



HEALTH & SAFETY POLICY

Approved by:

Date January 2024

**On behalf of the
Governing Body**

Last reviewed on:

September 2021

Next review due by:

January 2025

STATEMENT OF INTENT

In accordance with the Health and Safety at Work etc Act 1974, it is the policy of the Governing Body of Cambridge School, as the employer/controller of premises, to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all employees and to protect non-employees such as pupils, visitors, contractors and other persons at the school from injury and ill health arising from any activities undertaken.

In compliance with health and safety legislation and regulations, the Governing Body and Headteacher will ensure so far as is reasonably practicable that:

- Adequate resources are made available to enable the effective implementation of this Policy and associated procedures
- Advice is sought from competent persons on legal requirements for health and safety and on current best practice
- Those with specific roles and responsibilities for health and safety will be engaged and empowered to successfully undertake their duties
- Arrangements for communicating and consulting with employees and other relevant parties are implemented
- Suitable and sufficient assessments are undertaken and recorded for all activities undertaken by the establishment
- Appropriate risk control measures and safe systems of work are developed and implemented
- Appropriate procedures are adopted to monitor the successful application of this policy and associated procedures

The Governors and staff of Cambridge School are committed to playing an active role in the implementation of this policy and undertake to annually review and revise it in light of changes in legislation, experience and other relevant developments.

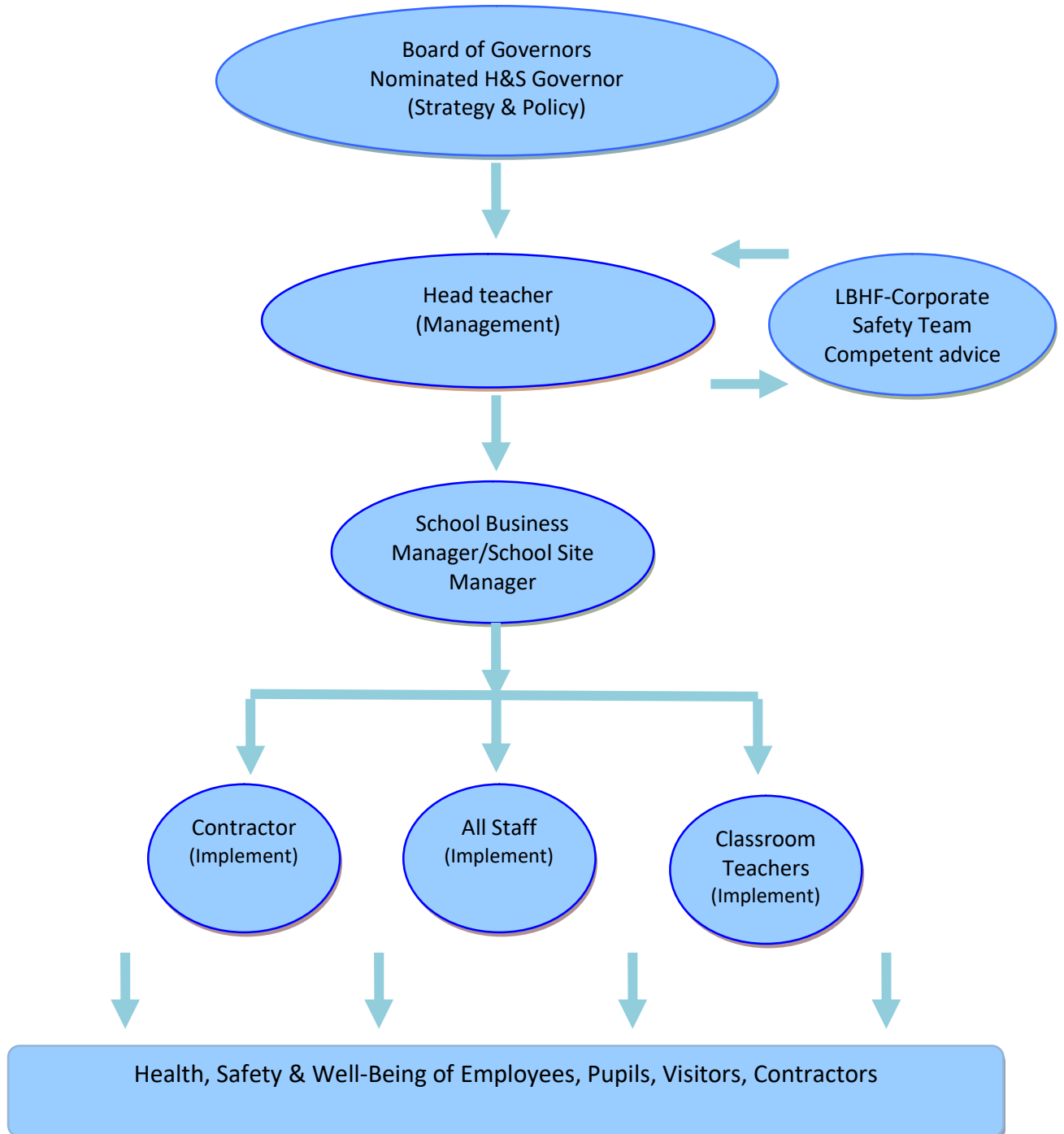
Hammersmith & Fulham Council, as the employer in community schools has overall responsibility for health and safety within the establishment. The school will follow any policies and procedures issued to the school by the Council in respect of health and safety in accordance with the local management of schools regime and fair funding.

This Health & Safety Policy, its supporting documentation and arrangements for implementation will meet our legal obligations and contribute to our objectives relating to continuous improvement on health and safety performance.

Signed:
Headteacher:
Date:

Signed:
Chair of Governors:
Date:

ORGANISATIONAL RESPONSIBILITIES



The Governing Body

The Governing Body, as the employer has overall responsibility for H&S. In consultation with the Headteacher, the Governing Body will:

- Nominate a Governor to be responsible for health and safety matters
- Ensure that suitable resources and strategic direction are available to discharge the school's health and safety responsibilities
- Ensure that a H&S Policy and procedures are developed and implemented, following best practice guidance
- Ensure that, where necessary, objectives and actions plans are developed to implement the H&S Policy and associated procedures
- Ensure that there is an appropriate forum where health and safety matters can be discussed and strategic decisions made
- Ensure that health and safety is monitored by the appointed Governor and committee so that legal and best practice requirements are met
- Monitor, via reports, the overall performance of the schools health and safety management system
- Ensure that the establishments health and safety policy and management system is reviewed regularly

The Headteacher

In consultation with the schools senior staff and Governing Body, the Headteacher will have day-to-day management responsibility for health and safety and will:

- Implement the requirements of this Policy and associated procedures for ensuring compliance with all health and safety legislation within the school
- Demonstrate a personal commitment to health and safety by providing visible and active leadership and leading by example
- Ensure a positive health and safety culture is evident and a proactive approach to health and safety management is adopted within the school
- Appoint persons to assist them with meeting the safety objectives, standards and checks detailed in this policy
- Ensure all school decisions (including new projects, procurement decisions, contractor selection, etc.) fully take into account health and safety considerations
- Ensure that school employees recognise health and safety as an integral element of their work, and that health and safety is given equal status alongside other management functions
- Ensure that health and safety is adequately resourced with both time and finances and that managers make adequate provision in their budgets for managing health and safety
- Ensure suitable persons are nominated to undertake key health and safety functions within the school and to ensure these individuals are adequately supported and suitably trained

The School Site Manager

The School Site Manager, in consultation with the Headteacher, will be responsible for ensuring the day-to-day operational requirements of the H&S Policy and associated procedures are implemented. The Site Manager will:

- Maintain an up to date copy of the health and safety policy together with all associated documentation
- Notify the Headteacher of any health and safety concerns and any financial implications identified by the Risk Assessment process
- Be the focal point for reference on health safety and welfare matters and to give advice or indicate source of advice
- Liaise with and report directly to the Governors or through the Headteacher, on all matters of Health and Safety
- Ensure the day to day implementation of this policy and associated procedures including seeking the approval of the Governors for meeting the financial implications of identified control measures
- Ensure that all certification and statutory inspections are kept up to date
- Establish and maintain safe working procedures and carry out regular health and safety assessments of the activities/premises for which they are responsible, and report to the Headteacher any defects, which need attention
- Carry out a daily health and safety inspection of the premises in the morning before school starts and at the end of the school day
- Advise the Headteacher on requirements for health and safety equipment and on additions or necessary improvement to plant, tools, equipment or machinery.

Teachers and Teaching Assistants

Teaching staff will be responsible for all aspects of 'learning outside the classroom' and will ensure that health and safety forms an integral part of planning of trips. The Teachers and Teaching assistants will:

- Be responsible for managing educational visit in line with the learning outside the classroom agenda
- Work with group leaders to ensure that the aims of the educational visit are achievable and in line with those of the school
- After discussion with the headteacher and governing body, approve proposals or submit proposal to the LBHF H&S Manager
- Confirm that adequate risk assessments have been carried out
- Check that classroom areas and equipment are safe and report any defects to the Site Manager
- Give clear instruction and warnings to pupils, as often as necessary
- Avoid introducing personal items of equipment into school without authorisation from the Headteacher
- Follow the requirements of the H&S Policy and working procedures

- Complete classroom risk assessments/checklists as instructed by the Headteacher

All Staff

All staff are expected to know the health and safety organisational responsibilities and arrangements to be adopted in the school. Employees have a duty to:

- Co-operate with managers on health and safety matters and follow all requirements of the H&S Policy and procedures
- Take reasonable care of their own health and safety and others
- Make suggestions to improve any aspect of health and safety
- Report any local hazards that they become aware of to the Site Manager
- Report incidents that have led to injury or damage, or near misses that may have led to injury or damage

Health and Safety Representatives

The Governing Body will make arrangements for the establishment of Health and Safety representatives to oversee all matters of health and safety. Health and Safety representatives will be allowed:

- To investigate accidents and potential hazards
- To make representation to the employer about general issues affecting health, safety and welfare in the workplace
- To carry out school inspection within directed time, but wherever practicable outside teaching time
- To represent members in consultation with enforcement agencies

Contractors

The premises maintenance contractor is responsible for ensuring that health and safety requirements are met in relation the maintenance of all plant and equipment. The maintenance contractor will co-operate with the school and will advise the Site Manager of any health and safety concerns.

The school will seek to ensure that contractors conduct themselves and carry out their operations in full compliance with all statutory and advisory safety requirements.

Visitors and Hirers

The school will seek to ensure that hirers and others who use the school premises, conduct themselves and carry out their operations in full compliance with all statutory and advisory safety requirements.

When the premises are hired to persons outside the employ of the Governing Body, it will be a condition for all hirers, contractors and others using the

school premises or facilities, that they are familiar with this policy, that they comply with all safety directives from the Governing Body and that they will not, without prior consent from the Governing Body:

- Introduce equipment for use on the school premises
- Take any action that may create hazards for persons using the premises or the staff and pupils of the school.

Visitors will be required to observe the health, safety and welfare rules of the school. In particular, parents and other volunteers helping out in the school, will be made aware of the health and safety policy applicable to them by the teacher to whom they are assigned.

ARRANGEMENTS AND PROCEDURES

Management

Consultation & Communication

The Governing Body and Headteacher will involve all staff including appointed representatives in the development of health and safety. There will be a regular programme of staff briefing meetings where staff will be consulted on all areas of health and safety.

The H&S Law Poster is displayed in the main office. Copies of the H&S Policy and associated procedures are made available to all staff via the Headteacher and Site Manager. The Staff Handbook will also be used to communicate on H&S matters.

Staff Learning & Development

All employees shall be instructed as to possible hazards which may occur at their place of work and shall receive such information, instruction and training as may be deemed necessary to enable them to do their work in a safe and efficient manner.

Staff receive health and safety information during their induction and from the Site Manager. Regular updates are given as required and relevant information is displayed in the staff room in the main school building.

Risk Assessing

The Site Manager will be responsible for ensuring that suitable and sufficient risk assessments are completed for:

- The premises and grounds
- Playground and outdoor play equipment
- Fire (via external competent person)
- Asbestos
- Legionella (via external competent person)
- Premises security

Each classroom teacher will undertake a Classroom risk assessment every term.

The Teacher/TA will complete a risk assessment for each school trip

Accident reporting and investigation

The school will use the London Borough of Hammersmith & Fulham accident and incident reporting system to report and record incidents. For minor incidents, the school will keep local records.

The LBHF Corporate Safety team will undertake any necessary RIDDOR reporting requirements on behalf of the school.

The Headteacher and Site Manager will investigate incidents reported by staff as necessary, depending upon the circumstances of the incident and report findings to the Governing Body.

Where deemed necessary, support will be sought from the LBHF Corporate Safety Team in investigating the more serious incidents.

First aid and medications

The school will determine through an assessment, first aid requirements both for on-site activities and educational visits. The following arrangements are to be followed:

- Sufficient first aid trained staff will be available on-site in accordance with legal requirements as detailed in LBHF guidance.
- First aid arrangements for off-site educational visits will be determined as part of the trips risk assessment.
- All staff nominated to provide first aid or paediatric first aid will receive recognised training. Records of staff trained will be maintained.
- Appropriate first aid material, equipment and facilities will be provided and located throughout the premises.
- All equipment will be checked on an annual basis by the Site Manager.
- First aid arrangements will be made known to staff and pupils.
- Where first aid treatment is given, suitable records will be kept.

The school has developed a separate policy on the administration of medications, based upon good practice guidance from the Government.

Control of contractors

For non-construction work, the Site Manager will undertake the following:

- Identify all aspects of the work that the contractor will be required to do
- Identify any risks associated with the work
- Undertake checks on contractors competence in terms of health and safety
- Provide any necessary health and safety related information to the contractor
- Ensure that appropriate risk assessments and method statements are prepared by the contractor
- Ensure that sufficient rules and control measures are in place when the work is undertaken
- Ensure that contractors are monitored when on-site

To assist in this process, a separate checklist available from 'School Staff Zone' will be utilised.

Construction work

Where work coming under the requirements of the Construction (Design and Management) Regulations is commissioned by the school, it is recognised that the Governing Body will be the client and will meet all legal requirements in the above regulations.

Advice will be sought from a competent person and the corporate safety team in LBHF.

Inspections and monitoring

The Governing Body has a Finance and Resources Committee that is used to monitor health and safety and to discuss/resolve issues. The Committee will receive regular reports from the Headteacher and Site Manager.

The Headteacher and Site Manager undertake an inspection of the school every term. In addition, the nominated H&S Governor will undertake an inspection every year.

All inspections will generate a written report.

Premises

Fire safety and emergency management

The Site Manager will maintain a Fire Log Book. This will contain details of all training, fire drills, testing of alarm system, maintenance of fire related equipment etc. The following procedures are adopted:

- All staff will receive basic fire safety instruction and training at induction and then at regular intervals. The Site Manager will deliver this training.
- A fire risk assessment is completed by an external competent third party. This is reviewed on an annual basis.
- Based upon the fire risk assessment, a fire detection and alarm system, emergency lighting and fire fighting equipment will be installed and maintained
- The Site Manager will ensure that contractors maintaining equipment are competent to do so
- Procedures for action to take in the event of a fire are developed in the form of a separate fire emergency plan. This is based upon best practice from the LFB
- The Site Manager will ensure that means of escape are well maintained and safe to use at all times the establishment is occupied

Asbestos management

The school has adopted the following procedures in relation to the management of asbestos containing materials:

- The Site Manager has been nominated to manage asbestos within the establishment and will be provided with training to enable them to do so
- The school will obtain a copy of the asbestos register and survey report from LBHS School Resources
- The school will develop an asbestos management plan in conjunction with LBHF School Resources and review this regularly
- All staff will be made aware of the presence of asbestos containing materials and the control measures required to prevent fibre release
- The school will ensure that all asbestos containing materials remaining in the premises are subject to a visual inspection as detailed in the asbestos plan
- Any contractors working in the premises will be required to review the asbestos register and sign that they have seen it
- Any works commissioned by the school that involve the removal of asbestos containing materials will be done so within the requirements of the Control of Asbestos Regulations 2006

COSHH

Schools 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 School Business Manager and Site Manager and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

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.

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.

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

Legionella

A water risk assessment is completed by Clearwater annually. The Site Manager is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book

This risk assessment will be reviewed every year and when significant changes have occurred to the water system and/or building footprint

The risks from legionella are mitigated by the following: temperature checks and run offs, heating of water

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 Site Manager and or School Business Manager 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

Display screen equipment

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

Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)

Specialist equipment

Parents 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.

Premises security

The school will develop and adopt procedures for managing personal safety risks based upon safe premises, safe procedures and safe people. The following procedures are adopted:

- All points of access and egress to the school will be secured so as to prevent unauthorised access to the school.
- The school will ensure that a procedure for the safe collection of pupils is developed and made known to all staff
- All staff will be made aware of the procedures to be followed if they suspect any person to be on the premises without permission
- All persons visiting the school will be required to sign-in and wear an appropriate identification badge
- Visitors to the school who are not CRB cleared will be escorted by a member of staff at all times

Persons

Health and well-being of staff

The health and well-being of school staff is deemed essential. The school will adopt the following procedures:

- A policy and procedures on stress management will be adopted based upon best practice
- Where an individual informs the school that they have stress the school will consider this and take appropriate action with the support of LBHF Human Resources and Occupational Health

The school will ensure that support services and measures are in place for any individual who is suffering from stress

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.

Working at height

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

In addition:

- The 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 persons

Manual handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

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

Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help

Take the more direct route that is clear from obstruction and is as flat as possible

Ensure the area where you plan to offload the load is clear

When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

- A scheme of inspection, testing and maintenance based upon legal requirements and/or best practice will be developed by DHP
- The School Business Manager will ensure that third party contractors are competent to undertake the necessary inspection, testing and maintenance

Curriculum

Classroom Safety

All classroom teachers will be required to complete a classroom risk assessment every term and will ensure that the classroom remains safe throughout the school year.

Playground Safety

To ensure the safety of pupils using the playground, the school has adopted the following procedures:

- All new equipment/safety surfaces will be designed and installed to the appropriate standards
- Where any new equipment/safety surface is installed, appropriate certification and documentation will be obtained
- The risks associated with play activities will be assessed and appropriate control measures will be adopted
- The school will ensure that there is appropriate levels of supervision during play periods
- All play grounds and play equipment will be subject to regularly inspection by the Site Manager and will be subject to annual maintenance by a competent external person

PE equipment

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 caretaker

Educational visits

The school has developed a separate policy and procedures in relation to educational visits based upon the 'Learning Outside the Classroom' agenda

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

Risk assessments will be completed where off-site visits and activities require them

All off-site visits are appropriately staffed

Staff will take a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details

There will always be at least one first aider on school trips and visits

Non-Curriculum

Extended services

Any extended services run from the school will be subject to a risk assessment, completed by the manager responsible for the service. All services will be required to follow the schools H&S Policy and the accompanying procedures.

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.

Violence at work

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

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/headteacher 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 Public Health England when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

Handwashing

Wash hands with liquid soap and warm water, and dry with paper towels

Always wash hands after using the toilet, before eating or handling food, and after handling animals

Cover all cuts and abrasions with waterproof dressings

Coughing and sneezing

Cover mouth and nose with a tissue

Wash hands after using or disposing of tissues

Spitting is discouraged

Personal protective equipment

Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (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

Cleaning of the environment

Clean the environment frequently and thoroughly

Cleaning of blood and body fluid spillages

Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment

When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface

Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below

Make spillage kits available for blood spills

Clinical waste

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

Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins

Remove clinical waste with a registered waste contractor

Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

Animals

Wash hands before and after handling any animals

Keep animals' living quarters clean and away from food areas

Dispose of animal waste regularly, and keep litter boxes away from pupils

Supervise pupils when playing with animals

Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet

Pupils vulnerable to infection

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

Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by Public Health England.

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

New and expectant mothers

Risk assessments will be carried out whenever any employee or pupil notifies the school 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

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 school for responding to individual concerns and monitoring staff workloads.

The school has access to the Employee Assistance programme. Staff should see School Business Manager for more details should they require.

Accident reporting

Accident record book

An accident form will be completed as soon as possible after the accident occurs by the first aider who deals with it.

As much detail as possible will be supplied when reporting an accident. If the accident is deemed serious it will be reported on the Local Authority reporting website www.assessweb.co.uk.

Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of

Reporting to the Health and Safety Executive

The School 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 School 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)

- 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
- 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 – <https://www.hse.gov.uk/riddor/report.htm>

Notifying parents

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

Reporting child protection agencies

The Headteacher will notify any third party of any serious accident or injury to, or the death of, a pupil while in the school's care.

Reporting to Ofsted

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

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 pupils with special educational needs (SEN), are given additional health and safety training.

Monitoring

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

At every review, the policy will be approved by the Finance and Resources committee.

Links with other policies

This health and safety policy links to the following policies:

First aid

Risk assessment

Supporting pupils with medical conditions

Accessibility plan

CRITICAL INCIDENTS PLAN

A critical incident is one that constitutes a serious disruption whereby the management of the school can no longer operate under the normal operating procedures. A critical incident will normally carry little or no warning and may require the assistance of emergency services. It does not necessarily involve media attention and/or numerous fatalities.

A critical incident may be a physical incident or psychological trauma which has severe impact (immediate and long-term) on pupils, staff, parents, governors.

A critical incident may be one of the following:

- Death or serious injury of a pupil or member of staff as a result of violence, accident or suicide
- Abduction
- Natural disaster
- Civil disorder
- Major fire or flood
- Building collapse
- Terrorist Attack

The incidents may occur at:

- The school site or in an area that would affect the school site
- Public transport
- Minibus
- During activities taking place off-site (school trips/residentials)
- On the school site during out of school hours

Key Personnel

To manage a critical incident, or the effects of a critical incident, key personnel have been identified to be the Critical Incidents Support Team (CIST), and this team shall be responsible for ensuring that the incident is managed efficiently and the effected individuals supported.

CIST consists of the senior leadership team, the administrative assistant and the site manager:

CIST Members:	
Alan Campbell	Headteacher
Mehr Sahir, Jane Ogunbowale, Cynthia Richards	Assistant Headteachers
Julia Lea	School Business Manager
Rebecca Kimpton	Senior Administrator
Paul Forknall	Caretaker
Mark Harris	Chair of Governors

Rebecca Kimpton will be responsible for ensuring timely and accurate information is conveyed to parents and other individuals that are related to persons involved in the critical incident. She shall act on instruction from The Senior Leadership Team. Paul Forknall will be responsible for adhering to the fire safety plan and health & safety policy to ensure that the risk to individuals is minimised.

Response to a critical incident

The Headteacher, Assistant Headteachers and Chair of Governors must have a copy of this procedure at home to refer to should a critical incident occur. A copy shall also be stored in the policies file within the School Business Managers office of Cambridge School and on the T:/shared drive.

All relevant contact numbers and addresses of personnel, governors, children etc are held centrally at school.

Media

Response to the media will be covered by the Headteacher and, in his absence, the Deputy Headteacher. The Headteacher will inform the Local Authority immediately of any critical incident.

Members of staff must not:

- Give interviews
- Make comment or draw attention to any relevant written or printed materials
- Hand any materials to the media

The Critical Incident Support Team is shown on page 3 of this document.

This information is confidential and must not be made public to any persons not employed at Cambridge School.

Emergency Action

Action by the Headteacher (or Deputy Headteacher) (referred to as key stakeholder) in relation to a critical incident is outlined below:

<p>Stage 1:</p>	<p>Key stakeholder will:</p> <ul style="list-style-type: none"> • Open and continue to maintain a personal log of all factual information received, actions taken and times of events; • Make every attempt to clarify exactly what has happened; • Consider whether the incident requires the direct involvement of the Local Authority or RIDDOR. Initial contact should always be made with the Local Authority in emergencies in case they have wider significance; <p>During term time:</p> <ul style="list-style-type: none"> • Avoid closing the school if possible; • Endeavour to maintain normal routines and timetables if possible. <p>Outside term time:</p> <ul style="list-style-type: none"> • Instruct the site manager to open the school; • Set up school support from inside Cambridge School; • Inform the chair of governors; • Inform the local authority; • Inform other CIST members; • Contact the council's Communications Unit and agree a statement to the media if necessary.
<p>Stage 2:</p>	<ul style="list-style-type: none"> • Brief both teaching and non teaching staff in as much detail as possible; • Brief relevant governors; • Set up arrangements to manage visitors at main reception area and utilise whatever support is available; • Set up a telephone link-line ensuring care is taken when answering calls. Use blank log sheets for recording calls and ensure only accurate information flows in and out of the school. Ensure calls are answered courteously, effectively and efficiently and that pre-determined statements are used; • Ensure a designated independent telephone is available for outgoing calls and that media calls are re-directed to appropriate officer; • Ensure all staff and pupils are discouraged from talking to the media. <p>STAFF:</p> <ul style="list-style-type: none"> • Regular briefings twice daily; • Be aware how colleagues are coping and if necessary set up counselling support;

	<ul style="list-style-type: none"> • At an early stage arrange for all pupils to be told, in simple terms, what is happening; • Arrange for admin to have a copy of next of kin list. <p>PARENTS:</p> <ul style="list-style-type: none"> • If pupils are involved it is vital that parents are informed early on; • Decide whether to inform parents in writing or spoken to personally. This decision will depend on the severity of the incident; • Maintain regular contact with parents; • If the incident is away from school ask the police whether parents should travel to the scene or whether children should be taken home. Although this is not a police decision their advice should be followed. <p>LOCAL AUTHORITY:</p> <ul style="list-style-type: none"> • Continue to liaise with the Local Authority for the duration of the incident. Maintain effective communication by whatever means.
Stage 3: Close/ incident	<ul style="list-style-type: none"> • When appropriate seek advice from the Local Authority to arrange special assemblies, funeral or memorial services; • Headteacher to prepare a joint report with the named Local Authority Officer; • Arrange for a member of staff to make contact with any pupils who are at home or in hospital.
Stage 4 Longer-term issues	<p>In some cases the effects of an incident may continue for many years. Thought will need to be given to:</p> <ul style="list-style-type: none"> • Working with staff to continue to monitor pupils informally, particularly those considered vulnerable; • Monitoring, through drills and exercises. Staff who may need training and development; • Clarifying procedures for referring pupils for further help; • Recognising that some staff may need help in the longer term; • Recognising and marking anniversaries; • Remembering to make new staff aware of those pupils who were affected and how they were affected; • Remembering that legal processes, injuries and news stories may bring back distressing memories and cause temporary upset within the school; • Remembering that if the incident attracts media attention it is likely that interest will continue for many weeks; • Being aware that some pupils' ability to concentrate is significantly affected after a critical incident.

Staff of Cambridge School are committed to ensuring that pupils remain safe at all times. In the event of a critical incident staff members shall act in a calm and professional manner, comply with this policy and follow instructions from

the CIST.

In the event of an emergency evacuation we will evacuate the school by sounding the fire alarms in the usual way. Students will then be accompanied to Jack Tizard School or Queensmill School where emergency procedures can be embarked upon such as contacting Parents and rearranging transport. CIST team is responsible for this.

In the rare event of a terrorist attack, the school will follow guidance from National Counter Terrorism Security Office. This document should be read in conjunction with this plan.

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?	

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
Athlete's foot	None.
Campylobacter	Until 48 hours after symptoms have stopped.
Chicken pox (shingles)	<p>Cases of chickenpox are generally infectious from 2 days before the rash appears to 5 days after the onset of rash. Although the usual exclusion period is 5 days, all lesions should be crusted over before children return to nursery or school.</p> <p>A person with shingles is infectious to those who have not had chickenpox and should be excluded from school if the rash is weeping and cannot be covered or until the rash is dry and crusted over.</p>
Cold sores	None.
Rubella (German measles)	5 days from appearance of the rash.
Hand, foot and mouth	Children are safe to return to school or nursery as soon as they are feeling better, there is no need to stay off until the blisters have all healed.
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
Measles	Cases are infectious from 4 days before onset of rash to 4 days after so it is important to ensure cases are excluded from school during this period.
Ringworm	Exclusion not needed once treatment has started.
Scabies	The infected child or staff member should be excluded until after the first treatment has been carried out.
Scarlet fever	Children can return to school 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the school or nursery, the health protection team will assist with letters and factsheet to send to parents or carers and staff.

Slapped cheek syndrome, Parvovirus B19, Fifth's disease	None (not infectious by the time the rash has developed).
Bacillary Dysentery (Shigella)	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.
Diarrhoea and/or vomiting (Gastroenteritis)	<p>Children and adults with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course is completed.</p> <p>For some gastrointestinal infections, longer periods of exclusion from school are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, school health advisor or environmental health officer will advise.</p> <p>If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.</p>
Cryptosporidiosis	Until 48 hours after symptoms have stopped.
E. coli (verocytotoxigenic or VTEC)	The standard exclusion period is until 48 hours after symptoms have resolved. However, some people pose a greater risk to others and may be excluded until they have a negative stool sample (for example, pre-school infants, food handlers, and care staff working with vulnerable people). The health protection team will advise in these instances.
Food poisoning	Until 48 hours from the last episode of vomiting and diarrhoea and they are well enough to return. Some infections may require longer periods (local health protection team will advise).
Salmonella	Until 48 hours after symptoms have stopped.
Typhoid and Paratyphoid fever	Seek advice from environmental health officers or the local health protection team.
Flu (influenza)	Until recovered.

Tuberculosis (TB)	Pupils and staff with infectious TB can return to school after 2 weeks of treatment if well enough to do so and as long as they have responded to anti-TB therapy. Pupils and staff with non-pulmonary TB do not require exclusion and can return to school as soon as they are well enough.
Whooping cough (pertussis)	A child or staff member should not return to school until they have had 48 hours of appropriate treatment with antibiotics and they feel well enough to do so or 21 days from onset of illness if no antibiotic treatment.
Conjunctivitis	None.
Covid 19	Isolate until test result has returned or 10 to 14 days in line with Public Health England
Giardia	Until 48 hours after symptoms have stopped.
Glandular fever	None (can return once they feel well).
Head lice	None.
Hepatitis A	Exclude cases from school while unwell or until 7 days after the onset of jaundice (or onset of symptoms if no jaundice, or if under 5, or where hygiene is poor. There is no need to exclude well, older children with good hygiene who will have been much more infectious prior to diagnosis.
Hepatitis B	Acute cases of hepatitis B will be too ill to attend school and their doctors will advise when they can return. Do not exclude chronic cases of hepatitis B or restrict their activities. Similarly, do not exclude staff with chronic hepatitis B infection. Contact your local health protection team for more advice if required.
Hepatitis C	None.
Meningococcal meningitis/ septicaemia	If the child has been treated and has recovered, they can return to school.
Meningitis	Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed.

Meningitis viral	None.
MRSA (meticillin resistant Staphylococcus aureus)	None.
Mumps	5 days after onset of swelling (if well).
Threadworm	None.
Rotavirus	Until 48 hours after symptoms have subsided.