





## DINGLE COMMUNITY PRIMARY SCHOOL

### HEALTH & SAFETY POLICY

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| Reviewed by:     | Governing Board Resources & Safeguarding Committee   |
| Signed:          | <br>(Acting Headteacher)                         |
| Signed:          | <br>(Chair of Resources & Safeguarding Committee) |
| Date:            | 11 <sup>th</sup> February 2025   |

## Contents

|  |           |
|--|-----------|
| <b>1. Aims</b>   | <b>3</b>  |
| <b>2. Legislation</b>  | <b>3</b>  |
| <b>3. Roles and responsibilities</b>   | <b>3</b>  |
| <b>4. Site security</b>  | <b>5</b>  |
| <b>5. Fire</b>   | <b>5</b>  |
| <b>6. COSHH</b>  | <b>6</b>  |
| <b>7. Equipment</b>  | <b>7</b>  |
| <b>8. Lone working</b>   | <b>8</b>  |
| <b>9. Working at height</b>  | <b>9</b>  |
| <b>10. Manual handling</b>   | <b>9</b>  |
| <b>11. Off-site visits</b>   | <b>9</b>  |
| <b>12. Lettings</b>  | <b>10</b> |
| <b>13. Violence at work</b>  | <b>10</b> |
| <b>14. Smoking and Vaping</b>  | <b>10</b> |
| <b>15. Infection prevention and control</b>  | <b>10</b> |
| Following good hygiene practices   | 12        |
| Implementing an appropriate cleaning regime  | 12        |
| Keeping rooms well ventilated  | 12        |
| <b>16. New and expectant mothers</b>   | <b>12</b> |
| <b>17. Occupational stress</b>   | <b>12</b> |
| <b>18. Accident reporting</b>  | <b>13</b> |
| <b>19. Training</b>  | <b>15</b> |
| <b>20. Monitoring</b>  | <b>15</b> |
| <b>21. Links with other policies</b>   | <b>15</b> |
| <b>Appendix 1. Fire safety checklist</b>   | <b>16</b> |
| <b>Appendix 2. Accident report</b>   | <b>17</b> |
|  | 18        |
| <b>Appendix 3. Recommended absence period for preventing the spread of infection</b> | <b>19</b> |

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## 1. Aims

Our school aims to:

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

## 2. 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.

Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#).

## 3. Roles and responsibilities

### 3.1 The local authority and governing board

Dudley Local Authority has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board.

The governing board delegates operational matters and day-to-day tasks to the headteacher and staff members.

### **3.2 Headteacher**

The headteacher is responsible for health and safety day-to-day. This involves:

- Implementing the health and safety policy
- Ensuring there is enough staff to safely supervise pupils
- Ensuring that the school building and premises are safe and regularly inspected
- Providing adequate training for school staff
- Reporting to the governing board on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

In the headteacher's absence, the School Business Manager assumes the above day-to-day health and safety responsibilities.

### **3.3 Health and safety lead**

The nominated health and safety lead is the School Business Manager.

### **3.4 Staff**

School staff have a duty to take care of pupils in the same way that a prudent parent/carer 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 school 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

### **3.5 Pupils and parents/carers**

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

### **3.6 Contractors**

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

#### 4. Site security

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

The Headteacher, Deputy Headteacher, Business Manager and Site Manager are key holders and will respond to an emergency.

#### 5. Fire

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

Emergency evacuations are practised at least once a term.

The fire alarm is a loud continuous bell.

Fire alarm testing and emergency lighting checks will take place once a week on a specified day and time.

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

Staff and pupils will congregate at the assembly points. These are:

- Dingle Ducks - via EYFS external door to grassed area of Lower School playground.
- Class D - via EYFS external door to grassed area of Lower School playground.
- Class I – via its own external door to grassed area of Lower School playground.
- Nurture Room - via Class D and its external door to grassed area of Lower School playground.
- Class N - via its own external door to grassed area of Lower School playground.
- Class G - via its own external door to playground edge of the field.
- Class L - via its own external door to playground edge of the field.
- Class E - via its own external door to playground edge of the field.
- Class S - via internal door to Class E and its external door to playground edge of the field.
- Sensory Hub – via own external door to grassed area of Lower School playground.
- Learning Hub - via rear corridor to playground edge of the field.
- If a class should be in the hall at the time of the alarm they should go to the appropriate age assembly point by evacuating via the most direct route.
- If the school should be in the hall (e.g. for assembly) then teachers will go straight to the hall to collect their classes. Exit order:
  - Y6, followed by Y5 through the quadrangle doors to Y5 classroom fire exit.
  - Y4, followed by Y3 through the main corridor.
  - Y1, followed by Y2 through the Nurture Room and Class D room to EYFS exit.
  - Reception class through Dingle Ducks door and the Sensory Hub exit.

Class teachers will take a register of pupils, which will then be checked against the attendance register of that day

The Headteacher/ Business Manager will take an electronic register of all staff

Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter

The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

A fire safety checklist can be found in appendix 1.

## **6. 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 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.

In order to comply with the legislation all staff are required to ensure that due care is taken to prevent injury or illness due to accidents relating to, or misuse of, substances hazardous to health. In particular:

- toxic adhesives/fixatives/spray paints must be kept locked in the caretaker's cupboard, to which pupils are not allowed unaccompanied access;
- toxic adhesives/fixatives/spray paints must only be used by pupils when under supervision, with windows open and after being instructed about their proper use;
- bleaches must be kept locked in the caretaker's cupboard and pupils are not allowed to use them;
- photocopying toner must be kept with the photocopier, which pupils may only use under supervision, provided that they do not touch toner or any other substance used in the photocopying process;
- staff will be instructed to purchase non-hazardous products wherever possible.

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.

### **6.1 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

## **6.2 Legionella**

A water risk assessment has been completed on 02/09/2024 by HSL Compliance. 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 2 years 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, heating of water, disinfection of shower.

## **6.3 Asbestos**

Staff 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 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 school site

## **7. 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.

### **7.1 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 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 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

## **7.2 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 school Business Manager

## **7.3 Playground Equipment**

Playground equipment and its use is supervised during all breaks during the school day.

If the equipment is used during lesson time supervision is again maintained.

A decision is made, recorded and enforced if inclement weather (damp / icy) means that equipment becomes unsafe to use on a particular day.

This equipment is regularly monitored by the Site Manager and on an annual basis by an external company.

## **7.4 Playground Supervision**

Appropriate levels of supervision will be maintained in playgrounds as described in the playground risk assessment.

## **7.5 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)

## **7.6 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.

## **8. 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

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.

## **9. 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

## **10. 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

## **11. Off-site visits**

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 school mobile phone, an appropriate portable first aid kit, information about the specific medical needs of pupils, along with the parents/carers' contact details

- For trips and visits with pupils in the Early Years Foundation Stage, there will always be at least one first aider with a current paediatric first aid certificate

For other trips, there will always be at least one first aider on school trips and visits

## **12. 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.

## **13. 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, parents/carers, visitors or other staff.

## **14. Smoking and Vaping**

Smoking and vaping is not permitted anywhere on the school premises.

## **15. 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.

### **15.1 Handwashing**

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

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

Cover all cuts and abrasions with waterproof dressings

### **15.2 Coughing and sneezing**

Cover mouth and nose with a tissue

Wash hands after using or disposing of tissues

Spitting is discouraged

### **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 (e.g. 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

Use personal protective equipment (PPE) to control the spread of infectious diseases where required or recommended by government guidance and/or a risk assessment

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

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

### **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

### **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

Bag children's soiled clothing to be sent home, never rinse by hand

### **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

### **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 school pet

### **15.9 Infectious disease management**

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 will 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 will provide appropriate personal protective equipment (PPE)

Implementing an appropriate cleaning regime

We will regularly clean equipment and rooms, and ensure surfaces that are frequently touched are cleaned daily

Keeping rooms well ventilated

We will 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

### **15.10 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 any of these, the parent/carers will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

### **15.11 Exclusion periods for infectious diseases**

The school will follow recommended exclusion periods outlined by the UK Health Security Agency and other government guidance, summarised in appendix 3.

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

## **16. 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 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

Some pregnant women will be at greater risk of severe illness from COVID-19

## **17. 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.

## **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.

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

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

For any accident relating to an adult, member of the public or child where hospitalization has occurred following an accident, this will be reported to Dudley Local Authority. See form in Appendix 2

### **18.2 Reporting to the Health and Safety Executive**

The school Business Manager and Dudley Local Authority 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 and Dudley Local Authority 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.

#### **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, the

school Business Manager (via Dudley Local Authority) 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](#)

### **18.3 Notifying parents/carers**

The class teacher, or phone call home via the office if immediate concern is raised, 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.

### **18.4 Reporting to child protection agencies**

The school Business Manager will notify Dudley Local Authority and Children's Services 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 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.

### **19. 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.

### **20. Monitoring**

This policy will be reviewed by the Headteacher every 3 years.

At every review, the policy will be approved by the Resources and Safeguarding Committee of the Governing Body.

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

This health and safety policy links to the following policies:

- First aid
- Risk assessment
- Supporting pupils with medical conditions
- Administration of medications
- Accessibility plan
- Remote learning
- Emergency plan

## Appendix 1. Fire safety checklist

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



## Appendix 2. Accident report

### Accident / Incident report form

Information entered into the following report will be stored electronically and will be accessed by Council employees to review the circumstances of the incident, for investigation and for compliance with statutory duties. This information may be passed to statutory enforcement bodies as part of the Council's duty to report under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations. This information may also be used by the Council and its representatives in the event of legal proceedings.



#### Section 1 – About the person involved in the accident / incident

Is the person involved a; (please tick)

☐ Dudley MBC employee  
☐ Member of the public  
☐ Contractor / Agency  
☐ Service User  
☐ Young person

Tick here if no person was involved and continue to section 2 ☐

Complete section 1a on the rear of this form

First name: \_\_\_\_\_ Surname: \_\_\_\_\_

#### Accidents involving DMBC employees only

Directorate: \_\_\_\_\_ Division / School: \_\_\_\_\_

Employee no: (if known) \_\_\_\_\_

Manager: \_\_\_\_\_

(Employee's manager or Building manager if no employee involved)

Where is employee based: \_\_\_\_\_

#### Section 2 - About the person reporting

Are you the person named above? (please tick)

☐ Yes - Go to Section 3  
☐ No - Continue with this section

First name: \_\_\_\_\_ Surname: \_\_\_\_\_

Directorate: \_\_\_\_\_ Division: \_\_\_\_\_

Employee no: (if known) \_\_\_\_\_

#### Section 3 – About the accident / incident

When did the incident / accident occur: Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (dd/mm/yy) Time: \_\_\_\_ : \_\_\_\_ (24 hr clock)

Where did it occur

Include as much detail as you can, e.g. address or location, postcode, which building, which room, etc

What happened

Give as much detail as you can e.g. times, distances, lighting or noise conditions, etc.

If violence, harassment or abuse involved complete section 3a on rear of form

What was the injury/loss/ damage

E.g. "Deep cut to palm of left hand, approx 2cm long" not "cut hand"

If infection/disease complete section 3b on rear of form

What immediate action was taken

e.g. First aid received, equipment isolated / removed, etc.

Did the person go to hospital directly from the scene of the incident? ☐ Yes ☐ No

Did they continue with normal work, or return to normal work the following day? ☐ Yes ☐ No

Continue on the rear of this form if required

#### Section 4 – Names and details of witnesses

#### Section 5 – Declaration

The details recorded on this form are a true representation of the incident and outcomes

Injured / involved person's signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (dd/mm/yy)

Reporting person's signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (dd/mm/yy)  
 (if different from the above)

**Section 1a - Details of non employees involved**

|             |   |                         |                               |
|-------------|---|-------------------------|-------------------------------|
| First name: | _____   | Surname:                | _____                         |
| Address:    | <div style="border: 1px solid black; height: 40px; width: 100%;"></div> |                         |                               |
| County:     | _____   | Postcode:               | _____                         |
| Tel no:     | _____   | Occupation / Job title: | _____                         |
| Gender:     | _____   | Date of birth:          | ____ / ____ / ____ (dd/mm/yy) |

**Section 3a – Violence, abuse or harassment**

|  |  |
|--|--|
| Was the assailant known?                 | <input type="checkbox"/> Yes <input type="checkbox"/> No                 |
| Was the incident reported to the Police? | <input type="checkbox"/> Yes <input type="checkbox"/> No                 |
| Crime number                             | <div style="border: 1px solid black; width: 150px; height: 20px;"></div> |

**Section 3b – Infection/Disease**

|                                  |   |
|----------------------------------|---|
| Disease / infection contracted   | _____   |
| Date first diagnosed / confirmed | ____ / ____ / ____ (dd/mm/yy)   |
| Doctor's name                    | _____   |
| Doctor's address                 | <div style="border: 1px solid black; height: 80px; width: 100%;"></div> |

**Notes / additional space**

|   |           |      |
|---|-----------|------|
| Actions taken to prevent recurrence (to be completed by responsible supervisor/manager) |           |      |
| <div style="border: 1px solid black; height: 60px; width: 100%;"></div>                 |           |      |
| Managers name   | Signature | Date |

**Admin use only**

Entered onto system by: \_\_\_\_\_

Date entered: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

System record ID number: \_\_\_\_\_

### Appendix 3. 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 the UK Health Security Agency. For each of these infections or complaints, there [is further information in the guidance on the symptoms, how it spreads and some 'dos and don'ts' to follow that you can check.](#)

In confirmed cases of infectious disease, including COVID-19, we will follow the recommended self-isolation period based on government guidance.

| 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>                                  | 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.<br><br>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. |
| <b>Cold sores</b>  | None.  |
| <b>Respiratory infections including coronavirus (COVID-19)</b> | Children and young people should not attend if they have a high temperature and are unwell.<br>Anyone with a positive test result for COVID-19 should not attend the setting for 3 days after the day of the test.   |
| <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>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 a factsheet to send to parents or carers 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 adviser 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>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>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. |