Oakley School

Skills for Life and Independence

Health & Safety Policy

Date reviewed: September2025

Date agreed and ratified by Governing Body/Leadership Team: February 2026

Date of next review: September 2026

Appendices: 4

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Kent County Council
Children, Young People and Education

Health and Safety at Work Act 1974

Health and Safety Policy Statement
of
Oakley School

Statement of intent:

The headteacher and governors are committed to establishing and implementing arrangements that will:

- Ensure staff and pupils are safeguarded when on school premises, or engaged in off-site activities (e.g., school trips, sports events etc.).
- Ensure the premises for which they are responsible have safe access and egress for all staff, pupils and visitors.
- Provide adequate facilities and arrangements for welfare.
- Provide and maintain safe plant and safe systems of work without risks to health.
- Ensure safe use, handling, storage and transport of articles.
- Provide suitable information, training, instruction and supervision to keep all staff, pupils and visitors safe.

Signed:	Signed:
Headteacher	Chair of Governors
Date:	Date:

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 requires employers to protect their staff from falls from height

The school follows national guidance published by Public Health England when responding to infection control issues.

Sections of this policy are also based on the statutory framework for the Early Years Foundation Stage.

3. Roles and responsibilities

- **The local authority and governing body**

Kent County Council 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 body.

The governing body delegates operational matters and day-to-day tasks to the Headteacher and staff members.

The Health and Safety Lead and all staff will receive training specific to the health and safety needs of pupils with Profound, Severe and Complex Needs, including mobility, communication, and medical interventions. Risk assessments will reflect individual EHCP requirements.

- Responsibility for the health and safety of pupils lies with the governing body of the school, either as the employer of school staff or because it controls school premises (or both).
- The governing body will promote a strategic overview for health and safety.
- The governing body will take all reasonable measures to ensure that the premises and equipment on site are safe and do not put the health or safety of staff, pupils, or visitors at risk while they are on the premises.
- The governing body of a community, voluntary controlled, community special and maintained nursery school must comply with any directions given by the LA concerning the health and safety of persons in school, or on school activities elsewhere.
- The governing body will make adequate provision for maintenance of the school premises and equipment, either within the KCC 'Class care' scheme or within the school's delegated budget.
- The governing body will support and monitor health and safety within the school.
- Review and monitor the effectiveness of this policy.
- The governing body can consider appointing a governor to co-ordinate health and safety from a strategic point of view.

- **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
- To include health and safety issues in the school improvement plan, if necessary.
- To liaise with KCC property and infrastructure support and/or the building maintenance consultants and/or with contractors to resolve property maintenance issues.
- Seek advice from other organisations or professionals, such as the Health and Safety Executive, safety advisers etc. as and when necessary.
- 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 Deputy Head assumes the above day-to-day health and safety responsibilities.

- **Health and safety lead**

The nominated health and safety lead is the Site Manager supported by the School Business Leader.

- Ensure that any work that has health and safety implications is prioritised.
- Report any concerns regarding unresolved hazards in school to the senior leadership team immediately.
- Ensure that all work under their control is undertaken in a safe manner.
- Carry out a daily check of the grounds and building to spot any disrepair or other hazards such as broken glass etc. in the play areas.
- Ensure that all cleaning staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling.
- Carry out a weekly test of the fire alarm.
- Ensure all contractors are 'inducted' and shown the relevant risk assessments, asbestos records and are

made aware of any fragile roofs or other hazards in the areas where they will be working.
- Fully co-operate with health and safety arrangements during larger building projects.

- **Staff**

School staff have a duty to take care of pupils in the same way that a prudent parent would do so. Staff will:

- To read and fully co-operate with this policy.
- 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

- **Pupils and parents**

Pupils and parents 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.

- **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.

- **Visitors**

- All visitors shall be directed by clear signage to the reception and must report to reception, where appropriate arrangements for the signing in and out and identity badges will be provided, noting registration numbers as appropriate.
- All visitors shall be made aware of the school's fire arrangements in the event of a fire.
- All visitors shall be made aware of the school's emergency procedures, including evacuation points.
- Visitors who may have direct contact with pupils will be subject to appropriate safeguarding checks, including DBS clearance where necessary. Visitors must be supervised at all times when on site and when engaging with pupils

4. Site security

The Site Team are 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 Head, Deputy, School Business Manager and Site Team members 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.

The fire alarm is a loud continuous buzzer.

Fire alarm testing will take place once each week, out of school hours.

Emergency evacuations are practiced at least once a term (times a year).

Fire drills will include scenarios tailored to the needs of pupils requiring PEEPs, ensuring all staff and pupils are confident in individual evacuation procedures

New staff will be trained in fire safety during staff induction 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 on the playground.
- Class teachers will take a register of pupils, which will then be checked against the attendance register of that day.
- The School Business Leader/Office Staff will take a register of all staff
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter

The Site Manager/School Business Leader will ensure that Personal Emergency Evacuation Plans (PEEPs) are in place for all pupils who require one. PEEPS are stored within the classrooms and accessible The Hub.

During a Fire Evacuation, one member of the Administration Team (nominated by the School Business Leader or Finance Manager) will wait in front of Reception (a safe distance from the building) to prevent any visitors entering the building and to guide the Fire Officers upon arrival.

A fire safety checklist can be found in Appendix 1.

6. Code Red / Bomb/Suspect Package alerts
Bomb alerts/ suspect packages will be dealt with in accordance with the school's emergency planning arrangements.

- The headteacher is responsible for ensuring the bomb alert procedures are undertaken and implemented.
- Guidance on bombs/suspicious devices or packages will be circulated to staff annually.
- Staff are trained on Code Red procedures

Code Red Procedure can be found in Appendix 2

7. 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

Hazardous substances will be securely stored in locked cupboards on both Tunbridge Wells and Tonbridge sites, with clear signage and access restricted to trained staff only

Control of substances hazardous to health (COSHH) risk assessments are completed by The 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. All flammable liquids are locked in metal containers. All cleaning products are locked in cupboards designated for only these items. No pupils will be allowed access to any hazardous substances unless accompanied and supervised by a member of staff.

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.

8.1 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 which 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. Accessible at the front office within a folder, marked Asbestos.

8.2 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

8.3 Legionella

- A water risk assessment has been completed.
- 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 annually and when significant changes have occurred to the water system and/or building footprint
- The risks from legionella are mitigated by the following:
    - Monthly flush of all little used outlets and showers
    - Monthly check of sentinel and other hot and cold-water temperatures
    - Descale where necessary
    - Major issues reported to Skanska for escalation and resolution.

9. Equipment

- All equipment and machinery are maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place
- When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards
- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents
- Use of specialist equipment (e.g., wheelchairs, oxygen cylinders) will be subject to individual risk assessments, reviewed regularly, and staff will be trained in their safe use and emergency procedures.

9.1 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)

9.2 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 directs them
- Any potential hazards will be reported to the Site 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

9.3 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
- Kent Sport and Gym Service inspect all indoor and outdoor play equipment on an annual basis.
- Any concerns about the condition of the gym floor or other equipment will be reported to the Site Manager.

9.4 Specialist equipment

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

10. 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.
- A formal lone working risk assessment will be conducted for all staff working alone. Staff must follow a check-in/out procedure with a designated colleague or manager to ensure their safety

11. 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 and Site Manager Assistants retain ladders for working at height and maintains a 3 monthly check for any faults
- 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

12. 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 lifting 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

13. 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 mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details
- There should always be at least one first aider on school trips and visits
- For trips and visits with pupils in the Early Years Foundation Stage, there will always be at least one first aider with a current pediatric first aid certificate

14. 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.

15. Violence at work
We believe that staff should not be in 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.

16. Smoking/Vaping
Smoking and Vaping is not permitted anywhere on the school premises.

17. 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. Staff are encouraged to maintain up-to-date immunisations, including influenza and other relevant vaccines, to protect vulnerable pupils. Immunisation status will be reviewed as part of staff health and wellbeing procedures.

17.1 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

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

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

17.4 Cleaning of the environment
- Clean the environment, including toys and equipment, frequently and thoroughly

17.5 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

17.6 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

17.7 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

17.8 Animals

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

17.9 Pupils vulnerable to infection

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/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.

17.10 Exclusion periods for infectious diseases

- The school will follow recommended exclusion periods outlined by Public Health England, summarised in appendix 4.

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

18. 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:
    i. 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
    ii. 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

iii. 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

19. Occupational stress – Mental Health and Wellbeing

The school recognises mental health and wellbeing as key components of health and safety. Support structures and risk assessments will include considerations for psychological wellbeing. 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.

For more information please refer to the Staff Health & Wellbeing Policy.

20. Accident reporting

20.1 Digital Reporting and Data Analysis

Staff and pupil accidents are reported using the digital form located on The Hub and stored within the staff/pupil folder.

Accident data will be regularly analysed to identify trends or areas for improvement, informing proactive risk management and staff training.

A KCC online accident form will be completed by a member of the Administration Team as soon as possible after an accident occurs.

As much detail as possible will be supplied when reporting an accident. Accidents (pupils and staff) will be reported to Governors on a regular basis.

Records held in the first aid book and accident reports 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.

20.2 Reporting to the Health and Safety Executive
The School Business Leader 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 Leader 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.

20.3 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 Leader 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

20.4 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

20.5 Notifying parents
The Class Teacher 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.

20.6 Reporting child protection agencies
A Designated Safeguarding Lead will notify local child protection agencies of any serious accident or injury to, or the death of, a pupil in the Early Years Foundation Stage while in the school's care.

20.7 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.

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

All staff will receive health and safety induction training upon joining, with refresher training at least annually. Training will include fire safety/Code Procedures, manual handling (online), infection control, and pupil-specific needs.

Health and safety induction training will include safeguarding awareness and behaviour management strategies relevant to pupils with complex needs.

Staff are also responsible for identifying their own personal training needs and feeding this back to the headteacher.

The School Business Leader will maintain up-to-date training records and conduct annual audits to ensure all staff training is current and effective. Training records will be easily accessible for audit purposes and will be kept up to date.

Under health and safety law it is a legal requirement to display or provide a leaflet version of the Health and Safety Law poster.

- A copy of the Health and Safety Law Poster is located at the main reception.
- supervision of young workers/trainees will be arranged/undertaken/monitored by the School Business Leader or other delegated key members of staff
- The Headteacher will supply adequate information, instruction and supervision for all staff, pupils and visitors to ensure their health and safety.

22. Monitoring
The Health & Safety Policy will be reviewed annually or sooner in response to significant changes in pupil needs, legislation, or incidents. At every review, the policy will be approved by the Headteacher and Full Governing Body.

23. Links with other policies, risk assessments and procedures
This health and safety policy links to the following policies:

- First Aid
- Risk Assessment

- Supporting pupils with medical conditions
- Accessibility Plan
- Lettings Policy
- Staff Health & Wellbeing Policy
- Emergency Crisis Management Policy/Plan
- asbestos management
- emergency planning
- Lone working
- Manual handling &Working at height.

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. Code Red Procedure

Code Red Procedure

Code Red supports our Safeguarding practices and is to be used by all staff in the event of an emergency

- A member of the Leadership Team will make a decision if an emergency warrants a **Code Red** and a member of the Leadership Team will call or instruct someone to contact the police.

- If "**Code Red**" is heard over the radio or telephone system, or the emergency alarm sounder (TON), the following actions must be taken IMMEDIATELY:

  If you are INSIDE the building
  - Stay in your classroom or go to the safest place
  - Lock doors and pull any blinds down
  - Sit on the floor away from any windows and doors with staff surrounding the pupils
  - Staff to monitor and reassure pupils
  - DO NOT move or leave the room until further instruction from the Police or a member of the Leadership Team

  If you are OUTSIDE the building
  - AVOID returning to the main building unless you are immediately next to a room which can be locked from the inside
  - Go to the nearest safe place and await further instruction
  - Staff to surround and reassure pupils
  - DO NOT move or leave the room/area until further instruction from the Police or member of the Leadership Team

  If you are OFFSITE and returning to the school you will be notified of the incident
  - ASSESS the situation and make a suitable decision to keep pupils and staff safe – this may include waiting on the bus, waiting off-site or going to another Oakley site and awaiting further instruction

- Staff will be given the 'all clear' verbally or via radio by a member of the Leadership Team or the Police; the member of the Leadership Team will say their name followed by 'all clear'. Staff will be fully debriefed after any incident.

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 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.

The school website contains "Guidance on Common Childhood Infections and Diseases" for parents and carers based on NHS guidelines.

Infection or complaint	Recommended period to be kept away from school or nursery
Athlete's foot	None.
Bacillary Dysentery (Shigella)	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.
Campylobacter	Until 48 hours after symptoms have stopped.
Chicken pox (shingles)	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. 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.
Cold sores	None.
Conjunctivitis	None.
Cryptosporidiosis	Until 48 hours after symptoms have stopped.
Diarrhoea and/or vomiting (Gastroenteritis)	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.
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.
Flu (influenza)	Until recovered.

Infection or complaint	Recommended period to be kept away from school or nursery
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).
Giardia	Until 48 hours after symptoms have stopped.
Glandular fever	None (can return once they feel well).
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.
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.
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.
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).
Ringworm	Exclusion not needed once treatment has started.

Infection or complaint	Recommended period to be kept away from school or nursery
Rotavirus	Until 48 hours after symptoms have subsided.
Rubella (German measles)	5 days from appearance of the rash.
Salmonella	Until 48 hours after symptoms have stopped.
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).
Threadworm	None.
Typhoid and Paratyphoid fever	Seek advice from environmental health officers or the local health protection team.
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.

Appendix 4. Useful contacts

Kent County Council Health and Safety Unit
Email: healthandsafety@kent.gov.uk
Health and Safety Advice Line: Tel: 03000 418456
Location: Room 1.04 Sessions House, Maidstone, ME14 1XQ

Outdoor Education Unit
Tel: 03000 410901
Email:Outdoor.Education@theeducationpeople.org
Location: The Swattenden Outdoor Centre, Swattenden Lane,Cranbrook, TN17 3PS

Insurance and Risk Management
Lee Manser - Insurance Manager.
Tel: 03000416428, Email: lee.manser@kent.gov.uk
Location: Room 2.53 Sessions House. Maidstone. ME14 1XQ

Staff Care Services
Occupational Health, Mediation Services, and Support Line. Tel: 03000 411411 Email: occupational.health@kent.gov.uk
Location: Park House, 110-112 Mill Street, East Malling, ME19 6BU

Classcare
Email: classcare.enquiries@kent.gov.uk
Location: Room 1.44, Sessions House, County Hall, Maidstone, Kent, ME14 1XQ

Health and Safety Executive
Location: International House, Dover Place, Ashford, TN24 1HU

Kent Fire & Rescue Service
The Godlands
Straw Mill Hill
Tovil
Maidstone
ME15 6XB
Tel: 01622 692 121

RIDDOR Incident Contact Centre
Website: www.riddor.gov.uk.
Tel: 0845 345 0055 (For reporting fatal/ specified, and major incidents only)
Online reporting: https://www.hse.gov.uk/riddor/report.htm

Employment Medical Advisory Service (EMAS)
The Executive's Employment Medical Advisory Service (EMAS).
Tel: 02089 958503
Location: PO Box 3087, London W4 4ZP

Association for Physical Education.
Tel: 01905 855584, Email: enquiries@afpe.org.uk Website: http://www.afpe.org.uk/
Location: 117 Bredon, University of Worcester, Henwick Grove, Worcester. WR2 6AJ

Sustainability & Climate Change Team
Deborah Kapaj – Sustainable Estates Programme Manager
Tel: 03000 410237
Location: 2nd Floor, Invicta House, County Hall, Maidstone. ME14 1XX