location of asbestos that has been found on the site.

## 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 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.

## Electrical Equipment

All staff are responsible for ensuring 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 headteacher or site manager / caretaker 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 isolator 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.

## PE Equipment

PE equipment, including fixed outdoor play equipment, is checked by a competent contractor on an annual basis.

Pupils 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 headteacher or site manager / caretaker.

## Display Screen Equipment

All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time.

Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician.

## Specialist Equipment

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

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

Where specialist equipment is needed for staff or pupils, those using the equipment are provided with appropriate training to make sure they use the equipment safely and effectively.

## 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
- Remote working, self-isolation and/or remote learning
- Working alone from home during the working day

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 they are medically fit to work alone.

## Working at Height

We 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 caretaker / site manager 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 people.

## 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.

We ensure that proper mechanical aids and lifting equipment are available and that staff are trained in how to use them safely.

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

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

## Off-site Visits

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

- Risk assessments have been completed and checked by the educational visits coordinator (EVC) then approved by the headteacher.
- All off-site visits are appropriately staffed based on the needs and age of those attending the activity.
- Staff take a mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with access to parents/carers' contact details.
- There is always at least one first aider on trips and visits.
- For trips and visits with pupils in the Early Years Foundation Stage, there is always at least one first aider with a current peadiatric first aid certificate.

## Lettings

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

## Violence at Work

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

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

## Smoking

Smoking is not permitted anywhere on the school premises.

## Infection Prevention and Control

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

### Handwashing

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

### Coughing and sneezing

- Cover mouth and nose.
- Wash hands.
- Spitting is discouraged.

### Personal Protective Equipment

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

### Cleaning of the Environment

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

### Cleaning of Blood and Body Fluid Spillages

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

### Laundry

- Wash soiled linen separately and at the hottest wash the fabric will tolerate.
- Wear personal protective clothing when handling soiled linen.
- Bag children's soiled clothing to be sent home, never rinse by hand.

### Clinical Waste

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

### Animals

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

## Infection Prevention and Control

We will ensure adequate risk reduction measures are in place to manage the spread of acute respiratory diseases, including COVID-19, and carry out appropriate risk assessments, reviewing them regularly and monitoring whether any measures in place are working effectively.

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

**Following good hygiene practices**
We encourage all staff and pupils to regularly wash their hands with soap and water or hand sanitiser and follow recommended practices for respiratory hygiene. Where required, we provide appropriate personal protective equipment (PPE).

**Implementing an appropriate cleaning regime**
We regularly clean equipment and rooms and ensure surfaces that are frequently touched are cleaned at least daily.

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

**Pupils vulnerable to infection**

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

**Exclusion periods for infectious diseases**

GLT follows recommended exclusion periods outlined by the UK Health Security Agency and other government guidance.

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

**New and expectant mothers**
Risk assessments are carried out whenever any employee notifies the school that they are pregnant.

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

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to an antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles.
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation.

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

**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 across GLT for responding to individual concerns and monitoring staff workloads.

## Accident Reporting

### 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 be kept on file.
- 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.

### Reporting to the Health and Safety Executive

The headteacher 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 headteacher will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

If the accident takes place in the central GLT offices or training room, the strategic operations lead (SOL) will complete the reporting activities listed above.

**School staff: reportable injuries, diseases or dangerous occurrences**

These include:

- Death
- Specified injuries, which 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) which:
    - Covers more than 10% of the whole body's total surface area; or
    - Causes significant damage to the eyes, respiratory system or other vital organs
- 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.

- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, headteacher (or SOL for central GLT staff) will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident.
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
    - Carpal tunnel syndrome
    - Severe cramp of the hand or forearm
    - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
    - Hand-arm vibration syndrome
    - Occupational asthma, e.g. from wood dust
    - Tendonitis or tenosynovitis of the hand or forearm
    - Any occupational cancer
    - Any disease attributed to an occupational exposure to a biological agent
- 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
    - An electrical short circuit or overload causing a fire or explosion

**Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences**

These include:

- Death of a person that arose from, or was in connection with, a work activity*
- An injury that arose from, or was in connection with, a work activity* and the person is taken directly from the scene of the accident to hospital for treatment

*An accident "arises out of" or is "connected with a work activity" if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

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

### Notifying parents/carers

The class teacher will inform parents/carers 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.

### Reporting to child protection agencies

The designated safeguarding lead (DSL) will notify children's social care 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. Any serious event or injury to a looked after child will be reported to the Virtual Headteacher in the local authority as soon as is reasonably practicable.

### Reporting to Ofsted

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

## Training

Our staff are provided with health and safety training as part of their induction process.

Staff who work in higher-risk environments, such as in special education needs units or with specific tools / equipment are given additional health and safety training.

## Monitoring and Review

This policy will be monitored and reviewed on an annual basis.
The strategic operations or estates lead will be responsible for monitoring any changes to legislation that may affect this policy and make the appropriate changes accordingly.
The head teacher or location's leader will communicate changes to this policy to all members of staff.