



Date of Review: June 2022

Date of next review: September 2023

Responsible person: Site Manager

Health and Safety Policy

This document sets out the health and safety management system, policy and organisational responsibility for Health & Safety at The Boulevard Academy, detailing our organisation's commitment to and arrangements in place for providing a safe working and learning environment.

Contents

Section 1	Health & Safety Management System
Section 2	(Policy) Statement of Intent
Section 3	Organisation & Key Identified Responsibilities
Section 3.1	General (Defined) Responsibilities
Section 4	Operational Management Arrangements

1. The Health & Safety Management System Framework

The successful management of Health & Safety in the Academy is a key priority of the Principal, Senior Managers/Leaders and the Governing Body. Our Health & Safety management system and Health & Safety policy document demonstrates;

- Our clear commitment to the safety and well-being of employees, students, visitors & other users of our Academy
- Compliance with legal requirements and the enhancement of our reputation.

Our academy will devise and develop appropriate policies, procedures and systems with the support of and access to/use of Health & Safety information provided by our external health & safety advisors, which supports the key principles contained within the Health & Safety Executive (HSE) document HSG65 of Plan, Do, Check, Act. This will ensure that our academy;

- Achieves a realistic balance between the documented systems and procedures implemented and the physical behaviours of managers and staff
- Treats health and safety as an integral part of good management generally, ensuring we clearly demonstrate a sustained and systematic approach to health & safety management.

Our academy health & safety management system will incorporate the following key elements:

Policy - An effective health & safety policy which sets out the key procedures, responsibilities and overall direction taken by our academy, and will contribute to the efficiency, effectiveness and continuous improvement of our organisation, it will demonstrate senior management's commitment as well as clearly defining key roles and responsibilities of everyone within our academy. We will seek to actively consult with trade union representatives regarding our policy where ever possible and ensure the policy is communicated to all relevant stakeholders.

Organising - The Principal and Academy Trustees will ensure a strong and effective management structure is in place to proactively deliver our policy, there will be regular discussion and consultation on health and safety matters with all relevant stakeholders and a shared understanding by both managers and staff of the Academy's desire to promote a positive and risk aware culture.

Planning & Implementing - Our academy will have a systematic approach to the implementation of our policy, by ensuring we have in place an effective management system integrating health and safety performance standards, targets, priorities and training across all disciplines within our academy. Planning processes will use a risk assessment methodology, setting clear objectives for the effective identification and control of significant hazards and the mitigation of key risk.

Training - Our academy will provide training at a level suitable to the individual and the tasks they perform. In addition, general awareness training as part of our induction programme for all new staff and or volunteer workers will be undertaken. Specialist training identified as appropriate to the post or through training & development plans or risk assessments will be provided. Details of all training attended will be recorded by the **Business Manager** to ensure training records are kept up to date and the requirements of refresher training can be appropriately monitored.

Measuring, Auditing & Reviewing Performance – Our academy will measure performance in meeting the requirements of our policy, so we can clearly identify when and where improvements are needed. We will achieve this through both internal monitoring and review and via external auditing of - policies,

premises and activities, in addition we will review accident and incident information. The findings of both internal and external reviews will be made available to both trustee and staff representatives on at least an annual basis.

2. Policy Statement of Intent

The Principal, Senior Leadership Team, Trustees and staff at our academy are committed to providing a safe and healthy environment for all users of the academy, in accordance with the Health & Safety at Work 1974 Act. We all take responsibility for being vigilant to and aware of possible risks. Students and adults alike are encouraged to look out for themselves and one another and share any concerns they may have swiftly and appropriately. We will keep an active balance between security and safety and the maintenance of a comfortable and welcoming working and learning environment, ensuring that as far as is reasonably practicable we meet our health & safety aims.

Our Health and Safety Aims are:

- To take all appropriate steps to comply with relevant health & safety legislation.
- To ensure that the academy is considered as a safe and healthy place in which to work.
- To provide plant, equipment, resources, materials and systems of work that are safe and minimise the risk to health as far as is reasonably practical.
- To raise awareness among all users of the academy as to their responsibility for managing the health & safety of themselves and others.
- To provide suitable and sufficient information, instruction, training and supervision to enable all employees and authorised volunteers to avoid hazards and contribute positively to their own health and safety at work.
- To ensure the dissemination of all relevant information from relevant bodies and organisations to the correct user[s].
- To regularly monitor and review safety procedures throughout the academy.
- To create, maintain and update a central repository of all relevant health and safety information and documentation that is easily accessible to staff.
- To regularly review, update and appropriately communicate our health & safety principles and policy.

Signed	Date:
Principal – J Mitchell	
Signed	Date:
Chair of Trustees – Carol White	
Date for Next Review: September 2023	

A copy of this document is available:

- In the Academy Policy file (Electronic)
- On the Academy Website (Electronic)
- From the Business Manager (Paper or Electronic)

It is everyone's responsibility to ensure they are familiar and comply with this policy.

3. Organisation & Key Identified Responsibilities

Protecting the health & safety of staff, students and members of the public who may be affected by the Academy's activities is an essential part of risk management and must be led by the Principal, Members & the Trustees. Health & safety legislation (e.g. The Health & Safety at Work Act 1974) as well as a general duty of care to others, means that both individuals as well as collectively (as the organisation) can be held responsible for a breach of these duties. Our health & safety management system, associated policies & procedures and defined key responsibilities are designed to underpin good health and safety management in our academy and support our organisation in meeting its legal obligations.

Key Identified Responsibilities

A) Overall responsibility for the management of health and safety in the academy is that of **The Principal**

B) Day to day health & safety management responsibility in the following key areas is:

Premises, Plant & Site Safety/Security:	The Site Manager
Catering:	The Catering Manager (outsourced)
Cleaning:	The Cleaning Manager (outsourced)
Science:	Leader of Science
Physical Education:	Leader of PE
ICT (Network & Infrastructure):	ICT Manager (outsourced)
Educational Visits:	Assistant Principal
First Aid & Accident Reporting	The Business Manager

3.1 General Defined Responsibilities

The Trustees will:

- Ensure that adequate monitoring, reviewing and funding arrangements are in place to enable the academy to be organised and run in a safe and healthy manner.
- Where funding for particular hazards is the responsibility of another (e.g. the landlord/3rd party contractors etc.), the trustees, through the Principal, will ensure problems are highlighted and any hazard or risk minimised.
- Deal with any health and safety matters brought to them by the Principal, staff or parents, through their termly meetings or any emergency meetings, as necessary.
- Formally review and approve the "site-specific" health and safety policy for the academy

- Ensure that a process is in place to bring the Academy Health and Safety Policy to the attention of all relevant persons.
- Confirm compliance with statutory policies and procedures.
- Ensure there is a robust process in place for providing suitable training.
- Satisfy themselves of the adequacy of consultation that takes place between managers, staff and Trade Union Representatives ensuring everyone contributes to safe working.
- Appoint a lead trustee with delegated Health & Safety responsibility, who will participate in site inspections, periodic review of accident information and any other relevant tasks as defined by the full Executive Trust Board.

The Principal will:

- As Duty Holder ensure the academy meets as far as is reasonably practicable the requirements of all relevant health & safety legislation, providing a safe working and learning environment
- Ensure that staff have access to this and all other relevant policies, documents, procedures and other information as is legally required and that such information is updated to reflect changes in legislation and guidance
- Ensure that health and safety is incorporated into the planning and organisation of all academy functions, activities and tasks undertaken
- Ensure that adequate communication takes place between managers and employees to allow everyone to contribute to safe working. This consultation and communication will take place through:
 - The induction and appraisal process
 - Staff/Team/Manager/Trustee/Student Council Meetings
 - Provision of information through electronic means
- Satisfy themselves that appropriate staff carry out suitable and sufficient assessments of hazards and risks within their areas of responsibility, (curriculum and non-curriculum), and that findings are recorded and acted upon in order to reduce risk.
- Satisfy themselves that suitable arrangements are in place for the reporting, recording, investigation and analysis of accident, incident and near miss information.
- Ensure staff members are competent to carry out duties expected of them through the provision of adequate training, instruction, information and supervision for all members of staff and authorised volunteers.
- Encourage staff, trustees & students to promote health & safety and meet with staff, trustee & student representatives on safety matters as appropriate.
- Ensure health & safety is on the agenda at all appropriate management and governor meetings, reporting on any findings from audits/inspections/accidents and any recommendations made.
- Ensure adequate consultation takes place between managers and employees to allow everyone to contribute to safe working.

Site Manager Will:

- Support the Principal in coordinating and monitoring health & safety matters at the academy
- Make sure that the Senior Leadership Team, Trustees and or external advisors and or agencies are aware of areas of concern in relation to the academy's safety arrangements.
- Undertake internal safety Audit & Inspection & make recommendations to the Senior Leadership and Trustees.
- Raise awareness of and promote a positive culture with regard to health & safety matters to all members of staff employed by the academy and manage the day to day operational aspects of health & safety delivery.
- Provide appropriate and relevant guidance and information on health & safety management, policy and procedure, liaising with the academy's external consultants, and providing a link between management, staff, students, contractors and trustees.
- Ensure relevant health & safety training for staff is identified.

All Senior Managers/Staff with Special Responsibilities will:

- Make sure that the Principal/SLT and or Site Manager are made aware of any health or safety concerns in relation to the academy's arrangements within their areas of responsibilities.
- Ensure safety inspections of the equipment, plant, resources, personal protective equipment (PPE) and the working environment within their areas of responsibility are undertaken, recorded and any issues or defects are actioned and findings are fed back to all stakeholders.
- Raise awareness of and promote a positive culture with regard to health & safety matters to all members of staff, students and manage the day to day operational aspects of health & safety delivery in their areas of responsibility.
- Provide appropriate and relevant guidance, information & instruction on health & safety management, policy, procedures, and safe working practices to staff and students within their department
- Ensure relevant induction training of all new staff is in place, undertaken & documented.
- Ensure training records clearly identify training required and provided.

All Staff & Authorised Volunteers will:

- Ensure that they are fully aware of their roles and responsibilities, co-operate with the academy's policies, procedures and risk assessments and follow any information, instructions or guidance documents made available to them by their manager.
- Ensure that safe working practices are adopted at all times and comply with the findings/other outcomes of risk assessments, whether in academy, as part of extended provision and or on educational visits.
- Attend health and safety training courses/events/meetings as appropriate.

- Undertake suitable and sufficient risk assessments within their areas of responsibility/ for activities to be undertaken as directed by their manager /supervisor
- Bring to the attention of the Business Manager and or other appointed person, any accidents, near misses, dangerous equipment, premises defects or situations which may occur whilst in the academy or on educational visits.
- Report to their line manager and or the nominated person on site any problems that they feel they cannot deal with themselves.
- Have the responsibility to do what they can to take care of themselves, their colleagues, students and visitors. In particular employees must co-operate with their managers and not interfere with safety procedures implemented to protect people from harm.

In addition, all staff will be required to take reasonable steps to safeguard the health, safety and welfare of students ensuring appropriate supervision is in place both in and out of the classroom.

Others Persons Visiting Academy will:

Students, hirers of academy premises, visitors, contractors and other users of academy facilities will be required to observe the safety procedures in place, information and instructions provided, take reasonable care of themselves and others and cooperate with academy staff. The Site Manager will ensure that suitable arrangements are in place to inform others visiting the site of the health and safety arrangements in place and the expectations placed upon them during their visit. In addition, person(s) hiring the facilities will also be provided with a safety induction and be expected to adhere to the academy health & safety policy and other relevant procedures.

4. Operational Management Arrangements

Detailed arrangements for the delivery of health & safety for **The Boulevard Academy** are contained within a series of safety guidance documents, staff handbooks, procedural toolkits and other information sources made available to all appropriate stakeholders, in addition key operational safety management arrangements are summarised within the section below.

Accidents (See also SG10)

All accidents to our staff, students or visitors will be recorded and investigated, at a level appropriate to the nature of the incident and or the injury sustained, to find out what happened and how any similar incident can be minimised.

The Business Manager will ensure that accidents are recorded and investigated, with major accidents, which are reportable to the Health and Safety Executive, being reported within the deadlines specified by the HSE, and where appropriate to the Academy's Health & Safety Consultant, our health & safety consultant will where requested provide advice and or investigate significant accidents on our behalf.

All staff have a responsibility to report and record accidents in line with our Academy's policies and procedures. Staff will be made aware through the **staff induction** process of the procedures & requirements for reporting and recording accidents. Our accident forms are **held by the main academy office**.

The Health & Safety Trustee will review any significant accident reports to identify any patterns or trends, findings will be shared with the Principal and the Trustee Board, so a decision can be taken as to if policies, risk assessments or procedures should be reviewed.

Administration of Medication

Our Academy will take all reasonable steps to safely store medicines and make them available to the students for whom they are prescribed. If a student cannot self-medicate and a parents/ carer cannot attend academy then first aid trained staff may volunteer to support the student. Any staff member volunteering will be provided with suitable training and the relevant documentation (e.g. care plan). Records of medicines administered will be kept.

Asbestos (See also SG36)

Asbestos is a naturally occurring mineral that has previously been used in the construction of buildings (especially before the year 2000). Our academy is aware of and acknowledges the significance of Asbestos in the work place, whilst our Academy was constructed after the year 2000 and asbestos containing materials are not present within our building staff are aware that they can occur in any building constructed before the year 2000.

Contractor Management (See also Premises Handbook)

Our Academy only uses contractors that have been formally approved either as part of our in-house approved contractors list or as part of arrangements in place with an external project management company. All contractors on site will have to adhere to our contractor code of conduct and will be monitored by our **Site Manager**.

Control of Hazardous Substances (See also SG15)

Our Academy recognises that the **Control of Substances Hazardous to Health Regulations 2002 (COSHH)** requires an assessment to be made of the work processes that involve the use of substances that are hazardous to health. The COSHH regulations apply to a range of substances including but not limited to cleaning, decoration, maintenance, janitorial supplies, science, design and technology, art and other relevant curriculum related substances.

The Academy holds a central register of all hazardous substances on site as well as Material Safety Data Sheets within the areas where substances are used and or stored.

The Site Manager is to be made aware by curriculum leaders and departmental managers of any hazardous substances they have within their departments. Staff who use hazardous substances must be provided with appropriate information, instructions and training on their safe use. In addition, teachers will brief students where appropriate on the safe use of substances.

Data sheets are available within relevant departments on site for all hazardous substances that are being used, these are kept in locations where hazardous substances are stored and or used. Additionally, separate risk assessments are carried out for the work processes which involve those substances which are particularly hazardous to health.

The Site Manager is responsible for ensuring that data sheets are provided to relevant staff on site and that appropriate assessments have been carried out. The purchasing of hazardous substances will only be done through companies that provide correct documentation, labelling and where appropriate, training. Only products purchased by academy through those suppliers approved by **The Site Manager** are to be used in academy by staff/volunteers or students.

DSE (See also SG4)

Those staff identified as 'regular users' will be subject to a documented DSE assessment on taking up their post, a review will take place if their duties or working environment change significantly. In addition, occasional users will be provided with general advice using the information provided in the 'Five Steps to Comfort document'.

Driving at Work (see also Private Car Transport Policy)

Staff who drive on academy related business, in their own vehicle are required to follow the procedures and guidance provided within the Driving at Work Policy and follow all relevant procedures and risk assessments.

Educational Visits

Our academy recognises that risks as well as benefits exist in any curriculum related off site activity, we therefore have a robust educational visits procedure and approval process in place. Relevant staff are appropriately trained to ensure they adhere to the expected standards for planning, approving and supervising all off-site activities, and are supported by our academy Educational Visits Coordinator (EVC).

Electricity (See also RAN12)

Our academy acknowledges that electricity has the potential to cause serious harm, or even death and is treated as a priority with regard to maintenance and repair work. The **Electricity at Work Regulations 1989** requires that all electrical systems and appliances are periodically inspected and maintained.

Fixed installations i.e. sockets, light fittings and general wiring throughout the academy will be tested at least **every five years** by a competent and qualified electrician.

Portable electrical equipment will be inspected, tested and maintained in accordance with current Health & Safety Executive and the Institute of Electrical Engineers Guidance, further information on frequency of testing is contained in Risk Advice Note RAN12.

Where personal electrical equipment brought in by staff is permitted by the Site Manager it will be classed as academy equipment and should not be used until it has been PAT tested.

The Site Manager is responsible for arranging the testing and maintenance of portable electrical appliances in Academy (including that brought in from home by staff). The test certificates and recommendation documentation are retained centrally.

Any electrical work, fixed electrical installation and portable appliance testing in our academy are undertaken by contractors certified by the National Inspection Council for Electrical Installation Contracting (NICEIC).

Fire Safety

Under the **Regulatory Reform (Fire Safety) Order 2005**, there is a legal requirement for each building to have a suitable, sufficient and up to date fire risk assessment. This will identify all sources of ignition with the potential to cause fire, along with considerations relating to the use and storage of chemicals and combustible materials, in addition to identifying precautionary measures in place to minimise the risks.

The Site Manager is responsible for ensuring that a **suitable and sufficient Fire Risk Assessment has been carried out**, that the findings have been appropriately communicated and that any significant hazards identified have been addressed, in addition that there is a process in place for reviewing this annually and updating the document this on a regular basis, including when 'hot working' is taking place in our academy.

Fire drills in our academy are carried out at least **once per term** and are recorded in the Academy Fire Precautions Log Book. In addition, a fire drill will be undertaken every six months for 3rd parties hiring our facilities.

The Site Manager is responsible for ensuring that fire drills are carried out, that the findings are recorded and acted upon and that the Fire Precautions Log Book is readily accessible.

We will also record the following in our fire precautions log book; the routine checking of fire doors, fire alarm and emergency lighting testing and maintenance, fire extinguisher maintenance and Fire Officers visits. The Fire Precautions Log Book and a copy of our Fire Risk Assessment are kept by the **Site Manager**.

In addition, we will ensure that suitable arrangements are in place with regard to emergency evacuation procedures, (including the completion of Personal Emergency Evacuation Plans PEEPS as necessary), that fire evacuation routes and fire doors are clearly marked and routinely inspected and that where fire marshals are appointed they are provided with suitable training. In addition, all staff and students will be periodically provided with fire awareness training.

First Aid (See also SG3 & SG3A)

Our Academy recognises that under the **First Aid at Work Regulations 1981**, employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace. First aid staff will be appropriately trained and available when the site is occupied and are made aware of any staff or student with medical conditions or allergies. In order to provide first aid provision the following arrangements are in place at our academy:

- During the normal academy day at least **three** duty first aiders (First Aid at Work trained) are available to attend incidents, supported by additional trained staff (Emergency First Aid) around the academy
- Off site visits – Dependent on the nature of the visit and the size of the group, at least one emergency first aid trained adult supports visits, for residential, high risk or outside the UK visits, at least one First Aid at Work (3 day trained) member of staff is recommended.

Gas

Under the **Gas (Installation and Use) Regulations 1994**, there is a requirement for all gas appliances (central heating boilers, gas water heaters, cooking and catering equipment etc) to be checked, serviced and maintained by a competent (Gas Safe registered) Contractor on an annual basis.

The Site Manager is responsible for arranging the testing and maintenance of gas appliances and equipment, ensuring that up to date records are held and any recommendations are actioned and that certificates are retained.

Health & Safety during Practical Lessons (See also Task Risk Assessments/SSOW)

Our Academy recognises the educational benefits of using practical equipment during lessons, learning is enhanced through conducting experiments, using tools, machinery, substances or apparatus.

However, the following precautions are to be considered by staff involved, in order to minimise the safety risk to both themselves and to students;

- Pre-use check of substances, tools, resources and equipment/apparatus to ensure they are suitable and safe for use
- Review of the risk assessment and or lesson planning documentation by the teacher and or technician
- Review of staffing levels to ensure they are suitable to maintain adequate supervision at all times
- Inform students of the safety rules and procedures before the practical element of any lesson begins
- Always instruct and supervise students carrying or moving equipment or apparatus
- Provide and enforce the wearing of suitable personal protective equipment

Legionella Risk Management (See also SG34)

Whilst Legionnaires' disease is an uncommon disease it can have a serious effect on a person's health. In order to safeguard against the risk to health our academy has adopted a Water Hygiene Management Control System, using a risk assessment-based approach in conjunction with appropriate in house monthly documented checks and a quarterly, bi-annual/annual inspection and water sampling test through a competent external contractor as appropriate, where remedial action is identified this is addressed as necessary, in order to meet the relevant statutory.

Lone Working/Working at Height/Manual Handling (See also SG12/SG9/SG8)

Whilst these activities will be discouraged wherever practical to do so, we recognise that some staff may work alone on or off site, or at height or undertake manual handling tasks. We will identify those individuals likely to undertake such tasks on a regular basis and ensure that suitable instruction, training, information and risk assessments are in place in order to minimise identifiable risks.

New & Expectant Mothers (See also SG24)

Female employees are advised to notify their manager in writing of pregnancy or when returning to work having recently given birth, to ensure their tasks will not cause any detrimental health effects. Such information will be treated in the strictest confidence.

A New and Expectant Mothers Risk Assessment will be undertaken by the Business Manager with support from the line manager when appropriate, to identify any specific hazards/risks and implement suitable and sufficient control measures. The New and Expectant Mothers Risk Assessment will be regularly updated at agreed intervals to reflect any changes; including health advice provided by the employee's GP or Midwife.

Personal Protective Equipment (PPE) (See also SG6)

The Personal Protective Equipment (PPE) Regulations establish sound principles for selecting, providing, maintaining and using PPE in the workplace, these guiding principles will form the basis for the provision and use of PPE in our academy. Where PPE is recommended, and provided as part of a

range of controls identified in a risk assessment it will be the responsibility of the individual to ensure it remains fit for purpose.

Risk Assessment (See also SG1)

Our academy acknowledges that risk assessments are a legal requirement particularly under the **Management of Health and Safety at Work Regulations 1999**, although most health and safety legislation require a risk assessment approach to controlling hazards.

We will formally record our risk assessments, in part this will be through using risk assessment templates, curriculum lesson planning/schemes of work and or other curriculum related documentation and guidance, as well as by using general risk assessment documents available.

Copies of risk assessments must be held in both the area they relate to as well as centrally by the Site Manager. In addition, we will also undertake activity, person or situation specific risk assessments where appropriate, and where the tasks require it a documented Safe Systems of Working (SSOW) will be undertaken. Risk assessments will be reviewed periodically (depending on the significance of the risks involved), following an accident, on the introduction of any new process/equipment/ substance, as a result of staff raising concerns or any other significant change in circumstances.

Site Security & Safeguarding

Our academy recognises the importance of having suitable arrangements in place to manage general site security and safeguarding issues. We will:

- Ensure arrangements are in place and understood in order to maintain adequate levels of security and safety at all times, communicating our arrangements to all relevant site users
- Ensure activities that take place do not compromise security arrangements or the safe access/egress for site users or emergency responders
- Ensure clear and concise procedures are in place to manage a range of emergency situations and that these are appropriately communicated, to ensure that all relevant site users are aware of the actions to take in an emergency situation
- Safeguarding and security arrangements in place are communicated to all site users and are periodically reviewed to ensure they remain suitable
- Issues regarding damage to/security of the premises must be reported to **The Site Manager**

Staff Wellbeing & Health Surveillance (See also RAN1/RAN2/SG35)

We recognise that stress caused either in the work place or by external factors can occur from time to time and we are committed to providing support and advice wherever possible if this occurs. If appropriate staff can access a range of occupational health and or health surveillance services to help support them. If anyone feels they would benefit from support and advice in respect of their wellbeing they should contact, the Business Manager, for further advice.

Use of Machinery (see also SG32)

Only those persons with appropriate training and who can use equipment safely are authorised to do so, in addition manufacturer's information must be made available to users. All machinery will

conform to relevant safety standards and be subjected to routine documented inspection, maintenance and servicing. Students will only be allowed to use curriculum related machinery if supervised by a trained and competent member of staff.

Violence at Work (see also SG11)

The academy takes violent or aggressive behaviour against staff seriously. General guidance on managing potentially violent situations is provided via relevant guidance and risk assessment documents. Staff **must** report any such instances to their line manager so suitable follow up action/investigations can be undertaken.

Working in Noisy or Dusty Environments/Using Vibrating Equipment (see also SG27/SG31)

These activities will be minimised where possible, appropriately risk assessed and staff encouraged to take regular breaks from such activities. Where staff are or feel they are subject to regular exposure, dust, noise and or vibration testing can be undertaken and the findings discussed with the individual employees involved.

Workers under the Age of Eighteen

A specific Risk Assessment will be undertaken and routinely reviewed for any workers under 18 employed by the academy, which considers:

- the extent of training provided, their inexperience/immaturity & lack of risk awareness
- the fitting and layout of the workplace, and the range and use of work equipment
- the nature, degree and exposure to processes and or physical/biological/chemical agents and or work/environments beyond their capabilities.

Infectious Diseases

The following arrangements are in place in order to minimise the risk to staff and pupils of infectious diseases:

- The school and its Leadership team keep abreast of any new information relating to infectious, notifiable and communicable diseases and local health issues. New information shall be disseminated to staff members and parents/carers as necessary.
- Infectious diseases poster is displayed in the school medical room.
- If a pupil feels unwell, is sick, has diarrhoea, has an accident and/or staff feel that they may have an infectious disease that may put other pupils/staff at risk, they will be isolated in the medical room and arrangements made for collection by their parent/carer.
- For COVID-19 related symptoms, pupils will be isolated in the designated area until collection. (Separate Covid Risk Assessments available)
- Emergency contact numbers will be used if the parent/carer cannot be contacted.
- The pupil and parent's right to confidentiality shall be respected.
- The pupil shall be treated in a sympathetic, caring and understanding manner.
- Parents/carers shall be kept informed of any infectious diseases occurring at the school.
- We expect, and inform, parents/carers to notify us if their child is suffering from any infectious disease that may put others at risk.
- We expect, and inform, parents/carers to call or email the school office in the morning if their child is unwell and will not be attending school.

Cleaning

We recognise the importance of maintaining clean and hygienic premises. The following health & safety arrangements are in place:

- Suitably competent staff have been employed to clean the premises.
- Cleaning staff are provided with suitable protective clothing (e.g. plastic gloves and aprons).
- Cleaning staff are provided with suitable hand washing facilities.
- All cleaning products are kept in locked cupboards out of reach of pupils.
- All premises are to be cleaned and tidied before pupils arrive.
- Hygienic and safe cleaning materials are available for use in emergencies.
- Toilets are regularly checked for cleanliness.
- Surfaces and tables are wiped clean between activities.
- Regular pest control visits are conducted by a competent specialist pest control contractor for preventative control.
- The Site Manager holds COSHH records of all products used by cleaning staff and the pest control contractor in case of emergencies.
- Good health and hygiene practices are actively promoted through notices, signs, posters, leaflets and staff meetings.

Ventilation

We recognise the importance of ensuring that adequate ventilation is provided in all rooms of the building, whether this be by means of natural or mechanical ventilation.

Ways to improve ventilation;

- partially opening windows and doors to let fresh air in
- opening higher level windows to reduce draughts
- opening windows for 10 minutes an hour or longer can help increase ventilation – where possible this can happen when the room is empty in between lessons, for example
- Checking Co2 Monitors in classrooms (as provided by the DfE during the covid pandemic to identify areas of poor ventilation) open windows or turn on ventilation systems as required

Letting fresh air into indoor spaces can help remove air that contains virus particles and prevent the spread of COVID-19 and other respiratory infections. However, you should always balance the need for increased ventilation while maintaining a comfortable temperature.