



HEALTH AND SAFETY POLICY

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Owner	CFO	Approver	Trust Board

This document applies to all schools and operations of the Galileo Multi Academy Trust:
www.galileotrust.co.uk

Policy Review Sheet

Date of changes:	20.08.24
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Page/ Section	Changes to note	Reason for change <i>e.g., change in legislation</i>
Section 1 (and throughout document)	Change from the HandS service to North Yorkshire's new NYES Health and Safety branding	Change to provider's corporate branding.
Section 3.2	Updated North Yorkshire Council duties in line with updated SLA.	To provide clarity.
Section 5	Added, that it is okay to use fire extinguisher as a means of escape in an emergency.	To provide clarity.
Section 8	Removed detail in section and referred readers to Appendix 5.	To provide clarity.
Section 9	Removed detail in section and referred readers to Appendix 6.	To provide clarity.
Section 16	Risk assessments for new and expectant mothers will be carried out whenever any employee notifies the school that they are pregnant and will now also be subject to ongoing reviews throughout the term of the pregnancy.	Change in practice.
Section 18.1	Records held in the first aid and accident book will be retained by the school until the pupil's date of birth plus 25 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.	Change in legislation.
Section 18.2 (and throughout document)	The Health and Safety Executive now also reports incidents via the NYC B-Safe system as soon as is reasonably practicable.	Update to practice.
Date of final approval:		

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1. Statement of Intent

Galileo Multi Academy Trust recognises that the management of Health and Safety is regarded as being of the utmost importance for all pupils, employees, and visitors to any of the Trust sites and therefore accepts responsibility to set standards at least as high as the Health and Safety at Work Act 1974 and supporting regulations.

The Trust's commitments are:

- To prevent injury and ill health associated with Trust activities
- To provide a healthy and safe working environment
- To promote a positive health and safety culture throughout the Trust
- To satisfy applicable legal and other requirements
- To engage employees in developing and implementing a joint approach to the management of health, safety and welfare

Through an approach of continuous improvement, the Trust will:

- Provide and maintain plant equipment and systems of work that are safe and without risks to health
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances
- Provide such information, instruction, training, and supervision as necessary to ensure the health and safety at work of employees, pupils, and visitors
- Maintain any place of work under the Trusts control in a condition that is safe and without risks to health and to provide and maintain means of access and exit that are safe
- Provide and maintain a working environment for employees and pupils that is safe and without risks to health and is adequate as regards facilities and arrangements for their welfare
- Provide such protective equipment as is necessary for the health and safety at work of employees and pupils
- Encourage staff to set high standards of health and safety by personal example

The Trust has appointed NYES Health and Safety their competent person in accordance with the Regulation 7 of the Management of Health and Safety at Work Regulations 1999. Contractors are responsible for their own health and safety protocols.

2. Legislation

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

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties' employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept

- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

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](#).

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

3. Roles and responsibilities

3.1 Galileo Multi Academy Trust

Galileo Multi Academy Trust, as the employer, has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them

Ensure that adequate health and safety training is provided

3.2 North Yorkshire Council

The Trust has appointed the NYES Health and Safety as their competent person in accordance with the Regulation 7 of the Management of Health & Safety at Work Regulations 1999. The NYES Health and Safety Service provides strategic health and safety advice and support to the Trust, however, neither under the terms of this policy, or under health and safety statutory requirements, can the NYES Health and Safety relieve either managers or supervisors of their operational health and safety responsibilities.

The NYES Health and Safety Service carries out the following duties:

- Work in partnership with Individual Schools to develop an annual health and safety action plan by undertaking the Paperwork Evaluation Checklist for each school.
- To escalate or report as appropriate any failure to implement the health and safety plan to the Chief Operating Officer.
- To contribute to, and engage in, the development of policies and procedures relating to health and safety.
- Advise on the implementation of health & safety policy, procedures, and management systems for existing and new activities.
- Support and empower head teachers to develop and implement effective health & safety risk management in their Individual Schools.
- Promote a positive health & safety culture, based on sensible risk management, to secure high standards of health and safety.
- Advise on the development of health & safety action plans, including the setting of realistic short-term and long-term objectives by conducting an annual Premises Inspection.
- Advise and inform on all aspects of health & safety, including new legislation, affecting the work of the Trust.
- Advise on the implementation of the health & safety risk assessment system and prioritisation of control measures.

- Advise on health & safety training for staff.
- Conduct an annual fire risk assessment for each school.
- Advise as to whether appropriate health and safety signs and information is displayed.
- Advise as to whether suitable first aid arrangements are maintained at the premises through the Paperwork Evaluation Checklist.
- Advise to ensure that emergency procedures are developed and periodically tested for the premises.
- On multi-occupancy sites advise as to whether that there is co-operation and co-ordination of health and safety arrangements between all parties.
- Advise as to whether suitable and sufficient risk assessments are carried out in each school through dip sampling. Risk Assessments should be recorded, communicated to the relevant staff, and reviewed at least annually (or sooner if there is a significant change) and modified if necessary.
- Report to management on health & safety performance and standards.
- Provide the main point of contact and maintain professional working relationships with health and safety enforcing authorities.
- Exercise the authority to stop work in cases where there is an intolerable risk of serious injury or likelihood of fatality.

3.3 The Local School Board (LSB)

The LSB has ultimate responsibility for health and safety matters in the school but will delegate day-to-day responsibility to the Headteacher.

The governing board has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The governor who oversees health and safety is John Neesam.

3.3 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 Headteachers absence, Amanda Ley assumes the above day-to-day health and safety responsibilities.

3.4 Health and safety lead

The nominated health and safety lead is the headteacher, Tim Bethell.

3.5 Staff

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

3.6 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.

3.7 Contractors

Contractors will agree health and safety practices with the Headteacher or nominated delegate 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

Tim Bethell, Amanda Ley and Masie Ley 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.

Tim Bethell, Amanda Ley and Masie Ley 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/fire drills are practised at least once a term.

The fire alarm is a loud pulsing buzzer.

Fire alarm testing will take place once a week.

New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks and refresher training provided at least every three years

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, and if necessary to aid escape.
- Staff and pupils will congregate at the assembly points. These are the KS1 yard for Yr-2, the KS2 yard for Y3-6, the Nursery playground for Nursery children and the car park for catering staff.
- Form tutors/class teachers will take a register of pupils, which will then be checked against the attendance register of that day
- The 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 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 [name of individual and/or role] 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 stored securely away from children and 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.

Hazard symbols and hazard pictograms

Classified substances can be identified by their warning labels and carry the displayed pictograms.



- 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

6.2 Legionella

- A water risk assessment has been completed on 18th July 2016 by Grahams's Water Management. Waterman's Water Management Services are now 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 weekly flushing and regular testing of hot water vessel temperature.

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
- All areas of known asbestos containing materials in the school building(s) will be visually inspected on a monthly basis
- 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

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 that it meets appropriate educational standards prior to purchase
- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents

7.1 Electrical equipment

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported to Tim Bethell 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. It is recommended that this is carried out annually
- 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 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 Tim Bethell.

7.3 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)

7.4 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 as per accompanied guidance, and staff are trained in the removal storage and replacement of oxygen cylinders.

8. Lone working

Please refer to the Lone Workers procedure in Appendix 5.

9. Working at height

Please refer to the Lone Workers procedure in Appendix 6.

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

- For trips and visits with pupils in the Early Years Foundation Stage, there will always be a sufficient number of first aiders for the number of pupils on the visit including at least one with a current paediatric first aid certificate
- For other trips, there will always be a sufficient number of first aiders on schools' 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, visitors, or other staff. An incident form should also be completed.

14. Smoking – Vaping/E cigarettes

Smoking, vaping, and the use of E-Cigarettes are not permitted anywhere on the school premises.

15. 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.

15.1 Handwashing

- Wash hands with liquid soap and warm water, and dry with paper towels or hand dryers where applicable.
- 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 (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

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 pet

15.9 Pupils vulnerable to infection

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

15.10 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.

16. New and expectant mothers

Risk assessments will be carried out whenever any employee notifies the school that they are pregnant and will be subject to ongoing reviews throughout the term of the pregnancy.

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

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. The Trust also participates in an Employee Assistance scheme. Full details of the scheme are available from the School Office, Central Trust Office or Headteacher. Details are also visible in the school staffroom.

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. An accident form template can be found in appendix 2
- As much detail as possible will be supplied when reporting an accident
- Information about injuries will also be kept in the pupil's educational record
- Records held in the first aid and accident book will be retained by the school until the pupil's date of birth plus 25 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

18.2 Reporting to the Health and Safety Executive

The Senior Administrator will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Headteacher will report these to the Health and Safety Executive via the NYC B-Safe system 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 – <http://www.hse.gov.uk/riddor/report.htm>

Schools should also use the NYC B-Safe system.

18.3 Notifying parents

The member of staff offering treatment 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.

18.4 Reporting child protection agencies

The Headteacher will notify Redcar & Cleveland Borough Council MACH of any serious accident or injury to, or the death of, a pupil 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 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 Trust Board every year.

At every review, the policy will be approved by the full Board of Trustees.

21. 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

Appendix 1. Fire safety checklist

ISSUE TO CHECK	YES/NO
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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 –

Name of injured person		Role/class	
Date and time of incident		Location of incident	
Incident details			
Describe in detail what happened, how it happened and what injuries the person incurred			
Action taken			
Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards			
Follow-up action required			
Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again			
Name of person attending the incident			
Signature		Date	

Appendix 3. Asbestos record

The text in this table are suggestions only. The table will need to be adapted to your school's specific circumstances.

Location	Product	How much	Surface coating	Condition	Ease of access	Asbestos type	Comment
Roof	Asbestos cement	Whole roof	None	Fairly good	Difficult	White	
Store room	Pipes	6 x 3m	Metal case	Good	Medium	Unknown	

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

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

Infection or complaint	Recommended period to be kept away from school or nursery
Athlete's foot	None.
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.
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.
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.

Appendix 5. Lone Worker Procedures

General Statement

Galileo MAT recognises that there may be an increased risk to the health and safety of its employees whilst working alone. For this reason, we have devised a procedure which sets out our approach in both identifying these risks and adequately managing them.

Definition

For the purposes of this procedure, a lone worker is an individual who spends some or all of their working hours working alone. This may occur (1) during normal working hours at an isolated location within the normal workplace, (2) at a client's premises, and (3) when working outside normal business hours.

Legal Position

Our duty to both assess, and control any risks from lone working is governed by the Health and Safety at Work Act 1974 (HSWA). S.2 requires us to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees. This will be achieved by carrying out risk assessments in accordance with the Management of Health and Safety at Work Regulations 1999 (as amended).

Risk Assessment

Our risk assessments will cover all work currently undertaken alone (or proposed to be), where the risk may be increased by the work activity itself, or by the lack of on-hand support should something go wrong. Once all job roles involving lone working have been identified, the following factors will be considered:

Risk of Violence

All jobs involving an element of lone working will be assessed for a risk of verbal threats, or violence. The priority will be those involving face-to-face dealings with members of the public and/or cash handling.

Plant and Equipment

The plant and equipment used by lone workers will be assessed to ensure that it is suitable for use by one person.

Work at Height

Working at height must not be undertaken when working alone.

Chemicals

Any existing, or planned use of chemicals will be considered with regards to their suitability for use by those working alone.

The Worker

The medical fitness of each worker to continue working alone will also be assessed.

Access and Egress

Some lone working may require access to locations which are difficult to access or exit. Where this is the case, an assessment will consider whether this type of task is suitable to be carried out by only one person.

Control Measures

In order to manage the risks identified, we have introduced the following control measures:

Risk of Violence:

- All Staff are required to lock themselves in the buildings when lone working.
- Staff are required not to arrange meetings with parents or members of the public when lone working. All meetings must be arranged during main school occupancy times or when there is more than one member of staff on site for the duration of that meeting.
- Late meetings must be arranged so as to finish promptly and so as not to leave one member of staff alone on site.
- Staff are required not to approach or let into the buildings unauthorised persons when lone working.

Communication:

- Staff are required to avoid lone working wherever possible by arranging to work in pairs or as a group.
- All staff are required to sign in and off the site
- Staff are required to carry a mobile phone at all times when lone working.
- Staff are required to let someone know they are coming into work, how long they are expected to be on site and when they are leaving site.

First aid:

For those lone working on our premises, first aid kits are available and detailed on First Aid signage around the building.

Emergency procedures:

In the event that a lone worker falls ill, or into difficulties, they are to use their mobile phone. The main point of contact with those allocated phones is the staff member's nominated person and the emergency services.

Access and egress:

Staff are required to consider weather conditions before coming into and while at work.

Unacceptable lone working

The following activities are not to be carried out by lone workers under any circumstances:

- Any form of working at height
- Manual handling of heavy or bulky items
- Use of solvent based chemicals, paints or glues
- Transport of persons must always be undertaken by more than one member of staff.

Training

All lone workers will be fully trained in the safe working practices to be adopted in order to carry out their tasks safely. This will apply to employees and other workers where applicable, such as agency staff and contractors.

Line Managers

It is the responsibility of individual line managers to monitor the tasks being carried out by their staff. In particular, they are responsible for ensuring that any tasks described in the Unacceptable Lone Working section are not carried out by one person alone. If the nature of the task's changes in any way, the manager must ensure that a new risk

assessment is carried out. They also need to ensure that any lone worker follows good working practices and safe systems of work.

Lone Worker Duties

All lone workers are expected to co-operate fully with any instructions given by their managers. They are also expected to follow the organisation's safe systems of work and any associated procedures. Failure to do so may be a disciplinary offence.

Appendix 6. Working at Height Procedures

General Statement

Galileo MAT recognises that there may be an increased risk to the health and safety of its employees whilst working at heights. For this reason, we have devised a procedure which sets out our approach in both identifying these risks and adequately managing them.

Definition

Work at height means work in any place where, if precautions were not taken, a person could fall a distance liable to cause personal injury. You are working at height if you:

- work above ground/floor level
- could fall from an edge, through an opening or fragile surface or
- could fall from ground level into an opening in a floor or a hole in the ground

Work at height does not include a slip or a trip on the level, as a fall from height has to involve a fall from one level to a lower level, nor does it include walking up and down a permanent staircase in a building.

Legal Position

Our duty to both assess and control any risks from working at heights is governed by the Health and Safety at Work Act 1974 (HSWA). S.2 requires us to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees.

This will be achieved by carrying out risk assessments in accordance with the Management of Health and Safety at Work Regulations 1999 (as amended). Working at Heights is specifically covered by The Work at Height Regulations 2005.

Risk Assessment

Our risk assessments will cover all work currently undertaken whilst working at heights.

Contractors

Prior to work commencing the contractor will be required to complete the ATWS form. The contractor will also be expected to provide a method statement that lists the control measures for working at height and provide their own access equipment.

Control Measures

In order to manage the risks identified, we have introduced the following control measures:

Maintenance and Inspection

Ladders and step ladders will be checked prior to use and visually inspected termly. Mobile Elevated Work Platforms, scaffold towers will be checked, inspected and maintained in accordance with the manufacturers, hirers or suppliers' requirements.

Lone Working

Working at height must not be undertaken whilst lone working.

This list is not exhaustive and other control measures will be required. This procedure must be read in conjunction with the risk assessment.

Training

Anyone required to work at heights will be fully trained in the safe working practices to be adopted in order to carry out their tasks safely.

Line Managers

It is the responsibility of individual line managers to monitor the tasks being carried out by their staff.

Employees

Employees are expected to co-operate fully with any instructions given by their managers. They are also expected to follow the Organisation's safe systems of work, risk assessments and any associated procedures. Failure to do so may be a disciplinary offence.